

SOURCES SOUGHT SYNOPSIS ONLY

The purpose of this synopsis is to gain knowledge of potential qualified sources and their size classification (HUBZone, 8(a), small, small disadvantage, veteran owned small business (VOSB), service disabled veteran owned small business (SDVOSB), or large business) relative to NAICS 611430 with size standards of \$11.0 million. Note that if VA's pending market research establishes that two or more VOSB or SDVOSB, who are verified in VA's Vendor Information Pages (VIP) site <https://www.vip.vetbiz.gov/>, can perform the project, VA will set aside the underlying solicitation per 38 U.S.C. §8127.

Responses to this synopsis will be used by the Government to make appropriate acquisition decisions. After review of the responses to this sources sought synopsis, a solicitation announcement may be published on FBO and/or GSA eBuy. Responses to this sources sought synopsis are not considered adequate responses to the solicitation announcement.

REQUIREMENTS:

The Department of Veterans Affairs Greater Los Angeles Healthcare System (VAGLAHS) has a requirement to establish a contract to provide Safety and Emergency Management Planning and Training for Fiscal Year 2017. The following shall be provided:

A. SCOPE:

1. Active Threat Functional Exercise development for Incident Management Team. Develop and conduct an Active Threat Functional exercise. Design exercise plan, develop objectives, exercise evaluation guides and supporting material for Incident Commanders and Responders. Develop an After Action Report. Comply with Homeland Security Exercise Evaluation Program (HSEEP) compliance mandate.
2. Nursing Service. Develop and identify critical functions and staffing needs for a continuity of operations event. Identify and coordinate vital record system needs, systems electronic and hard copy data critical to the service. Review emergency operating plans, directives, delegation of authority, orders of succession, volunteers and staffing. Create and conduct a survey on needs for departmental level continuity of operations. Ensure procedures are in place for documenting operations when the Continuity of Operations Plan (COOP) is activated. Write and develop COOP for departments. Create operational checklist for departmental activation of a continuity of operation event. Establish equipment needs for responding to an emergency or continuity of operation event.
3. Conduct training program for nursing staff on responding to continuity of operations event. Conduct continuity of operations planning awareness training for nursing staff and response team. Train responding team members on alert and activation procedures, cascade call-out, delegation of authority, incident management tactics and strategies.
4. Disaster of Medical Operations. Develop, write and conduct a full-scale medical surge exercise. Design an exercise plan, develop objectives and exercise evaluations guides and supporting material for Incident Commanders and Responders. Conduct full-scale exercise and provide an after action report.
5. Hospital Incident Command System (HICS) training for Incident Management Team. Develop, write and conduct a training program for staff on responding to medical a disaster using the Incident Management System. Provide training for Incident Management system team members. This training

will meet the Joint Commission standard EM.01.01.01-EP7. The hospital's Incident Command Structure is integrated and consistent with its community's command structure. The Incident Management team is in compliance with NIMS objective # 7; they can demonstrate the use of NIMS principles and ICS Management in training and exercises.

B. DELIVERABLES:

1. Active Threat Functional Exercise development for Incident Management Team:
 - a. Develop and conduct active threat functional exercise.
 - b. Design exercise plan and objectives and evaluation guides and supporting materials for Incident Commanders and Responders.
 - c. Conduct staff training for implementation of current Emergency Operations Plan.
 - d. Conduct functional exercise on the current Emergency Operations Plan for the Active Threat Scenario.
 - e. Conduct a functional exercise for the Incident Management team including exercise evaluations guides, Incident Commander and Responders manuals and exercise plan.
 - f. Develop and produce an After Action Report on the exercise results, based on the Homeland Security Exercise Evaluation Program (HSEEP).

2. Nursing Service COOP Plan:
 - a. Develop and Identify critical functions and staffing needs for the nursing service for a continuity of operations event.
 - b. Identify and coordinate vital records system needs and electronic and hard copy data critical to the service. Review and include emergency operating plans and directives, delegation of authority, orders of succession volunteers and staffing.
 - c. Write and develop COOP for the department. Ensure procedures are in place for documenting operations when the COOP is activated. Develop service level plans to ensure continued performance of identified critical function and succession of key leadership. Include staff requirements and resources needed to maintain operations at least 30 days.
 - d. Identify alternate facility to continue performance of critical functions.
 - e. Identify, establish and train Incident Action Response Team for handling the relocation of the service. Identify delineation of mission essential functions and establish decision making process for activation of the COOP. Develop a communications plan (telephone, radio, runners etc.) to disseminate information to essential and non-essential personnel.
 - f. Establish plans for check-in notification of employees about returning to work following the emergency and who should respond.

3. Develop training program for nursing staff on responding to a medical continuity of operations event:
 - a. Conduct continuity of operations planning awareness training for nursing service level chiefs and response team members.
 - b. Train responding team members on alert and activation procedures, cascade call-out, delegation of authority, and incident management tactics and strategies.

4. Medical Surge Operations:
 - a. Develop, write and conduct full scale medical surge exercise. Conduct a full scale exercise and provide an after action report. Design and conduct the exercise in compliance with

Homeland Security Exercise and Evaluation Program (HSEEP).

5. Provide Hospital Incident Command System (HICS) training for Incident Management Team.

The intended contract period will be for one (1) year one year option period, which may begin approximately August 1, 2017.

PARTICIPATING HEALTHCARE FACILITIES:

<p>VA GREATER LOS ANGELES HEALTHCARE SYSTEM 11301 Wilshire Blvd. Los Angeles, CA 90073</p>

In response to this announcement, please complete the information below:

Company Name:
Address:
Contact Name:
Phone No:
Email:
DUNS:

Business size information
Select all that applies:
<input type="checkbox"/> Small Business
<input type="checkbox"/> Emerging Small Business
<input type="checkbox"/> Small Disadvantaged Business
<input type="checkbox"/> Certified under Section 8(a) of the Small Business Act
<input type="checkbox"/> HUBZone
<input type="checkbox"/> Woman Owned
<input type="checkbox"/> Certified Service-Disabled Veteran Owned Small
<input type="checkbox"/> Veteran Owned Small Business
<input type="checkbox"/> Large Business
<input type="checkbox"/> Other: _____

FSS/ GSA Contract Holder	Yes <input type="checkbox"/>	No <input type="checkbox"/>
FSS/ GSA Contract Number		
Effective Date / Expiration Date		

This notice is neither a request for competitive proposal or solicitation of offerors. This notice is to assist the VA in determining sources only and a solicitation is not currently available. If a solicitation is issued it will be announced at a later date, and all interested parties must respond to that solicitation announcement separately from this response. Responses to this sources sought is not a request to be added to a prospective bidders list or to receive a copy of the solicitation. Information received as a result of

this notice will normally be considered solely for the purpose of determining whether to conduct a competitive procurement. This notice does not represent a commitment by the Government to pay for costs incurred in the preparation and submission of information or any other costs incurred as a response to this announcement. Inquiries will only be accepted in writing via email to Contracting Officer Stephen Kwak at Stephen.kwak@va.gov and Contracting Specialist Duwane Snyder at Duwane.snyder@va.gov on or before June 27, 2017 by 10:00 AM PST.