



Mississippi

PO Box 632030 Cincinnati, OH 45263-2030

GANNETT

## **AFFIDAVIT OF PUBLICATION**

Sallie Sones  
Ms Emergency Management Agency  
1 MEMA Drive,  
Pearl MS 39208

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he/she is a Legal Advertising Representative of The Clarion-Ledger, a newspaper as defined and prescribed in Sections 13-3-31 and 13-3-32, of the Mississippi Code of 1972, as amended, who, being duly sworn, states that the notice, a true copy of which is hereto attached, to be issues of said newspapers editions date as follows:

05/06/2025, 05/13/2025

That said newspaper was regularly issued and circulated on those dates and that the fees charged are legal.

Sworn to and subscribed before on 05/13/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$34.25	
Tax Amount:	\$0.00	
Payment Cost:	\$34.25	
Order No:	11272392	# of Copies:
Customer No:	1020787	1
PO #:	3160007342	

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

The Office of Statewide Strategic Sourcing, on behalf of the Mississippi Emergency Management Agency, will accept submissions in response to an Invitation for Bids (IFB) to procure services to update the District 5 Mitigation Plan. A copy of the IFB, District 5 Mitigation Plan Update, RFx No. 3160007342 may be obtained by contacting Tese-lyn Funches at 601-359-5286, [osss@dfa.ms.gov](mailto:osss@dfa.ms.gov) and at 501 North West Street, Suite 1301, Jackson, Mississippi 39201, or by visiting <https://www.msema.org/about/about-mema/response/procurement>. Bids will be received until 1:00 PM Central Standard Time on June 12, 2025. 05/06, 05/13/2025 #11272392

NICOLE JACOBS  
Notary Public  
State of Wisconsin



Outlook

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**Dist. 5 Hazard Mitigation RFx#3160007342 AMENDMENT #1**

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**From** Teselyn Funches <Teselyn.Funches@dfa.ms.gov>

**Date** Tue 5/27/2025 9:27 AM

**To** leads@wittobriens.com <leads@wittobriens.com>; Ebuchanan@wittobriens.com  
<ebuchanan@wittobriens.com>; librown@wittobriens.com <librown@wittobriens.com>

Good morning,

MEMA has responded to questions that were submitted by the submission date. Please follow the link below to review a copy of Amendment #1 Questions and Answers. **Please download or print a copy for your records** as the website availability may change.

[AMENDMENT 1 QA District 5 Hazard Mitigation](#)

[Plan.FINAL\\_.pdf](#)

Please let me know if you cannot retrieve the documents from this link. Updates for this solicitation will be posted on this website for your review. Please check the website from time to time to ensure you have the most update information.



***Teselyn Melton Funches, JD, CMPA***  
***Deputy Director***  
***Office of Statewide Strategic Sourcing (OSSS)***

601-359-5286

501 North West Street, Suite 1301-C  
Jackson, MS 39201



Outlook

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**Dist. 5 Hazard Mitigation RFx#3160007342 AMENDMENT #1**

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**From** Teselyn Funches <Teselyn.Funches@dfa.ms.gov>

**Date** Tue 5/27/2025 9:26 AM

**To** bbillings@gocivix.com <bbillings@gocivix.com>

Good morning,

MEMA has responded to questions that were submitted by the submission date. Please follow the link below to review a copy of Amendment #1 Questions and Answers. **Please download or print a copy for your records** as the website availability may change.

[AMENDMENT 1 QA District 5 Hazard Mitigation](#)

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Please let me know if you cannot retrieve the documents from this link. Updates for this solicitation will be posted on this website for your review. Please check the website from time to time to ensure you have the most update information.



***Teselyn Melton Funches, JD, CMPA***

***Deputy Director***

***Office of Statewide Strategic Sourcing (OSSS)***

601-359-5286

501 North West Street, Suite 1301-C  
Jackson, MS 39201



Outlook

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**Dist. 5 Hazard Mitigation RFX#3160007342 AMENDMENT #1**

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**From** Teselyn Funches <Teselyn.Funches@dfa.ms.gov>

**Date** Tue 5/27/2025 9:26 AM

**To** Katie Freeman <katie.freeman@hagertyconsulting.com>

Good morning,

MEMA has responded to questions that were submitted by the submission date. Please follow the link below to review a copy of Amendment #1 Questions and Answers. **Please download or print a copy for your records** as the website availability may change.

[AMENDMENT 1 QA District 5 Hazard Mitigation](#)

[Plan.FINAL\\_.pdf](#)

Please let me know if you cannot retrieve the documents from this link. Updates for this solicitation will be posted on this website for your review. Please check the website from time to time to ensure you have the most update information.



***Teselyn Melton Funches, JD, CMPA***

***Deputy Director***

***Office of Statewide Strategic Sourcing (OSSS)***

601-359-5286

501 North West Street, Suite 1301-C  
Jackson, MS 39201



**INVITATION FOR BIDS (IFB)**  
**District 5 Hazard Mitigation Plan Update**  
**IFB RFx#3160007342**

**BID OPENING ATTENDANCE**  
**Thursday, June 12, 2025**  
**2:00 PM**

Name	Title/ Agency
Shannon Smith <i>SS</i>	Statewide Procurement Analyst OSSS
Jonathan Dillard <i>JD</i>	Statewide Procurement Analyst OPSCR
Sallie Sones	MEMA <i>Sallie Sones</i>

**Invitation for Bids**

**District 5 Hazard Mitigation Plan Update  
IFB RFx# 3160007342**

**Amendment # 1  
Questions and Answers**

	<b>Section #</b>	<b>Page #</b>	<b>Question</b>	<b>MEMA Response</b>
1.	Section 4.1 Deliverables, 1 b),	3	Are the 4 identified meetings referencing public meetings or HMPC meetings?	HMPC Meetings
2.	Section 4.1 Deliverables	3	Do the Districts prefer in person, virtual, or hybrid HMPC meetings?	In person
3.	Section 4.1 Deliverables	3	Do the Districts prefer in person, virtual, or hybrid public meetings?	In person

**Receipt of Amendment #1 Acknowledged:**

Company: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Attachment A**

**BID COVER SHEET**

Bids must be submitted as listed below on or before 1:00 PM CST, June 12, 2025.

PLEASE MARK YOUR ENVELOPE:

IFB for District 5 Hazard Mitigation Plan Update  
IFB RFx Number 3160007342  
Opening Date: 1:00 PM CST, June 12, 2025  
Mississippi Department of Finance and Administration  
Attention: Teselyn Funches, Bid Coordinator  
501 North West Street, Suite 1301 C **OR** Post Office Box 2067 (Suite 1301 C)  
Jackson, Mississippi 39201 Jackson, Mississippi 39205  
SEALED BID - DO NOT OPEN SEALED BID - DO NOT OPEN

**Name of Company:** Applied Training Solutions, LLC

**Quoted By:** Brian P. Murphy, Contracts Manager

**Signature:** Brian P. Murphy

**Address:** 4764 State Route 30

**City/State/Zip:** Greensburg, PA 15601

**Telephone:** 941-807-1774

**Fax Number:** 703-485-1544

**E-Mail Address:** bmurphy@appliedtrg.com

**Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB:** Brian P. Murphy, 941-807-1774

**In addition to providing the above contact information, please answer the following questions regarding your company:**

**What year was your company started?** April 2009

**How many years has the firm been in business of performing the services called for in this IFB?**

Since April 2009, a total of 16 years.

**Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation.** 4764 State Route 30, Greensburg, PA 15601

**If your company is not physically located within the vicinity, how will you supply the necessary equipment and personnel to complete a hazard mitigation plan update for MEMA?**

Although our company is not physically located within the immediate vicinity, we have team members based within driving distance who are available to provide in-person support as needed. Additionally, our planning staff are fully prepared to travel to the project location for key meetings, workshops, and community engagement sessions. For day-to-day coordination and plan development outside of scheduled in-person activities, we will leverage technology—such as Zoom and other virtual collaboration tools—to maintain consistent communication and ensure the project remains on schedule and aligned with MEMA's expectations.

**Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms.** No, it is not for sale.

**Is your company licensed and/or certified to update a hazard mitigation plan as required by any and all applicable Federal and State law(s)?**

To the best of ATS' knowledge, there is no federally or state-mandated license or certification specifically required for organizations to develop or update Hazard Mitigation Plans (HMPs). The Federal Emergency Management Agency (FEMA) does not issue certifications for mitigation planning entities; rather, it places emphasis on technical competency, compliance with current planning guidelines, and demonstrated experience in hazard mitigation planning processes.

Team ATS fully meets and exceeds those expectations. Our team is composed of seasoned professionals with decades of combined experience in the development, review, and execution of hazard mitigation plans at the local, regional, state, and federal levels. Many of our team members have worked directly with FEMA for decades, giving them unparalleled expertise and firsthand knowledge of FEMA's expectations, requirements, and approval processes for hazard mitigation plans. Their long-standing involvement in federal disaster programs—both in field operations and policy development—ensures that every plan we produce is aligned with FEMA standards and incorporates practical, actionable strategies rooted in real-world application.

What distinguishes Team ATS is our commitment to producing plans that are not only FEMA-compliant, but also realistic, executable, and tailored to the specific vulnerabilities and capacities of the communities we serve. Our planning professionals bring multidisciplinary expertise spanning emergency management, environmental science, engineering, public policy, GIS, and community engagement—allowing us to develop holistic, inclusive, and sustainable plans.

Team ATS has successfully supported hazard mitigation planning initiatives across a wide range of jurisdictions. We understand that effective mitigation planning involves more than just meeting checkboxes—it requires meaningful stakeholder engagement, accurate risk assessment, interagency coordination, and a strategic vision for long-term resilience. We prioritize these elements in our approach, resulting in planning documents that are living tools communities can rely on before, during, and after disasters.

In summary, while no formal license or certification is required, Team ATS brings the qualifications, experience, and trusted relationships necessary to develop high-quality, FEMA-approvable hazard mitigation plans. Our history of direct work with FEMA and our ability to translate policy into action give us a unique advantage in helping jurisdictions meet their planning goals and advance community resilience.

**List all licenses or permits your company possesses that are applicable to performing the services required in this IFB.**

Our Senior Planner holds a Certified Emergency Manager certification.

**For how many customers has your company provided hazard mitigation plan updates or related work in the past five years?**

Over the past five (5) years, while our company has not produced many standalone hazard mitigation plan updates, our team draws on more than 20 years of experience in hazard mitigation planning, emergency management, and disaster recovery. This deep foundation allows us to bring seasoned insight and a comprehensive approach to every planning engagement.

Our staff includes individuals who have directly supported FEMA's Hazard Mitigation Program at the federal level, including assignments during disaster response and recovery operations. Their work has involved conducting in-depth reviews of mitigation plans against FEMA's current standards and guidance, identifying areas for improvement, and ensuring alignment with federal compliance requirements.

Additionally, we have worked closely with multiple states to review and evaluate local and regional hazard mitigation plans both before and after FEMA submission. This includes providing technical assistance to ensure plans meet the criteria outlined in FEMA's Local Mitigation Planning Policy Guide, supporting plan revisions, and advising on integration of the whole community approach, risk assessment methodologies, and mitigation strategy development. This combination of federal and state-level experience—along with our knowledge of planning best practices, real-world program implementation, and regulatory compliance—equips our team to deliver high-quality, actionable hazard mitigation plans that reflect both the letter and the spirit of FEMA's guidance.

**What is the largest customer your company has provided hazard mitigation plan updates or related work for in the past five years?**

Over the last five (5) years, our largest customer has been FEMA, for whom the owner and lead planner have served as subject matter experts in hazard mitigation planning. We have provided plan development and technical writing services across FEMA Regions 5, 6, and 7, supporting both regional and state-level hazard mitigation planning efforts. This includes significant contributions to Regional All-Hazards Plans and the New Madrid Seismic Zone planning initiatives, where our expertise was instrumental in updating and enhancing mitigation strategies in coordination with federal and state stakeholders.

**Describe any specific services that your company offers along with any specialized experience, certification, and/or education of your current staff.**

Emergency Response and Global Security Solutions, LLC (ERGSS) offers a comprehensive suite of services in emergency management, hazard mitigation, disaster response, and preparedness. Founded in 2007, ERGSS is led by experienced professionals who deliver client-focused solutions tailored to meet the specific needs of local, state, federal, and private sector partners.

### **Core Services:**

- **Hazard Mitigation Planning:** ERGSS specializes in developing and updating hazard mitigation plans that are fully compliant with FEMA guidelines. Our approach ensures that plans are actionable, locally driven, and designed to reduce risk and enhance resilience.
- **Emergency Preparedness and Response:** We provide strategic planning, continuity of operations development, and operational support to ensure that agencies and communities are equipped to respond effectively to all hazards.
- **Disaster Recovery:** ERGSS supports clients through the entire disaster recovery lifecycle, including FEMA Public Assistance and Hazard Mitigation Grant Program (HMGP) navigation, damage assessment, and recovery planning.
- **Training and Exercises:** Our team designs and delivers customized training programs and Homeland Security Exercise and Evaluation Program (HSEEP)-compliant exercises to improve the capabilities of emergency responders and planners.

### **Specialized Experience, Certifications, and Staff Qualifications:**

- **FEMA Collaboration and Subject Matter Expertise:** ERGSS has provided direct support to FEMA Regions 5, 6, and 7, contributing to regional all-hazards and New Madrid Seismic Zone planning efforts. Our staff have also reviewed state and local hazard mitigation plans pre- and post-submission to FEMA, ensuring compliance with national standards and best practices.
- **Experienced and Certified Professionals:** Our staff includes seasoned emergency managers, project managers, and former first responders with over 20 years of experience. Many hold certifications in ICS, HAZMAT, Fire Service, Emergency Medical Services, and FEMA planning and recovery programs.
- **Real-World Operational Insight:** ERGSS leverages a nationwide network of contractors and consultants with active, real-world experience in state and federal emergency management roles. This includes ongoing work in disaster recovery, mitigation, and planning support for federal agencies and state emergency management offices.

Through our proven expertise and adaptive planning approach, ERGSS delivers high-quality, mission-focused services that help clients prepare for, respond to, and recover from disasters more effectively.

## Attachment B

### BID FORM

Company	Contact Person	Telephone Number
Applied Training Solutions, LLC	Brian P. Murphy Contracts Manager	941-807-1774

The maximum contract price for the update of District 5 Hazard Mitigation Plans shall be all inclusive. The “all-inclusive” price shall include all associated costs with no additional or hidden fees. **Bidder shall also submit a Cost Analysis and Breakdown Sheet** detailing all professional fees and expenses in a manner that supports the total maximum contract price submitted. **The contract award will be based solely on the maximum contract price submitted below. The Cost Analysis and Breakdown Sheet will be considered Attachment A with the contract.**

The awarded Contractor will be required to submit detailed invoices describing services completed for the invoice period. Payment will be made in arrears (after the services have been provided) at the amount, and interval (i.e., monthly, quarterly, etc.) as agreed upon by the awarded contractor and MEMA prior to submission to PPRB for contract approval. At no time shall the contract exceed the Maximum Contract Price per year listed below.

**Total all-inclusive Maximum Contract Price:**                    \$ \$108,328.40 /YEAR

**\*\*Bidder must submit a price per year. The initial contract term will be one year. MEMA, at its sole discretion, may amend this contract and renew it for three (3) periods of twelve (12) months each under the same or amended terms and conditions as the original contract. \*\***

By signing below, the company Representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the Invitation for Bids and Attachments thereto;
2. That the company meets all requirements and acknowledges all certifications contained in the Invitation for Bids and Attachments thereto;
3. That the company agrees to all provisions of the Invitation for Bids and Attachments thereto including, but not limited to, the required contract clauses (Attachment E);
4. That the company will perform the services required at the prices quoted above;
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date;

6. The Contractor represents that its workers are licensed, certified, and possess the requisite credentials to construct the fencing; and,
7. **NON-DEBARMENT:** By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.
8. **INDEPENDENT PRICE DETERMINATION:** By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other [bidder, offeror] or competitor for the purpose of restricting competition.
9. **OFFEROR'S REPRESENTATION REGARDING CONTINGENT FEES:** By responding to the solicitation the offeror represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the offeror cannot make such a representation, a full and complete explanation shall be submitted in writing with the offeror's response.
10. **REPRESENTATION REGARDING GRATUITIES:** Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MEMA a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of MEMA has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.
11. **Release if Bid as Public Record.** Bidder shall acknowledge which of the following statements is applicable regarding release of its bid as a public record. A bidder may be deemed non-responsive if the bidder does not acknowledge either statement, acknowledges both statements, or fails to comply with the requirements of the statement acknowledged. Choose one:

BPM Along with a complete copy of its bid, bidder has submitted a second copy of the bid in which all information bidder deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Bidder acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR Rules and Regulations if MEMA or the Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the bid which are not subject to Miss.



Code Ann. §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Bidder acknowledges and agrees that MEMA may release the redacted copy of the bid at any time as a public record without further notice to bidder. A bidder who selects this option but fails to submit a redacted copy of its bid may be deemed non-responsive.

BPM Bidder hereby certifies that the complete unredacted copy of its bid may be released as a public record by MEMA at any time without notice to bidder. The bid contains no information bidder deems to be confidential commercial and financial information and/or trade secrets in accordance with Miss. Code Ann. §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. *Bidder explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce its bid as provided in Miss. Code Ann. § 25-61-9(1)(a).* A bidder who selects this option but submits a redacted copy of its bid may be deemed non-responsive.

**Company Name:** Applied Training Solutions, LLC (ATS)

**Printed Name of Representative:** Brian P. Murphy, Contracts Manager

**Date:** 12 June 2025

**Signature:** *Brian P. Murphy*

**Note:** Failure to sign the bid form may result in the bid being rejected as non-responsive. Modifications or additions to any portion of this bid document may be cause for rejection of the bid.

## **Attachment C**

### **REFERENCES**

Bidder may submit as many references as desired by submitting as many additional copies of Attachment C, References, as deemed necessary. References will be contacted in the order listed until two references have been interviewed and Reference Score Sheets completed for each of the two references. No further references will be contacted; however, bidders are encouraged to submit additional references to ensure that at least two references are available for interview. Agency staff must be able to contact two references within two (2) business days of bid opening or 48 hours of initial contact.

#### **REFERENCE 1**

**Name of Company:** City of Portland, ME, Department of Public Health

**Dates of Service:** 2010-2012

**Contact Person:** Michael Russell

**Address:** 30 Forrest AVE

**City/State/Zip:** Portland, Maine 45101

**Telephone Number:** 207.756.8008

**Cell Number:** 802-289-0592 (personal)

**E-mail:** [207russell@gmail.com](mailto:207russell@gmail.com) (personal).

#### **REFERENCE 2 (New)**

**Name of Company:** Clayton County Emergency Management

**Dates of Service:** 7/24- Present

**Contact Person:** David Vazquez

**Address:** 1590 Adamson Pkwy, Suite 370

**City/State/Zip:** Morrow, GA 30260

**Telephone Number:** 770.477.3510

**Cell Number:** 678.233.8720

**E-mail:** David.Vazquez@claytoncountyga.gov

**REFERENCE 3**

**Name of Company:** FEMA Region V

**Dates of Service:** 2/2018 – 11/2019

**Contact Person:** Brian Morrill (No Longer Employed with FEMA but was direct Supervisor)

**Address:** 536 Clark St

**City/State/Zip:** Chicago IL 60605

**Telephone Number:**

**Cell Number:** 309.269-5998 (Personal)

**E-mail:** [briancmorrill@gmail.com](mailto:briancmorrill@gmail.com) (personal)

**REFERENCE 4**

**Name of Company:** New Mexico Department of Homeland Security and Emergency Management

**Dates of Service:** March 2021-December 2021

**Contact Person:** Dr. Julie Ford

**Address:** 801 Leroy Pl

**City/State/Zip:** Socorro, NM 87801

**Telephone Number:** 575.835.5468

**E-mail:** Julie.ford@nmt.edu

**REFERENCE 5**

**Name of Company:** United States Army Installation Command

**Dates of Service:** 2017-Present

**Contact Person:** Ralph M. Bowie

**Address:** 2405 Gun Shed Road

**City/State/Zip:** Fort Sam Houston, Texas 78234

**Telephone Number:** 210.466.2219

**E-mail:** ralph.m.bowie.civ.army.mil



# Michael Watson

## SECRETARY OF STATE

This is not an official certificate of good standing.

### Name History

Name	Name Type
Applied Training Solutions LLC	Legal

### Business Information

<b>Business Type:</b>	Limited Liability Company
<b>Business ID:</b>	1328406
<b>Status:</b>	Good Standing
<b>Effective Date:</b>	03/07/2022
<b>State of Incorporation:</b>	VA
<b>Principal Office Address:</b>	4764 Route 30 Greensburg, PA 15601

### Registered Agent

Name
William Tomlin 1110 Nottingham Road Starkville, MS 39759

### Officers & Directors

Name	Title
William Bewley 4764 State Route 30 Greensburg, PA 15601	Manager, Member
Christopher Martin 4764 Route 30	Vice President

Greensburg, PA 15601

Applied Training Solutions, LLC		
Hawthorne, CA Mitigation Planning		
Summary		
Base Year		
FFP	Labor	\$ 76,314.00
Cost	Travel	\$ 32,014.40
FFP	ODC	\$ -
	Subtotal	\$ 108,328.40
Total		\$108,328.40

NTE  
NTE

Labor			
Requirement #	Labor Category	Rate	Hours
	Project Manager	\$ 105.00	116
	Project lead	\$ 105.00	188
	Planner	\$ 98.00	318
	GIS Analyst	\$ 98.00	135
	Total BY Labor		622

<b>Total Cost</b>
\$12,180.00
\$19,740.00
\$31,164.00
\$13,230.00
<b>\$76,314.00</b>



Labor Workshe			
Labor Mix			
Labor Category (Title)	Contract Labor Category	Personnel	Prime or Sub
Project Manager	Project Manager	Jeff Suver	Prime
Project Lead	Senior Planner	Yonkman, Joel	Sub
Planner	Midlevel Planner	Sanders, Joy	Sub
GIS Analyst	GIS	Russell, Megan	Sub

et							
Kick Off	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Total
24	8	8	8	32	12	24	116
24	16	16	24	60	24	24	188
24	40	30	56	120	24	24	318
0	0	10	10	80	25	10	135

Travel BY			
Description	NTE Qty	Unit Price	Total Price
Lodging	NTE Qty	\$ 13,404.00	\$ 13,404.00
Airfare	NTE Qty	\$ 12,100.00	\$ 12,100.00
Vehicle Rental	NTE Qty	\$ 3,600.00	\$ 3,600.00
Subtotal			\$ 29,104.00
G&A			\$ 2,910.40
Total BY Travel			\$ 32,014.40

\*Per Diem for two role players

Lodging								
	Mileage			Lodging				
Purpose	Miles (Rond Trip)	Mileage Rate	Total Mileage Cost	Number of Travelers	Number of Nights	Lodging	MI&E	Travel MI&E
KickOff Meeting	60	\$0.70	\$42.00	3	1	\$191.00	\$86.00	\$64.50
Progress Review Meeting	60	\$0.70	\$42.00	3	1	\$191.00	\$86.00	\$64.50
City Council Meeting	60	\$0.70	\$42.00	3	1	\$191.00	\$86.00	\$64.50
Final City Council Meeting	60	\$0.70	\$42.00	3	1	\$191.00	\$86.00	\$64.50
Workshop 1	60	\$0.70	\$42.00	3	2	\$191.00	\$86.00	\$64.50
Workshop 2	60	\$0.70	\$42.00	3	2	\$191.00	\$86.00	\$64.50
Workshop 3	60	\$0.70	\$42.00	3	2	\$191.00	\$86.00	\$64.50
Workshop 4	60	\$0.70	\$42.00	3	2	\$191.00	\$86.00	\$64.50
		\$0.70	\$0.00				\$86.00	\$64.50

Airfare					
Purpose	Number of Travelers	Airfare	Number of Bags	Baggage Rate	Total Airfare
KickOff Meeting	2	\$700.00	2	\$100.00	\$1,600.00
Progress Review Meeting	2	\$700.00	1	\$100.00	\$1,500.00
City Council Meeting	2	\$700.00	1	\$100.00	\$1,500.00
Final City Council Meeting	2	\$700.00	1	\$100.00	\$1,500.00
Workshop 1	2	\$700.00	1	\$100.00	\$1,500.00
Workshop 2	2	\$700.00	1	\$100.00	\$1,500.00
Workshop 3	2	\$700.00	1	\$100.00	\$1,500.00
Workshop 4	2	\$700.00	1	\$100.00	\$1,500.00
					\$0.00
					<b>\$12,100.00</b>

Purpose	Number of Rentals
KickOff Meeting	1
Progress Review Meeting	1
City Council Meeting	1
Final City Council Meeting	1
Workshop 1	1
Workshop 2	1
Workshop 3	1
Workshop 4	1

Total MI&E	Total Travel Cost
\$645.00	\$1,260.00
\$645.00	\$1,260.00
\$645.00	\$1,260.00
\$645.00	\$1,260.00
\$645.00	\$1,260.00
\$903.00	\$2,091.00
\$903.00	\$2,091.00
\$903.00	\$2,091.00
\$903.00	\$2,091.00
\$0.00	\$0.00
	<b>\$13,404.00</b>

Travel Summary	
Total Lodging	\$13,404.00
Total Airfare	\$12,100.00
Total Ground Transportation	\$3,600.00
Total Travel Expense	<b>\$29,104.00</b>

Ground Transportation					
Rate	Total Rental	Fuel	Parking/Tolls	Public Transportation	Total Ground Trans Cost
\$400.00	\$400.00	\$50.00	\$0.00	\$0.00	\$450.00
\$400.00	\$400.00	\$50.00	\$0.00	\$0.00	\$450.00
\$400.00	\$400.00	\$50.00	\$0.00	\$0.00	\$450.00
\$400.00	\$400.00	\$50.00	\$0.00	\$0.00	\$450.00
\$400.00	\$400.00	\$50.00	\$0.00	\$0.00	\$450.00
\$400.00	\$400.00	\$50.00	\$0.00	\$0.00	\$450.00
\$400.00	\$400.00	\$50.00	\$0.00	\$0.00	\$450.00
	\$0.00				\$0.00
					<b>\$3,600.00</b>

Travel BY			
Description	NTE Qty	Unit Price	Total Price
	1	\$ -	\$ -
	0	\$ -	\$ -
	0	\$ -	\$ -
	0	\$ -	\$ -
	0	\$ -	\$ -
Total BY Travel			\$ -



Outlook

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**<EXTERNAL>: Applied Training Solutions, LLC Response to IFB District 5 Hazard Mitigation Plan Update**

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**From** Brian Murphy <bmurphy@appliedtrg.com>

**Date** Mon 6/9/2025 10:35 AM

**To** OSSS <OSSS@dfa.ms.gov>

**Cc** PMO <pmo@appliedtrg.com>; Keith Ladd <kladd@appliedtrg.com>

 6 attachments (3 MB)

Attachment A.pdf; Attachment B..pdf; Attachment C.pdf; Cover Letter for IFB District 5 Hazard Mitigation Plan Update.pdf; Mississippi District 5 Hazard Mitigation Plan Cost Breakdown.xlsx; MS District 5 Hazard Mitigation Plan Update Proposal.pdf;

Mississippi Department of Finance and Administration  
501 North West Street, Suite 1301 C  
Jackson, Mississippi 39201  
ATTN: Teselyn Funches, Bid Coordinator

Good Morning,

Reference: IFB RFx Number: 3160007342 District 5 Hazard Mitigation Plan Update

Applied Training Solutions LLC, (ATS) is pleased to submit the attached documents (Attachments A, B and C) to the issuing office in response to the referenced Invitation for Bid (IFB) RFx Number: 3160007342 District 5 Hazard Mitigation Plan Update. ATS hereby acknowledges that it received one (1) amendment. The proposal submission is valid for 30 calendar days after the submission due date.

DUNS: 809625507

CAGE Code: 50AU7

NAICS: 541330

UIE: E8ANLA44XRD9

ATS agrees to all terms and conditions, special provisions, and instructions included in the above referenced IFB, and it is prepared to perform the IFB attached Scope of Work without exception. ATS has no known Organizational Conflicts of Interest. Further, the following personnel are designated as responsible contacts and are authorized to negotiate on ATS' behalf.

Primary: Mr. Brian P. Murphy  
Title: Contracts Manager  
Phone No.: 941-807-1774  
Email: [bmurphy@appliedtrg.com](mailto:bmurphy@appliedtrg.com)

Secondary: Mr. Jason Bewley  
Title: ATS President  
Phone No.: 571-992-8343  
Email: [jbewley@appliedtrg.com](mailto:jbewley@appliedtrg.com)

By signing this email, I hereby represent and warrant that I am a duly authorized representative of ATS; and have the necessary delegation and legal authority to make the offer contained herein and deliver this proposal.

Respectfully,



Brian P. Murphy  
Contracts Manager  
407-359-1620 desk

Proposal

Attachment A: Bid Cover Sheet

Attachment B: Bid Form

Attachment C: References

Cost Breakdown

---

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# Mississippi District 5 Hazard Plan Update



Prepared For:  
Mississippi Emergency Management Agency

Prepared By:  
Applied Training Solutions, LLC

12 June 2025

# District 5 Hazard Mitigation Plan Update

## Submitted to:

Mississippi Department of Finance and Administration  
501 North West Street, Suite 1301 C  
Jackson, Mississippi 39201

## Submitted by:

Applied Training Solutions, LLC (ATS)

SDVOSB

Top Secret FCL

4764 Route 30, Greensburg, PA 15601

DUNS #: 809625507

CAGE Code: 50AU7

Website: [appliedtrg.com](http://appliedtrg.com)

UIE: E8ANLA44XRD9



**ATS POC:** Brian Murphy  
Contracts Manager  
[bmurphy@appliedtrg.com](mailto:bmurphy@appliedtrg.com)  
(941) 807-1774

**Authorized by:** Jason Bewley  
President  
[jbewley@appliedtrg.com](mailto:jbewley@appliedtrg.com)  
571-992-8343

This proposal or quotation includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed -- in whole or in part -- for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror as a result of - or in connection with - the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction is contained on pages marked: Use or disclosure of data contained on this page is subject to the restriction on the title page of this proposal. The data in the pages of this proposal where so annotated contain trade secrets and commercial or financial information voluntarily submitted by ATS Corporation that are either specifically exempted from disclosure by statute or privileged or confidential within the meaning of the exemptions set forth in Section 552(b)(3) and (4), respectively, of the Freedom of Information Act, 5 U.S.C. 552, the disclosure of which could invoke the criminal sanctions of 18 U.S.C. 1905.

# Cover Letter

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June 11, 2025

Ms. Teselyn Funches  
Mississippi Department of Finance and Administration  
501 North West Street, Suite 1301 C  
Jackson, Mississippi 39201  
osss@dfa.ms.gov

Subject: Local Hazard Mitigation Plan Update Preparation and Support Proposal

Dear Ms. Funches,

Applied Training Solutions, LLC (ATS) is pleased to submit our proposal to provide the Mississippi District 5 Hazard Mitigation Plan Update Preparation and Support, to include all necessary planning, administration, professional analysis, supporting documents and work required for the preparation and adoption of the plan.

ATS has assembled a team that has assisted numerous clients with needs like those outlined in the Request For Proposal (RFP). Team ATS includes members that have worked closely with various response and recovery organizations in the past. Our staff is comprised of Subject Matter Experts (SME) in Planning and Exercising that have been involved in providing professional consulting services to government and private sector organizations across the country. Leveraging FEMA's Six Step Planning Process, these SMEs will provide the necessary program management and planning expertise to ensure Mississippi District 5's plan is updated on time, under budget and to standard, recognizing the uniqueness of the District while bringing to the table best practices of organizations from across the United States for consideration. Resumes are included within this proposal. In addition to the extensive qualifications of our personnel, the attached response includes a list of clients with whom our company has relevant experience. The depth, breadth, and quality of the services we provide to our clients makes Team ATS unique.

We appreciate the opportunity to support Mississippi District 5's update of the existing District Hazard Mitigation Plan in accordance with federal, state and local guidelines, and look forward to ensuring successful submission to the Mitigation Council, Mississippi Emergency Management Agency, and Federal Emergency Management Agency before May 2026. Please feel free to contact me with any questions.

Sincerely,  
Jason Bewley, President  
Applied Training Solutions, LLC  
4764 Route 30, Greensburg, PA 15601  
jbewley@appliedtrg.com  
(571) 699-3180

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# Team ATS



**Applied Training Solutions, LLC (ATS)**, a Veteran Affairs (VA) certified Service-Disabled Veteran-Owned Small Business (SDVOSB), has over 15 years of experience providing specialized training, training assistance, exercise design and facilitation, and individual and organizational level training. ATS delivers technology-enhanced training exercises for Emergency Management (EM) professionals to effectively prepare for, mitigate, respond to, and recover from all emergencies, disasters, and threats to the nation’s security and well-being. ATS utilizes a diverse set of Information Technology (IT) and software modalities to enhance live training events and simulate virtual events to achieve the desired exercise outcomes. Our Subject Matter Experts (SME) provide training and exercise support for emergency preparedness staff for the Department of Defense (DoD), the Department of the Army (DA), and various Federal, State, and local organizations. ATS staff deliver proven capabilities in the full range of disciplines required to support protection operations, defense, and homeland security organizations.

Socio Economics	Representative Clients	Core Capabilities
SDVOSB	US Army, US Air Force, US Navy, US Marine Corps, US Northern Command (NORTHCOM), US Army North (ARNORTH), US Army IMCOM, National Guard Bureau (NGB), Special Operations Command (SOCOM), Department of Homeland Security (DHS), Defense Intelligence Agency (DIA), Federal Emergency Management Agency (FEMA), Epic Games, Special Olympics, Washington Metropolitan Area Transit Authority (WATA), City of Fairfax	<ul style="list-style-type: none"> <li>• 15 years in business</li> <li>• International Organization for Standardization (ISO) 9001-2015</li> <li>• Training &amp; Education</li> <li>• Exercises and Platform Instruction</li> <li>• Curriculum Development</li> <li>• Training Technology</li> <li>• Modeling &amp; Simulation</li> <li>• After Action Review (AAR) &amp; Mobile Applications</li> <li>• Operations &amp; EM Planning</li> <li>• Cyber Security</li> <li>• Knowledge Management</li> <li>• Mission Assurance (MA) &amp; Critical Infrastructure Support</li> <li>• Program Management &amp; Risk Management</li> <li>• Advisory, Consulting and Staff Augmentation</li> </ul>



**Emergency Response and Global Security Solutions, LLC (ERGSS)** is a premier consulting firm providing comprehensive expertise in

emergency management, homeland security, public health, GIS/data analytics, training, grant management, and HSEEP-compliant exercises. With decades of experience supporting FEMA, the Department of Homeland Security, and jurisdictions at all levels of government, ERGSS equips organizations with the strategies, tools, and operational support needed to address complex preparedness and response challenges—both domestically and internationally. Our mission is to deliver client-centered, sustainable solutions that enhance readiness, streamline operations, secure critical funding, and build long-term resilience.

ERGSS specializes in all phases of emergency management: prepare, recover, and mitigate—offering integrated services such as operational and continuity planning, GIS-based risk modeling, surge staffing, and strategic planning. Our expert training division provides scalable instruction rooted in the National Response Framework (NRF) and Incident Command System (ICS), along with the design and facilitation of Homeland Security Exercise and Evaluation Program (HSEEP)-compliant exercises tailored to each client’s needs. In addition, ERGSS provides end-to-end grant management support, including funding strategy, application development, compliance monitoring, and post-award administration for programs such as FEMA’s HMGP, PA/IA, and preparedness grants.

# 1.0 Scope of Work

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## Introduction

Team ATS has reviewed the Bid Solicitation: “District 5 Hazard Mitigation Plan Update” and submits this Scope of Work (“Scope”) in response to the Statement of Work that is outlined within the request.

Within this document you will find a complete description, augmented by the Project Management Plan, which shows how Team ATS will meet the requirements of the contract and ensure timely, professional, high-quality performance and achievement of established deadlines.

Within this Scope of Work, we have addressed each of the components of the proposal by cross referencing each step with the proposed approach contained within. Though we are committed to the approach outlined below, we also understand the need for flexibility and the difficulty sometimes experienced in conveying complex operations or mechanisms in writing. Therefore, we also propose a “Kick-off Meeting” to review this proposal and ensure an exact fit to the needs of Mississippi District 5 Emergency Management and its associated project partners.

Team ATS is committed to providing a high-quality training experience through collaboration with the client. To that end, Team ATS will be available to Mississippi District 5 Emergency Management through Teams or Zoom Meeting, email, fax, or letter, to answer questions on any topics covered under this planning program.

## 1.1 Project Management Plan

---

The Project Management Plan outlines the framework that will guide the execution, coordination, and oversight of all activities throughout the duration of the project. This plan defines the project’s scope, timeline, deliverables, roles and responsibilities, communication protocols, and quality assurance measures. The Project manager and lead will work together to lead the effort, ensuring that all tasks are completed on schedule, within budget, and in alignment with the client’s objectives. Regular check-ins, status reports, and stakeholder engagements will be built into the process to ensure transparency and accountability. The plan also includes strategies for risk identification and mitigation, ensuring that potential challenges are addressed proactively. This structured approach ensures a well-coordinated, efficient, and responsive project delivery.

### Supervisor Responsibility

#### Project Management Team

The ATS Management Team brings a longstanding record of success in emergency response and planning operations, grounded in decades of real-world experience supporting local, state, and federal agencies. Their expertise spans all phases of the emergency management cycle—mitigation, preparedness, response, and recovery—and includes leading complex planning initiatives, facilitating multi-jurisdictional coordination, and delivering actionable, community-driven solutions. The team’s strength lies in its ability to integrate national standards and best practices with the unique needs of each jurisdiction, ensuring that every plan is both practical and compliant with regulatory requirements.

#### *Project Manager*

The Project Manager will assume overall responsibility for client relations, service delivery, and execution of contract requirements throughout the duration of the project. This includes providing high-level oversight and ensuring that all work is completed in accordance with the contract scope, schedule, and budget. The Project Manager will work in close coordination with the Project Lead and key stakeholders to monitor progress, mitigate risks, and ensure all deliverables meet quality standards and client expectations. This role serves as a critical bridge

between the client, the project team, and any partnering agencies—ensuring transparent communication, rapid issue resolution, and continuous alignment with project objectives.

The Project Manager is responsible for ensuring effective resource allocation, timely completion of tasks, adherence to financial constraints, and compliance with regulatory and contractual obligations. Responsibilities include maintaining the project schedule, tracking milestones, facilitating progress reviews, and coordinating internal workflows to maintain momentum across all phases of the project. The Project Manager will engage with the client as needed to provide updates, discuss strategic direction, and respond to evolving needs or scope modifications. In partnership with the Lead Planner, the Project Manager will ensure that all team members are supported, coordinated, and focused on delivering a successful outcome.

The Project Manager for this initiative will be Mr. Bill Tomlin. Bill is a seasoned ATS Project Manager with over ten years of progressive project management experience—six years with ATS and an additional five years with Mississippi State University—leading complex, multi-stakeholder initiatives across emergency management, public safety, and higher education. Mr. Tomlin also brings a distinguished 25-year military career, retiring at the rank of Lieutenant Colonel. His military leadership experience, combined with his civilian project management background, gives him a unique perspective on organizational coordination, mission execution, and team leadership.

Known for his disciplined approach to planning and execution, Bill will provide the organizational structure and strategic oversight necessary to ensure this project remains on time, within scope, and on budget. His ability to balance high-level client engagement with internal project delivery ensures that all aspects of the contract are managed with professionalism and precision. Bill's leadership will help ensure a smooth, efficient, and collaborative process that delivers exceptional value to the client and stakeholders.

### ***Lead Planner***

The Lead Planner will serve as the primary liaison between the client, the project team, and all participating partners, ensuring effective communication, coordination, and collaboration throughout all phases of the planning effort. This individual is responsible for driving the overall success of the project by overseeing operations, managing timelines and deliverables, and maintaining continuous engagement with all stakeholders. The Lead Planner plays a critical role in setting the tone and direction of the project, resolving conflicts, addressing emerging issues, and ensuring that planning outcomes align with the client's strategic goals, regulatory requirements, and community needs.

The Lead Planner will provide high-level oversight to all project activities, including facilitating kickoff meetings, leading stakeholder engagement sessions, and serving as the central point of contact for all communications. Responsibilities will include reviewing and editing draft and final planning documents to ensure technical accuracy, clarity, and consistency with local, state, and federal planning frameworks—such as FEMA's Local Mitigation Planning Policy Guide, the National Response Framework (NRF), and the Homeland Security Exercise and Evaluation Program (HSEEP). The Project Lead will also guide the integration of data, risk assessments, and capability analyses into the plan, ensuring it is both actionable and sustainable.

The Lead Planner for this initiative will be Joel Yonkman, owner of Emergency Response and Global Security Solutions (ERGSS), where he has played a leadership role since its founding in 2007. Joel has held multiple senior positions in public health and emergency management and has earned national recognition as a subject matter expert and senior-level federal planner. His background includes more than 35 years of operational experience, including serving as a Paramedic Supervisor, Tactical Medical Commander, Fire Officer, and Project Manager on a federal disaster response initiative focused on GIS and economic analysis.

In his role as Lead Planner, Joel will work closely with senior leadership across agencies and jurisdictions to identify priorities, foster collaboration, and ensure meaningful input is reflected in all plan components. His hands-on approach includes guiding the development of planning content, editing and quality control of deliverables, facilitating public and stakeholder outreach, and coordinating with legal, emergency management, and elected officials as appropriate. Joel's extensive track record leading complex, multi-agency planning efforts—paired with

his deep understanding of emergency operations and risk mitigation—ensures a strategic, results-oriented planning process tailored to the needs of the client and community.

***Senior Planner:***

Joy Sanders will serve as a Senior Planner and Lead Developer on this project. A retired Emergency Management Director, Joy brings 27 years of comprehensive experience spanning all phases of emergency management—mitigation, preparedness, response, and recovery. She is a highly accomplished and prolific planner, recognized nationally for her dedication, leadership, and excellence in the field. Throughout her distinguished career, Joy has been the recipient of five national awards in recognition of her outstanding contributions to emergency management and her unwavering commitment to public safety and community resilience.

As the Senior Planner, Joy will assume primary responsibility for the day-to-day development of the plan. She will work closely with the client to ensure the planning process reflects local priorities, operational realities, and community-specific risks. Joy will facilitate stakeholder engagement meetings, coordinate working group sessions, and serve as the primary point of contact for gathering, analyzing, and incorporating input from diverse community partners.

In collaboration with the ATS team, Joy will ensure that the plan is developed using a Whole Community approach, integrating the perspectives of government officials, private sector partners, non-profit organizations, vulnerable populations, and the general public. Her focus will be on ensuring the plan is not only compliant with state and federal guidance, but also actionable, inclusive, and tailored to the jurisdiction’s unique needs and capabilities. With her wealth of experience and proven leadership, Joy’s guidance will be instrumental in delivering a high-quality, community-driven planning product that enhances preparedness and resilience across all sectors.

## 1.2 Technical Approach

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### Introduction

Team ATS has reviewed the Invitation for Bid titled “District 5 Hazard Mitigation Plan Update” and submits this “Scope of Work” in response to the Scope of Services outlined in the RFP.

Within this document you will find a complete description, augmented by the attached Management Plan, showing how Team ATS will meet the requirements of the contract and ensure timely, professional, high-quality performance and achievement of established deadlines and deliverables.

Though we are committed to the approach outlined below, we also understand the need for flexibility and the difficulty experienced conveying complex operations or mechanisms in writing. Therefore, we also propose a “Kick-Off Meeting” to review this proposal and ensure an exact fit to the needs of Mississippi District 5 Emergency Management and their stakeholders.

To that end Team ATS will be available to project stakeholders via phone, email, fax, or letter, to answer any questions on the plan revision.

### Initial Meetings

Team ATS will attend the following meetings **in person** as part of this project to ensure effective coordination, information exchange, and stakeholder engagement. These meetings are considered essential to achieving the project’s objectives.

- **Kick-off Meeting** with the District 5 staff to review project objectives, confirm methodology, and exchange initial information.

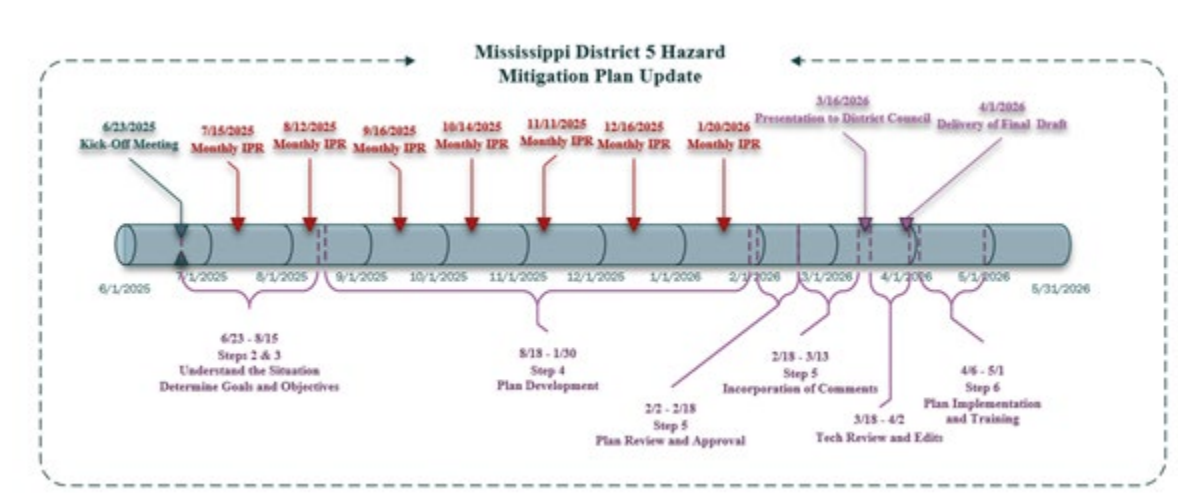


- **In-Progress Review Meeting (IPR)** with the District 5 staff to present interim findings, discuss supporting data, and review proposed strategies or fees.
- **District Council Meeting** to deliver a PowerPoint presentation on the **draft mitigation plan** and receive feedback.
- **Final District Council Meeting** to present the **final mitigation plan**, address outstanding questions, and support the formal approval process.

*\*Proposal costs may be reduced if alternative meeting formats such as Zoom or Microsoft Teams are approved and utilized in place of in-person attendance.*

## Timeline

To ensure a shared understanding of the steps involved in the plan development process, a visual representation of the project timeline has been provided below. This timeline outlines key phases, milestones, and deliverables associated with the development and updating of the mitigation plan. It is anticipated that the timeline will be further refined during the initial kick-off meeting and as individual work plans are developed and implemented. The proposed **period of performance** for this project is through **May 31, 2026**.



*\*Timeline can be adjusted at Kick-Off meeting as necessary*

## Check-ins / Status Reports

Project oversight will be structured to ensure consistent communication, accountability, and alignment with project objectives. The Lead Planner will conduct weekly check-ins with the designated District 5 representative, with the schedule determined in coordination with the broader collaborative planning team meetings. These check-ins will help track progress, address emerging issues, and ensure that project milestones are being met. Additionally, the Project Lead will prepare and submit quarterly status reports to the District 5 representative, summarizing accomplishments, identifying any challenges, and outlining adjustments to timelines or deliverables as needed.

## Plan Development Process

During the plan development process Team ATS will leverage the years of planning experiences at the local, State and Federal levels to develop a high level and effective update that will serve as the basis of response operations in the District.

This plan update process will follow current local, State, and Federal planning best practices which will follow FEMA's Six Step Planning Process. During this planning process the steps that are recommended include but not limited to the following:



## Proposed Task Order

### Step 1: Form a Collaborative Planning Team

Team ATS will identify and establish an appropriate Collaborative Planning Team, in coordination with District 5, to guide the development of the Hazard Mitigation Plan. This team will be multidisciplinary in nature, consisting of individuals with diverse backgrounds and areas of expertise. Team ATS will provide technical guidance in alignment with the Local Mitigation Planning Policy Guide (April 11, 2025) and will work closely with District 5 to define the planning area and identify essential stakeholders—including individuals, agencies, neighboring jurisdictions, businesses, and other relevant partners—to ensure a broad, inclusive, and effective planning process.

### Step 2: Understanding the Situation

This Phase includes the flowing from paragraph 4.1 Deliverables:

1. THE PLANNING PROCESS
2. RISK ASSESSMENT (HAZARD IDENTIFICATION AND VULNERABILITY)
3. MULTIPLE HAZARD MITIGATION STRATEGY

#### *Initiating the Planning Process and Community Engagement*

To initiate the planning process, Team ATS will facilitate a Kick-Off Meeting with District 5 and all relevant stakeholders involved in the mitigation initiative. This meeting will establish a shared understanding of the project's scope, confirm key timelines, milestones, and deliverables, and clearly define roles and responsibilities among participating agencies and individuals. The meeting will also be used to gather information on planning priorities and desired outcomes, update stakeholder contact lists, and identify potential risks that may impact the planning process.

Following project initiation, Team ATS will coordinate with the District 5 Hazard Mitigation Council to conduct a minimum of four public hearings, meetings, or workshops. These sessions will be designed to solicit input from community members and professionals with local hazard knowledge, assess the feasibility of proposed mitigation measures, and assist in the prioritization of projects across District 5 counties. District 5 is anticipated to provide necessary locations, equipment, and supplies to support these events.

The Collaborative Planning Team, established through this process, will be multidisciplinary and locally based, consisting of individuals who live or work in District 5. The team will be instrumental in the development of the Hazard Mitigation Plan, serving as both a working group and subject matter resource. Their ongoing involvement will help ensure that the final plan is grounded in local conditions, reflects public priorities, and aligns with the capabilities and limitations of each jurisdiction. As representatives of the public, they will also ensure the planning process is inclusive and community centered.

#### *Planning Foundation and Risk Assessment*

In collaboration with the District, Team ATS will lead efforts to research and identify hazards, develop hazard profiles, and compare them to the District's asset inventory. This includes estimating potential human and economic losses based on the exposure and vulnerability of populations, buildings, and critical infrastructure.

A foundational step in this process involves building a deep understanding of the District’s socio-demographic characteristics, which informs fair and effective planning—particularly for sheltering, transportation, access and functional needs accommodations, and resource allocation. Additionally, the planning team will work to identify and assess critical infrastructure and understand how it supports core functions of the community.

This data will be synthesized into an analytic product that compiles demographic information, infrastructure assets, hazard profiles, and geographic features using maps and GIS tools. The product will serve as a baseline reference throughout the planning process and help communicate key risks and community characteristics.

### ***Risk Characterization and Planning Application***

The risk assessment will include both natural and human-caused hazards, such as hurricanes, wildfires, dam failures, chemical releases, terrorism, cyber incidents, and public health emergencies. Planners will consult a wide range of resources including existing Hazard Mitigation Plans, THIRAs, fusion centers, academic research, the National Risk Index (NRI), and the Resilience Analysis and Planning Tool (RAPT) to inform this process.

In addition to these tools, insights gathered from the District 5 Hazard Mitigation Planning Council and the Collaborative Planning Team will serve as critical inputs. These locally based groups bring valuable, real-world knowledge of past incidents, current vulnerabilities, community priorities, and operational realities. Their contributions will help validate, supplement, and localize the data, ensuring that risk assessments are not only technically sound but also grounded in community-specific conditions.

Each identified hazard will be evaluated based on factors such as:

- Probability or frequency of occurrence
- Magnitude and severity of impacts
- Speed of onset and time to warn
- Duration and size of affected area
- Location of impact and cascading effects
- Consequences for vulnerable populations and essential services

To deepen the analysis, planners will integrate socio-demographic, ecological, and critical infrastructure data with the local intelligence provided by stakeholders. This holistic approach will allow the planning team to assess how disaster consequences could affect different segments of the population and community systems.

Risk will be characterized both qualitatively (e.g., high, medium, low) and quantitatively (e.g., return periods, population and infrastructure impact metrics), depending on data availability. For example, wildfire risk may be qualitatively assessed based on historical trends and stakeholder experience, while flood risk may be quantified using modeling data and exposure estimates.

Using these inputs, the planning team will:

1. Compare and prioritize risks to determine which hazards demand focused mitigation strategies
2. Identify resource requirements and capability gaps
3. Ensure the final plan is customized to the true risk landscape of District 5

This process will also produce both facts (e.g., legal requirements, statistical records, infrastructure maps) and assumptions (logical estimates used when data is unavailable). As planning continues and real-world information emerges—such as during disaster events—assumptions will be replaced with validated facts.

Ultimately, this comprehensive, locally informed, and data-driven risk characterization will improve the planning team’s ability to:

- Step 3: Define response goals and objectives
- Step 4: Develop and evaluate response courses of action
- Step 5: Validate the plan through review and testing
- Step 6: Exercise the plan and identify training needs

### **Step 3: Determining Goals and Objectives**

Team ATS planners will work collaboratively with the District to establish goals and objectives. These goals and objectives will include a clear description of how identified actions will be implemented, managed, and monitored. Concurrently, the Team ATS planning team will use previously gathered requirements to help define priorities that align with the outcomes identified in Step 2 of the planning process. Steps 2 and 3 will proceed in parallel, with a strong emphasis on integration and ensuring the strategy's completeness and alignment with the overall planning objectives.

Once these objectives have been established, the Team ATS planning team will begin developing a comprehensive needs assessment, which will form the foundation for subsequent planning efforts. Following the assessment, the team will analyze current plans, standards, and best practices to shape the proposed plan content, ensuring alignment with the newly developed operational objectives. Once the proposed criteria have been drafted, they will be submitted to the collaborative planning team for review and approval.

### **Step 4: Plan Development**

This Phase includes the flowing from paragraph 4.1 Deliverables:

2. RISK ASSESSMENT (HAZARD IDENTIFICATION AND VULNERABILITY)
3. MULTIPLE HAZARD MITIGATION STRATEGY

*During the Plan Development Phase, Team ATS will focus on two critical areas:*

1. Evaluation and Updating of the Existing Hazard Mitigation Plan.

Potential planning team members will be identified through a systematic and inclusive selection process, with guidance and recommendations from District 5's Emergency Management Office. The team will include key stakeholders involved in planning, response, recovery, and mitigation activities, ensuring broad representation and a shared commitment to the plan's success. This collaborative approach will ensure that all plan updates remain aligned with the District's operational structure, strategic goals, and community priorities.

Team ATS will conduct a comprehensive evaluation of the existing hazard mitigation plan, including a review of how emergency management functions within both the local and state frameworks. Ongoing engagement with planning team members throughout the process will ensure continuous access to critical data, institutional knowledge, and operational insights.

As part of the early planning phase, the Hazard Mitigation Council and Collaborative Planning Team will work jointly to develop a mission statement and define clear, actionable objectives that will guide all future planning efforts. To ensure effective oversight and governance, District 5's Hazard Mitigation Council will serve as the formal review and approval authority for all key planning documents and final deliverables.

A holistic approach will be taken to individually assess each county within District 5, ensuring a complete and thorough understanding of the hazards, vulnerabilities, and mitigation measures currently in place. Not only will each county be reviewed for its risks, but each identified risk will also be evaluated to ensure proactive steps are being implemented to strengthen community resilience and safety. This localized review will identify the status of previously implemented mitigation actions and determine whether additional courses of action or new mitigation strategies are needed to further enhance each community's preparedness.

To support this effort, a series of a minimum of four county-level workshops will be conducted to engage directly with each of the District 5 counties. These workshops will serve as a platform to gather information regarding the status of prior mitigation actions, planned future activities, and any additional insights that should be incorporated into the State Hazard Mitigation Plan. This targeted engagement will help ensure that each county's unique risks, needs, and progress are fully reflected in the final plan.

### ***Course of Action Development***

In alignment with Step 3 of the planning process, the team will begin generating, evaluating, and selecting feasible courses of action to achieve the identified goals and objectives. This phase answers the essential question: "How will we accomplish our objectives?"

Planners will develop multiple response alternatives for each goal to avoid single-point solutions and improve operational flexibility. Using a structured planning process, the team will:

- Estimate timelines based on hazard type (e.g., hurricanes with multi-day onset vs. chemical spills with immediate impact)
- Identify decision points, such as when leadership must choose specific response actions
- Define operational tasks, clarifying what needs to be done, who is responsible, when and how long actions should take, and required resources
- Visualize the operational flow using whiteboards, project management software, or planning charts
- Utilize the Community Lifelines framework to prioritize stabilization of essential services

Each task will be evaluated using key planning questions:

- What is the action?
- Who is responsible?
- When and for how long?
- What must happen before and after?
- What resources are needed to execute it?

Once courses of action are developed, the planning team will conduct a cost-benefit comparison against mission objectives and risk levels. Final decisions may require review and approval by senior elected or appointed officials, particularly when decisions affect resource allocations or jurisdiction-wide policies.

### **Step 5: Plan Writing, Review and Approval**

This Phase includes the following from paragraph 4.1 Deliverables:

4. HAZARD MITIGATION PLAN MAINTENANCE PROCESS UPDATES NEEDED
5. HAZARD MITIGATION PLAN ADOPTION AND APPROVAL UPDATES NEEDED
6. FEMA REVIEW
7. SUBMIT FINAL UPDATED, ADOPTED REGIONAL PLAN TO FEMA

Writing the hazard mitigation plan will follow a structured, collaborative process led by Team ATS and designed to identify and reduce the long-term risks posed by natural, technological, and human-caused disasters. The planning process will be comprehensive, inclusive, and iterative—reflecting best practices in emergency management while being tailored to the needs, goals, and capabilities of the District 5 jurisdictions.

Upon completion of the research and analysis phase, Team ATS will begin drafting the mitigation plan. This phase includes compiling and synthesizing data gathered through workshops, public outreach, and interagency coordination. Team ATS will work closely with the Collaborative Planning Team and the District 5 Hazard Mitigation Council to evaluate past hazard events, identify recurring or emerging threats, and assess vulnerabilities across sectors and populations.

Mitigation actions developed during this phase will be data-driven, measurable, and specific to the needs of each county within District 5. Strategies will be prioritized based on risk level, cost-effectiveness, benefit-to-cost ratios,

and implementation feasibility. These actions will also be reviewed for alignment with federal and state regulatory frameworks, including the Robert T. Stafford Act, Disaster Mitigation Act of 2000, and current FEMA Hazard Mitigation Planning guidance.

As previously noted, this planning process is grounded in a “whole of community” philosophy. Key stakeholders will include, but are not limited to, senior county officials, first responders, utility providers, public health agencies, school districts, tribal representatives (if applicable), Mississippi state agencies, nonprofit organizations, private sector partners, and residents. These individuals and groups will contribute local knowledge, operational insights, and community perspectives vital to producing a meaningful and effective plan.

Throughout the drafting process, the mitigation plan will undergo several rounds of internal review. Each section—ranging from hazard identification and risk assessment to mitigation strategies and implementation procedures—will be reviewed for accuracy, completeness, and consistency. Team ATS will ensure that the plan is user-friendly, clearly written, and formatted in accordance with FEMA and state standards.

To ensure transparency and local buy-in, once the plan reaches “Draft Completion” status, and with the approval of the Mississippi Emergency Management Agency (MEMA), the draft document will be distributed to county-level points of contact across District 5. This distribution will initiate a two-week public comment period, allowing each jurisdiction to verify the accuracy of local data, confirm that priorities are properly represented, and submit suggested revisions.

In addition to written comments, Team ATS may facilitate virtual or in-person discussion sessions during this comment period to help clarify plan content and collect further input. Following this phase, all feedback will be reviewed, and applicable revisions will be incorporated into the final draft.

The plan review process will consist of two formal phases:

- Internal Technical Review – Conducted by Team ATS and the Hazard Mitigation Council in collaboration with the Collaborative Planning Team to ensure the plan reflects District goals, best practices, and current hazard data.
- District-Level Review – The updated draft will be submitted to District leadership, including emergency managers and elected officials, for final review and feedback.

After incorporating all final edits, Team ATS will perform a comprehensive technical review and editing phase. This review will address formatting, clarity, data accuracy, cross-references, and terminology. The finalized plan will then be submitted to the District Emergency Manager for approval.

Once approved at the District level, the plan will follow District 5’s formal adoption and implementation process. This may include presentation to county boards, inclusion in emergency management ordinances, or other required actions to formally adopt the plan.

Upon adoption, the mitigation plan will become a guiding document within District 5’s emergency management framework. Implementation and maintenance efforts will begin immediately, including:

- Assigning responsibility for each mitigation action
- Identifying funding mechanisms (e.g., HMA grants, BRIC, local budgets)
- Integrating the plan into broader planning initiatives (e.g., comprehensive land use plans, transportation planning)
- Establishing timelines for plan updates and annual progress reviews
- Outlining procedures for plan monitoring and amendments

## **Step 6: Plan Implementation and Maintenance**

Team ATS will provide technical support and tools to assist District 5 with ongoing implementation, tracking of mitigation activities, and preparing for future updates. The finalized plan will serve not only as a compliance

document but also as a practical and actionable roadmap to enhance resilience, reduce losses, and protect the lives and property of Mississippi residents across District 5.

During this phase, Team ATS will assist in the initial implementation of the approved mitigation plan. To ensure a clear and effective transition, Team ATS will provide one in-person training session with District leadership. This session will deliver a comprehensive overview of the plan's revisions, additions, and intended applications, ensuring key personnel are well-equipped to move the strategy forward.

Once the final draft of the plan is approved and available for distribution, an electronic version of the document will be made available to designated points of contact (POCs) in each of the District 5 counties. Approximately two weeks after the plan is distributed, a final workshop will be convened with Team ATS, representatives from the Mississippi Emergency Management Agency (MEMA), and District 5 county POCs. The purpose of this workshop will be to review and discuss the final version of the District 5 Hazard Mitigation Plan. It will serve as an open forum for addressing questions, clarifying content, and ensuring that each jurisdiction is fully prepared to proceed with implementation.

Following the open forum, the State of Mississippi will work directly with the District 5 counties to obtain the necessary documentation required for submission of the plan to FEMA for federal review and approval. Once FEMA approves the plan, the State of Mississippi will notify each county of the approval and advise that they are required to take the necessary steps to complete the mitigation planning process. This includes formally adopting the approved plan and initiating implementation actions consistent with the strategies identified in the document.

Finally, each jurisdiction must complete the mitigation planning process and meet all requirements to remain eligible for specific FEMA assistance programs. Once FEMA receives official documentation of adoption by each governing body, the state, local, tribal, or territorial government can begin executing the mitigation strategy. This may include initiating mitigation projects, incorporating plan recommendations into local ordinances and procedures, and adapting agency operations to support long-term community resilience and disaster risk reduction.

After implementation of the plan, Team ATS will remain available to support any additional planning efforts throughout the course of the contract period and any executed extensions, on a time and material basis. In addition, Team ATS offers the same planning and technical support services to any Mississippi counties as needed, also on a time and material basis.

## Final Deliverable

The final deliverable resulting from this contract will be an updated District 5 Mitigation Plan, provided in electronic format. Should an alternative delivery format or physical media be requested, it can be accommodated for an additional cost.

## Risk Management Plan

Below are the risks and mitigation steps that will be taken to ensure product completion.

Problem / Risk	Probability	Mitigation Steps
The mitigation plan not completed within the required timeframe	Medium	Detailed plan timeline with frequent check-ins to ensure compliance

## 2.0 Key Project Staff and Qualifications

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The District 5 will benefit greatly from Team ATS's staff and experience in providing and implementing Local Hazard Mitigation Plan Update studies. Team ATS is comprised of subject matter experts in planning that have worked specifically with public health and emergency management organizations, such as the City of Portland, Maine, the State of Minnesota, the Center of Domestic Preparedness, the Department of Homeland Security to name a few. Our team brings over 50+ years of experience in emergency management planning. These individuals have trained, planned, and helped implement and test plans throughout organizations worldwide. Team ATS has served a wide range of clients, including work in both the public and private sectors.

Additionally, the Mississippi District 5 will benefit from Team ATS's abundant experience in managing Emergency Management related projects; over the last 20 years, Team ATS has proven its ability to deliver quality results on schedule and under budget on projects ranging in size and complexity for Local, State and Federal government organizations.

## 2.1 Staff Qualifications

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<b>Bill Tomlin, M.Ed.</b>	<b>Program Manager, Emergency Response Planner, Lieutenant Colonel</b> <b>QUICK PROFILE:</b> <ul style="list-style-type: none"><li>• 25+ Years of Commissioned Military Service culminating by retiring as a Lieutenant Colonel</li><li>• 11+ Years of experience with executive level programs and management</li><li>• 11+ Years of disaster preparedness, response and recovery at the state and national level</li><li>• 11+ Years of government contract program management.</li></ul>
<b>Summary of Qualifications:</b> <p>Bill Tomlin is a Program Manager with ATS with a proven ability to provide strategic guidance to executive leadership and lead diverse, high-performing teams in highly regulated, complex environments. He is adept at building and maintaining strong relationships across cultural, functional, and geographical boundaries. Skilled in rapidly assessing ambiguous situations, identifying risks, and making sound, data-driven decisions.</p> <p>Mr. Tomlin's significant contributions to ATS include providing management and guidance for the Defense Support to Civilian Authorities series of training events and exercises sponsored by US Army North and the US Northern Command. Responsibilities include managing a team of 45 independent contractors who provide planning, writing, and role-playing services supporting these military commands. He incorporated FEMA, State and Local Emergency Management personnel into the exercises to ensure realism and that state plans were exercised as written. Mr. Tomlin was also instrumental in writing the New Mexico COVID AAR and improvement plan with New Mexico Department of Homeland Security.</p> <p>Before starting work with ATS Mr. Tomlin worked at Mississippi State as a Project Manager. In this capacity Bill oversaw federal grant with a budget of over \$650,000. This grant was responsible for training state vocational rehabilitation and assisting them with their annual reports and plans to the US Department of Education.</p> <p>Mr. Tomlin also has over 20 years of experience in all aspects of Project Management on State and Federal Levels.</p> <b>Education:</b> <p>Mr. Tomlin holds a Master of Education from Auburn University, and a Bachelor of Science in Vocational Education from Mississippi State University. He is HSEEP certified and has completed multiple FEMA ICS</p>	

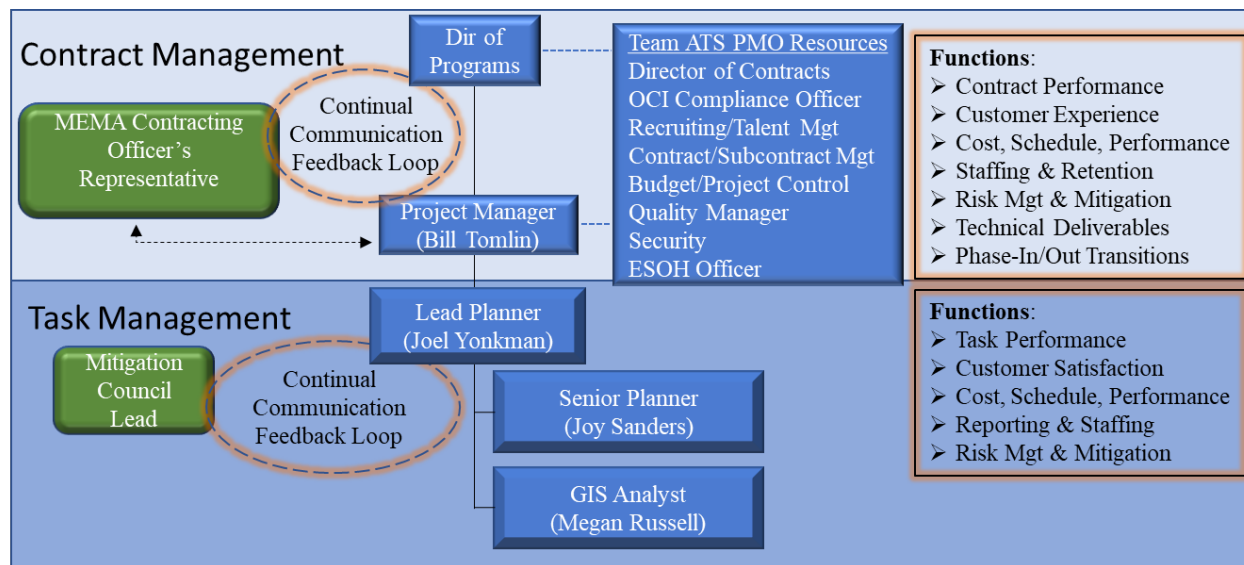


courses to include IS 3,18.20, 35.20, 60, 75, 100, 107.20, 120, 130a, 139a, 146, 200, 214, 230, 235, 293, 314, 331, 325, 445, 700, 800, 923, and 1300.

<p><b>JOEL YONKMAN, M.S., EMT-P</b></p>	<p><b>Planner, Emergency Response and Global Security Solutions Team ATS Lead Planner 616.334.5204 • jyonkman@ergss.com</b></p> <p><b>QUICK PROFILE:</b></p> <ul style="list-style-type: none"> <li>• National Level planning experienced for the United States Government relating to Catastrophic Incidents</li> <li>• A motivated, experienced leader with 30 years of emergency services, management, planning and training experience.</li> <li>• A committed educator with over nine years of collegiate level leadership experience in emergency management and response.</li> <li>• Nationally recognized expert relating to Pandemic Influenza</li> <li>• Adjunct Faculty for the United States Department of Homeland Security Center for Domestic Preparedness, Emergency Medical Technician-Paramedic, Fire Fighter</li> </ul>
<p><b>Summary of Qualifications:</b></p> <p>Joel Yonkman is the Co-owner of ERGSS and Project Manager for Team ATS. Since 2007 Mr. Yonkman has been involved in the administration and oversight of the ongoing operations for planning, response, and training activities. His work has included the development and implementation of staffing programs, budget forecasting, and purchasing related to Emergency Medical Services, Fire Service, Incident Command, and Hazardous Materials response disciplines. He has worked closely with local, State and Federal elected and appointed officials.</p> <p>While presiding over ATS Mr. Yonkman has developed training programs, emergency operations plans, and exercises for first response organizations at multiple locations both domestically and internationally. Among other positions, Mr. Yonkman is currently an Adjunct Professor for the Medical College of Georgia, working in the Special Operations Department, providing education to first responder personnel. His coursework focuses on Tactical and Disaster Medicine, Personal Protective Equipment, Emergency Medical Services and Tactical Emergency Medicine. Mr. Yonkman is also an instructor with the Department of Homeland Security's Center for Domestic Preparedness. In this position, he educates first response personnel in Law Enforcement, Emergency Medical Services, Incident Command and Hazardous Materials Response.</p> <p>Before starting work with ATS, Mr. Yonkman was the Director of Emergency Services Education for all thirteen Baker College campuses. As the educational system's coordinator, he was responsible for the oversight of curriculum development and instruction, this included ongoing assessment for the academic emergency services programs. Mr. Yonkman was key in developing Baker College's undergraduate program in Emergency Services Management.</p> <p>Mr. Yonkman also has over 19 years of experience in first response as a paramedic-emergency medical technician. He continues to practice to this day.</p> <p><b>Education:</b></p> <p>Mr. Yonkman holds a Master of Science and a Graduate Certificate in Disaster Medicine and Management from Philadelphia University in Philadelphia, Pennsylvania. He also holds a Bachelor of Business Leadership from Baker College in Cadillac, Michigan. He holds certifications as an Emergency Medical Services Instructor Coordinator, Emergency Medical Technician – Paramedic, and firefighter from the State of Michigan.</p>	

JOY SANDERS, BA	<p><b>Project Manager, Emergency Response and Global Security Solutions</b>  <b>ATS Lead Planner</b>  <b>501-984-0436 • jsanders@ergss.com</b></p> <p><b>QUICK PROFILE:</b></p> <ul style="list-style-type: none"> <li>• National Level planning experienced for the United States Government relating to Catastrophic Incidents</li> <li>• A motivated, experienced leader with 27 years of emergency management, planning and training experience.</li> <li>• Certified Emergency Manager and HSEEP (Homeland Security Exercise and Evaluation Program)</li> </ul>
<p><b>Summary of Qualifications:</b></p> <p>Emergency Planner utilizing CPG (Comprehensive Emergency Planning Guide) 101 and the six-step process for unified planning for PTAS, Mitigation, Mass Fatalities, Mass Evacuation and Sheltering, Animals in Disaster, Communications, Effective EOC (Emergency Operations Center) Operations, and Long-Term Economic Development ESF format EOP and Buffer Zone Plans. New National Lifeline style planning for states. Recipient of five National Awards and selected for FEMA’s Best Practices.</p> <p>Exercise Design and Development for CHER-CAP, Hospital Association, local and regional level exercises, HazMat, community-based Bioterrorism with 6,000 + participants with AAR and IP written.</p> <p>Development of teams and projects to enhance response and reduce risks were implemented and sustained: Tower replacement and mitigation, NOAA project, Decontamination Team, SAR Team, EOC design and build out, implemented GIS for the county, EMA and 9-1-1 improvements.</p> <p>Interacted within simple IC, Area Command and Unified Command with senior leadership including state, federal officials, and NGOs. All NIMS courses are completed. Served in local and state leadership capacities.</p> <p>Coordinating and facilitating communication and collaboration among all stakeholders and providing guidance for pre- and post-disaster recovery planning.</p> <p>Federal Plans Include:</p> <ul style="list-style-type: none"> <li>• Nuclear Radiological Incident</li> <li>• Power Outage Incident</li> <li>• New Madrid Earthquake</li> <li>• Wabash Earthquake</li> <li>• Biological Incident</li> <li>• Mass care / Mass Evacuation</li> <li>• Regional All Hazards Plans</li> </ul> <p><b>Education:</b></p> <p>Ms. Sanders holds a B.A., Political Science, Henderson State University Arkadelphia, AR. In addition, she holds certification in Certified Emergency Manager, FEMA Professional Development, and FEMA Advanced Professional Series. She also maintains Emergency Management related certifications in CEM, HSEEP, HazMat Technician, CSEPP, Homeland Security Liaison Officer, KB5OQK, Trainer Arkansas Fire Academy</p>	

## 2.2 Project Organization Chart



### ***Project Manager***

Mr. Bill Tomlin is a Senior Program Manager with ATS and has a proven ability to provide strategic guidance to executive leadership and lead diverse, high- performing teams in highly regulated, complex environments. With over 10 years of experience with executive level programs and management and over 10 years of experience in supporting State and local emergency managers and first responders in disaster mitigation, preparedness and response, Mr. Tomlin is adept at building and maintaining strong relationships across cultural, functional, and geographical boundaries. He is also skilled in rapidly assessing ambiguous situations, identifying risks, and making sound, data-driven decisions, all of which have helped him to deliver large and complex projects to standard, on time and under budget for a variety of clients.

Mr. Bill Tomlin has full authority to act for Team ATS on all contract matters relating to daily operation of this project. Mr. Tomlin is available between 8:00 a.m. to 4:30 p.m., Monday through Friday Central Time, and is projected to work 116 hours on this project.

### ***Lead Planner***

Mr. Joel Yonkman is the Co-owner of ERGSS and Project Manager for Team ATS. Since 2007 Mr. Yonkman has been involved in the administration and oversight of the ongoing operations for planning, response, and training activities. A motivated, experienced leader with 30 years of emergency services, management, planning and training experience, his work has included the development and implementation of staffing programs, budget forecasting, and purchasing related to Emergency Medical Services, Fire Service, Incident Command, and Hazardous Materials response disciplines. He has worked closely with local, State and Federal elected and appointed officials.

Mr Yonkman is available between 8:00 a.m. to 4:30 p.m., Monday through Friday Central Time, and is projected to work 188 hours on this project.

### ***Senior Planner:***

Ms. Joy Sanders is an Emergency Planner who utilizes CPG (Comprehensive Emergency Planning Guide) 101 and the six-step process for unified planning for PTAS, Mitigation, Mass Fatalities, Mass Evacuation and Sheltering, Animals in Disaster, Communications, Effective EOC (Emergency Operations Center) Operations, and Long-Term Economic Development ESF format EOP and Buffer Zone Plans. A motivated, experienced leader with 27 years of

emergency management, planning and training experience, Joy is an expert in the new National Lifeline style planning for states, and is a recipient of five National Awards and selected for FEMA's Best Practices. Ms. Sanders is available between 8:00 a.m. to 4:30 p.m., Monday through Friday Central Time, and is projected to work 318 hours on this project.

***GIS Analyst:***

Ms. Megan Russell is a highly experienced GIS Subject Matter Expert and Emergency Manager with a distinguished career supporting large-scale disaster operations across the United States. With years of specialized experience in geospatial analysis and emergency management, Megan has served in critical roles during some of the most significant disaster events in recent history—including the New Mexico wildfires, catastrophic flooding in California, the Boston bridge collapse, and the Maui wildfire. Her technical expertise and operational awareness have consistently made her an invaluable asset to response and recovery efforts at the local, state, and federal levels. Megan is projected to work 135 hours on this project.

## 2.3 Project Schedule

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

























The project schedule is structured to ensure steady progress and accountability through a combination of monthly progress reviews. At the beginning of the project, key milestones and deliverables are mapped out across the designated timeline, typically spanning from contract award to final product delivery.








Each week on Tuesday, the ATS Lead Planer will participate in brief check-in meeting with District staff to report on tasks completed, identify blockers, and re-align priorities as needed. These weekly sessions maintain momentum and promote continuous communication.

Each week on Thursday, Team ATS will participate in an internal progress tracker / product status check-in to report on tasks completed, identify blockers, and re-align priorities as needed. These weekly sessions maintain momentum and promote continuous communication

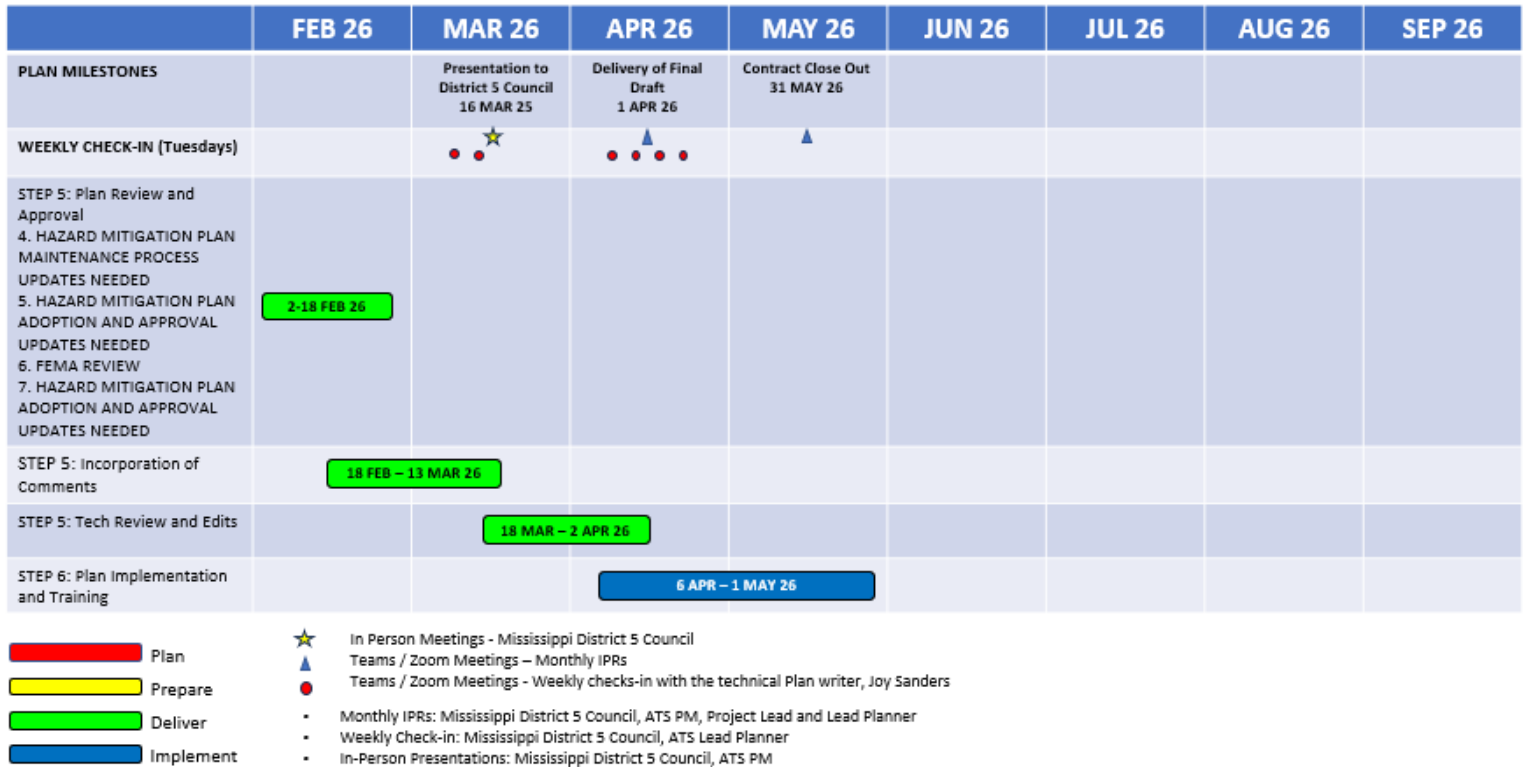
On the third Tuesday of each month, the ATS PM, Project Lead and Lead Planner along with District staff conduct a more comprehensive progress review is conducted to evaluate the project's trajectory against established goals, address any delays, and adjust timelines or resources as necessary. This dual-layered approach fosters both agility and long-term focus, ensuring the project remains on track and responsive to evolving needs.

**Mississippi District 5 Hazard Mitigation Plan Update**

	JUN 25		JUL 25	AUG 25	SEP 25	OCT 25	NOV 25	DEC 25	JAN 26
PLAN MILESTONES	Contract Start 18 JUN 25	Kick Off Meeting 23 JUN 25	Monthly Progress Review Meeting 15 JUL 25	Monthly Progress Review Meeting 12 AUG 25	Mid Term Progress Review Meeting 16 SEP 25	Monthly Progress Review Meeting 14 OCT 25	Monthly Progress Review Meeting 11 NOV 25	Monthly Progress Review Meeting 16 DEC 25	Monthly Progress Review Meeting 20 JAN 26
WEEKLY CHECK-IN (Tuesdays)	 		    	    	    	    	    	    	    
STEP 1: Form a Collaborative Planning Team	<div>18--23 JUN 25</div>								
STEP 2: Understand the Situation									
1. THE PLANNING PROCESS			<div>23 JUN – 15 AUG 25</div>						
2. RISK ASSESSMENT									
3. MULTIPLE HAZARD MITIGATION STRATEGY									
STEP 3: Determine Goals and Objectives									
			<div>23 JUN – 15 AUG 25</div>						
STEP 4: Plan Development									
2. RISK ASSESSMENT									
3. MULTIPLE HAZARD MITIGATION STRATEGY					<div>18 AUG 25 – 30 JAN 25</div>				

	Plan		In Person Meetings - Mississippi District 5 Council
	Prepare		Teams / Zoom Meetings – Monthly IPRs
	Deliver		Teams / Zoom Meetings – Weekly checks-in with the technical Plan writer, Joy Sanders
	Implement		<ul style="list-style-type: none"> <li>Monthly IPRs: Mississippi District 5 Council, ATS PM, Project Lead and Lead Planner</li> <li>Weekly Check-in: Mississippi District 5 Council, ATS Lead Planner</li> <li>In-Person Presentations: Mississippi District 5 Council, ATS PM</li> </ul>

### **Mississippi District 5 Hazard Mitigation Plan Update**



## 2.4 Communication Approach

A minimum of 4 public hearings, meetings, and/or workshops during the plan update time frame will be held in person, facilitated by Team ATS's Project Manager and Lead Planner.

As part of our comprehensive communications plan, we will leverage industry-standard platforms such as Zoom and Microsoft Teams to ensure efficient, consistent, and transparent communication across all project stakeholders. Regular communication will be maintained through structured weekly check-ins, detailed monthly progress reviews, and as-needed meetings to support agile responses to emerging needs or issues.

To further enhance collaboration and information sharing, we will establish a dedicated Microsoft Teams site along with an integrated SharePoint collaboration site. These platforms will serve as centralized hubs for document management, meeting notes, task tracking, and real-time updates, ensuring that all team members have access to the latest information and resources. This communication framework is designed to foster alignment, improve workflow efficiency, and support the successful delivery of project goals.

## 3.0 References

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### Featured Clients

<p><b>City of Portland, Maine Department of Public Health</b> 389 Congress St. Portland, ME. 04101</p> <p><b>Contact:</b> Michael Russell (207) 756-8008</p>	<p>The Department of Public Health for the City of Portland, like many public health agencies, takes the lead in planning for and responding to public health outbreaks emergencies.</p> <p>In support of this effort, Team ATS has been working closely with the agency and its stakeholders to develop several plans to assist in the efficient and timely response to a public health crisis. Items that have been developed include but not limited to:</p> <ul style="list-style-type: none"><li>• City-wide Pandemic Response Base Plan</li><li>• Template for department specific Pandemic plan</li><li>• Risk communication plan</li><li>• Mass Fatality Management plan</li><li>• Public Health All Hazards Base Plan</li><li>• Managing Homeless and Transient Populations Plan</li><li>• Phone Triage and Monitoring Plan</li><li>• Numerous MOU's</li></ul>
<p><b>Clay County Public Health Center</b> Liberty, MO.</p> <p><b>Contact:</b> Jodee Fredrick Director, Public Health Promotion</p>	<p>Team ATS worked with Clay County Public Health Center (Clay County, Missouri) and completed a civic engagement plan and strategy focused on developing public health surge capacity by incorporating the public into operational plans for Points of Distribution. The Strategic goal was to find an operational solution for rapid deployment of the Strategic National Stockpile and other health and medical surge activities. This innovative plan was distinguished with the only Blue Ribbon at the October 2005 Missouri Public Health Association Annual Conference in Jefferson City, MO. The Presentation was titled, "The Promise of Volunteers."</p> <p>This innovative programmatic approach to volunteerism was also presented at the American Public Health Association Annual Conference in Boston, MA in November 2006. The presentation was titled, "Incorporating the Public into Public health: A case for Civic Participation in Public health Service"</p>
<p><b>Saint Luke's Health System</b> Kansas City, MO.</p> <p><b>Contact:</b> David Schemenauer Director, Safety and Emergency Preparedness 816-932-2000</p>	<p>Team ATS recently completed a comprehensive Emergency Operations Plan for Saint Luke's Health System. Saint Luke's Health System is one of the premiere centers for primary care in the Kansas City Metropolitan area. The Saint Luke's Health System includes over 15 Hospitals; the largest Saint Luke's Hospital (the primary recipient of the plan) has over 630 licensed patient beds.</p> <p>As part of this initiative, Team ATS Planners developed a Mass Causality Plan, Mass Fatality Plan, a Hazardous Materials Decontamination Plan, a</p>

	Medical Surge (Engineered Degradation of Care) Plan and many more health and medical related components.
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<b>Federal Emergency Management Agency</b> <b>500 C St.</b> <b>Washington, DC. 20472</b>	<p>Team ATS has not only been involved in local and state level planning but National level planning initiatives as well. Members of the team have been actively engaged in the largest national planning initiative ever undertaken by FEMA. The size and scope of the planning initiative involved 8 states spanning across 4 regions.</p> <p>In their roles they were involved in the:</p> <ul style="list-style-type: none"> <li>• Contributed to the development of a national level planning process</li> <li>• Development of national level policy and procedure</li> <li>• Briefed Federal Planning staff on national level issues that need to be addressed at the Federal level that exceed regional abilities and authorities.</li> <li>• Assisted regional planners in the development of Regional Concept and Operational plans</li> <li>• Assisted in the implementation of Conceptual Regional/State pair Operational Plan</li> <li>• Developed national level templates</li> </ul>
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<b>New Mexico Department of Homeland Security and Emergency Management</b> <b>13 Bataan Blvd,</b> <b>Santa Fe, NM 87508</b>  <b>Contact:</b> <b>Julie Dyke Ford</b> <b>(575) 418-9606</b>	<p>Partnering with New Mexico Tech, ATS created an initial After Action Report/Improvement Plan (AAR/IP) for New Mexico (NM) Department of Homeland Security and Emergency Management's (DHSEM) ongoing COVID-19 response in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) guidelines and using HSEEP templates.</p> <p>The primary focus of this initial AAR/IP was on identifying areas of strengths and areas for improvement in DHSEM's five Core Capabilities (Operational Coordination; Situational Assessment; Operational Communications; Logistics and Supply Chain Management; Planning).</p> <p>The work was broken into 11 Tasks:</p> <ul style="list-style-type: none"> <li>• Conduct project kick-off meeting.</li> <li>• Conduct virtual biweekly meetings with DHSEM staff to review progress, drafts and provide status updates.</li> <li>• Review and conduct analysis on DHSEM's Alchemer COVID-19 Response Feedback Snapshot 1 responses.</li> <li>• Solicit follow-up feedback to flesh-out DHSEM's Alchemer COVID-19 Response Feedback Snapshot 1 responses. Reviewed DHSEM COVID-19 Response documents and conducted up to 30 one-on-one or small group interviews of relevant organizations' key personnel.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Draft After-Action Report (AAR) and IP according to HSEEP guidance and using HSEEP templates that focused on DHSEM's main Core Capabilities for the COVID response. Drafted AAR with findings and recommendations according to HSEEP format. Conducted root cause analysis for each area of improvement.</li> <li>• Plan and facilitate virtual meeting with DHSEM staff to review AAR/IP draft for edits, insertions, or deletions.</li> <li>• Edit After-Action Report/IP to include changes requested by DHSEM staff, consistent with HSEEP.</li> <li>• Plan and facilitate virtual meeting with DHSEM staff to review AAR/IP final draft.</li> <li>• Final edits and document preparation for submission of AAR/IP to DHSEM.</li> <li>• DHSEM will conduct AAR/IP presentation at pre-determined date to identified NM Stakeholders. Assisted in facilitating meeting allowing all participants the ability to contribute to the discussion.</li> <li>• Provide all final drafts in original plus pdf format. Provide original participant feedback to DHSEM.</li> </ul>
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<p><b>Commander Naval Region SouthEast</b> Naval Air Station Jacksonville, 919 Langley St, Jacksonville, FL 32212</p> <p><b>Contact:</b> Nancy Enos (904) 542-1089</p>	<p>ATS provided support to Commander, Navy Region Southeast (CNRSE) in delivering enhanced readiness from the shore through development and execution of all-hazards emergency response plans and procedures as required by DoD Instruction 6055.17, OPNAVINST 3440.17A, CNICINST 3440.17, and other supporting instructions and guidance.</p> <p>Specifically, ATS assisted in developing, refining, assessing, exercising, and executing standardized all-hazards response plans and procedures at CNRSE and its seventeen (17) subordinate installations: Naval Air Station (NAS) Corpus Christi, NAS Jacksonville, NAS Key West, Naval Station (NS) Mayport, Naval Submarine Base (NSB) Kings Bay, NAS Pensacola, NAS Joint Reserve Base (JRB) New Orleans, NAS JRB Fort Worth, NS Guantanamo Bay, CBC Gulfport, NAS Kingsville, NAS Meridian, Naval Support Activity (NSA) Panama City, NAS Whiting Field, NSA Mid-South, NSA Orlando and Naval Support Facility (NSF) Beaufort during all incident phases, from pre-incident through response and to recovery.</p>
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**United States Army  
Installation Management  
Command**  
2405 Gun Shed Road  
Joint Base San Antonio  
Fort Sam Houston, TX 78234

**Contact:**  
Ralph M. Bowie  
(210) 466-2219

ATS provides services for the execution of Army missions in all threats and hazards environments by assessing, training, integrating, coordinating, synchronizing, and prioritizing the efforts and resources of the Army Protection Program functions with their associated programs and processes. These services include:

(1) **Mission Assurance (MA) Program Management**, assisting the government with Criticality Scoring for Calculating Risk, identifying and characterizing hazards and threats; determining specific hazards and threats ranging from natural events, human-caused events, or technologically caused events; and determining additional hazards and threats that may affect personnel, assets, and mission requirements.

(2) **Knowledge Management Program Support**, coordinating closely with all stakeholders to identify required workflows and processes, and ensuring those workflows and processes are integrated into collaboration portal design; conducting education, training, and outreach on collaboration portals with government and other contractor staff; and providing corrective action plan tracker analysis and reporting installation compliance to the government.

(3) **Training Management Support**, providing training on Enhanced Incident Management/Unified Command for All Hazards. Training focuses on incident management skills, staff responsibilities, and the related situational awareness skills using a computer-driven training simulation designed to create a challenging decision-making environment in an expanding complex incident. The training also focuses on the processes used in an Incident Command Post (ICP) and the key decision-making requirements within that response node, emphasizing command and coordination, resource management, and communications & information management.

(4) **Protection Assessments**, assisting the government with assessments/evaluations services. As part of that, ATS uses the Homeland Security Exercise and Evaluation Program (HSEEP) to identify objectives, design the scenario, create documentation, coordinate logistics, plan exercise conduct, and select an evaluation and improvement methodology. Additionally, ATS provides feedback using an After-Action Report (AAR) that identifies strengths and areas for improvement, as observed during the assessment by SMEs provided by ATS, providing information needed to validate the Protection and Emergency Management plans, identify resource requirements, or update training and equipment requirements.

## Invitation for Bids

### District 5 Hazard Mitigation Plan Update IFB RFx# 3160007342

### Amendment # 1 Questions and Answers

	Section #	Page #	Question	MEMA Response
1.	Section 4.1 Deliverables, 1 b),	3	Are the 4 identified meetings referencing public meetings or HMPC meetings?	HMPC Meetings
2.	Section 4.1 Deliverables	3	Do the Districts prefer in person, virtual, or hybrid HMPC meetings?	In person
3.	Section 4.1 Deliverables	3	Do the Districts prefer in person, virtual, or hybrid public meetings?	In person

#### Receipt of Amendment #1 Acknowledged:

Company: Applied Training Solutions, LLC

By: Brian P. Murphy

Printed Name: Brian P. Murphy

Title: Contracts Manager

**INVITATION FOR BIDS (IFB)**  
**District 5 Hazard Mitigation Plan Update**  
**IFB RFx#3160007342**

**Must be submitted by:**  
**Thursday, June 12, 2025**  
**1:00 PM**

**REGISTRY OF BIDS RECEIVED**

<b>Bidder</b>		<b>Date</b>	<b>Time</b>	<b>Bid Price</b>	<b>Electronic Copy Received</b>	<b>Redacted Copy</b>
1.	Central Mississippi Planning and Development District	6/10/25	9:55 AM	\$50,000.00/year	6/10/25 9:15 AM	Yes
2.	Witt O'Brien's LLC	6/10/25	10:35 AM	\$88,462.00/year	6/9/25 3:45	Yes
3.	Applied Training Solutions, LLC	6/11/25	12:05 PM	\$108,328.40/year	6/9/25 10:35 AM	
4.	Centurion Solutions, LLC	6/12/25	9:45 AM	\$564,957.00/year \$176,500.00/subsequent year	6/11/25 11:29 AM	



## **CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT**

1020 Centre Pointe Boulevard • Pearl, Mississippi 39208 • (601) 981-1511 • Fax: (601) 981-1515

Sally Garland, President  
Les Childress, Vice President  
Dan Hart, Secretary-Treasurer  
Michael Monk, Chief Executive Officer

May 22, 2025

Ms. Teselyn Funches  
Bid Coordinator  
MS Emergency Management Agency  
P.O. Box 2067  
Jackson, MS 39205

Dear Ms. Funches:

Re: Request for Proposals to develop MEMA  
District 5 Regional Hazard Mitigation Plan

Enclosed is our proposal to develop a Regional Hazard Mitigation Plan for MEMA's District 5, namely Claiborne, Hinds, Issaquena, Sharkey, and Simpson counties along with the Cities of Port Gibson, Raymond, Rolling Fork, Magee, Mendenhall, Canton, Crystal Springs, Madison; the Towns of Bolton, Edwards, Learned, Utica, Mayersville, Anguilla, Cary, D'Lo; and the Villages of Braxton and Puckett. CMPDD is a non-profit corporation established in 1968 headquartered in Pearl, MS. CMPDD has provided comprehensive planning services to its member governments and across the state since it was established over 50 years ago. Within the past five (5) years, the CMPDD has completed about fifty (50) planning related projects, of which twenty-three (24) were Hazard Mitigation Plans.

The enclosed proposal includes carrying out a comprehensive planning process where each step builds upon the actions of previous steps. The nine (8) basic elements included in this proposal include:

1. Convening and coordinating all planning activities with the Hazard Mitigation Council for District 5;
2. Reviewing existing Hazard Mitigation documents and studies for District 5;
3. Preparing a Base Map for District 5;
4. Conducting a Risk Assessment to Identify Hazards and Vulnerabilities affecting District 5;
5. Developing a Mitigation Strategy;
6. Developing a Plan Maintenance Strategy;
7. Working with locals to complete the plan review; approval and adoption process;
8. Developing and carrying out a public participation process throughout the development of the entire plan



## **CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT**

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Les Childress, Vice President  
Dan Hart, Secretary-Treasurer  
Michael Monk, Chief Executive Officer

Ms. Teselyn Funches

May 22, 2025

Page Two

The planning process to be used by the CMPDD to develop a Regional Hazard Mitigation Plan for MEMA's District 5 will be documented, including how it was prepared, who was involved in the process, and how the public was involved. CMPDD will work closely with the Hazard Mitigation Council for District 5 to carry out this planning process. CMPDD will take an active approach to engaging the public in the development of this plan. CMPDD proposes to hold two (2) workshop style meetings during the planning process, one in the beginning of the process and one following the development of a draft plan, in order to engage all those interested. CMPDD also proposes to use its website, as well as other techniques deemed necessary by the Mitigation Council to gather input from interested individuals. The plan will include comprehensive descriptions of the natural hazards that can impact District 5, the District's vulnerabilities to each hazard, and an action plan of programs or strategies aimed at reducing the risks identified once everything is developed. CMPDD will seek technical assistance from MEMA during the plan development process, as well as rely on tools available through FEMA such as Multi-Hazard Planning Guidance and How-to-Guides etc. to ensure that the plan developed for MEMA's District 5 meets all requirements of 44 CFR part 201 and the final rule.

While the RFP released by MEMA for District 5 pertains namely to Claiborne, Hinds, Issaquena, Sharkey, and Simpson counties along with the Cities of Port Gibson, Raymond, Rolling Fork, Magee, Mendenhall, Canton, Crystal Springs, Madison; the Towns of Bolton, Edwards, Learned, Utica, Mayersville, Anguilla, Cary, D'Lo; and the Villages of Braxton and Puckett, it should be noted that District 5 is comprised of 10 counties total. CMPDD will contact the remaining five (5) counties in District 5 (Copiah, Madison, Rankin, Warren, and Yazoo) to assist with the update process for their Hazard Mitigation Plans.

If you would like additional information regarding our qualifications, experience, methodology, or clarification of information contained in this proposal, we will be happy to provide that to you. We look forward to assisting you and the MEMA's District 5 in this vital effort.

Sincerely,

Michael Monk  
Chief Executive Officer

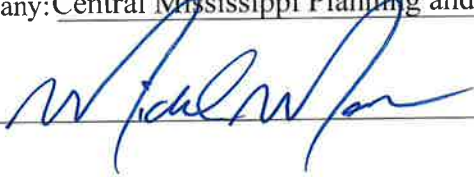
**Amendment # 1**  
**Questions and Answers**

	<b>Section #</b>	<b>Page #</b>	<b>Question</b>	<b>MEMA Response</b>
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**Receipt of Amendment #1 Acknowledged:**

Company: Central Mississippi Planning and Development District

By: \_\_\_\_\_



Printed Name: Michael Monk

Title: Chief Executive Officer

## **Attachment A: Bid Cover Sheet and Responses**



**Attachment A**  
**BID COVER SHEET**

Bids must be submitted as listed below on or before 1:00 PM CST, June 12, 2025.

PLEASE MARK YOUR ENVELOPE:

IFB for District 5 Hazard Mitigation Plan Update  
IFB RFx Number 3160007342  
Opening Date: 1:00 PM CST, June 12, 2025  
Mississippi Department of Finance and Administration  
Attention: Teselyn Funches, Bid Coordinator  
501 North West Street, Suite 1301 C **OR** Post Office Box 2067 (Suite 1301 C)  
Jackson, Mississippi 39201 Jackson, Mississippi 39205  
SEALED BID – DO NOT OPEN SEALED BID – DO NOT OPEN

**Name of Company:** Central Mississippi Planning and Development District

**Quoted By:** Michael Monk

**Signature:** 

**Address:** 1020 Centre Pointe Blvd

**City/State/Zip:** Pearl, MS 39208

**Telephone:** (601)981-1511

**Fax Number:** (601)981-1515

**E-Mail Address:** mmonk@cmpdd.org cc: mezell@cmpdd.org

**Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB:** Madeline Ezell, 1(769)777-7311

**In addition to providing the above contact information, please answer the following questions regarding your company:**

What year was your company started? 1968, additional information in attached narrative.

How many years has the firm been in business of performing the services called for in this IFB?  
20 years, additonal information in attached narrative.

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. Additonal information in attached narrative.  
1020 Centre Pointe Blvd, Pearl, MS 39208

If your company is not physically located within the vicinity, how will you supply the necessary equipment and personnel to complete a hazard mitigation plan update for MEMA?  
CMPDD is located within MEMA's District 5 Region.  
Additional information in attached narrative.

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. The company is not currently for sale or involved in any transaction to expand or become acquired by another business entity.

Is your company licensed and/or certified to update a hazard mitigation plan as required by any and all applicable Federal and State law(s)? CMPDD is properly licensed and/or certified to update a hazard mitigation per any Federal and State law(s).

List all licenses or permits your company possesses that are applicable to performing the services required in this IFB. The CMPDD planning staff includes one AICP (American Institute of Certified Planners) and two additional planners that all work with or alongside hazard mitigation planning. The CMPDD planning staff also maintains software licenses for ESRI products, including the latest release of ArcGIS. As the principal planning agency for the central MS region, which is within MEMA's District 5, the CMPDD houses a multitude of data relevant to the proposed scope of work. Please see attached narrative.

For how many customers has your company provided hazard mitigation plan updates or related work in the past five years?  
CMPDD developed the 2021 District 5 Regional Hazard Mitigation Plan as well as 23 additonal Hazard Mitigation Plans for single and multi-jurisdictions since 2020. Please see attached narrative.

What is the largest customer your company has provided hazard mitigation plan updates or related work for in the past five years?  
In the past 5 years, the largest customer served by the CMPDD for Hazard Mitigation Plan services was MEMA's District 5 Region. The CMPDD billed MEMA \$46,000 for this project.

Describe any specific services that your company offers along with any specialized experience, certification, and/or education of your current staff. Please see attached narrative.

The CMPDD provides hazard mitigation planning, land use planning, GIS mapping and field work, and public meeting facilitation for the central MS region. Additionally, our staff includes three .  
planners, one of which is AICP certified, and GIS analysts with hazard mitigation experience.

The Central Mississippi Planning and Development District is a non-profit corporation established in 1968 in accordance with the Intergovernmental Cooperation Act of 1968 (Public Law 90-577) and Part IV of the U.S. Office of Management and Budget Circular A-95, and by Executive Order 81 under Governor John Bell Williams. The CMPDD primarily provides services to Copiah, Hinds, Madison, Rankin, Simpson, Warren, and Yazoo Counties. The CMPDD's activities are administered by the Chief Executive Officer, Michael Monk.



### **YEARS OF EXPERIENCE:**

The Planning and Management Division at the CMPDD has consistently maintained a staff of at least fifteen (15) professionals for the past twenty (20) years, and has the ability, using our existing staff, to carry out the scope of work outlined in this proposal.

The CMPDD developed the first set of Hazard Mitigation Plans in central Mississippi, which included a combination of single and multi-jurisdictional plans for the seven (7) counties encompassing the CMPDD's area, as well as twenty-six (26) municipalities within those counties. The original set of Mitigation Plans was approved by MEMA and FEMA in 2005.

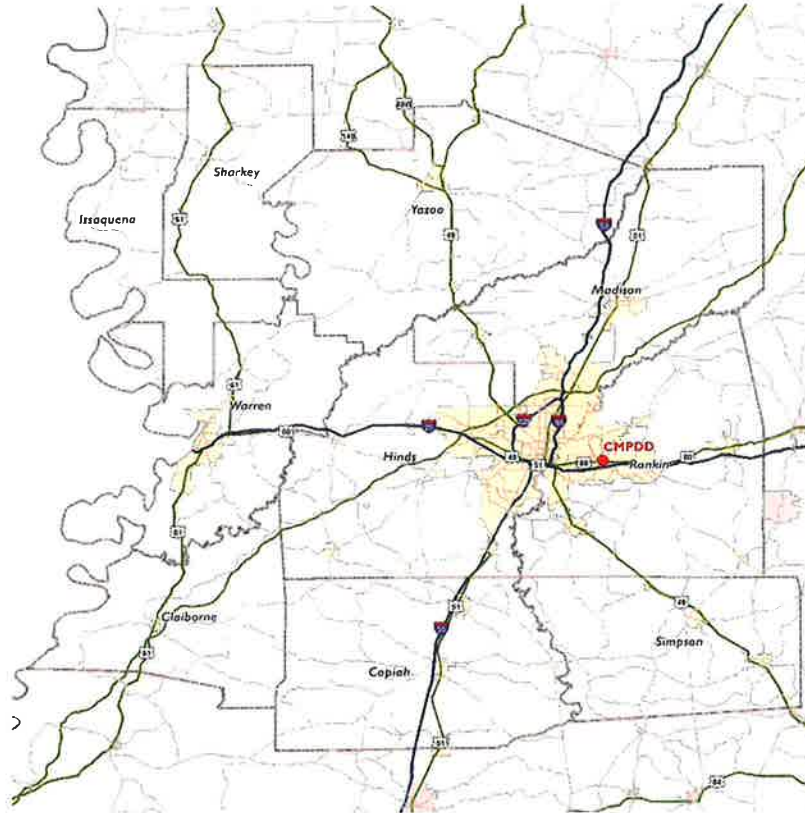


The CMPDD also worked with each of these entities beginning in 2008 to develop the first five-year update, and again in 2015 through 2019 to develop the second five-year update, for each

plan. CMPDD has now done more five-year updates within the 20 years from when Hazard Mitigation Plans began. CMPDD has also assisted universities and medical centers to develop their Disaster Resistant University/Hazard Mitigation Plans as well as keeping the plans current. In total, the CMPDD has developed one hundred one (101) Hazard Mitigation Plans since 2005.

### **LOCATION OF THE FIRM:**

The CMPDD's home office, principal place of business and incorporation, is physically located within MEMA's District 5 at 1020 Centre Pointe Boulevard, Pearl, Mississippi.



### **COMPANY TRANSACTIONS:**

The CMPDD is not currently for sale or involved in any transaction to expand or to become acquired by another business entity.

### **APPLICABLE LICENSES OR PERMITS:**

The CMPDD planning staff includes technical experts in the field of community planning and GIS mapping. Furthermore, the CMPDD planning staff includes one AICP (American Institute of Certified Planners) planner as well as two planners with the objective of AICP certification that are trained in traditional planning techniques as well as hazard mitigation planning. The CMPDD maintains software licenses for ESRI products, including the latest release of ArcGIS. Additionally, as the principal planning agency for the Central Mississippi region, which is entirely within MEMA's District 5, the CMPDD houses a multitude of data relevant to the scope of work of this proposal. Specifically, the CMPDD is the original source of land use, both existing and future, zoning, and transportation data.

Furthermore, as the author of the 2021 District 5 Hazard Mitigation Plan as well as single and multi-jurisdictional editions pre-dating the District plan, the CMPDD has access to all data and information included in each previous edition of participants' plans within the District.

### **PREVIOUS CUSTOMERS:**

In the past five years, the CMPDD was the contracted provider for MEMA's District 5 Regional Hazard Mitigation Plan in 2021, which served the following communities: Claiborne, Hinds, Issaquena, Sharkey, and Simpson counties and the Cities of Madison, Magee, Mendenhall, Raymond, Rolling Fork, Canton, Crystal Springs and the Towns of Anguilla, Bolton, Port Gibson, Cary, Mayersville, Edwards, Utica, D'Lo and the Villages of Braxton and Puckett. The effort to develop the 2021-2026 District 5 Regional Hazard Mitigation Plan began in 2020 and was completed following approval from FEMA and local government adoption in 2021. The CMPDD billed MEMA \$46,000 for the work completed.

In addition to the District 5 Regional Hazard Mitigation Plan, the CMPDD contracted with the following entities to develop a five-year update to their existing Hazard Mitigation Plan:

Entity	Dates
Copiah County Multi-Jurisdictional Plan	2021
City of Florence	2021
Town of Pelahatchie	2021
City of Vicksburg	2021
Town of Flora	2021
City of Clinton	2021
Yazoo County Multi-Jurisdictional Plan	2021
City of Brandon	2021
City of Richland	2021
City of Ridgeland	2021
Rankin County	2021
Warren County	2022
City of Hazlehurst	2022
City of Flowood	2022
Jackson State University	2022
City of Byram	2022
City of Jackson	2022
Madison County	2022
City of Pearl	2022
Town of Terry	2023
Mississippi Valley State University	2024 - 2025
Mississippi State University	2024 - 2025
University of Mississippi Medical Center	2024-2025



### **LARGEST PREVIOUS CUSTOMERS:**

In the past five years, the largest customer to contract with the CMPDD for Hazard Mitigation Plan development was MEMA for the 2021 – 2026 District 5 Regional Hazard Mitigation Plan. The CMPDD billed MEMA \$46,000 for the work completed.

### **SPECIFIC SERVICES, EXPERIENCE, CERTIFICATION, AND/OR EDUCATION:**

The Planning and Management team of the CMPDD has expertise in hazard mitigation planning, GIS mapping, long range comprehensive planning, writing zoning and other development-related ordinances, public hearing facilitation, E-911 mapping, GPS field work, redistricting plans, and grant preparation and administration. The CMPDD is the primary planning agency in central Mississippi as it has developed hazard mitigation plans, and other similar plans, in the majority of the thirty-four (34) municipalities and seven (7) counties encompassing central Mississippi, as well as numerous other cities and counties throughout the state of Mississippi. Since 2005, the CMPDD has developed one hundred one (101) Hazard Mitigation Plans in MEMA's District 5 region.

Furthermore, CMPDD has been the Metropolitan Planning Organization (MPO) responsible for coordinating a Federally mandated Transportation Planning Process for the Jackson Metropolitan Area (Hinds, Madison and Rankin Counties) since 1975.

Specifically, the CMPDD employs one AICP (American Institute of Certified Planners) planner that is trained in hazard mitigation planning, and two additional planners that contain the objective of becoming AICP certified and works alongside hazard mitigation planning. Additionally, the CMPDD employs a staff of GIS analysts that hold at minimum a bachelor's degree in GIS, of which one has over 15 years of experience in preparing mapping layers for hazard mitigation plans. Staff profiles for those employees who will be responsible for carrying out the proposed scope of work are below.

### **NAMES AND QUALIFICATIONS OF SPECIFIC PROJECT PERSONNEL:**

- **DAVID WADE, AICP – DIRECTOR OF PLANNING AND MANAGEMENT**  
Bachelor of Science Degree in Community and Regional Planning from University of Southern Mississippi with over thirty years of professional planning experience. Experience includes preparing comprehensive plans, zoning ordinances, other development-related ordinances, numerous redistricting plans as well as managing the planning department.

- **GRAY OUZTS, AICP – PRINCIPAL PLANNER**

Master of Public Administration from University of Georgia, Bachelor of Science Degree in Public Policy, Certificate in Urban and Regional Planning from Georgia Institute of Technology with over fifteen years of professional experience with diverse local governments in two states. Experience includes state and federal grant application and administration, preparing comprehensive and master plans, zoning ordinances, hazard mitigation plans, demographic research, conducting surveys, and organizing and facilitating community meetings. Served as project manager for the 2021 MEMA District 5 Regional Hazard Mitigation Plan.

- **LINDSAY SELLERS – SENIOR PLANNER**

Master of Science in Economic Development and Bachelor of Science in Marketing from the University of Southern Mississippi with more than ten years of experience in assisting communities with state and federal funding administration and planning needs.

- **MADELINE EZELL – PLANNER**

Master of Geography with an Environmental concentration from Western Michigan University, Bachelor of Science Degree in Interdisciplinary Studies with concentrations of Geography and Geospatial Information Systems, Certificate in Geospatial Information Systems from Delta State University.

- **LESLEY CALLENDER – SENIOR TRANSPORTATION PLANNER**

Bachelor of Science Degree in Community and Regional Planning from the University of Southern Mississippi with over twenty years of professional planning experience. Experience in preparing economic impact studies, hazard mitigation plans, comprehensive plans, grant applications, and transportation planning. Transportation experience includes working with the Jackson Metropolitan Planning Organization (MPO) to develop and administer plans and programs to maintain regional eligibility for federal transportation funds through program management activities and development of long-range transportation plans. Served as project manager for the 2014 MEMA District 5 Regional Hazard Mitigation Plan.

- **TONY WONCH – SENIOR GIS PLANNER**

Bachelor of Science Degree in Geographic Information Technology from University of Southern Mississippi with twenty years of technical planning and computer mapping work involved in a wide variety of plans and maps. Experience producing dozens of maps for hazard mitigation plans, base maps, land use plans, zoning maps, ward maps and industrial park site plans.

- **DON SMITH – GRAPHIC DESIGNER**

Bachelor of Arts Degree in Advertising including a Minor in Art from the University of Southern Mississippi with over fifteen years of professional experience in graphic design. Experience includes design for newspapers, magazines, billboards, specialty items, presentations, brochures, web graphics and websites. Certified Part 107 licensed drone pilot



## **Additional Data**

## **PREVIOUS EXPERIENCE:**

While the RFP released by MEMA for District 5 pertains namely to Claiborne, Hinds, Issaquena, Sharkey, and Simpson counties along with the Cities of Port Gibson, Raymond, Rolling Fork, Magee, Mendenhall, Canton, Crystal Springs, Madison; the Towns of Bolton, Edwards, Learned, Utica, Mayersville, Anguilla, Cary, D'Lo; and the Villages of Braxton and Puckett, it should be noted that District 5 is comprised of 10 counties total. Furthermore, it should be noted that the CMPDD has provided comprehensive planning services to its member governments and across the state since it was established in 1968. Within the past ten (10) years, CMPDD has performed work similar to that described in the Request for Proposals including:

- 2025: Simpson County Community Wildfire Protection Plan  
Comprehensive Plan and Zoning Ordinance for Richland
- 2024: Hazard Mitigation Plans for Mississippi Valley State University, Mississippi State University, and University of Mississippi Medical Center  
Comprehensive Plan and Zoning Ordinance for Rankin County  
Comprehensive Plan for Simpson County
- 2023: Hazard Mitigation Plans for Terry  
Comprehensive Plan and Zoning Ordinance for Senatobia
- 2022: Hazard Mitigation Plans for Madison County, Pearl, Jackson, Byram, Jackson State University, Warren County, Hazlehurst, and Flowood  
Comprehensive Plan and Zoning Ordinance for Tate County
- 2021: Hazard Mitigation Plans for Rankin County, Copiah County, Florence, Pelahatchie, Vicksburg, Flora, Clinton, Brandon, Richland, Ridgeland, and Yazoo County  
Master Plan for the Pearl River Valley Water Supply District
- 2020: Hazard Mitigation Plan for District 5 Region  
Comprehensive Plan and Zoning Ordinance for Pearl  
Comprehensive Plan and Zoning Ordinance for Puckett  
Comprehensive Plan and Zoning Ordinance for Madison
- 2019: Hazard Mitigation Plan for Mississippi State University  
Comprehensive Plan for Pearl  
Comprehensive Plan for Puckett  
Comprehensive Plan for Yazoo City  
Master Plan for Tougaloo College
- 2018: Hazard Mitigation Plans for Mississippi Valley State University and Terry  
Comprehensive Plan for Clinton
- 2017: Hazard Mitigation Plans for Byram, Flowood, Hazlehurst, Jackson State University, Madison County, Pearl, Warren County, and Yazoo County  
Comprehensive Plan and Zoning Ordinance for Braxton

- Emergency Operations Manual for Flowood  
Housing Plan for Vicksburg
- 2016: Hazard Mitigation Plans for Brandon, Clinton, Copiah County, Flora, Florence,  
Jackson, Pelahatchie, Rankin County, Richland, Ridgeland, and Vicksburg  
Comprehensive Plan for Utica  
Rankin County School District Facilities Plan  
Fire Station Coverage Study for Vicksburg  
Subdivision Regulations for Richland
- 2015: Hazard Mitigation Plan for District 5 Region  
Comprehensive Plan and Zoning Ordinance Revisions for Pelahatchie  
Comprehensive Plan for Raymond  
Comprehensive Plan for Vicksburg  
Health Care Zone Master Plan for Simpson County  
Master Plan for the Pearl River Valley Water Supply District  
Zoning Ordinance for Puckett
- \*\*CMPDD is currently working on Comprehensive Plans and Zoning Ordinances for Bentonia,  
Crystal Springs, Madison, Brandon, Braxton, and Clinton.
- \*\*Numerous minor amendments and revisions on Comprehensive Plans and Zoning Ordinances

## **PROPOSED SCOPE OF WORK:**

The Central Mississippi Planning and Development District (CMPDD) shall prepare a Regional Hazard Mitigation Plan for the counties and communities which comprise the MEMA District 5, namely the following counties and communities contained therein: Claiborne, Hinds, Issaquena, Sharkey, and Simpson counties along with the Cities of Port Gibson, Raymond, Rolling Fork, Magee, Mendenhall, Canton, Crystal Springs, Madison; the Towns of Bolton, Edwards, Learned, Utica, Mayersville, Anguilla, Cary, D'Lo; and the Villages of Braxton and Puckett. The planning process used to develop the plan will be documented, including how it was prepared, who was involved in the process, and how the public was involved. To complete the planning process CMPDD shall perform the following tasks:

### **TASK A: Assemble and Coordinate Planning Activities with the Hazard Mitigation Council for MEMA's District 5**

CMPDD shall initiate and coordinate all planning related activities for this proposal through the Mitigation Council including, but not limited to; meeting dates and times, public involvement activities, hazard identification and risk analysis, mitigation strategy development, development of a plan maintenance strategy, and review of draft documents. The Mitigation Council for counties and communities in MEMA's District 5, used to develop previous plans, shall be convened to coordinate the planning process. If necessary, the CMPDD shall coordinate with counties and communities to appoint new members to the Mitigation Council to ensure each entity is represented. Those appointed to the Mitigation Council should include technical representatives such as public works directors, engineers, planners, emergency management directors, police, fire and sheriff department representatives, as well as elected officials. In addition, the Mitigation Council may include business, academia and other private and non-private entities in a county or community that hold an interest in mitigation planning.

### **TASK B: Review Existing Hazard Mitigation Documents**

In the initial stages of the planning process, CMPDD in conjunction with the Mitigation Council shall examine existing local Hazard Mitigation Plans, as well as the recently revised State of Mississippi Mitigation Plan. CMPDD along with the Mitigation Council shall also examine other existing plans, studies, reports and technical information relating to hazard mitigation and incorporate their findings into the plan development as appropriate.

### **TASK C: Conduct a Risk Assessment and Identify Hazards Affecting MEMA's District 5**

CMPDD in conjunction with the Mitigation Council and other interested parties shall perform a risk assessment to identify the natural hazards that affect the area. This shall include determining the type of hazards affecting each county, as well as, developing a description of natural hazards that have occurred in the past, and the probability of future events. The risk assessment shall be conducted using the best available data for the area to ensure all natural hazards are identified. Natural hazards to be examined during the risk assessment include, but are not limited to; flood-related hazards, wind-related hazards, fire-related hazards, geologic hazards, and other hazards

identified based on local knowledge. Furthermore, CMPDD shall work with the Mitigation Council, if the Council chooses, to examine and assess man-made hazards such as chemical spills as part of the planning process. The risk assessment shall form the foundation for all other steps conducted as part of the planning process. The basic components of the risk assessment shall include: 1) identifying hazards for the area; 2) profiling hazard events in the past; 3) inventorying assets in the area vulnerable to hazards, and; 4) estimating potential losses to the vulnerabilities identified. Steps three and four are described below in Tasks D and E.

#### **TASK D: Prepare Base Maps of MEMA's District 5**

CMPDD shall use its existing GIS capabilities and the best available data to develop a "base map" for MEMA's District 5 area. At a minimum, each base map shall include jurisdictional boundaries (county and municipal), streets, roads and highways, and streams and bodies of water. Furthermore, a database of multiple layers shall be developed to assist with conducting the risk assessment and identifying vulnerabilities in MEMA's District 5. Layers to be collected include, but are not limited to; critical facilities identified by the Mitigation Council, evacuation routes, floodplain areas identified by FIRMs, repetitive loss properties designated by FEMA, and population densities. Furthermore, where data is available, layers shall be created depicting locations or paths of previous natural hazard events, such as previous tornado paths, locations of structures in District 5, and land uses within the District such as residential, commercial and industrial areas.

CMPDD shall work with the Mitigation Council to identify critical facilities in District 5 to include at a minimum, but not limited to; emergency operation centers, police/fire stations, hospitals, emergency shelters, water and wastewater treatment plants and associated pump stations, power generation and delivery facilities, hazardous material facilities, special population centers, such as nursing homes, elderly housing, day-cares, and/or correction facilities. If GPS coordinate points are not available for critical facilities, CMPDD shall use its Field Technicians to take GPS points and photographs of each critical facility identified by the Mitigation Council.

#### **TASK E: Conduct a Vulnerability Assessment of MEMA's District 5**

Building upon the results of Task C and Task D, CMPDD shall describe the vulnerabilities in District 5 to each identified hazard and its potential impact on the District. The plan shall describe vulnerabilities using formatted text and maps. Areas in District 5 vulnerable to each hazard identified shall be mapped. Furthermore, the plan shall describe vulnerability in terms of types and number of buildings, infrastructure, and critical facilities located in each identified hazard area. An assessment of existing hazard protection measures shall be conducted to determine their effectiveness, areas for improvement, and the method of enforcement and/or the responsible entity for implementation. The plan will also include a general description of land uses and development trends within District 5 so that mitigation options can be considered in future land use decisions.

**TASK F: Develop a Mitigation Strategy for MEMA's District 5**

CMPDD, working with the Mitigation Council and through public input received, shall develop a mitigation strategy tailored to the needs of MEMA's District 5. The strategy shall provide the District with a blueprint for reducing potential losses identified in the risk and vulnerability assessment. The strategy shall focus on existing policies, programs and resources, and the District's ability to expand on and improve these existing tools. This element shall include:

- A description of mitigation goals to reduce long-term vulnerabilities to each identified hazard.
- A section that identifies, evaluates, and analyzes a comprehensive range of specific mitigation actions ("initiatives") and projects to reduce the effects of each hazard identified, with particular emphasis on new and existing building and infrastructure. The mitigation actions identified in this section will be based upon the needs, capabilities, and goals of District 5, as well as the feasibility and cost effectiveness of each measure proposed.

**TASK G: Develop a Plan Maintenance Strategy**

Working with the Mitigation Council, the CMPDD shall develop a plan maintenance strategy for District 5's Mitigation Plan. The plan maintenance strategy shall be tailored to meet the needs of the District and shall contain a method and schedule for monitoring, evaluating and updating the plan. Furthermore, the plan shall include a description of the process by which the Mitigation Council will work to incorporate the goals of the plan into other planning processes, such as a Comprehensive Plan or other type ordinances. The plan maintenance strategy shall also describe how the Mitigation Council will continue to seek public involvement through the plan maintenance process.

**TASK H: Plan Approval and Adoption**

Once the draft plan has been developed, the CMPDD shall present the plan to MEMA for review and approval. Following review of the plan by MEMA and FEMA, the CMPDD shall work with the Mitigation Council to expedite the adoption process once all review comments from MEMA and FEMA have been incorporated into the final plan. CMPDD shall coordinate and document, in a timely manner, the formal adoption process by each county and community in District 5. CMPDD shall provide MEMA and FEMA and the local counties and communities in District 5 with digital PDF copies of the final plan including all adoption resolutions.

**TASK I: Public Participation**

While public participation is listed as the last task it is not perceived by CMPDD as a final task, but rather an on-going process that will be pursued throughout the planning process. Specifically, working with the Mitigation Council the CMPDD shall conduct two charrettes (public meetings) regarding the development of District 5 Mitigation Plan: one in the beginning of the process and one following the development of a draft plan. Furthermore, as deemed necessary by the

Mitigation Council, public involvement in the development of this plan shall be sought through the use of press releases, public hearings, surveys, and/or workshops as needed to solicit input from people knowledgeable of natural hazards and potential mitigation actions to reduce known risks. As needed and in conjunction with the Mitigation Council, the CMPDD professional planners will present the draft Mitigation Plan at an adequate number of public meetings.

## TIMELINE:

CMPDD proposes to complete the work described in this proposal over a 12-month period.

Task	Month (following notice to proceed with a formalized contract)											
	1	2	3	4	5	6	7	8	9	10	11	12
A. Convene and Organize Planning Process												
B. Review Existing Documents												
C. Conduct Risk Assessment & Identify Hazards												
D. Prepare Base Maps & Map Vulnerabilities												
E. Identify Vulnerabilities												
F. Develop Mitigation Strategy including Goals and the Action Plan												
G. Develop a Plan Maintenance Strategy												
H. Plan Review, Approval and Adoption												
I. Public Participation – <i>part of the entire planning process</i>		1 <sup>st</sup> Public Meeting								2 <sup>nd</sup> Public Meeting		



## **Attachment B: Bid Form**

## Attachment B

### BID FORM

Company	Contact Person	Telephone Number
Central Mississippi Planning and Development District	Michael Monk	(601)981-1511

The maximum contract price for the update of District 5 Hazard Mitigation Plans shall be all inclusive. The "all-inclusive" price shall include all associated costs with no additional or hidden fees. **Bidder shall also submit a Cost Analysis and Breakdown Sheet** detailing all professional fees and expenses in a manner that supports the total maximum contract price submitted. **The contract award will be based solely on the maximum contract price submitted below. The Cost Analysis and Breakdown Sheet will be considered Attachment A with the contract.**

The awarded Contractor will be required to submit detailed invoices describing services completed for the invoice period. Payment will be made in arrears (after the services have been provided) at the amount, and interval (i.e., monthly, quarterly, etc.) as agreed upon by the awarded contractor and MEMA prior to submission to PPRB for contract approval. At no time shall the contract exceed the Maximum Contract Price per year listed below.

**Total all-inclusive Maximum Contract Price:**      \$ 50,000 /YEAR

**\*\*Bidder must submit a price per year. The initial contract term will be one year. MEMA, at its sole discretion, may amend this contract and renew it for three (3) periods of twelve (12) months each under the same or amended terms and conditions as the original contract. \*\***

By signing below, the company Representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the Invitation for Bids and Attachments thereto;
2. That the company meets all requirements and acknowledges all certifications contained in the Invitation for Bids and Attachments thereto;
3. That the company agrees to all provisions of the Invitation for Bids and Attachments thereto including, but not limited to, the required contract clauses (Attachment E);
4. That the company will perform the services required at the prices quoted above;
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date;

6. The Contractor represents that its workers are licensed, certified, and possess the requisite credentials to construct the fencing; and,
7. **NON-DEBARMENT:** By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.
8. **INDEPENDENT PRICE DETERMINATION:** By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other [bidder, offeror] or competitor for the purpose of restricting competition.
9. **OFFEROR'S REPRESENTATION REGARDING CONTINGENT FEES:** By responding to the solicitation the offeror represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the offeror cannot make such a representation, a full and complete explanation shall be submitted in writing with the offeror's response.
10. **REPRESENTATION REGARDING GRATUITIES:** Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MEMA a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of MEMA has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.
11. **Release if Bid as Public Record.** Bidder shall acknowledge which of the following statements is applicable regarding release of its bid as a public record. A bidder may be deemed non-responsive if the bidder does not acknowledge either statement, acknowledges both statements, or fails to comply with the requirements of the statement acknowledged. Choose one:

☒ Along with a complete copy of its bid, bidder has submitted a second copy of the bid in which all information bidder deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Bidder acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR Rules and Regulations if MEMA or the Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the bid which are not subject to Miss.

Code Ann. §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Bidder acknowledges and agrees that MEMA may release the redacted copy of the bid at any time as a public record without further notice to bidder. A bidder who selects this option but fails to submit a redacted copy of its bid may be deemed non-responsive.

\_\_\_\_\_ Bidder hereby certifies that the complete unredacted copy of its bid may be released as a public record by MEMA at any time without notice to bidder. The bid contains no information bidder deems to be confidential commercial and financial information and/or trade secrets in accordance with Miss. Code Ann. §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. *Bidder explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce its bid as provided in Miss. Code Ann. § 25-61-9(1)(a).* A bidder who selects this option but submits a redacted copy of its bid may be deemed non-responsive.

**Company Name:** Central Mississippi Planning and Development District

**Printed Name of Representative:** Michael Monk

**Date:** 06/06/2025

**Signature:** \_\_\_\_\_



**Note:** Failure to sign the bid form may result in the bid being rejected as non-responsive. Modifications or additions to any portion of this bid document may be cause for rejection of the bid.

Listed below is a cost analysis breakdown for the MEMA District 5 Hazard Mitigation bid.

MEMA District 5 Hazard Mitigation Budget			
Description	Deliverables	Time Period	Budget
Personnel	CMPDD staff will gather and analyze data pertaining to MEMA's District 5 as well as produce maps for the Hazard Mitigation Plan.	2025-2026	\$36,881.00
Travel	There are three counties out of CMPDD's district that will require travel for meetings.	2025-2026	\$340.00
Indirect		2025-2026	\$12,779.00
Total			\$50,000.00

## **Attachment C: References**

## Attachment C

### REFERENCES

Bidder may submit as many references as desired by submitting as many additional copies of Attachment C, References, as deemed necessary. References will be contacted in the order listed until two references have been interviewed and Reference Score Sheets completed for each of the two references. No further references will be contacted; however, bidders are encouraged to submit additional references to ensure that at least two references are available for interview. Agency staff must be able to contact two references within two (2) business days of bid opening or 48 hours of initial contact.

#### REFERENCE 1

**Name of Company:** Simpson County Board of Supervisors  
**Dates of Service:** 2005-Present; wrote 2005-2010, 2010-2014 HMP, 2015-2019 & 2020-2025 Dist. 5 HMP  
**Contact Person:** Charlie Welch, County Administrator  
**Address:** 100 Court Avenue, Post Office Box 308  
**City/State/Zip:** Mendenhall, MS 39114  
**Telephone Number:** 601-847-1418  
**Cell Number:** \_\_\_\_\_  
**E-mail:** cwelch@co.simpson.ms.us  
**Alternative Contact Person (optional):** Wayne Wolmack, County Supervisor  
**Telephone Number:** 601-847-1418  
**Cell Number:** 601-622-0191  
**E-mail:** waynewomack20@gmail.com

#### REFERENCE 2

**Name of Company:** City of Crystal Springs, Mississippi  
**Dates of Service:** 2005-Present; wrote 2005-2010, 2010-2014 HMP, 2015-2019 & 2020-2025 Dist. 5 HMP  
**Contact Person:** Sally Garland, Mayor  
**Address:** 210 E. Railroad Avenue, Post Office Box 473  
**City/State/Zip:** Crystal Springs, MS 39059  
**Telephone Number:** 601-892-1212  
**Cell Number:** \_\_\_\_\_  
**E-mail:** sgarland\_2000@yahoo.com  
**Alternative Contact Person (optional):** Kimberly Vaughan, City Clerk  
**Telephone Number:** 601-892-1212  
**Cell Number:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**REFERENCE 3**

**Name of Company:** Hinds County Emergency Management  
**Dates of Service:** 2005-Present; wrote 2005-2010, 2010-2014 HMP, 2015-2019 & 2020-2025 Dist. 5 HMP  
**Contact Person:** Joey Perkins, Director  
**Address:** Post Office Box 22568  
**City/State/Zip:** Jackson, MS 39225  
**Telephone Number:** 601-960-1476  
**Cell Number:** \_\_\_\_\_  
**E-mail:** jperkins@co.hinds.ms.us  
**Alternative Contact Person (optional):** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Cell Number:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**REFERENCE 4**

**Name of Company:** Town of Flora, Mississippi  
**Dates of Service:** 2005-Present; wrote 2005-2010, 2011-2015, 2016-2021, & 2021-2026 HMP  
**Contact Person:** Les Childress, Mayor  
**Address:** 168 Carter Street, Post Office Box 218  
**City/State/Zip:** Flora, MS 39071  
**Telephone Number:** 601-879-8686  
**Cell Number:** 601-260-7075  
**E-mail:** lchildress@florams.com  
**Alternative Contact Person (optional):** Anna Carole Evans, City Clerk  
**Telephone Number:** 601-879-8686  
**Cell Number:** \_\_\_\_\_  
**E-mail:** floratown@florams.com

**REFERENCE 5**

**Name of Company:** City of Brandon, Mississippi  
**Dates of Service:** 2005-Present; wrote 2005-2010, 2010-2015, 2016-2021, & 2021-2026 HMP  
**Contact Person:** Butch Lee, Mayor  
**Address:** 1000 Municipal Drive, Post Office Box 1539  
**City/State/Zip:** Brandon, MS 39042  
**Telephone Number:** 601-825-5021  
**Cell Number:** \_\_\_\_\_  
**E-mail:** blee@brandonms.org  
**Alternative Contact Person (optional):** Brian Roberts, Fire Chief  
**Telephone Number:** 601-824-4636  
**Cell Number:** \_\_\_\_\_  
**E-mail:** broberts@brandonms.org



**REFERENCE 6****Name of Company:** Rankin County, Mississippi**Dates of Service:** 2005-Present; wrote 2005-2010, 2011-2015, 2016-2021, & 2021-2026 HMP**Contact Person:** Craig Slay, Board Attorney**Address:** 211 E. Government Street**City/State/Zip:** Brandon, MS 39042**Telephone Number:** 601-825-1475**Cell Number:****E-mail:** cslay@rankincounty.org**Alternative Contact Person (optional):** Keith Hicks, County Administrator**Telephone Number:** 601-825-1475**Cell Number:****E-mail:** khicks@rankincounty.org**REFERENCE 7****Name of Company:** City of Clinton, Mississippi**Dates of Service:** 2005-Present; wrote 2005-2010, 2011-2015, 2016-2021, & 2021-2026 HMP**Contact Person:** Roy Edwards, Community Development Director**Address:** 300 Jefferson Street**City/State/Zip:** Clinton, MS 39056**Telephone Number:** 601-924-2256**Cell Number:****E-mail:** redwards@clintonms.org**Alternative Contact Person (optional):** Phil Fisher, Mayor (until June 2025) or Will Purdie, Mayor (as of July 2025)**Telephone Number:** 601-925-6103**Cell Number:****E-mail:****REFERENCE 8****Name of Company:** Town of Puckett, Mississippi**Dates of Service:** 2005-Present; wrote 2005-2010, 2010-2014 HMP, 2015-2019 & 2020-2025 Dist. 5 HMP**Contact Person:** Russ Espiritu, Mayor**Address:** Post Office Box 130**City/State/Zip:** Puckett, MS 39151**Telephone Number:** 601-825-8074**Cell Number:****E-mail:** espritucues@att.net**Alternative Contact Person (optional):** Mark Baker, City Attorney**Telephone Number:** 601-824-7455**Cell Number:****E-mail:** mark@blfmail.com

## **Attachment D: References Score Sheet**

**Attachment D**

**References Score Sheet**

**IFB 3160007342**

**IFB for District 5 Hazard Mitigation Plan Update**

**TO BE COMPLETED BY MEMA STAFF ONLY**

**Company Name:**

\_\_\_\_\_

**Reference Name:**

\_\_\_\_\_

**Person Contacted, Title/Position:**

\_\_\_\_\_

**Date/Time Contacted:**

\_\_\_\_\_

**Service From/To Dates:**

\_\_\_\_\_

Able to provide hazard mitigation plan update services when you called?	Yes	No
Satisfied with the services provided and final product? If no, please explain.	Yes	No
Vendor easy to work with in scheduling services?	Yes	No
Was the project completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here ____.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	Yes	No

Bidder must have a minimum of 6 "yes" answers on the questions above from two references (total of 12 "yes" answers) to be considered responsible and for its bid to be considered.

**Score:** Pass/Fail

Do you have any business, professional or personal interest in the vendor's organization? If yes, please explain.	Yes	No
---	-----	----

A “yes” to the above question may result in an automatic disqualification of the provided reference; therefore, resulting in a score of zero as responses to previous questions become null and void.

**Notes:**

Called by:

Name, Title

Date

Signature

## **Attachment E: Required Contract Clauses**

## **Attachment E**

### **Required Contract Clauses**

#### **1. Applicable Law**

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of Mississippi.

#### **2. Approval**

It is understood that if this contract requires approval by the Public Procurement Review Board ("PPRB") and/or the Department of Finance and Administration Office of Personal Service Contract Review ("OPSCR"), and this contract is not approved by PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

#### **3. Availability of Funds**

It is expressly understood and agreed that the obligation of MEMA to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt the appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, MEMA shall have the right upon 10 business days written notice to Contractor, to terminate this agreement without damage, penalty, cost of expense to MEMA of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

#### **4. Certification of Independent Price Determination**

By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.

#### **5. Compliance with Equal Opportunity in Employment Policy**

Contractor understands that MEMA is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services.

## **6. Compliance with Laws**

Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

## **7. E-Payment**

Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The Agency agrees to make payment in accordance with Mississippi "Timely Payments for Purchases by Public Bodies" laws, which generally provide for payment of undisputed amounts by the Agency within 45 calendar days of receipt of invoice. Mississippi Code Annotated § 31-7-301, *et seq.*

## **8. E-Verification**

If applicable, Contractor represents and warrants that it will ensure its compliance with the *Mississippi Employment Protection Act* and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 and 71-11-3. Contractor agrees to provide a copy of each verification upon request of MEMA subject to approval by any agencies of the United State Government. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws.

The breach of this clause may subject Contractor to the following: (1) termination of this contract and exclusion pursuant to Chapter 15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*; (2) the loss of any license, permit, certification or other document granted to Contractor by an agency, department, or Governmental entity for the right to do business in Mississippi; or (3) both. In the event of such termination, Contractor would also be liable for any additional costs incurred by the Agency due to Contract cancellation or loss of license or permit to do business in the state.

## **9. Contractor's Representation Regarding Contingent Fees**

By executing the contract the contractor represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the contractor cannot make such a representation, a full and complete explanation shall be submitted in writing to the Agency prior to contract execution.

## **10. Paymode**

Payments by MEMA using the state's accounting system shall be made and remittance information provided electronically as directed by the state and deposited into the bank account of Contractor's choice. MEMA may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the Agency is exempt from the payment of Mississippi taxes. All payments shall be in United States currency.

## **11. Procurement Regulations**

This contract shall be governed by the applicable provisions of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available on the Mississippi Department of Finance and Administration's website ([www.dfa.ms.gov](http://www.dfa.ms.gov)). Any offeror responding to a solicitation for personal and professional services and any contractor doing business with a state Agency is deemed to be on notice of all requirements therein.

## **12. Representation Regarding Gratuities**

Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MEMA a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of MEMA has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.

## **13. Required Public Records and Transparency**

Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information pursuant to Mississippi Code Annotated § 25-61-9(7). The contract shall be posted publicly on [www.transparency.ms.gov](http://www.transparency.ms.gov) and shall be available for at the Agency for examination, inspection, or reproduction by the public. The contractor acknowledges and agrees that MEMA and this contract are subject to the *Mississippi Public Records Act of 1983* codified at Mississippi Code Annotated §§ 25-61-1, *et seq.* and its exceptions, Mississippi Code Annotated § 79-23-1, and the *Mississippi Accountability and Transparency Act of 2008*, codified at Mississippi Code Annotated §§ 27-104-151, *et seq.*



#### **14. Stop Work Order**

MEMA may, by written order to Contractor at any time, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by MEMA. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take reasonable steps to minimize any further cost to MEMA. Upon execution of the stop work order, unless MEMA has terminated that part of the agreement or terminated the agreement in its entirety, MEMA is not liable for payment for services which were not rendered due to the stop work order.

#### **15. Termination**

*Termination for Convenience.* MEMA may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. MEMA shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective. Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

*Termination for Default.* If MEMA gives the Contractor a notice that the personal or Professional services are being provided in a manner that is deficient, the Contractor shall have 30 days to cure the deficiency. If the Contractor fails to cure the deficiency, MEMA may terminate the contract for default and the Contractor will be liable for the additional costs to MEMA to procure the personal and professional services from another source. Termination under this paragraph could result in Contractor being excluded from future contract awards pursuant to Chapter 15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.



# Michael Watson

## SECRETARY OF STATE

This is not an official certificate of good standing.

### Name History

Name	Name Type
Centurion Solutions, LLC	Legal

### Business Information

<b>Business Type:</b>	Limited Liability Company
<b>Business ID:</b>	1356344
<b>Status:</b>	Good Standing
<b>Effective Date:</b>	09/01/2022
<b>State of Incorporation:</b>	TX
<b>Principal Office Address:</b>	425 Shady Creek Dr Bryan, TX 77808

### Registered Agent

**Name**  
REGISTERED AGENTS, INC  
270 TRACE COLONY PARK STE B  
RIDGELAND, MS 39157

### Officers & Directors


Name	Title
Douglas Jackson 425 Shady Creek Dr. Bryan, TX 77808	Manager

---

Re: <EXTERNAL>: Re: MEMA

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From Madeline Ezell <mezell@cmpdd.org>  
Date Wed 6/25/2025 1:35 PM  
To Teselyn Funches <Teselyn.Funches@dfa.ms.gov>  
Cc Mike Monk <mmonk@cmpdd.org>

 2 attachments (268 KB)  
Indirect Costs Letter.pdf; Indirect Costs Letter.pdf;

Ms. Funches,

CMPDD has reviewed the proposed contract, and we have two concerns. One concern is pertaining to indirect costs, please see the attached letter. The other concern is that in Section 8.13 of the proposed contract, "Madeline Ezell" needs to be changed to "Michael Monk, CEO". Please let me know if you have any questions or concerns and I look forward to hearing from you.

Best Regards,

Madeline Ezell, Planner  
Central Mississippi Planning and Development District  
1020 Centre Pointe Blvd  
Pearl, MS 39208  
PH: 1-769-777-7311 (direct)  
PH: 601-981-1511



---

**From:** Teselyn Funches <Teselyn.Funches@dfa.ms.gov>  
**Sent:** Tuesday, June 24, 2025 11:10 AM  
**To:** Madeline Ezell <mezell@cmpdd.org>  
**Cc:** Mike Monk <mmonk@cmpdd.org>  
**Subject:** Re: <EXTERNAL>: Re: MEMA

**Caution!:** External Content. Please use caution when opening attachments and links. Do not provide your username and password if requested. When in doubt use the phishing button or contact the CMPDD IT Help Desk.

Yes, that is acceptable. Thank you for responding and letting me know. I will inform the agency.

*Jess*

---

**From:** Madeline Ezell <mezell@cmpdd.org>  
**Sent:** Tuesday, June 24, 2025 11:08 AM  
**To:** Teselyn Funches <Teselyn.Funches@dfa.ms.gov>  
**Cc:** Mike Monk <mmonk@cmpdd.org>  
**Subject:** <EXTERNAL>: Re: MEMA

Ms. Funches,

CMPDD has the contract under review currently. We will need to provide a response during work hours tomorrow, June 25. Please let me know if this is acceptable.

Best Regards,

Madeline Ezell, Planner  
Central Mississippi Planning and Development District  
1020 Centre Pointe Blvd  
Pearl, MS 39208  
PH: 1-769-777-7311 (direct)  
PH: 601-981-1511



---

**From:** Teselyn Funches <Teselyn.Funches@dfa.ms.gov>  
**Sent:** Monday, June 23, 2025 2:19 PM  
**To:** Madeline Ezell <mezell@cmpdd.org>  
**Cc:** Mike Monk <mmonk@cmpdd.org>  
**Subject:** MEMA

**Caution!:** External Content. Please use caution when opening attachments and links. Do not provide your username and password if requested. When in doubt use the phishing button or contact the CMPDD IT Help Desk.


Good afternoon,

Your bid has been selected for contract review. I have attached a DRAFT copy of the proposed contract. Please review the contract, including rates, authorized signer, and contact information. MEMA generally **does not accept exceptions** to the terms of the agreement. Therefore, *if you cannot accept any terms of this agreement as written, please let me know as soon as possible.* If you have any questions or edits please submit them in writing. Any unauthorized modifications to this agreement will render any executed agreement null and void. MEMA must approve any changes or modifications in writing. **Once you review and approve**

**the agreement, the terms cannot be changed.** The final contract must be reviewed and approved by the PPRB.

If you cannot accept the terms of this agreement, MEMA maintains all reservation of rights in accordance with solicitation and the PPRB Rules and Regulations, including contracting with other eligible vendor(s).

If these terms are acceptable, please let me know by response to this email as soon as possible but no later than **2:00 PM CT, Tuesday, June 23, 2025**. Let me know today if your review will require additional time.

 Text Description  
automatically generated  
with medium confidence

***Teselyn Melton Funches, JD, CMPA***  
***Deputy Director***  
***Office of Statewide Strategic Sourcing (OSSS)***

601-359-5286

501 North West Street, Suite 1301-C  
Jackson, MS 39201



## CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT

1020 Centre Pointe Boulevard • Pearl, Mississippi 39208 • (601) 981-1511 • Fax: (601) 981-1515

Sally Garland, President  
Les Childress, Vice President  
Dan Hart, Secretary-Treasurer  
Michael Monk, Chief Executive Officer

June 25, 2025

Ms. Teselyn Funches, Bid Coordinator  
Mississippi Department of Finance and Administration  
501 North West Street  
Jackson, MS 39201

Dear Ms. Funches:

The Central Mississippi Planning and Development District has received and reviewed the proposed contract from the Mississippi Emergency Management Agency (MEMA) to complete work associated with the District 5 Hazard Mitigation Plan. This contract in Section 3.5 states that, "MEMA will not reimburse Contractor for the purchase of office equipment or indirect costs, including administrative costs or costs related to the business operations of the Contractor."

According to Uniform Guidance for Federal Awards 2 CFR 200.414, a negotiated indirect cost rate must be accepted by all Federal awarding agencies. Appendix IV to Part 200 contains the requirements for development and submission of indirect cost rate proposals for nonprofit organizations. In addition, 2 CFR 200.332 speaks to the requirements for pass-through entities stating that the pass-through entity (MEMA in this instance), must include the indirect cost rate for the Federal award and further states that this rate is "an approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government." CMPDD is a subrecipient of this funding and the Department of Commerce, Economic Development Administration is the cognizant agency for our negotiated indirect cost rate.

Therefore, the indirect cost rate of CMPDD was negotiated with the Federal Government in accordance with the provisions of the Uniform Guidance for Federal Awards 2 CFR Part 200. 2 CFR 200 further provides that an agency submit a new indirect cost proposal to the cognizant agency for indirect costs within six months after the close of each fiscal year.

Indirect costs are those that are not directly charged to grants and may include such costs as administrative and accounting costs, building and utility costs, etc. This proper distribution is accomplished by using an indirect cost rate applied to a base which is developed using generally accepted accounting principles and accepted by the cognizant agency.

Due to the federal regulations contained in 2 CFR Part 200 and generally accepted accounting principles (GAAP), CMPDD is required to utilize the indirect rate as submitted and approved by our cognizant agency and any deviation from that would cause us to be out of compliance with the federal regulations and would result in inequitable distribution of common costs. Additionally, the pass-through entity is

Ms. Teselyn Funches

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directed through 2 CFR 200 to accept the negotiated indirect cost rate so that common costs can be distributed equitably as required by federal regulations.

We look forward to your response and acknowledgement that CMPDD has met all requirements of the applicable federal circular (2 CFR Part 200) with regard to indirect costs.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Monk", with a large, sweeping flourish extending to the right.

Michael Monk, Chief Executive Officer



# Michael Watson

## SECRETARY OF STATE

This is not an official certificate of good standing.

### Name History

Name	Name Type
CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT, INC.	Legal

### Business Information

<b>Business Type:</b>	Non Profit Corporation
<b>Business ID:</b>	302315
<b>Status:</b>	Good Standing
<b>Effective Date:</b>	09/30/1968
<b>State of Incorporation:</b>	Mississippi
<b>Principal Office Address:</b>	829 DEPOSIT GUARANTY BANK, BUILDING JACKSON, MS

### Registered Agent

<b>Name</b>
JAMES H HERRING 1020 Centre Pointe Blvd. Pearl, MS 39208

### Officers & Directors

Name	Title
J L LOTTERHOS JR HENLEY BUILDING HAZLEHURST, MS	Incorporator
JOE R FANCHER JR FIRST NATIONAL BANK BUILDING	Incorporator



CANTON, MS

JOHN M PUTNAM  
BANKERS TRUST PLAZA BUILDING  
JACKSON, MS

Incorporator

# **CONTRACT TO PROVIDE PROFESSIONAL SERVICES BETWEEN THE MISSISSIPPI EMERGENCY MANAGEMENT AGENCY AND WITT O'BRIEN'S, LLC**

This document is a contract between the parties listed in Paragraph 1.0, entitled "Parties" to provide services or goods as specified in Paragraph 2.0 entitled "Scope of Work."

## **1.0 PARTIES**

The parties to this contract are the MISSISSIPPI EMERGENCY MANAGEMENT AGENCY, hereinafter referred to as "MEMA" and generally as "State" and WITT O'BRIEN'S, LLC hereinafter referred to as "Witt O'Brien's" and generally as "Contractor."

## **2.0 SCOPE OF WORK**

### **(A) Contract Goal**

The general objective of this project is to update the hazard mitigation plans for District 5.

### **(B) Procurement Documents**

Contractor shall provide the services within RFx 3160007342. All services listed in this statement are to be performed by Contractor unless otherwise noted.

### **(C) Services to be Provided**

The District 5 Hazard Mitigation Plan, per FEMA planning regulations, is required to be UPDATED every five years. The plan addresses mitigation of multiple natural hazards, including flood, severe storms, hurricane, urban/wildfire, tornado, drought, winter weather, dam failure, water supply/system failures, earthquake hazards, expansive soils, and climate change. A contractor will be hired to update the plan with the assistance of the Mitigation Council. The District 5 Regional Hazard Mitigation plan update will include the following jurisdictions: Claiborne County, Port Gibson, Hinds County, Bolton, Edwards, Learned, Raymond, Utica, Issaquena County, Mayersville, Sharkey County, Anguilla, Cary, Rolling Fork, Simpson County, Braxton, D'Lo, Magee, Mendenhall, Canton, Crystal Springs, Madison, and Puckett.

**Staffing Needs/Vendor Requirements:** A contractor will be hired to UPDATE the District 5 Regional Hazard Mitigation Plan with the assistance of the Mitigation Council.

## **1. PLANNING PROCESS**

- a) The Contractor with assistance of the District 5 Hazard Mitigation Council will document the hazard mitigation planning update process, including but not limited to:

- How the plan was prepared and updated
- How the public was involved (i.e. workshops, community outreach)

b) The Contractor with the Mitigation Council's assistance will perform the following:

- Hold public hearings, meetings, and/or workshops during the plan update time frame. A minimum of four (4) meetings must be conducted.
- Solicit input from citizens and professionals with knowledge of applicable hazards.
- Solicit input regarding the feasibility of potential mitigation measures for each hazard and the prioritization of mitigation projects.
- Review the final draft of the updated plan and the goals and proposed mitigation projects.
- Be involved in the implementation and updating of the goals and proposed mitigation projects.

a. Organize Resources and Meeting schedules.

d) Update Pre-Planning Activities and Analysis.

## 2. RISK ASSESSMENT (HAZARD IDENTIFICATION AND VULNERABILITY)

The purpose of this section is to provide a basis for the hazard mitigation plan update that should include the following:

- a) **Hazard Identification:** The Contractor will update any descriptions and prioritization of the natural hazards that have occurred within the Region. The risk assessment section will assess each of the Region's risks. The natural hazards categories, include but are not limited to:
- Flood-Related Hazards (river flooding, coastal flooding, erosion, dam failures as the result of coastal storms, winter storms and hurricanes) that include, at a minimum, flood hazard areas as defined by FEMA in the Flood Insurance Rate Maps (FIRMs) for the jurisdiction as well as local historical data and using data from the Repetitive Flood Loss Plan to identify and locate repetitive flood loss properties.
  - Wind-Related Hazards (hurricanes, coastal storms, winter storms, tornadoes) based on information provided by the National Weather Service and/or best available data.
  - Fire-Related Hazards (drought, wildfires) based on local historical data, the National Weather Service, and/or other applicable plans/sources.
  - Geologic Hazards (earthquakes, landslides, sink holes) based on local historical information, and/or other applicable plans/sources.
  - Climate Change – changes in average weather conditions that persist over multiple decades or longer. There must be at least a discussion that climate change expectations were considered estimating probability, type, location, and extent of identified hazards.
  - Other Hazards not listed above as determined by local history and experience. Consideration may also be given to man-made hazards (i.e. chemical spills and/or fires).

b) **Hazard Mapping:** Using GIS technology and the best available existing data, the Contractor will update any base maps of the areas affected by multiple natural hazards. In conjunction with mapping, the Contractor will update any comprehensive inventory (database) for use in developing map data layers, of the following items relative to the multiple hazard area:

i) Critical facilities, including, but not limited to the following:

- a) emergency operations center, police/fire stations
- b) hospitals and emergency shelters
- c) water and wastewater treatment plants and associated pumping stations
- d) power generation, transmission, and delivery facilities.
- e) special population centers, such as day-care facilities, nursing homes/elderly housing, correctional facilities
- f) hazardous material facilities
- g) evacuation routes
- ii) All repetitive flood loss and substantial damage structures, as defined by FEMA, if applicable.
- iii) Maps that depict the location of structures, land use, and population.
- iv) Structures will be delineated by use (e.g. residential, commercial, industrial, institutional, other)

c) **Vulnerability Assessment:** The Contractor, based on the previous information, will provide an update of any new developments and an overview of the areas in the region that are vulnerable to specific hazards. This vulnerability assessment, if possible, will include:

- Types and numbers of buildings, infrastructure, and critical facilities located in the identified hazard areas.
- All existing multiple hazard protection measures within the jurisdiction, including protective measures under the National Flood Insurance Program (NFIP).
- A description of each measure and the method of enforcement and/or the point of contact responsible for implementation of each measure.
- Historical performance of each measure and a description of improvements or changes needed.
- General description of land uses and development trends to incorporate future land use decisions.

### 3. MULTIPLE HAZARD MITIGATION STRATEGY

The Contractor will update any new mitigation strategies specific to each community's exposure and impacts by identified natural hazards. The strategies shall include:

- i) A list of mitigation goal statements that focus on reducing the risks from the identified natural hazards. The goal development and project prioritization will be conducted by the Hazard Mitigation Council (HMC) and Contractor.

ii) A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard with particular emphasis on new and existing buildings and infrastructure. This section will include a list of prioritized hazard mitigation projects that best meet the region's needs for multiple hazard damage reduction.

a. These projects may be non-structural (e.g.: planning, regulatory measures, property acquisition, retrofitting, elevation) or structural (e.g.: seawalls, dams, dikes) solutions.

b. At a minimum, this list of prioritized projects will be based on a process that results in identification of cost-effective hazard mitigation projects with public input, including:

i) An analysis of proposed mitigation projects focused on several key areas, including but not limited to economic (including benefits and cost), engineering, technical, legal, environmental, social, and political feasibility. Selected options will best fit the community's needs and meet most or all aspects of the feasibility analysis.

ii) Coordination with relevant Federal and State agencies for input and technical assistance.

#### **4. HAZARD MITIGATION PLAN MAINTENANCE PROCESS UPDATES NEEDED**

a) **Monitoring, Evaluating and Updating:** The Regional HMC and Contractor will be responsible for ensuring that the plan is monitored, evaluated yearly, and updated every five years.

b) **Incorporation into Existing Planning Mechanisms:** The Regional HMC and Contractor will assist the communities in the implementation and incorporation of the plans' goals into other local planning processes, such as a Comprehensive Plan, local plans or other local by-laws and ordinances.

c) **Continued Public Involvement:** The Region and Contractor will work with the communities for continued public involvement.

#### **5. HAZARD MITIGATION PLAN ADOPTION AND APPROVAL UPDATES NEEDED**

a) **Local Jurisdiction Adoption:** The District 5 Hazard Mitigation Council and the Contractor will work with the local governments for the adoption of the plan update as required by FEMA regulations.

b) **Plan Approval:** The adopted plan will be submitted to the Federal Emergency Management Agency on or before the termination date for review and approval.

## **6. FEMA REVIEW:**

Once the local governments (towns, cities, boards of supervisors) and MEMA have reviewed the plan update, it will be sent to FEMA for final review. Once FEMA has reviewed and approved the District 5 Regional Hazard Mitigation Plan, the review will be incorporated into the plan. The Contractor will assist with the adoption and distribution of the District 5 Regional Plan.

## **7. SUBMIT FINAL UPDATED, ADOPTED REGIONAL PLAN TO FEMA.**

Until each local Government formally adopt the District 5 Regional Hazard Mitigation Plan it is not approved. The plan will remain approvable pending adoption.

### **2.1 Period of Performance**

The estimated period of performance for this contract may begin upon the execution of the contract by both parties and end one year from contract execution. At the discretion of MEMA, this contract may be amended and renewed for three (3) periods of twelve (12) months each under the same or amended terms and conditions as the original contract.

### **2.2 Change in Scope of Work**

MEMA may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by Contractor that the scope of the project or of Contractor's services has been changed, requiring changes to the amount of compensation to Contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract signed by MEMA and Contractor. If Contractor believes that any particular work is not within the scope of the project, it is a material change, or will otherwise require more compensation to Contractor, Contractor must immediately notify MEMA in writing of this belief. If MEMA believes that the particular work is within the scope of the contract as written, Contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the contract.

## **3.0 CONSIDERATION AND PAYMENT**

### **3.1 Amount**

\$88,462.00

### **3.2 Invoicing**

Pursuant to Mississippi's Constitution, MEMA is barred from paying for unjustified costs. Meaning all invoices submitted by Contractor must provide detailed support for the benefit provided. For this contract, MEMA requires the invoices to be detailed as follows:

Contractor will invoice MEMA by the 15<sup>th</sup> day of every month until all valid invoices are closed.

### **3.3 E-Payment**

Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The Agency agrees to make payment in accordance with Mississippi law on "Timely Payment for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) calendar days of receipt of invoice. Miss. Code Ann. § 31-7-301 *et seq.*

### **3.4 Paymode**

Payments by state agencies using the State's accounting system shall be made, and remittance information provided electronically as directed by the State and deposited into the bank account of Contractor's choice. These payments shall be deposited into the bank account of Contractor's choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this agreement. Contractor understands and agrees that the State is exempt from the payment of Mississippi taxes. All payments shall be in United States currency.

### **3.5 Overhead and Expenses**

MEMA will not reimburse Contractor for the purchase of office equipment or indirect costs, including administrative costs or costs related to the business operations of the Contractor. MEMA will only pay for the performance of the Scope of Work according to the payment schedule provided in Sections 3.1 and 3.2 of this contract.

### **3.6 Payments to Authorized Subcontractors**

No authorized subcontractor shall submit its invoices directly to MEMA. Contractor shall include these expenses in its request for payment submitted to MEMA. The time and resources spent on this project by any authorized subcontractor shall be reimbursed through Contractor and not MEMA.

### **3.7 Final Payment**

Upon satisfactory completion of the work performed under this contract, as a condition before final payment under this contract, or as a termination settlement under this contract, Contractor shall execute and deliver to the Agency a release of all claims against the State arising under, or by virtue of, the contract, except claims which are specifically exempted by Contractor to be set forth therein. Unless otherwise provided in this contract, by state law, or otherwise expressly agreed to by the parties in this contract, final payment under the contract or settlement upon termination of this contract shall not constitute waiver of the State's claims against Contractor under this contract.

## **4.0 PERSONNEL**

Contractor, and any assistant it employs, shall perform all the services required by this agreement. All personnel engaged in the work shall be fully qualified to the satisfaction of MEMA and shall be authorized as permitted under federal, state, and local law to perform such services.

### **4.1 Internal Management**

Contractor shall have the right to internally manage its staffing. MEMA shall be informed of all staffing issues.

### **4.2 Compliance with Laws**

Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

### **4.3 Compliance with Equal Opportunity in Employment Policy**

Contractor understands that MEMA is an equal opportunity employer and therefore maintains a policy that prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services.

### **4.3 E-Verification**

If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act and will register and participate in the status verification system for all newly hired employees. *See* Miss. Code Ann. §§ 71-11-1 and 71-11-3. Contractor agrees to provide a copy of each such verification upon request of MEMA subject to approval by any agencies of the United States Government. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject the contractor to the following:

- i. termination of this contract for services and exclusion pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations;
- ii. the loss of any license, permit, certification, or other document granted to Contractor by an agency, department, or governmental entity for the right to do business in Mississippi; or



- iii. both. In the event of such termination, Contractor would also be liable for any additional costs incurred by the Agency due to contract cancellation or loss of license or permit to do business in the State.

#### **4.4 Contractor Personnel**

MEMA shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by Contractor. If MEMA reasonably rejects staff or subcontractors, Contractor must provide replacement staff or subcontractors satisfactory to MEMA in a timely manner and at no additional cost to MEMA. The day-to-day supervision and control of Contractor's employees and subcontractors are the sole responsibility of Contractor.

#### **5.0 INSURANCE**

Contractor represents that it will maintain workers' compensation insurance in compliance with Mississippi law which shall insure to the benefit of all Contractor's personnel provided hereunder, comprehensive general liability or professional liability insurance with minimum limits of \$1,000,000.00 per occurrence. All general liability, professional liability, and fidelity bond insurance will provide coverage to MEMA as an additional insured. MEMA reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers shall be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.

#### **6.0 TERMS AND CONDITIONS APPLICABLE TO CONTRACTS WITH THE STATE OF MISSISSIPPI**

This contract is subject to and incorporates the following terms and conditions governing a contract between MEMA and Contractor for professional services.

##### **6.1 Applicable Law**

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of the Mississippi. Contractor shall comply with applicable federal, state, and local laws and regulations.

##### **6.2 Approval**

It is understood that if this contract requires approval by the Public Procurement Review Board ("PPRB") and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review ("OPSCR"), and this contract is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

### **6.3 Availability of Funds**

It is expressly understood and agreed that the obligation of MEMA to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of the appropriated funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, MEMA shall have the right upon ten (10) business days written notice to Contractor, to terminate this agreement without damage, penalty, cost, or expenses to MEMA of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

### **6.4 Procurement Regulations**

The contract shall be governed by the applicable provisions of the *Mississippi Public Procurement Review Board Office of Personal Services Contract Review Rules and Regulations*, a copy of which is available on the Mississippi Department of Finance and Administration's website ([www.dfa.ms.gov](http://www.dfa.ms.gov)).

### **6.5 Trade Secrets, Commercial, and Financial Information**

It is expressly understood that Mississippi law requires that the provisions of this contract which contains the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.

### **6.6 Stop Work Order**

MEMA may, by written order to Contractor at any time, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by MEMA. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize any further cost to MEMA. Upon expiration of the stop work order, Contractor shall resume providing the services which were subject to the stop work order, unless the MEMA has terminated that part of the agreement or terminated the agreement in its entirety. MEMA is not liable for payment for services which were not rendered due to the stop work order.

### **6.7 Required Public Records and Transparency**

Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information pursuant to Mississippi Code Annotated § 25- 61-9(7). The contract shall be posted publicly on [www.transparency.ms.gov](http://www.transparency.ms.gov) and shall be available for at the Agency for examination, inspection, or reproduction by the public. The Contractor acknowledges and agrees that MEMA and this contract are subject to the Mississippi Public Records Act of

1983 codified at Mississippi Code Annotated §§ 25-61-1, et seq. and its exceptions, Mississippi Code Annotated § 79-23-1, and the Mississippi Accountability and Transparency Act of 2008, codified at Mississippi Code Annotated §§ 27-104-151, et seq

## **6.8 Claims Based on Chief Procurement Officer's Actions or Omissions**

### **(A) Notice of Claim**

If any action or omission on the part of the Chief Procurement Officer or designee of such officer requiring performance changes within the scope of the contract constitutes the basis for a claim by Contractor for additional compensation, damages, or an extension of time for completion, Contractor shall continue with performance of the contract in compliance with the directions or orders of such officials, but by so doing, Contractor shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion; provided:

- i.** Contractor shall have given written notice to the Chief Procurement Officer or designee of such officer:
  - (i)** prior to the commencement of the work involved, if at that time Contractor knows of the occurrence of such action or omission.
  - (ii)** within thirty (30) days after Contractor knows of the occurrence of such action or omission, if Contractor did not have such knowledge prior to the commencement of the work; or
  - (iii)** within such further time as may be allowed by the Chief Procurement Officer in writing.

This notice shall state that Contractor regards the act or omission as a reason which may entitle Contractor to additional compensation, damages, or an extension of time. The Chief Procurement Officer or designee of such officer, upon receipt of such notice, may rescind such action, remedy such omission, or take such other steps as may be deemed advisable in the discretion of the Chief Procurement Officer or designee of such officer.

- ii.** the notice required by subparagraph (A) of this paragraph describes, as clearly as practicable at the time, the reasons why Contractor believes that additional compensation, damages, or an extension of time may be remedies to which Contractor is entitled; and,
- iii.** Contractor maintains and, upon request, makes available to the Chief Procurement Officer within a reasonable time, detailed records to the extent practicable, of the claimed additional costs or basis for an extension of time in connection with such changes.

## **(B) Limitation of Clause**

Nothing contained herein shall excuse Contractor from compliance with any rules of law precluding state officers and contractors from acting in collusion or bad faith in issuing or performing changed orders which are clearly not within the scope of the contract.

### **6.9 Confidentiality**

Notwithstanding any provision to the contrary contained herein, it is recognized that MEMA is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act (Miss. Code Ann. § 25-61-1 *et. seq.*). If a public records request is made for any information provided to MEMA pursuant to the agreement and designated by Contractor in writing as trade secrets or other proprietary confidential information, MEMA shall follow the provisions of the Mississippi Code Annotated § 25-61-9 and 79-23-1 before disclosing such information. MEMA shall not be liable to Contractor for disclosure of information required by court order or required by law.

### **6.10 Independent Contractor Status**

Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for MEMA. Nothing contained herein shall be deemed or construed by MEMA, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer, and employee, or any similar such relationship between MEMA and Contractor. Neither the method of computation of fees nor other charges, nor any other provision contained herein, nor any acts of MEMA or Contractor hereunder creates or shall be deemed to create a relationship other than the independent relationship of MEMA and Contractor. Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of MEMA. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of MEMA, and MEMA shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. MEMA shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, social security tax, or any other amounts for benefits to Contractor. Further, MEMA shall not provide to Contractor any insurance coverage or other benefits, including workers' compensation, normally provided by MEMA for its employees.

### **6.11 Oral Statements**

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by MEMA and agreed to by Contractor.

#### **6.12 Ownership of Documents and Work Papers**

MEMA shall own all documents, files, reports, work papers, and working documentation, electronic or otherwise, created in connection with the project which is the subject of this agreement, except for Contractor's internal administrative and quality assurance files and internal project correspondence. Contractor shall deliver such documents and work papers to MEMA upon termination or completion of the agreement. The foregoing notwithstanding, Contractor shall be entitled to retain a set of such work papers for its files. Contractor shall be entitled to use such work papers only after receiving written permission from MEMA and subject to any copyright protections.

#### **6.13 Record Retention and Access to Records**

Provided Contractor is given reasonable advance written notice and such inspection is made during normal business hours of Contractor, the State, or any duly authorized representatives shall have unimpeded, prompt access to any of Contractor's books, documents, papers, and/or records which are maintained or produced as a result of the project for the purpose of making audits, examinations, excerpts, and transcriptions. All records related to this agreement shall be retained by Contractor for three (3) years after final payment is made under this agreement and all pending matters are closed. However, if any audit, litigation, or other action arising out of or related in any way to this project is commenced before the end of the three (3) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three (3) year period, whichever is later.

#### **6.14 Right to Audit**

Contractor shall maintain such financial records and other records as may be prescribed by MEMA or by applicable federal and state laws, rules, and regulations. Contractor shall retain these records for a period of three (3) years after final payment or until they are audited by MEMA, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three (3) year period for examination, transcription, and audit by the Mississippi State Auditor's Office, its designees or other authorized bodies.

#### **6.15 Right to Inspect Facility**

The State may, at reasonable times, inspect the place of business of a contractor or any subcontractor who is related to the performance of any contract awarded by the State.

#### **6.16 Quality Control**

Contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of Contractor's staff and

ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by MEMA.

## **7.0 CONTRACTOR ASSURANCES**

To contract with the State of Mississippi providing professional services, Contractor makes the following assurances to MEMA.

### **7.1 Anti-Assignment/Subcontracting**

Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties. Contractor and its successors, transferees, assignees, and subcontractors acknowledge and agree to comply with applicable provisions governing the Department of Homeland Security and FEMA access to records, accounts, documents, information, facilities, and staff.

### **7.2 Attorney's Fees and Expenses**

Subject to other terms and conditions of this agreement, in the event Contractor defaults in any obligations under this agreement, Contractor shall pay to the State all costs and expenses (including, without limitation, investigative fees, court costs, and attorney's fees) incurred by the State in enforcing this agreement or otherwise reasonably related thereto. Contractor agrees that under no circumstances shall the customer be obligated to pay any attorney's fees or costs of legal action to Contractor.

### **7.3 Authority to Contract**

Contractor warrants: (a) that it is a validly organized business with valid authority to enter into this agreement, (b) that it is qualified to do business and in good standing in the State of Mississippi, (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind, (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement, (e) that Contractor is not banned from contracting with MEMA, and (f) that Contractor is at least eighteen (18) years old.

#### **7.4 Representation Regarding Contingent Fees**

Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except as disclosed in Contractor's bid or proposal.

#### **7.5 Representation Regarding Gratuities**

Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MEMA a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of MEMA has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.

#### **7.6 Debarment and Suspension**

Contractor certifies, to the best of its knowledge and belief, that it:

- (A) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency or any political subdivision or agency of the State of Mississippi.
- (B) has not, within a three (3) year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction.
- (C) has not, within a three (3) year period preceding this proposal, been convicted of or had a civil judgment rendered against it for a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
- (D) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of these offenses enumerated in paragraphs (B) and (C) of this certification; and,
- (E) has not, within a three (3) year period preceding this proposal, had one or more public transactions (federal, state, or local) terminated for cause or default.

#### **7.7 Disclosure of Confidential Information**

In the event that either party to this agreement receives notice that a third-party requests divulgence of confidential or otherwise protected information and/or has served upon it a

subpoena or other validly issued administrative or judicial process ordering the divulgence of confidential or otherwise protected information, that party shall promptly inform the other party and thereafter respond in conformity with such subpoena to the extent mandated by law. This section shall survive the termination or completion of this agreement. The parties agree that this section is subject to and superseded by Mississippi Code Annotated, § 25-61-1 *et. seq.*

## **7.8 Exceptions to Confidential Information**

Contractor and the State shall not be obligated to treat as confidential and proprietary any information disclosed by the other party (“disclosing party”) which:

- (A) is rightfully known to the recipient prior to negotiations leading to this agreement, other than information obtained in confidence under prior engagements;
- (B) is generally known or easily ascertainable by nonparties of ordinary skill in the business of the customer;
- (C) is released by the disclosing party to any other person, firm, or entity (including governmental agencies or bureaus) without restriction;
- (D) is independently developed by the recipient without any reliance on confidential information;
- (E) is or later becomes part of the public domain or may be lawfully obtained by the State or Contractor from any nonparty; or,
- (F) is disclosed with the disclosing party’s prior written consent.

## **7.9 Information Designated by Contractor as Confidential**

Any disclosure of those materials, documents, data, and other information which Contractor has designated in writing as proprietary and confidential shall be subject to the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1. As provided in the contract, the personal or professional services to be provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information.

Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor or its subcontractor shall rest with Contractor. Disclosure of any confidential information by Contractor or its subcontractor without the express written approval of MEMA shall result in the immediate termination of this agreement.

## **7.10 Non-Solicitation of Employees**

Each party to this agreement agrees not to employ or to solicit for employment, directly or indirectly, any persons in the full-time or part-time employment of the other party until at



least six (6) months after this agreement terminates unless mutually agreed to in writing by the State and Contractor.

#### **7.11 Antitrust**

By entering into a contract, Contractor conveys, sells, assigns, and transfers to MEMA all rights, titles, and interests it may now have, or hereafter acquire, under the antitrust laws of the United States and the State that relate to the particular goods or services purchased or acquired by MEMA under said contract.

#### **7.12 Patents and Royalties**

Contractor covenants to save, defend, keep harmless, and indemnify MEMA and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and cost--including court costs and attorney's fees, charges, liability, and exposure, however caused--for or on account of any copyright or patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by MEMA. If Contractor uses any design, device, or material covered by patent or copyright, it is mutually agreed and understood without exception that the contract price includes all royalties or costs arising from the use of such design, device, or materials in any way in the work.

### **8.0 CONTRACT TERMINATION AND PARTY DISPUTES**

#### **8.1 Termination**

*Termination for Convenience.* MEMA may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. MEMA shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective. Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

*Termination for Default.* If MEMA gives the Contractor a notice that the personal or professional services are being provided in a manner that is deficient, the Contractor shall have 30 days to cure the deficiency. If the Contractor fails to cure the deficiency, MEMA may terminate the contract for default, and the Contractor will be liable for the additional cost to MEMA to procure the personal and professional services from another source. Termination under this paragraph could result in Contractor being excluded from future contract awards pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.

## **8.2 Contractor's Duties**

Notwithstanding termination of the contract and subject to any directions from the Chief Procurement Officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.

### **(A) Compensation**

Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due Contractor such sums as the agency head or designee deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.

### **(B) Excuse for Nonperformance or Delayed Performance**

Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the agency head or designee within fifteen (15) days after the cause of the delay and the failure arises out of causes such as: acts of God, acts of the public enemy, acts of the State and any other governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes or other labor disputes, freight embargoes, or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the agency head or designee shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled in fixed-price contracts, "Termination for Convenience". (As used in this paragraph of this clause, the term "Subcontractor" means subcontractor at any tier.)

### **(C) Liquidated Damages**

When Contractor is given notice of delay or nonperformance as specified in Paragraph 8.2(A) and fails to cure in the time specified, Contractor shall be liable for damages for the delay in the amount of \$100 per calendar day from the date set for cure until either MEMA reasonably obtains similar services if Contractor is terminated for default, or until Contractor provides the services if Contractor is not terminated for default. *In the event Contractor is terminated for default, the damages for the delay will be limited to a*

*maximum of 30 calendar days.* To the extent that Contractor's delay or nonperformance is excused under Paragraph 8.2(B), liquidated damages shall not be due to MEMA. Contractor remains liable for damages caused other than by delay.

#### **(D) Erroneous Termination for Default**

If, after notice of termination of Contractor's right to proceed under the provisions of this clause, it is determined for any reason that Contractor was not in default under the provisions of this clause, or that the delay was excusable under the provisions of paragraph (B) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to a termination for convenience.

#### **(E) Additional Rights and Remedies**

The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

### **8.3 Termination Upon Bankruptcy**

This contract may be terminated in whole or in part by MEMA upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.

### **8.4 Unsatisfactory Work**

If, at any time during the contract term, the service performed or work done by Contractor is considered by MEMA to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the State of Mississippi, Contractor shall, on being notified by MEMA, immediately correct such deficient service or work. In the event Contractor fails, after notice, to correct the deficient service or work immediately, MEMA shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of Contractor.

### **8.5 Failure to Deliver**

In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, MEMA, after due oral or written notice, and ten (10) days opportunity to cure, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that MEMA may have.

## **8.6 Failure to Enforce**

Failure by MEMA at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of MEMA to enforce any provision at any time in accordance with its terms.

## **8.7 Force Majeure**

Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (“force majeure events”). When such a cause arises, Contractor shall notify the State immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. Delays in delivery or in meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the duration of the delay caused by such events unless the State determines it to be in its best interest to terminate the agreement.

## **8.8 Indemnification**

To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate MEMA, its commissioners, board members, officers, employees, agents and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees and expenses and attorney’s fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State’s sole discretion, upon the approval of the Office of the Mississippi Attorney General, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc, Contractor shall use legal counsel acceptable to the Office of the Mississippi Attorney General. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc., without the concurrence of the Office of the Mississippi Attorney General concurrence, which shall not be unreasonably withheld.

## **8.9 Infringement Indemnification**

Contractor warrants that the materials and deliverables provided to the customer under this agreement and their use by the customer, will not infringe or constitute an infringement of any copyright, patent, trademark, or other proprietary right. Should any such items become the subject of an infringement claim or suit, Contractor shall defend the infringement action

and/or obtain for the customer the right to continue using such items. Should Contractor fail to obtain for the customer the right to use such items, Contractor shall suitably modify them to make them non-infringing or substitute equivalent software or other items at Contractor's expense. In the event the above remedial measures cannot possibly be accomplished, and only in that event, Contractor may require the customer to discontinue using such items, in which case Contractor will refund to the customer the fees previously paid by the customer for the items the customer may no longer use, and shall compensate the customer for the lost value of the infringing part to the phase in which it was used, up to and including the contract price for said phase. Said refund shall be paid within ten (10) working days of notice to the customer to discontinue said use.

*Scope of Indemnification:* Provided that the State promptly notifies Contractor in writing of any alleged infringement claim of which it has knowledge, Contractor shall defend, at its own expense, the State against, and pay all costs, damages, and attorney fees that a court finally awards for infringement based on the programs and deliverables provided under this agreement.

In MEMA's sole discretion, upon approval of the Office of the Mississippi Attorney General and MEMA, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the Office of the Mississippi Attorney General and MEMA. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the MEMA shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the concurrence of the Office of the Mississippi Attorney General and MEMA, which shall not be unreasonably withheld.

#### **8.10 Integrated Agreement/Merger**

This agreement, including all contract documents, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, irrespective of whether written or oral. This agreement may be altered, amended, or modified only by a written document executed by the State and Contractor. Contractor acknowledges that it has thoroughly read all contract documents and has had the opportunity to receive competent advice and counsel necessary for it to form a full and complete understanding of all rights and obligations herein. Accordingly, this agreement shall not be construed or interpreted in favor of or against the State or Contractor on the basis of draftsmanship or preparation hereof.

#### **8.11 Modification or Renegotiation**

This agreement may be modified only by written agreement signed by the parties hereto and approval by the Public Procurement Review Board, if required. The parties agree to renegotiate the agreement if federal and/or state revision of any applicable laws or regulations make changes in this agreement necessary.

#### **8.12 No Limitation of Liability**

Nothing in this agreement shall be interpreted as excluding or limiting any liability of the Contractor for harm arising out of the Contractor's or its subcontractors' performance under this agreement.

#### **8.13 Notices**

All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For the contractor: Witt O'Brien's, LLC  
Cheryl Joiner, CPCM – Director of Contracts & Compliance  
818 Town and Country Blvd, Suite 200  
Houston, TX 77024

For the agency: Morgan Middleton, General Counsel  
Mississippi Emergency Management Agency  
#1 MEMA Drive  
Pearl, MS 39208

#### **8.14 Priority**

The contract consists of this agreement, the Invitation for Bids RFx 3160007342 and the response submission by Contractor. Any ambiguities, conflicts, or questions of interpretation of this contract shall be resolved by first, reference to this agreement and, if still unresolved, by reference to the proposal. Omission of any term or obligation from this agreement shall not be deemed an omission from this contract if such term or obligation is provided for elsewhere in this contract. If there is a conflict between this agreement and the proposal, this agreement is controlling.

#### **8.15 Severability**

If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end, the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.

#### **8.16 Third-Party Notification**

Contractor shall give MEMA prompt notice in writing of any action or suit filed and prompt notice of any claim made against Contractor by any entity that may result in litigation related in any way to this agreement.

#### **8.17 Waiver**

No delay or omission by either party to this agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contract, at law, or in equity shall constitute an acquiescence therein, impair any other right, power, or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver by either party to this agreement shall be valid unless set forth in writing by the party making said waiver. No waiver of or modification to any term or condition of this agreement will void, waive, or change any other term or condition. No waiver by one party to this agreement of a default by the other party will imply, be construed as, or require waiver of future or other defaults.

#### **8.18 Sovereign Immunity**

By entering into this agreement with Contractor, MEMA does in no way waive its sovereign immunities or defenses as provided by law.

#### **8.19 Recovery of Money**

Whenever, under the contract, any sum of money shall be recoverable from or payable by Contractor to MEMA, the same amount may be deducted from any sum due to Contractor under the contract or under any other contract between Contractor and MEMA. The rights of MEMA are in addition and without prejudice to any other right the Agency may have to claim the amount of any loss or damage suffered by the MEMA on account of the acts or omissions of Contractor.

#### **8.20 Property Rights**

Property rights do not inure to Contractor until such time as services have been provided under a legally executed contract. Contractor has no legitimate claim of entitlement to the provision of work hereunder and acknowledges that MEMA may terminate this contract at any time for its own convenience.

### **9.0 APPLICABLE FEDERAL PROCUREMENT CLAUSES AS THIS CONTRACT MAY BE FUNDED BY FEDERAL FUNDS**

#### **9.1 Byrd Anti-Lobbying Amendment**

Contractors shall file the required certification within Appendix A of this contract through which it certifies that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of

any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Contractor and all authorized subcontractors shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency (MEMA).

## **9.2 Clean Air and Water Acts Compliance**

- (1) Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et. seq. and the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et. seq.
- (2) Contractor agrees to report each violation to MEMA and understands and agrees that MEMA will, in turn, report each violation as required to assure notification to the State of Mississippi, the applicable federal agency, and the appropriate Environmental Protection Agency Regional Office as applicable to this contract.
- (3) Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance if applicable.

## **9.3 Procurement of Recovered Materials**

- (1) In the performance of this contract, Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
  - i. competitively within a timeframe providing for compliance with the contract performance schedule;
  - ii. meeting contract performance requirement; or,
  - iii. at a reasonable price.
- (2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines website, <http://www.epa.gov/smm/comprehensiveprocurement-guideline-cpg-program>.
- (3) Contractor also agrees to comply with all other applicable requirements for Section 6002 of the Solid Waste Disposal Act.

## **9.4 Debarment and Suspension**

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. Pt. 3000. As such Contractor is required to verify that none of Contractor, its principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).



- (2) Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by MEMA. If it is later determined that Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to MEMA, the federal government may pursue available remedies, including by not limited to, suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

## **9.5 No Obligation by Federal Government**

The federal government is not a party to this contract and is not subject to any obligations or liabilities to the non-federal entity, Contractor, or any other party pertaining to any matter resulting from the contract.

## **9.6 Program Fraud and False or Fraudulent Statements or Related Acts**

Contractor acknowledges that 31 U.S.C Chap. 38 (Administrative Remedies for False Claims and Statements) applies to Contractor's actions pertaining to the contract.

## **9.7 Socioeconomic Affirmative Steps**

If subcontracts are to be let, the prime contractor is required to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) to ensure that small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible.

## **9.8 Compliance with the Copeland Anti-Kickback Act**

**a. Contractor.** Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

**b. Subcontracts.** Contractor or Subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

**c. Breach.** A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

## **10.0 APPLICABLE FEDERAL PROCUREMENT CLAUSES IF THIS CONTRACT IS ELIGIBLE FOR REIMBURSEMENT SPECIFICALLY WITH FEMA FUNDING**

### **10.1 Access to and Retention of Records**

- 1) Contractor agrees to provide MEMA, the subgrantees (counties and communities), FEMA, the Comptroller General of the United States, and any of their duly authorized representatives access to any books, documents, papers, and records of Contractor, which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- 2) Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- 3) Contractor agrees to provide the FEMA Administrator or his/her authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
- 4) In compliance with the Disaster Recovery Act of 2018, MEMA and Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.
- 5) Contractor agrees to retain all records associated with this contract for three (3) years after MEMA or the subgrantees (counties and communities) make final payment and all other pending matters are closed.

### **10.2 DHS Seal, Logo, and Flags**

Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

### **10.3 Compliance with Federal Law, Regulations, and Executive Orders**

This is an acknowledgment that should FEMA financial assistance be used to fund all or a portion of the contract. Contractor will comply with all applicable federal laws, regulations, executive orders, FEMA policies, procedures, and directives.

This contract for District 5 Hazard Mitigation Plan represents the entire contract. It constitutes the final expression of the parties' agreement and is a complete and exclusive statement of the terms of that agreement.

\_\_\_\_\_  
STEPHEN C. McCRAVEY, EXECUTIVE DIRECTOR  
MS EMERGENCY MANAGEMENT AGENCY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHERYL JOINER  
WITT O'BRIEN'S

\_\_\_\_\_  
DATE

DRAFT

**APPENDIX A**  
**44 C.F.R. PART 18- CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Contractor's Authorized Official's Signature

\_\_\_\_\_  
Date

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**Re: <EXTERNAL>: MEMA Contract**

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**From** Teselyn Funches <Teselyn.Funches@dfa.ms.gov>

**Date** Mon 7/14/2025 3:49 PM

**To** David Wade <dewade@cmpdd.org>

**Cc** Mike Monk <mmonk@cmpdd.org>; Madeline Ezell <mezell@cmpdd.org>

Good afternoon:

Please see MEMA's response below.

MEMA has received and reviewed CMPDD's June 25, 2025 letter and additional information you provided in your July 7, 2025 email regarding your requests to modify MEMA's independent contractor contract terms. CMPDD has requested that MEMA modify and/or remove its statement that MEMA will not reimburse indirect costs for this project.

This clause is non-negotiable for MEMA as the contract at issue is a contractor agreement and not one involving a subrecipient of specific federal grant funds. Upon consideration of your request and the information you have provided, MEMA has determined that it is in its best interest to maintain its contractor agreement as written without modification. MEMA understands that CMPDD has determined that it cannot sign MEMA's contractor agreement because MEMA will not reimburse indirect costs. CMPDD has acknowledged that the indirect costs are already calculated and included in its bid price. Since MEMA cannot reimburse indirect costs in its contractor agreements, the Agency has determined that it is in its best interest to reject CMPDD's bid and exercise its right to contract with the next vendor.

Thank you for your interest in doing business with the State of Mississippi.

Tess Funches

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**From:** David Wade <dewade@cmpdd.org>

**Sent:** Tuesday, July 8, 2025 3:56 PM

**To:** Teselyn Funches <Teselyn.Funches@dfa.ms.gov>

**Cc:** Mike Monk <mmonk@cmpdd.org>; Madeline Ezell <mezell@cmpdd.org>

**Subject:** <EXTERNAL>: MEMA Contract

Ms. Funches,

Per our discussion this afternoon, attached is the 2019 contract for the District 5 Hazard Mitigation Plan. Please note that Section 4.4 (Overhead and Expenses) is different than the new proposed contract Section 3.5. Also, the new proposed contract seems to be incomplete and ambiguous in Section 3.2 as it reads, "MEMA requires the invoices to be detailed as follows:" but then doesn't detail anything other than the timing of invoices.

I would like to reiterate that if any Federal funds are being used to pay for this project, according to Uniform Guidance for Federal Awards 2 CFR 200.414, a negotiated indirect cost rate must be accepted by all Federal awarding agencies. Appendix IV to Part 200 contains the requirements for development and submission of indirect cost rate proposals for nonprofit organizations. In addition, 2 CFR 200.332 speaks to the requirements for pass-through entities stating that the pass-through entity (MEMA in this instance), must include the indirect cost rate for the Federal award and further states that this rate is "an approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government." CMPDD is a subrecipient of this funding and the Department of Commerce, Economic Development Administration is the cognizant agency for our negotiated indirect cost rate.

Our bid is for a fixed-fee contract. We will invoice once the project is completed and only for the amount stated in the contract. We are only requesting clarification on the above mentioned items.

**David Wade, AICP**

Director of Planning and Management

CMPDD

1020 Centre Pointe Blvd.

Pearl, MS 39208

PH: 601-321-2161



## **INVITATION FOR BID**

IFB RFx Number: 3160007342

District 5 Hazard Mitigation Plan Update

Issued: May 6, 2025



## **CLOSING TIME AND DATE**

Bids must be received by:

June 12, 2025, 1:00 PM CST

## **CLOSING LOCATION**

Mississippi Department of Finance and Administration

501 North West Street, Suite 1301 C

Jackson, Mississippi 39201

## **BID COORDINATOR**

Teselyn Funches, Bid Coordinator

Telephone: (601) 359-5286

E-mail: [osss@dfa.ms.gov](mailto:osss@dfa.ms.gov)

## SECTION 1

### 1.1 Purpose

The Office of Statewide Strategic Sourcing (hereinafter “OSSS”), on behalf of the Mississippi Emergency Management Agency (hereinafter “MEMA”) has issued this solicitation for the purpose of soliciting sealed bids from qualified providers to update the hazard mitigation plans for District 5. The Contractor will perform all tasks and make all assurances outlined in Section 4 of this IFB entitled Scope of Work.

Additional information may be obtained by email request to Teselyn Funches, Bid Coordinator at [osss@dfa.ms.gov](mailto:osss@dfa.ms.gov).

## SECTION 2

### 2.1 Timeline

<b>Invitation to Bid (IFB) Issue Date:</b>	<b>May 6, 2025</b>
<b>Bid Package Questions:</b>	<b>May 21, 2025, 3:00 PM CST</b>
<b>Question &amp; Answer Deadline:</b>	<b>May 27, 2025, 11:00 AM CST</b>
<b>Bid Package Due:</b>	<b>June 12, 2025, 1:00 PM CST</b>
<b>Bid Opening:</b>	<b>June 12, 2025, 2:00 PM CST</b>
<b>Anticipated Notice of Intent to Award:</b>	<b>June 18, 2025, 1:00 PM CST</b>

*MEMA reserves the right to adjust this schedule as it deems necessary and change the dates of the initial contract term without amendment to this IFB.*

**2.2** This solicitation and any resulting contract shall be governed by the applicable provisions of the *Public Procurement Review Board (PPRB) Office of Personal Services Contract Review (OPSCR) Rules and Regulations*, a copy of which is available on the Mississippi Department of Finance and Administration’s website ([www.dfa.ms.gov](http://www.dfa.ms.gov)). Any bidder responding to this solicitation is deemed to be on notice of all requirements therein.

**2.3 Reconsideration for the Terms of the Solicitation:** Any potential bidder may request that MEMA reconsider the terms of this solicitation. Such a request shall be filed with the Bid Coordinator and the Director of OPSCR within three (3) business days following the date of public notice as defined in Section 5.2.1. It is the sole responsibility of the requesting vendor to ensure the request is timely received by all required parties. Failure to timely request reconsideration in compliance with this section and Section 5.2.4 and Section 5.2.4.1 of the OPSCR Rules and Regulations results in a waiver of any claim regarding the terms of the solicitation.



**SECTION 3**  
**Contact and Questions/Requests for Clarification**

**3.1** Bidding vendors must carefully review this solicitation, the contract, risk management provisions, and all attachments for defects, questionable, or objectionable material. Following review, vendors may have questions to clarify or interpret the IFB in order to submit the best bid possible. To accommodate the questions and requests for clarifications, vendors shall submit any such question via email by the deadline reflected in Section 2. All questions and requests for clarifications must be directed by email to:

Teselyn Funches, Bid Coordinator  
E-mail: [osss@dfa.ms.gov](mailto:osss@dfa.ms.gov)

**3.2** Vendors should enter "IFB RFx Number 3160007342 - Questions" as the subject of the email. Question submittals should include a reference to the applicable IFB section and be submitted in the format shown below:

	<b>IFB Section, Page Number</b>	<b>Vendor Question/Request for Clarification</b>
1.		

**3.3** Official responses will be provided only for questions submitted as described above and only to clarify information already included in the IFB. The identity of the organization submitting the question(s) will not be revealed. All questions and answers will be published on the Mississippi Contract/Procurement Opportunity Search Portal website and MEMA's website as an amendment to the IFB by the date and time reflected in Section 2.

**3.4** MEMA will not be bound by any verbal or written information that is not contained within this IFB unless formally noticed and issued by the contact person as an IFB amendment. Vendors are cautioned that any statements made by MEMA personnel that materially change any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.

**3.5** All vendor communications regarding this IFB must be directed to the Bid Coordinator. Unauthorized contact regarding the IFB with other MEMA employees may result in the vendor being disqualified, and the vendor may also be suspended or disbarred from the State.

**3.6 Acknowledgement of Amendments:** Bidders shall acknowledge receipt of any amendment to the IFB in writing. The acknowledgement shall be submitted by signing and returning the amendment with the bid package or by letter or email submission. Each bidder shall submit a written acknowledgement of every amendment to MEMA on or before the submission deadline. It is the bidder's sole responsibility to monitor the websites for any updates or amendments to the IFB.

**3.7** Bidder must provide a signed Acknowledgment(s) of IFB Amendment(s), Questions and Answer document(s), and/or Summary of Site Visit if any were issued/posted on the Mississippi Contract/Procurement Opportunity Search Portal website and MEMA's website.

**3.8** The IFB is comprised of the base IFB document, any attachments, any amendments issued prior to the submission deadline, and any other documents released before the contract award.

## **SECTION 4**

### **Scope of Work**

The winning vendor ("contractor") shall provide in a timely and satisfactory manner all services and otherwise do all things necessary for or incidental to the performance of work as set forth below:

#### **4.1 Deliverables**

##### **4.1.1 Detailed Minimum Specifications**

The District 5 Hazard Mitigation Plan, per FEMA planning regulations, is required to be UPDATED every five years. The plan addresses mitigation of multiple natural hazards, including flood, severe storms, hurricane, urban/wildfire, tornado, drought, winter weather, dam failure, water supply/system failures, earthquake hazards, expansive soils, and climate change. A contractor will be hired to update the plan with the assistance of the Mitigation Council. The District 5 Regional Hazard Mitigation plan update will include the following jurisdictions: Claiborne County, Port Gibson, Hinds County, Bolton, Edwards, Learned, Raymond, Utica, Issaquena County, Mayersville, Sharkey County, Anguilla, Cary, Rolling Fork, Simpson County, Braxton, D'Lo, Magee, Mendenhall, Canton, Crystal Springs, Madison, and Puckett.

**Staffing Needs/Vendor Requirements:** One contractor will be hired to UPDATE the District 5 Regional Hazard Mitigation Plan with the assistance of the Mitigation Council.

#### **1. PLANNING PROCESS**

a) The Contractor with assistance of the District 5 Hazard Mitigation Council will document the hazard mitigation planning update process, including but not limited to:

- How the plan was prepared and updated
- How the public was involved (i.e. workshops, community outreach)

b) The Contractor with the Mitigation Council's assistance will perform the following:

- Hold public hearings, meetings, and/or workshops during the plan update time frame. A minimum of four (4) meetings must be conducted.
- Solicit input from citizens and professionals with knowledge of applicable hazards.

- Solicit input regarding the feasibility of potential mitigation measures for each hazard and the prioritization of mitigation projects.
- Review the final draft of the updated plan and the goals and proposed mitigation projects.
- Be involved in the implementation and updating of the goals and proposed mitigation projects.

c) Organize Resources and Meeting schedules.

d) Update Pre-Planning Activities and Analysis.

## 2. RISK ASSESSMENT (HAZARD IDENTIFICATION AND VULNERABILITY)

The purpose of this section is to provide a basis for the hazard mitigation plan update that should include the following:

- a) **Hazard Identification**: The Contractor will update any descriptions and prioritization of the natural hazards that have occurred within the Region. The risk assessment section will assess each of the Region's risks. The natural hazards categories, include but are not limited to:
- Flood-Related Hazards (river flooding, coastal flooding, erosion, dam failures as the result of coastal storms, winter storms and hurricanes) that include, at a minimum, flood hazard areas as defined by FEMA in the Flood Insurance Rate Maps (FIRMs) for the jurisdiction as well as local historical data and using data from the Repetitive Flood Loss Plan to identify and locate repetitive flood loss properties.
  - Wind-Related Hazards (hurricanes, coastal storms, winter storms, tornadoes) based on information provided by the National Weather Service and/or best available data.
  - Fire-Related Hazards (drought, wildfires) based on local historical data, the National Weather Service, and/or other applicable plans/sources.
  - Geologic Hazards (earthquakes, landslides, sink holes) based on local historical information, and/or other applicable plans/sources.
  - Climate Change – changes in average weather conditions that persist over multiple decades or longer. There must be at least a discussion that climate change expectations were considered estimating probability, type, location, and extent of identified hazards.
  - Other Hazards not listed above as determined by local history and experience. Consideration may also be given to man-made hazards (i.e. chemical spills and/or fires).
- b) **Hazard Mapping**: Using GIS technology and the best available existing data, the Contractor will update any base maps of the areas affected by multiple natural hazards. In conjunction with mapping, the Contractor will update any comprehensive inventory (database) for use in developing map data layers, of the following items relative to the multiple hazard area:
- i) Critical facilities, including, but not limited to the following:
    - a) emergency operations center, police/fire stations
    - b) hospitals and emergency shelters

- c) water and wastewater treatment plants and associated pumping stations
  - d) power generation, transmission, and delivery facilities.
  - e) special population centers, such as day-care facilities, nursing homes/elderly housing, correctional facilities
  - f) hazardous material facilities
  - g) evacuation routes
  - ii) All repetitive flood loss and substantial damage structures, as defined by FEMA, if applicable.
  - iii) Maps that depict the location of structures, land use, and population.
  - iv) Structures will be delineated by use (e.g. residential, commercial, industrial, institutional, other)
- c) **Vulnerability Assessment:** The Contractor, based on the previous information, will provide an update of any new developments and an overview of the areas in the region, that are vulnerable to specific hazards. This vulnerability assessment, if possible, will include:
- Types and numbers of buildings, infrastructure, and critical facilities located in the identified hazard areas.
  - All existing multiple hazard protection measures within the jurisdiction, including protective measures under the National Flood Insurance Program (NFIP).
  - A description of each measure and the method of enforcement and/or the point of contact responsible for implementation of each measure.
  - Historical performance of each measure and a description of improvements or changes needed.
  - General description of land uses and development trends to incorporate future land use decisions.

### 3. MULTIPLE HAZARD MITIGATION STRATEGY

The Contractor will update any new mitigation strategies specific to each community's exposure and impacts by identified natural hazards. The strategies shall include:

- i) A list of mitigation goal statements that focus on reducing the risks from the identified natural hazards. The goal development and project prioritization will be conducted by the Hazard Mitigation Council (HMC) and Contractor.
- ii) A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard with particular emphasis on new and existing buildings and infrastructure. This section will include a list of prioritized hazard mitigation projects that best meet the region's needs for multiple hazard damage reduction.
  - a. These projects may be non-structural (e.g.: planning, regulatory measures, property acquisition, retrofitting, elevation) or structural (e.g.: seawalls, dams, dikes) solutions.

b. At a minimum, this list of prioritized projects will be based on a process that results in identification of cost-effective hazard mitigation projects with public input, including:

i) An analysis of proposed mitigation projects focused on several key areas, including but not limited to economic (including benefits and cost), engineering, technical, legal, environmental, social, and political feasibility. Selected options will best fit the community's needs and meet most or all aspects of the feasibility analysis.

ii. Coordination with relevant Federal and State agencies for input and technical assistance.

#### **4. HAZARD MITIGATION PLAN MAINTENANCE PROCESS UPDATES NEEDED**

- a) **Monitoring, Evaluating and Updating:** The Regional HMC and Contractor will be responsible for ensuring that the plan is monitored, evaluated yearly, and updated every five years.
- b) **Incorporation into Existing Planning Mechanisms:** The Regional HMC and Contractor will assist the communities in the implementation and incorporation of the plans' goals into other local planning processes, such as a Comprehensive Plan, local plans or other local by-laws and ordinances.
- c) **Continued Public Involvement:** The Region and Contractor will work with the communities for continued public involvement.

#### **5. HAZARD MITIGATION PLAN ADOPTION AND APPROVAL UPDATES NEEDED**

- a) **Local Jurisdiction Adoption:** The District 5 Hazard Mitigation Council and the Contractor will work with the local governments for the adoption of the plan update as required by FEMA regulations.
- b) **Plan Approval:** The adopted plan will be submitted to the Federal Emergency Management Agency on or before the termination date for review and approval.

#### **6. FEMA REVIEW:**

Once the local governments (towns, cities, boards of supervisors) and MEMA have reviewed the plan update, it will be sent to FEMA for final review. Once FEMA has reviewed and approved the District 5 Regional Hazard Mitigation Plan, the review will be incorporated into the plan. The Contractor will assist with the adoption and distribution of the District 5 Regional Plan.

## **7. SUBMIT FINAL UPDATED, ADOPTED REGIONAL PLAN TO FEMA.**

Until each local Government formally adopts the District 5 Regional Hazard Mitigation Plan it is not approved. The plan will remain approvable pending adoption.

### **SECTION 5 Basis for Award**

**5.1** Only objectively measurable criteria set forth in the IFB shall be applied in the bid evaluation. Criteria not set forth in the IFB may not be used to evaluate the bid. Contract(s) may only be awarded to the lowest responsive and responsible bidder(s). In order to determine which bidder is the lowest responsive and responsible bidder, the Agency shall evaluate: (1) whether each bidder was responsive and provided all required information in the format required by the IFB; (2) whether each bidder is responsible and objectively meets the minimum qualifications or other criteria listed in the IFB required to determine whether the bidder has the skills, experience, and/or qualifications to successfully provide the services; and (3) which of the responsive and responsible bidders submitted the lowest overall price.

**5.2 MINOR INFORMALITIES AND IRREGULARITIES** MEMA has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured and if do so does not create an unfair advantage for any bidder. If insufficient information is submitted by a bidder for MEMA to properly evaluate the bid, MEMA has the right to require such additional information as it may deem necessary after the submission deadline, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured and such a request does not create an unfair advantage for any bidder.

**5.3** All bids that are determined to be responsive, responsible, and/or acceptable will continue on to the price bid or cost evaluation.

**5.4** MEMA intends to award one contract to provide the services described in this IFB to the lowest responsible and responsive bidder.

### **Section 6 Minimum Bidder Qualifications**

To win the bid and be awarded the contract, the vendor must have:

**6.1 Prior Experience:** Vendor must have been in business and provided services similar in requirements and scale to those described in this IFB for a minimum of 5 years.

- 6.2 Required Certification, Accreditation, and/or Licenses:** Provide a brief paragraph describing the abilities, qualifications, certifications and experience for each person who will be assigned to provide the required services for this project.
- 6.3** A minimum score of six (6) on the Reference Score Sheet (Attachment D) from reference interviews by agency staff with two (2) bidder references (for a total minimum scoring requirement of twelve (12) points), as well as all other requirements of this IFB.
- 6.5** The bidder may be required before the award of any contract to show to the complete satisfaction of MEMA that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the agency in regard to the bidder's qualifications. MEMA may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the agency all information for this purpose that may be requested. MEMA reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the agency that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:
1. the ability, capacity, skill, and financial resources to perform the work or provide the service required;
  2. the ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference;
  3. the character, integrity, reputation, judgment, experience, and efficiency of the bidder; and,
  4. the quality of performance of previous contracts or services.

## **Section 7**

### **Duration**

The estimated period of performance for this contract may begin upon the execution of the contract by both parties and end one year from contract execution. At the discretion of MEMA, this contract may be amended and renewed for three (3) periods of twelve (12) months each under the same or amended terms and conditions as the original contract.

## Section 8 Bid Submission Requirements

### 8.1 Submission Format

#### 8.1.1 Bid Cover Sheet (Attachment A)

**8.1.3 Bid Form (Attachment B)** - all pricing must be submitted on the bid form. Failure to complete and/or sign the bid form may result in the bidder being determined nonresponsive.

**8.1.4 References (Attachment C)** - each bidder must furnish a listing of **at least** three (3) trade references along with the contact person, address, and phone number for each. These references must be familiar with the bidder's abilities in the areas involved with this solicitation. MEMA staff will use these references to determine the bidder's ability to perform the services. It is the responsibility of the bidder to ensure that the reference contact information is correct and current. MEMA staff will not track down references. Bidders should verify before submitting their bid that the contact person and phone number are correct for each reference. **Agency staff must be able to reach two (2) references for a bidder within two (2) business days of bid opening or within 48 hours of initial contact to be considered responsive. Further, the bidder must score a minimum of six (6) points on each Reference Score Sheet which will be used by MEMA staff when interviewing the two (2) references (for a total minimum scoring requirement of twelve (12) points) to be considered responsive and/or responsible.** (See and Attachments C and D.) Only bidders who are found responsive and responsible will have their bids considered for the award. Bidder may submit as many references as desired. MEMA staff will begin contacting references at the top of the list and will continue down the list until they have completed Reference Score Sheets for two (2) references. After two (2) score sheets are completed, the reference check process will end.

### 8.2 Submission Requirements

#### 8.2.1 Bidder must submit:

- A. A signed original bid package, along with
- B. Three (3) copy(ies) of the signed original bid package, in a sealed envelope or package, and
- C. An electronic copy of the signed bid package emailed to [OSSS@dfa.ms.gov](mailto:OSSS@dfa.ms.gov). Files shall not be password protected, shall be in .PDF format, and shall be capable of being copied to other media including readable in Microsoft Word and/or Microsoft Excel. Where there is a discrepancy between the electronic copy and the paper copy, the paper copy will control.



**8.2.2** The bid is deemed received at the date and time the paper bid (sealed envelope or package) is received at DFA by the Bid Coordinator. The sealed envelope or package shall be marked with the bid opening date and time, and the number of the invitation for bids (1:00 PM CST, June 12, 2025; IFB Number 3160007342) and identify the bidder (company name) in the return address. Bids are subject to rejection unless submitted with the information included on the outside the sealed bid envelope or package.

**8.2.3** Sealed bids should be mailed or hand-delivered to and labeled as follows:

IFB for District 5 Hazard Mitigation Plan Update  
IFB RFx Number 3160007342  
Bid Due Date: 1:00 PM CST, June 12, 2025  
Mississippi Department of Finance and Administration  
Attention: Teselyn Funches, Bid Coordinator  
501 North West Street, Suite 1301 C **OR** Post Office Box 267 (Suite 1301 C)  
Jackson, Mississippi 39201 Jackson, Mississippi 39205  
SEALED BID – DO NOT OPEN SEALED BID – DO NOT OPEN

**8.2.4** All bid packages must be received by OSSS no later than 1:00 PM CST, June 12, 2025. Bids submitted via facsimile (fax) machine **will not** be accepted. It is suggested that if a bid is mailed to OSSS, it should be posted in certified mail with a return receipt requested. OSSS will not be responsible for mail delays or lost mail. All risk of late arrival due to unanticipated delay – whether delivered by hand, U.S. Postal Service, courier or other delivery service or method – is entirely on the vendor. All vendors are urged to take the possibility of delay into account when submitting a bid.

**8.2.5** Timely submission of the bid package is the responsibility of the bidder. Bids received after the specified time will be rejected and maintained unopened in the procurement file. A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless it has been determined by OSSS that the late receipt was due solely to mishandling by OSSS after receipt at the specified address.

**8.2.6** The time and date of receipt will be indicated on the sealed bid envelope or package by OSSS staff. The only acceptable evidence to establish the time of receipt at the office identified for bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence of receipt used by that office.

**8.2.7** Each page of the bid form and all attachments shall be identified with the name of the bidder.

- 8.2.8** Failure to submit a bid on the bid form provided will be considered cause for rejection of the bid. **Modifications or additions to any portion of the bid document may be cause for rejection of the bid.** MEMA reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive.
- 8.2.9** A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as non-responsive. MEMA reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by the agency of non-responsiveness based on the submission of nonconforming terms and conditions.
- 8.2.10** As a precondition to bid acceptance, the agency may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

## **Section 9 Bidder Certification**

The bidder agrees that the submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

## **Section 10 Debarment**

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

## **Section 11 Registration with Mississippi Secretary of State**

By submitting a bid, the bidder certifies that it is registered to do business in the State of Mississippi as prescribed by Mississippi law and the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being notified by MEMA that it has been selected for contract award.

**Section 12**  
**Insurance, Bonds, or Other Sureties**

**12.1** The successful bidder shall, at its own expense, obtain and maintain insurance, bond, or other surety which shall include the following types and coverage limits:

**12.1.1 Insurance** Contractor represents that it will maintain workers' compensation insurance in compliance with Mississippi law which shall insure to the benefit of all Contractor's personnel provided hereunder, comprehensive general liability insurance or professional liability insurance with minimum limits of \$1,000,000.00 per occurrence. All general liability and professional liability insurance will provide coverage to MEMA as an additional insured. MEMA reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers shall be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.

**12.2** Additionally:

**12.2.1** In no event shall the requirement for an insurance certificate or bond be waived.

**12.2.2** All insurance policies will list the State of Mississippi as an additional insured.

**12.2.3** All insurance policies shall be issued by companies authorized to do business under the laws of the State of Mississippi, meaning insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.

**12.2.4** Contractor shall submit to MEMA within 10 days of notification of intent to award, a certificate of insurance and/or bond which outlines the coverage and limits defined in the procurement and contract. There are no provisions for exceptions to this requirement. Failure to provide the certificates of insurance within the 10-day period may be cause for your bid to be declared non-responsive or for your contract to be cancelled.

**12.2.5** Contractor shall obtain at Contractor's expense the insurance and/or bond requirements specified in the procurement and contract prior to performing under this Contract, and Contractor shall maintain the required insurance and/or bond coverage throughout the duration of this Contract and all warranty periods. There are no provisions for exceptions to this requirement.

**12.2.6** Contractor shall not commence work under this contract until it obtains all insurance and/or bond required under this provision and furnishes a certificate or other form showing proof of current coverage to the State. After work

commences, the Contractor will keep in force all required insurance and/or bond until the contract is terminated or expires.

- 12.2.7** Contractor shall submit renewal certificates as appropriate during the term of the contract.
- 12.2.8** Contractor shall instruct the insurers to provide MEMA 30 days advance notice of any insurance cancellation.
- 12.2.9** Contractor shall ensure that should any of the above-described policies be cancelled before the expiration date thereof, or if there is a material change, potential exhaustion of aggregate limits or intent not to renew insurance and/or bond coverage(s), that written notice will be delivered to the Agency Chief Procurement Officer.
- 12.2.10** There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance and/or bond coverage(s) to MEMA. Any failure to comply with the reporting provisions of this clause shall constitute a material breach of contract and shall be grounds for immediate termination of this contract by MEMA.

### **Section 13 Bid Opening**

Bid opening will not be open to the public; however, this will include opening, reading, and listing the name of each bidder and the bid price of each bid only. No discussions will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made either stated or implied at the bid opening.

### **Section 14 Award Notification**

The award for this procurement will be posted on the Mississippi Contract/Procurement Opportunity Search Portal website and the agency website at <http://www.msema.org>. Bidders will be notified via e-mail of the awards. Additionally, a letter will be sent to all bidders.

### **Section 15 Procurement Methodology**

#### **15.1 Restrictions on Communications with Agency and Agency Staff**

At no time shall any bidder or its personnel contact, or attempt to contact, any MEMA staff regarding this IFB except the contact person as set forth and in the manner prescribed in Section 3.

## **15.2 Expenses Incurred in the Procurement Process**

All parties participating in the procurement process with regard to this solicitation shall bear their own costs of participation, pursuant to Section 1.4.4 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.

## **15.3 Independent Price Determination**

By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other bidder or competitor, for the purpose of restricting competition.

The prices quoted shall be inclusive of all associated costs outlined in Attachment B. All pricing should include all associated costs with no additional or hidden fees.

## **15.4 Cancellation of Solicitation or Rejection of Individual Bids**

At the Agency's sole discretion, an IFB may be canceled, all bids may be rejected, or individual bids may be rejected when the Agency determines that it is in the Agency's best interest to do so. A memorandum stating the reasons for the cancellation or rejection shall be made part of the Agency Procurement File.

The solicitation process requires expenditure of time and resources for both public Agencies and private businesses. Accordingly, solicitations should only be issued when there is a valid procurement need unless the solicitation states that it is for informational purposes only. However, nothing in the Section shall be construed as conferring any grievance right on any party when an Agency chooses to cancel a solicitation.

**15.4.1 Notice of Cancellation of IFB** When an IFB is canceled, a Notice of Cancellation shall be prepared. The Notice shall identify the solicitation being canceled and provide any information the Agency deems appropriate. The Notice of Cancellation shall: (1) be posted publicly on the Agency website; (2) be posted publicly on the procurement portal; **and** (3) be distributed to all potential offerors known to have received a copy of the IFB. A memorandum containing the reason for the cancellation shall be made part of the Agency Procurement File.

**15.4.2 Rejection of Individual Bids** Reasons for rejecting individual bids include but are not limited to:

- the bid was non-responsive to the solicitation;
- the bidder is deemed non-responsive;
- the Agency – in its sole discretion – determined the proposed price is unreasonable even if it was the lowest responsive and responsible bid;

- lack of competitiveness by reason of collusion or knowledge that reasonably available competition did not occur.

**15.4.3 Disposition of Bids** Where bids are individually rejected, or the solicitation is canceled after bids are received, the Agency shall have the sole discretion to determine whether to return bids to the bidder or retain the bids in the Agency Procurement File. If the Agency chooses to return the bids to the bidders, the Agency shall ensure enough information is retained in the Agency Procurement File to support the decision to reject the bid.

### **15.5 Withdrawal of Bids**

A bidder may withdraw a bid at any time by written notice to the Agency or the official designated in Section 1.1 of the IFB. If any such withdrawal occurs by the successful bidder(s) after the bid opening and/or issuance of the Notice of Intent to Award, the Agency may cancel the solicitation or proceed with award of a contract as if the withdrawn bid had not been submitted.

### **15.6 Confirmation of Bid**

When MEMA knows or has reason to conclude that a mistake has been made, it may request the bidder to confirm the bid. Situations in which confirmation may be requested include obvious, apparent errors on the face of the bid or a bid which is unreasonably lower than the other bids submitted. If the bidder alleges a mistake, the bid shall be considered withdrawn unless correction meets the definition of a minor informality. The Agency shall have the sole discretion as to whether confirmation of a bid is warranted, but the Agency shall exercise that discretion in a manner that is fair to all bidders.

The agency will schedule and/or suspend and reschedule the meeting at a time when a Representative of the Office of the Mississippi Attorney General can be present.

For additional information regarding Post-Award Vendor Debriefing, as well as the information that may be provided and excluded, please see Section 7-113 through 7-113.07, Post-Award Vendor Debriefing, of the *PPRB OPSCR Rules and Regulations* as updated and replaced by PPRB.

## **Section 16 Agreement**

The bidder understands and agrees that any contract entered into with MEMA pursuant to this IFB shall only be the contract provided by MEMA. MEMA will not accept agreements submitted by the bidder. Should MEMA and the winning bidder fail to enter into a contract, or MEMA ceases doing business with any Contractor selected through this IFB process, for any reason, MEMA reserves the right to contract with the next lowest priced Bidder.

**Section 17**  
**Contract Rights**

Contract rights do not vest in any party until a contract is legally executed. MEMA is under no obligation to award a contract following issuance of this solicitation.

**Section 18**  
**Property Rights**

Property rights do not inure to any Bidder until such time as services have been provided under a legally executed contract. No party responding to this IFB has a legitimate claim of entitlement to be awarded a contract or to the provision of work thereunder. MEMA is under no obligation to award a contract and may terminate a legally executed contract at any time.

**Section 19**  
**Agency Website**

This IFB, questions and answers concerning this IFB, and the Notice of Intent to Award will be posted on the agency website at <http://www.msema.org> and on the Mississippi Contract/Procurement Opportunity Search Portal website.

**Section 20**  
**Attachments**

The attachments to this IFB are made a part of this IFB as if copied herein in words and figures.

**Attachment A**

**BID COVER SHEET**

Bids must be submitted as listed below on or before 1:00 PM CST, June 12, 2025.

PLEASE MARK YOUR ENVELOPE:

IFB for District 5 Hazard Mitigation Plan Update

IFB RFX Number 3160007342

Opening Date: 1:00 PM CST, June 12, 2025

Mississippi Department of Finance and Administration

Attention: Teselyn Funches, Bid Coordinator

501 North West Street, Suite 1301 C **OR** Post Office Box 2067 (Suite 1301 C)

Jackson, Mississippi 39201

Jackson, Mississippi 39205

SEALED BID – DO NOT OPEN

SEALED BID – DO NOT OPEN

**Name of Company:** \_\_\_\_\_

**Quoted By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB:** \_\_\_\_\_

**In addition to providing the above contact information, please answer the following questions regarding your company:**

What year was your company started? \_\_\_\_\_



How many years has the firm been in business of performing the services called for in this IFB?

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Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. \_\_\_\_\_

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If your company is not physically located within the vicinity, how will you supply the necessary equipment and personnel to complete a hazard mitigation plan update for MEMA?

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Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. \_\_\_\_\_

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Is your company licensed and/or certified to update a hazard mitigation plan as required by any and all applicable Federal and State law(s)? \_\_\_\_\_

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List all licenses or permits your company possesses that are applicable to performing the services required in this IFB. \_\_\_\_\_

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For how many customers has your company provided hazard mitigation plan updates or related work in the past five years?

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What is the largest customer your company has provided hazard mitigation plan updates or related work for in the past five years?

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Describe any specific services that your company offers along with any specialized experience, certification, and/or education of your current staff. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

## Attachment B

### BID FORM

Company	Contact Person	Telephone Number

The maximum contract price for the update of District 5 Hazard Mitigation Plans shall be all inclusive. The “all-inclusive” price shall include all associated costs with no additional or hidden fees. **Bidder shall also submit a Cost Analysis and Breakdown Sheet** detailing all professional fees and expenses in a manner that supports the total maximum contract price submitted. **The contract award will be based solely on the maximum contract price submitted below. The Cost Analysis and Breakdown Sheet will be considered Attachment A with the contract.**

The awarded Contractor will be required to submit detailed invoices describing services completed for the invoice period. Payment will be made in arrears (after the services have been provided) at the amount, and interval (i.e., monthly, quarterly, etc.) as agreed upon by the awarded contractor and MEMA prior to submission to PPRB for contract approval. At no time shall the contract exceed the Maximum Contract Price per year listed below.

**Total all-inclusive Maximum Contract Price:**                    \$ \_\_\_\_\_/YEAR

**\*\*Bidder must submit a price per year. The initial contract term will be one year. MEMA, at its sole discretion, may amend this contract and renew it for three (3) periods of twelve (12) months each under the same or amended terms and conditions as the original contract. \*\***

By signing below, the company Representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the Invitation for Bids and Attachments thereto;
2. That the company meets all requirements and acknowledges all certifications contained in the Invitation for Bids and Attachments thereto;
3. That the company agrees to all provisions of the Invitation for Bids and Attachments thereto including, but not limited to, the required contract clauses (Attachment E);
4. That the company will perform the services required at the prices quoted above;
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date;

6. The Contractor represents that its workers are licensed, certified, and possess the requisite credentials to construct the fencing; and,
7. **NON-DEBARMENT:** By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.
8. **INDEPENDENT PRICE DETERMINATION:** By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other [bidder, offeror] or competitor for the purpose of restricting competition.
9. **OFFEROR'S REPRESENTATION REGARDING CONTINGENT FEES:** By responding to the solicitation the offeror represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the offeror cannot make such a representation, a full and complete explanation shall be submitted in writing with the offeror's response.
10. **REPRESENTATION REGARDING GRATUITIES:** Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MEMA a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of MEMA has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.
11. **Release if Bid as Public Record.** Bidder shall acknowledge which of the following statements is applicable regarding release of its bid as a public record. A bidder may be deemed non-responsive if the bidder does not acknowledge either statement, acknowledges both statements, or fails to comply with the requirements of the statement acknowledged. Choose one:

\_\_\_ Along with a complete copy of its bid, bidder has submitted a second copy of the bid in which all information bidder deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Bidder acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR Rules and Regulations if MEMA or the Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the bid which are not subject to Miss.

Code Ann. §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Bidder acknowledges and agrees that MEMA may release the redacted copy of the bid at any time as a public record without further notice to bidder. A bidder who selects this option but fails to submit a redacted copy of its bid may be deemed non-responsive.

\_\_\_\_ Bidder hereby certifies that the complete unredacted copy of its bid may be released as a public record by MEMA at any time without notice to bidder. The bid contains no information bidder deems to be confidential commercial and financial information and/or trade secrets in accordance with Miss. Code Ann. §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. *Bidder explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce its bid as provided in Miss. Code Ann. § 25-61-9(1)(a).* A bidder who selects this option but submits a redacted copy of its bid may be deemed non-responsive.

**Company Name:** \_\_\_\_\_

**Printed Name of Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Note:** Failure to sign the bid form may result in the bid being rejected as non-responsive. Modifications or additions to any portion of this bid document may be cause for rejection of the bid.

## Attachment C

### REFERENCES

Bidder may submit as many references as desired by submitting as many additional copies of Attachment C, References, as deemed necessary. References will be contacted in the order listed until two references have been interviewed and Reference Score Sheets completed for each of the two references. No further references will be contacted; however, bidders are encouraged to submit additional references to ensure that at least two references are available for interview. Agency staff must be able to contact two references within two (2) business days of bid opening or 48 hours of initial contact.

#### REFERENCE 1

Name of Company: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Alternative Contact Person (optional): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### REFERENCE 2

Name of Company: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Alternative Contact Person (optional): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**REFERENCE 3**

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Alternative Contact Person (optional): \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**REFERENCE 4**

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Alternative Contact Person (optional): \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**REFERENCE 5**

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Alternative Contact Person (optional): \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Attachment D**

**References Score Sheet**

**IFB 3160007342**

**IFB for District 5 Hazard Mitigation Plan Update**

**TO BE COMPLETED BY MEMA STAFF ONLY**

**Company Name:**

---

**Reference Name:**

---

**Person Contacted, Title/Position:**

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**Date/Time Contacted:**

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**Service From/To Dates:**

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Able to provide hazard mitigation plan update services when you called?	Yes	No
Satisfied with the services provided and final product? If no, please explain.	Yes	No
Vendor easy to work with in scheduling services?	Yes	No
Was the project completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here ____.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	Yes	No

Bidder must have a minimum of 6 “yes” answers on the questions above from two references (total of 12 “yes” answers) to be considered responsible and for its bid to be considered.

**Score:** Pass/Fail

Do you have any business, professional or personal interest in the vendor’s organization? If yes, please explain.	Yes	No
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A “yes” to the above question may result in an automatic disqualification of the provided reference; therefore, resulting in a score of zero as responses to previous questions become null and void.

**Notes:**

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**Called by:** \_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## **Attachment E**

### **Required Contract Clauses**

#### **1. Applicable Law**

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of Mississippi.

#### **2. Approval**

It is understood that if this contract requires approval by the Public Procurement Review Board ("PPRB") and/or the Department of Finance and Administration Office of Personal Service Contract Review ("OPSCR"), and this contract is not approved by PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

#### **3. Availability of Funds**

It is expressly understood and agreed that the obligation of MEMA to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt the appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, MEMA shall have the right upon 10 business days written notice to Contractor, to terminate this agreement without damage, penalty, cost of expense to MEMA of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

#### **4. Certification of Independent Price Determination**

By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.

#### **5. Compliance with Equal Opportunity in Employment Policy**

Contractor understands that MEMA is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services.

## **6. Compliance with Laws**

Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

## **7. E-Payment**

Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The Agency agrees to make payment in accordance with Mississippi "Timely Payments for Purchases by Public Bodies" laws, which generally provide for payment of undisputed amounts by the Agency within 45 calendar days of receipt of invoice. Mississippi Code Annotated § 31-7-301, *et seq.*

## **8. E-Verification**

If applicable, Contractor represents and warrants that it will ensure its compliance with the *Mississippi Employment Protection Act* and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 and 71-11-3. Contractor agrees to provide a copy of each verification upon request of MEMA subject to approval by any agencies of the United State Government. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws.

The breach of this clause may subject Contractor to the following: (1) termination of this contract and exclusion pursuant to Chapter 15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*; (2) the loss of any license, permit, certification or other document granted to Contractor by an agency, department, or Governmental entity for the right to do business in Mississippi; or (3) both. In the event of such termination, Contractor would also be liable for any additional costs incurred by the Agency due to Contract cancellation or loss of license or permit to do business in the state.

## **9. Contractor's Representation Regarding Contingent Fees**

By executing the contract the contractor represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the contractor cannot make such a representation, a full and complete explanation shall be submitted in writing to the Agency prior to contract execution.

## **10. Paymode**

Payments by MEMA using the state's accounting system shall be made and remittance information provided electronically as directed by the state and deposited into the bank account of Contractor's choice. MEMA may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the Agency is exempt from the payment of Mississippi taxes. All payments shall be in United States currency.

## **11. Procurement Regulations**

This contract shall be governed by the applicable provisions of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available on the Mississippi Department of Finance and Administration's website ([www.dfa.ms.gov](http://www.dfa.ms.gov)). Any offeror responding to a solicitation for personal and professional services and any contractor doing business with a state Agency is deemed to be on notice of all requirements therein.

## **12. Representation Regarding Gratuities**

Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MEMA a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of MEMA has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.

## **13. Required Public Records and Transparency**

Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information pursuant to Mississippi Code Annotated § 25-61-9(7). The contract shall be posted publicly on [www.transparency.ms.gov](http://www.transparency.ms.gov) and shall be available for at the Agency for examination, inspection, or reproduction by the public. The contractor acknowledges and agrees that MEMA and this contract are subject to the *Mississippi Public Records Act of 1983* codified at Mississippi Code Annotated §§ 25-61-1, *et seq.* and its exceptions, Mississippi Code Annotated § 79-23-1, and the *Mississippi Accountability and Transparency Act of 2008*, codified at Mississippi Code Annotated §§ 27-104-151, *et seq.*

#### **14. Stop Work Order**

MEMA may, by written order to Contractor at any time, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by MEMA. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take reasonable steps to minimize any further cost to MEMA. Upon execution of the stop work order, unless MEMA has terminated that part of the agreement or terminated the agreement in its entirety. MEMA is not liable for payment for services which were not rendered due to the stop work order.

#### **15. Termination**

*Termination for Convenience.* MEMA may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. MEMA shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective. Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

*Termination for Default.* If MEMA gives the Contractor a notice that the personal or Professional services are being provided in a manner that is deficient, the Contractor shall have 30 days to cure the deficiency. If the Contractor fails to cure the deficiency, MEMA may terminate the contract for default and the Contractor will be liable for the additional costs to MEMA to procure the personal and professional services from another source. Termination under this paragraph could result in Contractor being excluded from future contract awards pursuant to Chapter 15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.

## **NOTICE OF INTENT TO AWARD**

July 22, 2025

**Hazard Mitigation Plan Update Dist. 5  
Invitation for Bids  
RFx# 3160007342**

The Office of Statewide Strategic Sourcing (OSSS) issued an Invitation for Bids (IFB) on behalf of the Mississippi Emergency Management Agency (MEMA) for the purpose of soliciting sealed bids from qualified providers to update the hazard mitigation plans for District 5. MEMA received bids from four (4) vendors. A bid opening was held on Thursday, June 12, 2025. The three (3) lowest bids were evaluated. All three (3) bids were deemed responsive and responsible in accordance with the criteria set forth in the IFB.

MEMA initiated contract negotiations with lowest priced bidder, Central Mississippi Planning and Development District (CMPDD). CMPDD and MEMA could not reach agreement on contract terms. MEMA determined that it was in its best interest to reject CMPDD's bid and move to the next lowest priced bidder, Witt O'Briens, LLC.

The names and bid price of each vendor is listed below and ranked from lowest price to highest price submitted.

<b>Rank</b>	<b>Bidder</b>	<b>Price</b>
<b>1</b>	<b>Witt O'Brien's, LLC</b>	<b>\$88,462.00/year</b>
2	Applied Training Solutions, LLC	\$108,328.40
3	Centurion Solutions, LLC	\$564,957.00 \$176,5000.00
4	Central Mississippi Planning and Development District	\$50,000.00

MEMA announces its intent to award a contract to the lowest responsive and responsible bidder, **Witt O'Brien's** upon approval by the Public Procurement Review Board (PPRB).

Any vendor who responded to this solicitation may submit a written request to reconsider MEMA's decision in accordance with *OPSCR Rule 5.6.3 Request for Reconsideration* within three (3) business days of the issuance of the Notice of Intent to Award. A copy of the proposed contract and other documents related to this solicitation and Notice of Intent to Award may be found in MEMA's *OPSCR Rule 5.6.1.2 Public Posting of the Agency Procurement File*, available on the agency website at <https://www.msema.org/about/about-mema/response/procurement>.

MEMA and OSSS thank all vendors who participated in this solicitation for the time and effort put forth in submitting their bids. We appreciate your interest in providing services to the state of Mississippi and encourage you to respond to future opportunities.

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**IFB for District 5 Hazard Mitigation Plan Update RFX#3160007342 DIRECT SOLICITATION**

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**From** Teselyn Funches <Teselyn.Funches@dfa.ms.gov>

**Date** Tue 5/6/2025 9:56 AM

**To** bbillings@gocivix.com <bbillings@gocivix.com>

Good morning,

The Office of Statewide Strategic Sourcing (OSSS) on behalf of the Mississippi Emergency Management Agency (MEMA) has issued an Invitation for Bids (IFB) for District 5 Hazard Mitigation Plan Update RFX#3160007342 seeking bids from qualified providers to update the hazard mitigation plans for District 5.

You may find a copy of the solicitation by following the link below. **Please download and/or print a copy** for your records as the website availability may change. You should also check this website for any updates regarding this solicitation. Please let me know if you cannot open this link.

[Procurement | Mississippi Emergency Management Agency](#)



### [Procurement | Mississippi Emergency Management Agency](#)

Amendments may be issued at any time. It is the responsibility of the supplier/offer to routinely check the MEMA website for procurement amendments.

[www.msema.org](http://www.msema.org)

We look forward to hearing from you soon.



***Teselyn Melton Funches, JD, CMPA***  
***Deputy Director***  
***Office of Statewide Strategic Sourcing (OSSS)***

601-359-5286

501 North West Street, Suite 1301-C  
Jackson, MS 39201



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**IFB for District 5 Hazard Mitigation Plan Update RFX#3160007342 DIRECT SOLICITATION**

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**From** Teselyn Funches <Teselyn.Funches@dfa.ms.gov>

**Date** Tue 5/6/2025 9:54 AM

**To** Katie Freeman <katie.freeman@hagertyconsulting.com>

Good morning,

The Office of Statewide Strategic Sourcing (OSSS) on behalf of the Mississippi Emergency Management Agency (MEMA) has issued an Invitation for Bids (IFB) for District 5 Hazard Mitigation Plan Update RFX#3160007342 seeking bids from qualified providers to update the hazard mitigation plans for District 5.

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[Procurement | Mississippi Emergency Management Agency](#)



## Procurement | Mississippi Emergency Management Agency

Amendments may be issued at any time. It is the responsibility of the supplier/offer to routinely check the MEMA website for procurement amendments.

[www.msema.org](http://www.msema.org)

We look forward to hearing from you soon.



***Teselyn Melton Funches, JD, CMPA***  
***Deputy Director***  
***Office of Statewide Strategic Sourcing (OSSS)***

601-359-5286

501 North West Street, Suite 1301-C  
Jackson, MS 39201

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## IFB for District 5 Hazard Mitigation Plan Update RFX#3160007342 DIRECT SOLICITATION

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**From** Teselyn Funches <Teselyn.Funches@dfa.ms.gov>

**Date** Tue 5/6/2025 9:58 AM

**To** leads@wittobriens.com <leads@wittobriens.com>; Ebuchanan@wittobriens.com <Ebuchanan@wittobriens.com>; librown@wittobriens.com <librown@wittobriens.com>

Good morning,

The Office of Statewide Strategic Sourcing (OSSS) on behalf of the Mississippi Emergency Management Agency (MEMA) has issued an Invitation for Bids (IFB) for District 5 Hazard Mitigation Plan Update RFX#3160007342 seeking bids from qualified providers to update the hazard mitigation plans for District 5.

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[Procurement | Mississippi Emergency Management Agency](#)



### Procurement | Mississippi Emergency Management Agency

Amendments may be issued at any time. It is the responsibility of the supplier/offer to routinely check the MEMA website for procurement amendments.

[www.msema.org](http://www.msema.org)

We look forward to hearing from you soon.



***Teselyn Melton Funches, JD, CMPA***  
***Deputy Director***  
***Office of Statewide Strategic Sourcing (OSSS)***

601-359-5286

501 North West Street, Suite 1301-C  
Jackson, MS 39201

# **Proposal for Mississippi District 5 Hazard Mitigation Plan Update**

## **Attachment A**

### **BID COVER SHEET**

Bids must be submitted as listed below on or before 1:00 PM CST, June 12, 2025.

PLEASE MARK YOUR ENVELOPE:

IFB for District 5 Hazard Mitigation Plan Update  
IFB RFX Number 3160007342  
Opening Date: 1:00 PM CST, June 12, 2025  
Mississippi Department of Finance and Administration  
Attention: Teselyn Funches, Bid Coordinator  
501 North West Street, Suite 1301 C OR Post Office Box 2067 (Suite 1301 C)  
Jackson, Mississippi 39201 Jackson, Mississippi 39205  
SEALED BID – DO NOT OPEN SEALED BID – DO NOT OPEN

Name of Company: Centurion Solutions LLC

Quoted By: Douglas C. Jackson

Signature: 

Address: 425 Shady Creek Drive, STE 1001

City/State/Zip: Bryan/TX/77808

Telephone: 979-571-5213

Fax Number: N/A

E-Mail Address: dcjackson@centurion-solutions.com

Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB: Douglas C. Jackson/979-571-5213

In addition to providing the above contact information, please answer the following questions regarding your company:

What year was your company started? 2012

## ***Proposal for Mississippi District 5 Hazard Mitigation Plan Update***

How many years has the firm been in business of performing the services called for in this IFB?  
13 years

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. 425 Shady Creek Drive, STE 1001, Bryan, TX 77808

If your company is not physically located within the vicinity, how will you supply the necessary equipment and personnel to complete a hazard mitigation plan update for MEMA?  
Project staff will work both remotely and when necessary travel to the area for meetings, data collection, etc.

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. No, it is not for sale.

Is your company licensed and/or certified to update a hazard mitigation plan as required by any and all applicable Federal and State law(s)? Yes.

List all licenses or permits your company possesses that are applicable to performing the services required in this IFB. No special licenses or permits are required, although our proposed projects staff are certified mitigation specialists, GIS specialists, and IAEM certified emergency managers.

For how many customers has your company provided hazard mitigation plan updates or related work in the past five years?  
In the last 5 years we have provided 8 hazard mitigation plans for 5 separate clients, state energy security plans for 2 clients, 6 emergency operations plans for 6 clients, continuity of operations plans for 3 clients.

What is the largest customer your company has provided hazard mitigation plan updates or related work for in the past five years?  
State of Mississippi and State of Tennessee State Energy Security Plans (hybrid security, hazard analysis, Tand mitigation action plans) and MJHMP for the Kentucky Community and Technical College System (16 seperate colleges, 72 campuses across KY).

## ***Proposal for Mississippi District 5 Hazard Mitigation Plan Update***

Describe any specific services that your company offers along with any specialized experience, certification, and/or education of your current staff. \_\_\_\_\_

Centurion Solutions specializes in providing consulting services focused on Safety, Security, and

Disaster Preparedness analysis, planning, and training. \_\_\_\_\_.

## Cost Proposal

Centurion Solutions is pleased to offer the State of Mississippi a firm/fixed price of **\$564,957.00** to develop an update to the District 5 Hazard Mitigation Plan. This price is applicable for all tasks necessary to complete the update of the HMP from initial activities through FEMA acceptance and jurisdictional adoption (estimated July 2026). This price includes all direct and indirect costs (labor, supplies, services, travel, etc.). Efforts to support subsequent years are also provided.

We are prepared to commence work immediately upon contract award and are confident that we can meet all requirements. The prices quoted is valid for 180 days, and if selected, for the duration of the contract.

<b>LABOR RATES</b>	
<b>Position</b>	<b>Rate</b>
Project Manager/Planner	\$90.00
Senior Planner/Team Lead	\$80.00
Senior Planner/Subject Matter Expert	\$75.00
GIS Specialist	\$60.00
Admin Coordinator/Technical Writer	\$40.00

<b>Initial 12 Months – By Phase</b>				
<b>Phase 1 – Organizing Plan &amp; Resources</b>	<b>Phase 2 – Update Risk Assessment</b>	<b>Phase 3 - Update Mitigation Strategy</b>	<b>Phase 4 – Plan Maintenance &amp; Adoption</b>	<b>Totals</b>
\$ 178,092.00	\$101,439.00	196,241.00	\$89,185.00	<b><i>\$564,957.00</i></b>

<b>Subsequent Years</b>
<b>Plan Maintenance (Risk &amp; Mitigation Review)</b>
<b><i>\$176,500.00</i></b>





## ***Proposal for Mississippi District 5 Hazard Mitigation Plan Update***

6. The Contractor represents that its workers are licensed, certified, and possess the requisite credentials to construct the fencing; and,
7. **NON-DEBARMENT:** By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.
8. **INDEPENDENT PRICE DETERMINATION:** By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other [bidder, offeror] or competitor for the purpose of restricting competition.
9. **OFFEROR'S REPRESENTATION REGARDING CONTINGENT FEES:** By responding to the solicitation the offeror represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the offeror cannot make such a representation, a full and complete explanation shall be submitted in writing with the offeror's response.
10. **REPRESENTATION REGARDING GRATUITIES:** Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MEMA a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of MEMA has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.
11. **Release if Bid as Public Record.** Bidder shall acknowledge which of the following statements is applicable regarding release of its bid as a public record. A bidder may be deemed non-responsive if the bidder does not acknowledge either statement, acknowledges both statements, or fails to comply with the requirements of the statement acknowledged. Choose one:

\_\_\_ Along with a complete copy of its bid, bidder has submitted a second copy of the bid in which all information bidder deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Bidder acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR Rules and Regulations if MEMA or the Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the bid which are not subject to Miss.



### ***Proposal for Mississippi District 5 Hazard Mitigation Plan Update***


Code Ann. §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Bidder acknowledges and agrees that MEMA may release the redacted copy of the bid at any time as a public record without further notice to bidder. A bidder who selects this option but fails to submit a redacted copy of its bid may be deemed non-responsive.

☒ Bidder hereby certifies that the complete unredacted copy of its bid may be released as a public record by MEMA at any time without notice to bidder. The bid contains no information bidder deems to be confidential commercial and financial information and/or trade secrets in accordance with Miss. Code Ann. §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. *Bidder explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce its bid as provided in Miss. Code Ann. § 25-61-9(1)(a).* A bidder who selects this option but submits a redacted copy of its bid may be deemed non-responsive.

**Company Name:** Centurion Solutions LLC

**Printed Name of Representative:** Douglas C. Jackson

**Date:** 5/30/25

**Signature:** 

**Note:** Failure to sign the bid form may result in the bid being rejected as non-responsive. Modifications or additions to any portion of this bid document may be cause for rejection of the bid.

# ***Proposal for Mississippi District 5 Hazard Mitigation Plan Update***

## **Attachment C**

### **REFERENCES**

Bidder may submit as many references as desired by submitting as many additional copies of Attachment C, References, as deemed necessary. References will be contacted in the order listed until two references have been interviewed and Reference Score Sheets completed for each of the two references. No further references will be contacted; however, bidders are encouraged to submit additional references to ensure that at least two references are available for interview. Agency staff must be able to contact two references within two (2) business days of bid opening or 48 hours of initial contact.

#### **REFERENCE 1**

**Name of Company:** State of Mississippi Mississippi Development Authority  
**Dates of Service:** June 2023 - Ongoing  
**Contact Person:** Lisa Campbell  
**Address:** 501 North West Street,  
**City/State/Zip:** Jackson, MS 39201  
**Telephone Number:** 601-359-6641  
**Cell Number:** 601-359-6600  
**E-mail:** lcampbell@mississippi.org  
**Alternative Contact Person (optional):** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Cell Number:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

#### **REFERENCE 2**

**Name of Company:** Granite School District  
**Dates of Service:** Sept 2023 - May 2025  
**Contact Person:** Donald Adams  
**Address:** 500 South State Street,  
**City/State/Zip:** Salt Lake City, Utah 84115  
**Telephone Number:** (385)646-4597  
**Cell Number:** \_\_\_\_\_  
**E-mail:** dladams@graniteschools.org  
**Alternative Contact Person (optional):** Roger Brooks  
**Telephone Number:** (385) 646-8724  
**Cell Number:** \_\_\_\_\_  
**E-mail:** rabrooks@graniteschools.org

## **Proposal for Mississippi District 5 Hazard Mitigation Plan Update**

### **REFERENCE 3**

**Name of Company:** California Department of State Hospitals

**Dates of Service:** Feb 2022 - May 2024

**Contact Person:** Sean Tracy

**Address:** 1215 O Street, MS-22

**City/State/Zip:** Sacramento, CA 95814

**Telephone Number:** (916) 562-2556

**Cell Number:**

**E-mail:** Sean.Tracy@dsh.ca.gov

**Alternative Contact Person (optional):** Sean Smith

**Telephone Number:**

**Cell Number:** (916)879-2740

**E-mail:** ssmith@dr-experts.com

### **REFERENCE 4**

**Name of Company:** Kentucky Community and Technical College System

**Dates of Service:** 2016-Ongoing

**Contact Person:** Christy Giles

**Address:** 300 N. Main Street, Versailles, KY 40383

**City/State/Zip:** Versailles, KY 40383

**Telephone Number:**

**Cell Number:** 859-753-6186

**E-mail:** christy.giles@kctcs.edu

**Alternative Contact Person (optional):** Todd Gray

**Telephone Number:**

**Cell Number:** 859-753-8441

**E-mail:** j.t.gray@hotmail.com/

### **REFERENCE 5**

**Name of Company:** Rusk County, TX

**Dates of Service:** Feb 2018 - Nov 2021

**Contact Person:** Patty Sullivan

**Address:** 115 N Main St #500

**City/State/Zip:** Henderson, TX 75652

**Telephone Number:** 903-657-0326

**Cell Number:**

**E-mail:** psullivan@co.rusk.tx.us

**Alternative Contact Person (optional):** James Pike- Former Emergency Manager

**Telephone Number:**

**Cell Number:** 903-316-7404

**E-mail:**

Type text here

**Proposal for Mississippi District 5 Hazard Mitigation Plan Update**

**Attachment D**

**References Score Sheet**

**IFB 3160007342**

**IFB for District 5 Hazard Mitigation Plan Update**

**TO BE COMPLETED BY MEMA STAFF ONLY**

**Company Name:**

Centurion Solutions LLC

**Reference Name:**

**Person Contacted, Title/Position:**

**Date/Time Contacted:**

**Service From/To Dates:**

Able to provide hazard mitigation plan update services when you called?	Yes	No
Satisfied with the services provided and final product? If no, please explain.	Yes	No
Vendor easy to work with in scheduling services?	Yes	No
Was the project completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here ____.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	Yes	No

Bidder must have a minimum of 6 "yes" answers on the questions above from two references (total of 12 "yes" answers) to be considered responsible and for its bid to be considered.

**Score:** Pass/Fail

Do you have any business, professional or personal interest in the vendor's organization? If yes, please explain.	Yes	No
---	-----	----

## ***Proposal for Mississippi District 5 Hazard Mitigation Plan Update***

A “yes” to the above question may result in an automatic disqualification of the provided reference; therefore, resulting in a score of zero as responses to previous questions become null and void.

**Notes:**

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**Called by:** \_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Company Experience

**Centurion Solutions. LLC** is a certified *Service-Disabled Veteran Owned Small Business* and *Historically Underutilized Business* established in 2012 specializing in providing risk management and mitigation solutions to clients in both the public and private sectors nationwide. Founded by U.S. Military veterans, Emergency Response specialists, and Law Enforcement officials with extensive Homeland Security and Emergency Management experience, Our team specializes in providing solutions to operational and preparedness issues. *We believe that a holistic approach to risk management and mitigation provides the best solutions.* Centurion Solutions brings a culture of professionalism, attention to detail, accountability, relentless performance and out-of-the-box thinking to meet each client's needs.



Centurion Solutions has both the experience and credentials to provide hazard mitigation plan updating services for District 5. ***We have a team of experts with experience in county multi-jurisdictional local hazard mitigation plans, school district hazard mitigation plans, and state agency hazard mitigation plans.*** We began incorporating the most recent FEMA Local Mitigation Planning Policy Guide (FP 206-21-0002) into 44 CFR 201 (Mitigation Planning) from its first release in April 2022 before it became effective April 19, 2023. Since integrating that guidance into our planning process and final plans, the Centurion Solutions Team has completed one county multi-jurisdictional hazard mitigation plan, five state hospital hazard mitigation plans, and a school district hazard mitigation plan. Most recently, we have incorporated the April 11, 2025 guidance. We have developed a system that incorporates public engagement, critical lifelines, climate change, and underserved communities in order to best meet the planning community needs and the plan requirements.

Our Team has more than ten years' experience in Risk Assessment and Hazard Mitigation Planning. *Our Teams' experience includes local and multi-jurisdictional plans covering populations between 4,000 to 1.7 million.* In addition to Hazard Mitigation Planning experience, our team will bring expertise in hazard vulnerability assessments, critical facility identification, multi-jurisdictional coordination, and compliance with FEMA, federal, and state standards. Many of our projects have been federally funded projects.

Centurion Solutions has experience working with clients at multiple jurisdiction levels and will be able to assess the uniqueness of the Mississippi District 5 area in population and geography for mitigation planning. Our work with traditional municipalities and unincorporated areas allows us to develop a plan that includes individualized community hazards, vulnerabilities, and capabilities as well as those shared county wide. Our Team has worked many projects that involved planning over significant distance. In states including California Kentucky and Texas, our Team has coordinated meetings in order to ensure each trip provides the greatest opportunity for relationship building and information gathering.

Our strength is based on two important factors—our experience over decades of professional careers, and our ability to address the complexity and uncertainty associated with preparing for the multiple hazards and threats our communities face today. Our staff leverages hundreds of combined

## ***Proposal for Mississippi District 5 Hazard Mitigation Plan Update***

years working as planners, emergency managers, and first responders, with many recognized as top specialists in their fields. By choosing Team Centurion, District 5 partners with more than a contractor—you get a team of experts, passionate about their mission, and who are experienced and capable, never accepting less than the best.

### **Completed Hazard Mitigation Plans and/or Relevant Plans/Projects**

#### ***Granite School District***

Centurion Solutions, LLC originally developed the first ever Granite School District Pre-Disaster Hazard Mitigation Plan from conception through FEMA approval in 2019. The Granite School District is located in Salt Lake County, Utah, and operates 90 schools and facilities with over 60,000 students in grades K through 12. Centurion Solutions LLC recently completed the first update to the Granite School District Pre-Disaster Hazard Mitigation Plan and received FEMA Region X approval in early May 2025. The planning process involved staff from across the district as well as local stakeholders working to validate threats and identify mitigation actions. Granite School District leadership is very supportive of the mitigation planning as it helped replace a junior high school that was destroyed in an earthquake in March 2020.

#### ***State of California - Department of State Hospitals***

Centurion Solutions LLC worked in collaboration with Connect Consulting Services to provide planning services to the State of California Department of State Hospitals. Centurion Solutions LLC was tasked with *developing five state hospital hazard mitigation plans for five separate facilities in the state*. The Department of State Hospitals oversees these five forensic psychiatric hospitals. Centurion Solutions LLC worked with hospital staff to develop these individual plans from the kickoff meeting to identification of planning committee members to site visits to numerous planning meetings as drafts were revised. These five hazard mitigation plans were approved and finalized in Spring 2024.

#### ***Fayette County, Iowa***

The Fayette County, Iowa Multi-Jurisdictional Hazard Mitigation Plan Update was completed and approved by FEMA in July 2024. The planning process included the coordination and integration of information from nineteen jurisdictions, including thirteen municipalities, the unincorporated county, four school districts, and one university. Numerous planning meetings, public meetings, and work sessions were conducted to complete the plan update.

#### ***Rusk County, Texas***

Centurion Solutions LLC completed the Rusk County, Texas Multi-Jurisdictional Hazard Mitigation Plan update and it was approved in August 2021. The planning process consisted of multiple planning meetings with stakeholders from all fourteen jurisdictions in Rusk County. Additional organizational layers were added to the planning process in order to fully integrate the jurisdictions. This included a planning subcommittee and an interested stakeholders committee. This planning process was impacted by the COVID-19 Pandemic.

#### ***Kentucky Community and Technical College System***

Centurion Solutions LLC is contracted to provide security threat and risk assessment services to Kentucky Community and Technical College System (KCTCS). KCTCS consists of 72 community and technical colleges across the state. In 2021, Centurion Solutions was requested to develop a hazard mitigation plan for KCTCS, including all 72 locations. Centurion Solutions began the planning process

### ***Proposal for Mississippi District 5 Hazard Mitigation Plan Update***

with a kickoff meeting at the Office of Crisis Management, Environmental Health, and Safety. Meetings began with each of the college locations throughout Kentucky. The project was halted before completion when new leadership chose to not apply for hazard mitigation planning grant funds and support the planning process.

#### ***State of Iowa – Homeland Security and Emergency Management Department***

Centurion Solutions LLC in collaboration with Emergency Planning & Consulting, LLC was recently awarded a new contract with the State of Iowa Homeland Security and Emergency Management Department as one of several consulting firms available to develop and update multi-jurisdictional hazard mitigation plans for counties in the State of Iowa. FEMA requires that hazard mitigation plans be updated every five years and there are counties in need of updates who can use this contract for consulting services. This is a three year contract.

### **Presentation Experience**

Centurion Solutions, LLC understands the planning process does not end with FEMA approval. To finalize all mitigation planning projects, Team Centurion assists in securing adoption resolutions from all participating jurisdictions. Our team is experienced in presenting not only the final plan update document to the elected bodies to secure adoption but also the planning process and the benefits of the project. We have presented mitigation plans to elected bodies in small towns, large cities, school boards, and university boards. We can explain the benefits of participating in the process and having a FEMA approved plan. Every plan we have completed has included presentation of that plan to at least one elected body representing a jurisdiction who participated in the planning process.



## Experience of Project Management Staff

### Summary of Team Member Qualifications & Experience

**Robyn Reese, Senior Planning Associate**, has worked with Centurion Solutions LLC since 2021. As an emergency management professional she has worked with government, private, regional, tribal, and state agencies on planning, training, exercise, and mitigation projects for over 20 years. She has completed many hazard mitigation plans at the city, county, and state levels over the years in compliance with current state and federal requirements. She is a Certified Emergency Manager (CEM) with the International Association of Emergency Managers (IAEM). As a former local emergency management coordinator and plans officer, she can easily relate to planning points of contact and will work to ensure the planning process is as beneficial as the final plan document.

**Keith Stephens, Planner**, has worked with Centurion Solutions since 2021. He has held senior planning and project management positions for a number of projects, including planning, exercise, training, and mitigation. His leadership and team building expertise has provided successful project outcomes for a wide range of organizations in a wide variety of industries. His strong background in developing and implementing short and long term strategic programs uses proven methods to bring together organizations for preparedness.

**Erica Peaslee, Analyst**, has worked with Centurion Solutions LLC since 2021. She is an experienced analyst, technical support specialist, and cultural heritage professional. She has experience in both the cultural and emergency management sectors and can easily utilize her cross-disciplinary experiences in planning, response, and mitigation. She has experience in DEI planning and analysis and will work to ensure the inclusion of underserved populations during the whole community planning process. Her expertise will support the team and provide advice on centering equity in planning and project development.

**Travis Bauer, Specialist**, is a new addition to Centurion Solutions, LLC. He is a seasoned geologist, skilled in GIS and geologic interpretation. He will support this project with HAZUS information, GIS mapping services, and the interpretive GIS dashboard.

## References

Centurion Solutions' team has a history of developing approved hazard mitigation plans as well as completing other high quality contract projects.

Client/Contact	Project
Granite School District Donald Adams Assistant Superintendent <a href="mailto:dladams@graniteschools.org">dladams@graniteschools.org</a> 385-646-4597	Hazard Mitigation Plan Security Threat & Risk Assessment  Update approved May 2025.
State of California Department of State Hospitals Sean P. Smith, Senior Emergency Services Coordinator <a href="mailto:sean.smith2@dsh.ca.gov">sean.smith2@dsh.ca.gov</a> 916-883-6427	Hazard Mitigation Plans   Project completed
Fayette County, Iowa Nathan Post EMA Coordinator <a href="mailto:npost@co.fayette.ia.us">npost@co.fayette.ia.us</a> 563-412-9200	Multi-Jurisdictional Hazard Mitigation Plan Update, approved July 2024
Rusk County, Texas James Pike Emergency Manager <a href="mailto:james.pike@ruskcountyoem.org">james.pike@ruskcountyoem.org</a> 903-657-0326	Hazard Mitigation Plan
Clayton County, Iowa Sarah Moser EMA Coordinator <a href="mailto:ema@claytoncountya.gov">ema@claytoncountya.gov</a> 563-245-3004	Multijurisdictional Hazard Mitigation Plan
Jones County, Iowa Brenda Leonard EMA Coordinator <a href="mailto:ema@co.jones.ia.us">ema@co.jones.ia.us</a> 319-462-4386	Multijurisdictional Hazard Mitigation Plan

# **Proposal for Mississippi District 5 Hazard Mitigation Plan Update**

## **Invitation for Bids**


**District 5 Hazard Mitigation Plan Update  
IFB RFx# 3160007342**

## **Amendment # 1 Questions and Answers**

	<b>Section #</b>	<b>Page #</b>	<b>Question</b>	<b>MEMA Response</b>
1.	Section 4.1 Deliverables, 1 b),	3	Are the 4 identified meetings referencing public meetings or HMPC meetings?	HMPC Meetings
2.	Section 4.1 Deliverables	3	Do the Districts prefer in person, virtual, or hybrid HMPC meetings?	In person
3.	Section 4.1 Deliverables	3	Do the Districts prefer in person, virtual, or hybrid public meetings?	In person

### **Receipt of Amendment #1 Acknowledged:**

Company: Centurion Solutions LLC

By: 

Printed Name: Douglas C. Jackson

Title: President/CEO



Google Chrome isn't your default browser

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and Protective Order request, using keyword or Advanced Search Options. State Government Bid Opportunities will be posted to this page as defined by State Law. Sole Source, Intent to Award, and Protective Order Request notifications are not bid opportunities, but are posted in accordance with State Law to provide transparency to the public.

3160007342

[SEARCH](#)[ADVANCED SEARCH OPTIONS](#)

Agency	Smart Number	RFx Number	Description	Status	Advertised Date
MS EMERGENCY MANAGEMENT AGENCY	<a href="#">1741-25-R-IFBD-00005-V01</a>	<a href="#">3160007342</a>	Major Procurement PERSONNEL SERVICES NON-IT  RFx 3160007342 is an Invitation for Bids for the update of D...  <a href="#">Attachment - Amendment 1 QA District 5</a> <a href="#">Attachment - IFB Dist 5 Solicitation</a>	Open	05/06/2025



China's industrial pro...



9:03 AM

5/27/2025



https://www.msema.org/about/about-mema/response/procurement



## Forms

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## Procurement

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## WEBEOC

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## Recovery

- [RFx 3160007326 – District 3 Hazard Mitigation Plan Update](#)
  - [RFx 3160007326 – Amendment 1 QA District 3 Mitigation](#)
- [RFx 3160007351 – SELOC Perimeter Fence Construction](#)
- [RFx 3160007342 – District 5 Mitigation Plans Update](#)
  - [RFx 3160007342 – District 5 Mitigation Amendment 1](#)



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8:50 AM  
5/27/2025



Set as your default browser and pin it to your taskbar

Set as default

3160007342

Dept/Agency:

Rfx Type:



CANCEL

CLEAR

SEARCH

	Smart Number	Rfx Number	Description	Status	Advertised
CY MANAGEMENT AGENCY	<a href="#">1741-25-R-IFBD-00005-V02</a>	<a href="#">3160007342</a>	Major Procurement PERSONNEL SERVICES NON-IT  Rfx 3160007342 is an Invitation for Bids for the update of D...  <a href="#">Attachment - Amendment 1 QA District 5</a> <a href="#">Attachment - IFB Dist 5 Solicitation</a> <a href="#">Attachment - Notice of Intent to Award</a>	Closed	05/06/2025



# IFB RFx No. 3160007342- Dist. 5 MS Hazard Mitigation Plan Update-- NOTICE OF INTEN...



Teselyn Funches <Teselyn.Funches@centurion-solutions.com>

To ● Maria Martinez; ● OSSS

Cc ● dcjackson@centurion-solutions.com



Reply



Reply All



Forward



Tue 7/22/2025 6:59 PM



This message was sent with High importance.

If there are problems with how this message is displayed, click here to view it in a web browser.

Good evening,

Please follow the link below to the Notice of Intent to Award. **Download or print a copy for your records** as the website availability may change. The agency will post the procurement file soon. You may check the agency website beginning Wednesday for updates. Please let me know if you cannot retrieve the documents from this link.

[MEMA Notice of Intent to Award 3160007326 Hazard Mitigation Dist 5.FINAL .pdf](#)

Thank you again for your submission. Please consider responding to future opportunities.

Tess



Teselyn Funches <Teselyn.Funches@dfa.ms.g

To ● mezell@cmpdd.org; ● mmonk@cmpdd.org; ● dewade@cmpdd.org



↩ Reply

↩ Reply All

➡ Forward



Tue 7/22/2025 7:05 PM



This message was sent with High importance.

If there are problems with how this message is displayed, click here to view it in a web browser.

Good evening,

Please follow the link below to the Notice of Intent to Award. **Download or print a copy for your records** as the website availability may change. The agency will post the procurement file soon. You may check the agency website beginning Wednesday for updates. Please let me know if you cannot retrieve the documents from this link.

[MEMA Notice of Intent to Award 3160007326 Hazard Mitigation Dist 5.FINAL .pdf](#)

Thank you again for your submission. Please consider responding to future opportunities.



*Teselyn Melton Funches, JD, CMPA*

*Deputy Director*

*Office of Statewide Strategic Sourcing (OSSS)*

601-359-5286



## Dist. 5 Hazard Mitigation RFX#3160007342 NOTICE OF INTENT TO AWARD



Teselyn Funches <Teselyn.Funches@dfa.ms.g

To ● leads@wittobriens.com; ● Ebuchanan@wittobriens.com; ● librown@wittobriens.com;

● saskew@wittobriens.com



Reply



Reply All



Forward



Tue 7/22/2025 7:10 PM



This message was sent with High importance.

If there are problems with how this message is displayed, click here to view it in a web browser.

Good evening,

**CONGRATULATIONS!** Please follow the link below to the Notice of Intent to Award. **Download or print a copy for your records** as the website availability may change. The agency will post the procurement file soon. You may check the agency website beginning Wednesday for updates. Please let me know if you cannot retrieve the documents from this link.

[MEMA Notice of Intent to Award 3160007326 Hazard Mitigation Dist 5.FINAL .pdf](#)

MEMA looks forward to working with you soon. I will be in touch regarding any next steps. In the meantime, if you have any questions, please call or email.

Tess

ABOUT

[About MEMA](#)

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[Response](#)

[Emergency Management Assistance Compact](#)

[SMAC Agreement](#)

[Forms](#)

[Procurement](#)

[WEBEOC](#)

[Recovery](#)

[Mitigation](#)

Amendments may be issued at any time. It is the responsibility of the supplier/offer to routinely procurement amendments. It is a requirement of each RFP that you include a signed amendment. If you have questions regarding an amendment/clarification, please refer to the specific RFP for contact information.

## Contract Award Notices

- [Contract 8200081219 – Witt O’Brien’s Contract Award](#)

## Request for Qualifications

None at the time.

## Invitation for Bids (IFB)

- [RFx 3160007326 – District 3 Hazard Mitigation Plan Update](#)
  - [RFx 3160007326 – Amendment 1 QA District 3 Mitigation](#)
- [RFx 3160007351 – SELOC Perimeter Fence Construction](#)
  - [RFx 3160007351 – Amendment 1 Q & A](#)
  - [Amendment 2 SELOC Fence Site Show](#)
- [RFx 3160007342 – District 5 Mitigation Plans Update](#)
  - [RFx 3160007342 – District 5 Mitigation Amendment 1](#)

## Notice of Cancellation

None at the time.

## Notice of Award

[RFx 3160007326 – District 3 Mitigation Notice of Intent to Award](#)

[RFx 3160007351 – SELOC Perimeter Fence Construction Notice of Intent to Award](#)

[RFx 3160007342 – District 5 Mitigation Notice of Intent to Award](#)

Google Chrome isn't your default browser [Set as default](#)

# Procurement Opportunity And Public Notification Search

Search for Bid Opportunities and Public Notifications (Sole Source, Intent to Award, and Protective Order Request) using **Keyword** or **Advanced Search Options**. State Government Bid Opportunities will be posted to this page as defined by State Law. Sole Source, Intent to Award, and Protective Order Request notifications are not bid opportunities, but are posted in accordance with State Law to provide transparency to the public.

[SEARCH](#)

[ADVANCED SEARCH OPTIONS](#)

Agency	Smart Number	RFx Number	Description	Status	Advertised Date	Subr
MS EMERGENCY MANAGEMENT AGENCY	<a href="#">1741-25-R-IFBD-00005</a>	<a href="#">3160007342</a>	Major Procurement PERSONNEL SERVICES NON-IT  RFx 3160007342 is an Invitation for Bids for the update of D...  <a href="#">Attachment - IFB Dist 5 Solicitation</a>	Open	05/06/2025	06/12





[Home](#) > [About](#) > [About Mema](#) > [Response](#) > [Procurement](#)

**ABOUT**

About MEMA

Preparedness

Response

Emergency  
Management  
Assistance Compact

SMAC Agreement

Amendments may be issued at any time. It is the responsibility of the supplier/offer to routinely check the MEMA procurement amendments. It is a requirement of each RFP that you include a signed amendment form with your have questions regarding an amendment/clarification, please refer to the specific RFP for contact information.

**Contract Award Notices**

- [Contract 8200066338 - Tetra Tech Contract Renew Award](#)
- [Contract 8200066229 - TF Rankin Contract Renew Award](#)
- [Contract 8200066240 - Postlethwaite & Netterville Contract Renew Award](#)

**Request for Qualifications**

None at the time.

**Invitation for Bids (IFB)**

- [RFx 3160007326 - District 3 Hazard Mitigation Plan Update](#)
- [RFx 3160007351 - SELOC Perimeter Fence Construction](#)
- [RFx 3160007342 - District 5 Mitigation Plans Update](#)



# Michael Watson

## SECRETARY OF STATE

This is not an official certificate of good standing.

### Name History

Name	Name Type
Witt O'Brien's, LLC	Legal
Witt Group Holdings, LLC	Previous Legal

### Business Information

<b>Business Type:</b>	Limited Liability Company
<b>Business ID:</b>	968971
<b>Status:</b>	Good Standing
<b>Effective Date:</b>	07/14/2010
<b>State of Incorporation:</b>	DE
<b>Principal Office Address:</b>	818 TOWN & COUNTRY BLVD., SUITE 200 HOUSTON, TX 77024

### Registered Agent

<b>Name</b>
National Registered Agents, Inc. 645 LAKELAND EAST DRIVE, Suite 101 FLOWOOD, MS 39232

### Officers & Directors

Name	Title
GUILHERME BORLENGHI 818 TOWN & COUNTRY BLVD., SUITE 200 HOUSTON, TX 77024	Manager
THIAGO DA COSTA SILVA 818 TOWN & COUNTRY BLVD., SUITE 200	Manager

HOUSTON, TX 77024

GREGORY FENTON  
818 TOWN & COUNTRY BLVD., SUITE 200  
HOUSTON, TX 77024      Manager, Other

CHERYL JOINER  
818 TOWN & COUNTRY BLVD., SUITE  
#200  
HOUSTON, TX 77024      Other

MICHELLE PASHKO  
818 TOWN & COUNTRY BLVD., SUITE 200  
HOUSTON, TX 77024      Other

IFB #3160007342 | JUNE 12, 2025 - ELECTRONIC

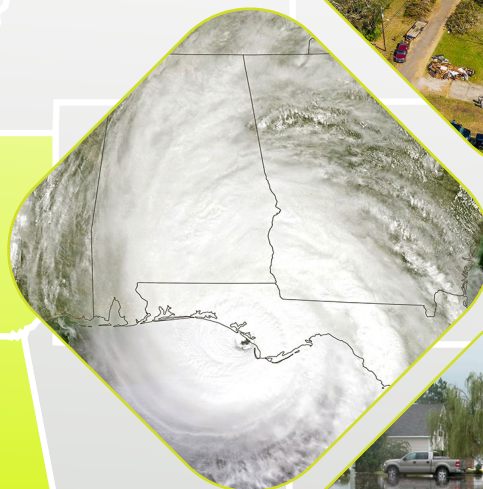
# A Proposal for the Mississippi Emergency Management Agency (MEMA)

**ambipar**<sup>a</sup>

WITT O'BRIEN'S

[wittobriens.com](http://wittobriens.com)

# District 5 Hazard Mitigation Plan Update





## COVER PAGE

Proposal in Response to IFB #3160007342  
District 5 Hazard Mitigation Plan Update

**Submitted to:**

Teselyn Melton Funches, JD, CMPA  
Deputy Director  
Office of Statewide Strategic Sourcing (OSSS)  
501 North West Street, Suite 1301 C  
Jackson, MS 39201  
Phone: (601) 359-5286  
Email: [oss@dfa.ms.gov](mailto:oss@dfa.ms.gov)

**Prime Vendor:**

Witt O'Brien's, LLC  
818 Town & Country Blvd.  
Suite 200, Houston, TX 77024  
(281) 320-9796 | [www.wittobriens.com](http://www.wittobriens.com)

**Contact for Proposal Correspondence:**

If you have any questions about our proposal or require additional information about our services or firm, please contact our proposed Project Executive—Erin Buchanan, CFM—at (615) 972-1414 or [ebuchanan@wittobriens.com](mailto:ebuchanan@wittobriens.com) with a copy to [contractrequests@wittobriens.com](mailto:contractrequests@wittobriens.com).

**Submittal Deadline:**

June 12, 2025

Witt O'Brien's reserves the right to negotiate terms and conditions applicable to any final agreement and, if selected, will negotiate in good faith with the Mississippi Emergency Management Agency (MEMA) to enter into a mutually agreeable formal written agreement.



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WITT O'BRIEN'S

## COVER LETTER

June 12, 2025

Teselyn Melton Funches, JD, CMPA  
Deputy Director  
Office of Statewide Strategic Sourcing (OSSS)  
501 North West Street, Suite 1301 C  
Jackson, MS 39201  
Phone: (601) 359-5286  
Email: [osss@dfa.ms.gov](mailto:osss@dfa.ms.gov)

### **RE: District 5 Hazard Mitigation Plan Update, IFB #3160007342**

Dear Ms. Funches and Members of the Selection Committee:

Witt O'Brien's, LLC is pleased to submit this proposal to the Mississippi Emergency Management Agency (MEMA) to update your current Hazard Mitigation Plan (HMP) for District 5. In partnership with MEMA and other jurisdictions, we will present a succinct, clear, and actionable HMP that will achieve the objectives defined by this IFB and fulfill Federal, state, and local requirements—thereby directly improving your community's resilience. As natural, technological, and human-caused emergencies become more extreme and destructive, governments, businesses, and citizens worldwide need to find ways to be more resilient in the face of increasing impacts. Witt O'Brien's offers MEMA the needed expertise which includes:

- Key staff with decades of natural and human-caused hazard planning, grants management, project management, and technical experience under the full suite of FEMA grant programs.
- A partnership, built on collaboration, to achieve your desired outcomes. We set communities up to succeed—from Day 1, our focus is on building your capabilities. We tailor our decades of experience and knowledge to effectively support your team.
- A fresh perspective. We'll review your needs through a new lens, with deep local, state, and Federal-level understanding of best practices.

Just like our successful simultaneous update of the MEMA District 2 and 6 plans, we are thrilled to leverage our team's efficiencies for the simultaneous update of the District 3 and District 5 plans. We commit to dedicating our core team to work hand-in-hand with MEMA staff to provide a nuanced and comprehensive mitigation process, drawing on our seasoned planning experts to enhance the final product. To that end, we are well-positioned to provide MEMA with a plan that not only meets, but exceeds, regulatory requirements.

We recognize that the start of 2025 has brought with it policy changes that directly impact FEMA requirements. With Witt O'Brien's, you'll have access to consultants at the forefront of policy decisions, offering deep insights, informed by both past experience and a thorough understanding of the current regulatory landscape. We have always prided ourselves on our ability to both create a meaningful and actionable plan, tailored to the needs of your community, while also hitting the regulatory compliance requirements that maintain your eligibility to receive future grant funding.



## WITT O'BRIEN'S

We appreciate your time and consideration of our proposal. Witt O'Brien's reserves the right to negotiate terms and conditions applicable to any final agreement and, if selected, will negotiate in good faith with MEMA to enter into a mutually agreeable formal written agreement.

If you have any questions about our proposal, please contact our proposed Project Executive—Erin Buchanan, CFM—at (615) 972-1414 or [ebuchanan@wittobriens.com](mailto:ebuchanan@wittobriens.com) with a copy to [contractrequests@wittobriens.com](mailto:contractrequests@wittobriens.com).

Respectfully,  
Witt O'Brien's, LLC

*Cheryl Joiner*  
Cheryl Déillieu Joiner, CPCM  
Director of Contracts & Compliance

## 1. BID COVER SHEET (ATTACHMENT A)

DocuSign Envelope ID: F3DA9665-8177-4B45-90B3-9879E1CB6E90

### Attachment A

### BID COVER SHEET

Bids must be submitted as listed below on or before 1:00 PM CST, June 12, 2025.

PLEASE MARK YOUR ENVELOPE:

IFB for District 5 Hazard Mitigation Plan Update  
IFB RFx Number 3160007342  
Opening Date: 1:00 PM CST, June 12, 2025  
Mississippi Department of Finance and Administration  
Attention: Teselyn Funches, Bid Coordinator  
501 North West Street, Suite 1301 C OR Post Office Box 2067 (Suite 1301 C)  
Jackson, Mississippi 39201 Jackson, Mississippi 39205  
SEALED BID – DO NOT OPEN SEALED BID – DO NOT OPEN

Name of Company: Witt O'Brien's, LLC

Quoted By: Cheryl Detillieu Joiner, CPCM

Signature: Cheryl Joiner

Address: 818 Town & Country Blvd., Suite 200

City/State/Zip: Houston, TX 77024-4564

Telephone: 281-320-9796

Fax Number: 281-320-9700

E-Mail Address: contractrequests@wittobriens.com

Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB: Cheryl Detillieu Joiner, CPCM 281-320-9796

In addition to providing the above contact information, please answer the following questions regarding your company:

What year was your company started? \_\_\_\_\_

**In addition to providing the above contact information, please answer the following questions regarding your company:**

**What year was your company started?**

Witt O'Brien's was initially established in 2009 as Witt Holding Group, LLC, through a merger between O'Brien's Response Management, Inc. (founded in 1983) and Witt Associates (founded in 2001). The name was formally changed to Witt O'Brien's, LLC in 2012. In 2022, Witt O'Brien's was acquired by Ambipar Holding USA, Inc (Ambipar). Ambipar is a leading global emergency response and environmental solutions company with operations in 40 countries, 7 continents, and 400+ locations.

**How many years has the firm been in the business of performing the services called for in this IFB?**

Twenty-four years. Since our founding, Witt O'Brien's has been the leading public safety and crisis management firm in the U.S. We have worked on and supported community recovery following many of the nation's most destructive and costly disasters in recent history. We are experts in emergency and crisis management—surpassing client expectations as demonstrated on prior obligations in the magnitude of public safety, hazard mitigation, planning, and floodplain management issues. We propose leading hazard mitigation personnel to update your District 5 multi-jurisdictional HMP that will satisfy the requirements of the Local Mitigation Plan Review Guide, which is the most recent and relevant guidance.

**Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation.**

Witt O'Brien's has a corporate headquarters at 818 Town & Country Blvd., Suite 200, Houston, TX 77024. Witt O'Brien's was incorporated in the State of Delaware (County: Kent).

**If your company is not physically located within the vicinity, how will you supply hazard mitigation services to the agency?**

Our firm has transitioned to a virtual work model and the majority of our resources work remotely. This allows us to hire the best, most experienced staff nationwide. We have team members located throughout the region and will be present for any on-site meetings at MEMA's discretion. We are also able to provide mitigation planning coordination through a virtual environment which allows for greater flexibility with meeting schedules.

We utilize secure online document-sharing capabilities—through SharePoint, OneDrive, Dropbox, MS Teams, and ArcGIS Online—which will allow for easy plan reviews and document-sharing capabilities from members of the MEMA District 5 and Witt O'Brien's teams.

Much of our business centers on providing response and recovery services during and following major disasters so we are accustomed to project management, communication, and accountability under adverse conditions. Moreover, many of our preparedness staff and consultants operate out of virtual offices, meaning that even during normal operations our resources are equipped with necessary hardware, software, and redundant communications.

**Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms.**

Witt O'Brien's is not currently for sale or involved in any transaction to expand or become acquired by another business entity. Witt O'Brien's is a dynamic corporation, and as such, all organizational structure is subject to change.

**Is your company licensed and/or certified to provide hazard mitigation services as required by any and all applicable Federal and State Law(s)?**

Licenses and certifications are not required for this scope of work (SOW). Witt O'Brien's provides FEMA-complaint HMPs as required by 44 CFR Part 201. However, our proposed team includes Certified Floodplain Managers (CFMs) and our proposed GIS specialists are GIS-Certified.

**List all licenses or permits your company possesses that are applicable to performing the services required in the IFB.**

Witt O'Brien's has all software licenses necessary for plan completion, including Hazus and GIS software. Permits are not necessary for this SOW.

**For how many customers has your company provided hazard mitigation services in the past two years?**

In the past two years, we have provided hazard mitigation services to 20 clients. We currently support the U.S. Virgin Islands (USVI) with mitigation project assistance, and we supported the California State University system with their inaugural Hazard Vulnerability and Risk Assessment. We have at least 15 local-level clients for whom we regularly provide mitigation planning and mitigation project assistance.

**What is the largest customer your company has provided hazard mitigation services for in the past two years?**

The Government of the USVI is the largest customer to whom Witt O'Brien's has provided hazard mitigation services in the past two years. We currently support the Territory with mitigation technical assistance.

In addition to the USVI and during the last two years, we have supported multiple state-level mitigation plans including the previous Mississippi Hazard Identification and Risk Assessment. We have also supported the Commonwealth of Virginia's Department of Emergency Management's HMP; multiple HMPs for the State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness; and several large state university HMPs including the California State University Hazard Vulnerability and Risk Assessment, the University of Minnesota, and the University of Texas Medical Branch at Galveston.

**Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff?****Overview of Services**

Witt O'Brien's has been performing the services identified in this RFP since 2001. We are the leading experts in emergency and crisis management—surpassing client expectations as demonstrated on prior obligations in the magnitude of public safety, hazard mitigation, planning, and floodplain management issues. We propose leading hazard mitigation personnel to update your District 5 multi-jurisdictional HMP that will satisfy the requirements of the Local Mitigation Planning Policy Guide (FP-206-21-0002), which is the most recent and relevant guidance. Our extensive experience and insights are valuable assets to our clients.

**Witt O'Brien's offers the following to MEMA District 5:**

- Extensive experience with hazard mitigation planning and risk assessments at all levels, including both development and Federal review processes.
- Expertise in project tracking, administration, and management, ensuring that all projects are completed on time and on budget.

- In-house GIS services for hazard mapping.
- Innovative and inclusive public outreach strategies.
- Decades of experience with FEMA/state agency coordination.
- Out-of-the-box thinking, program flexibility, and the development of collaborative solutions to resolve the unique issues of each of our clients.
- Unparalleled experience assisting state agencies, universities, and local governments with the FEMA Public Assistance (PA) and Hazard Mitigation Assistance (HMA) programs and disaster recovery. Examples include the aforementioned USVI's recovery efforts from Hurricanes Irma and Maria; the State of Louisiana's Hurricane Katrina, Rita, Gustav, Ike, and Isaac recovery efforts; Hurricanes Ike and Harvey in Texas; the 2011 tornadoes impacting Joplin, Missouri; the 2011 flooding in the Souris River Basin (North Dakota); Hurricane Sandy recovery for the State of New Jersey; the Hurricane Matthew efforts for the City of Savannah, GA; and debris monitoring and FEMA PA recovery efforts for the City of Atlanta following Hurricane Irma. Many of these recovery efforts continue to the present day.
- Experienced design, staffing, and implementation of long-term recovery planning and coordination efforts for multiple states as well as local jurisdictions.
- Support capabilities that extend to multiple states or multiple events. We have supported as many as eight concurrent client deployments with expert personnel.

## 2. BID FORM (ATTACHMENT B)

Docusign Envelope ID: C68EDCB6-5B11-4871-8AF9-082EB7C40820

### Attachment B

#### BID FORM

Company	Contact Person	Telephone Number
Witt O'Brien's, LLC	Cheryl Detillieu Joiner	281-320-9796

The maximum contract price for the update of District 5 Hazard Mitigation Plans shall be all inclusive. The "all-inclusive" price shall include all associated costs with no additional or hidden fees. **Bidder shall also submit a Cost Analysis and Breakdown Sheet** detailing all professional fees and expenses in a manner that supports the total maximum contract price submitted. **The contract award will be based solely on the maximum contract price submitted below. The Cost Analysis and Breakdown Sheet will be considered Attachment A with the contract.**

The awarded Contractor will be required to submit detailed invoices describing services completed for the invoice period. Payment will be made in arrears (after the services have been provided) at the amount, and interval (i.e., monthly, quarterly, etc.) as agreed upon by the awarded contractor and MEMA prior to submission to PPRB for contract approval. At no time shall the contract exceed the Maximum Contract Price per year listed below.

**Total all-inclusive Maximum Contract Price:** \$88,462 / YEAR

**\*\*Bidder must submit a price per year. The initial contract term will be one year. MEMA, at its sole discretion, may amend this contract and renew it for three (3) periods of twelve (12) months each under the same or amended terms and conditions as the original contract. \*\***

By signing below, the company Representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the Invitation for Bids and Attachments thereto;
2. That the company meets all requirements and acknowledges all certifications contained in the Invitation for Bids and Attachments thereto;
3. That the company agrees to all provisions of the Invitation for Bids and Attachments thereto including, but not limited to, the required contract clauses (Attachment E);
4. That the company will perform the services required at the prices quoted above;
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date;



Docusign Envelope ID: C68EDCB6-5B11-4871-8AF9-082EB7C40820

6. The Contractor represents that its workers are licensed, certified, and possess the requisite credentials to construct the fencing; and,
7. **NON-DEBARMENT:** By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.
8. **INDEPENDENT PRICE DETERMINATION:** By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other [bidder, offeror] or competitor for the purpose of restricting competition.
9. **OFFEROR'S REPRESENTATION REGARDING CONTINGENT FEES:** By responding to the solicitation the offeror represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the offeror cannot make such a representation, a full and complete explanation shall be submitted in writing with the offeror's response.
10. **REPRESENTATION REGARDING GRATUITIES:** Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MEMA a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of MEMA has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.
11. **Release if Bid as Public Record.** Bidder shall acknowledge which of the following statements is applicable regarding release of its bid as a public record. A bidder may be deemed non-responsive if the bidder does not acknowledge either statement, acknowledges both statements, or fails to comply with the requirements of the statement acknowledged. Choose one:

☒ Along with a complete copy of its bid, bidder has submitted a second copy of the bid in which all information bidder deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Bidder acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR Rules and Regulations if MEMA or the Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the bid which are not subject to Miss.

Docusign Envelope ID: C68EDCB6-5B11-4871-8AF9-082EB7C40820

Code Ann. §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Bidder acknowledges and agrees that MEMA may release the redacted copy of the bid at any time as a public record without further notice to bidder. A bidder who selects this option but fails to submit a redacted copy of its bid may be deemed non-responsive.

\_\_\_\_ Bidder hereby certifies that the complete unredacted copy of its bid may be released as a public record by MEMA at any time without notice to bidder. The bid contains no information bidder deems to be confidential commercial and financial information and/or trade secrets in accordance with Miss. Code Ann. §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. *Bidder explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce its bid as provided in Miss. Code Ann. § 25-61-9(1)(a).* A bidder who selects this option but submits a redacted copy of its bid may be deemed non-responsive.

**Company Name:** Witt O'Brien's, LLC

**Printed Name of Representative:** Cheryl Joiner

**Date:** 06/10/2025

**Signature:** Cheryl Joiner

**Note:** Failure to sign the bid form may result in the bid being rejected as non-responsive. Modifications or additions to any portion of this bid document may be cause for rejection of the bid.

## PRICING SUMMARY

Task	Pricing
Task 1: PLANNING PROCESS	\$9,978
Task 2: RISK ASSESSMENT (HAZARD IDENTIFICATION AND VULNERABILITY)	\$36,025
Task 3: MULTIPLE HAZARD MITIGATION STRATEGY	\$20,650
Task 4: HAZARD MITIGATION PLAN MAINTENANCE PROCESS UPDATES NEEDED	\$5,025
Task 5: HAZARD MITIGATION PLAN ADOPTION AND APPROVAL UPDATES NEEDED	\$5,178
Task 6: FEMA REVIEW	\$3,125
Task 7: SUBMIT FINAL UPDATED, ADOPTED REGIONAL PLAN TO FEMA	\$3,600
Other Direct Costs (meeting handouts/materials, etc.)	\$505
Travel	\$4,376
<b>TOTAL OVERALL</b>	<b>\$88,462</b>

### 3. REFERENCES (ATTACHMENT C)

#### Attachment C

#### REFERENCES

Bidder may submit as many references as desired by submitting as many additional copies of Attachment C, References, as deemed necessary. References will be contacted in the order listed until two references have been interviewed and Reference Score Sheets completed for each of the two references. No further references will be contacted; however, bidders are encouraged to submit additional references to ensure that at least two references are available for interview. Agency staff must be able to contact two references within two (2) business days of bid opening or 48 hours of initial contact.

##### REFERENCE 1

**Name of Company:** University of Texas Medical Branch (UTMB) at Galveston  
**Dates of Service:** 2008 – Present  
**Contact Person:** Steven LeBlanc, PE, MBA, CHFM, VP Business Operations & Facilities  
**Address:** 301 8th St.  
**City/State/Zip:** Galveston, TX 77555  
**Telephone Number:** (409) 772-4040  
**Cell Number:** ----  
**E-mail:** sjleblanc@utmb.edu  
**Alternative Contact Person (optional):** ---  
**Telephone Number:** ----  
**Cell Number:** -----  
**E-mail:** ---

##### REFERENCE 2

**Name of Company:** Mississippi Emergency Management Agency  
**Dates of Service:** District 7: 2022 – 2024, Districts 2 and 6: 2021 - 2022, Districts 4 and 8: 2019 - 2020  
**Contact Person:** Frank Hill, Mitigation Plans Bureau Director  
**Address:** 1 MEMA Drive  
**City/State/Zip:** Pearl, MS 39208  
**Telephone Number:** (601) 933-6613  
**Cell Number:** (769) 777-8233  
**E-mail:** fhill@mema.ms.gov  
**Alternative Contact Person (optional):** ---  
**Telephone Number:** ----  
**Cell Number:** -----  
**E-mail:** ----

**REFERENCE 3**

**Name of Company:** Northampton County, PA - Northampton County Emergency Management Services  
**Dates of Service:** 2023-2024  
**Contact Person:** Thomas Guth, Hazard Mitigation / Disaster Recovery Manager  
**Address:** 100 Gracedale Ave  
**City/State/Zip:** Nazareth, PA 18064  
**Telephone Number:** (610) 746-3194 x3228  
**Cell Number:** -----  
**E-mail:** tguth@ncem-pa.org  
**Alternative Contact Person (optional):** -----  
**Telephone Number:** -----  
**Cell Number:** -----  
**E-mail:** -----

**REFERENCE 4**

**Name of Company:** Dickinson County, IA  
**Dates of Service:** 2023 - Present  
**Contact Person:** Michael Ehret  
**Address:** 1802 Hill Ave  
**City/State/Zip:** Spirit Lake, IA 51360  
**Telephone Number:** (712) 336-3987  
**Cell Number:** ---  
**E-mail:** mike@dcem.us  
**Alternative Contact Person (optional):** ---  
**Telephone Number:** ---  
**Cell Number:** ---  
**E-mail:** ---

**REFERENCE 5**

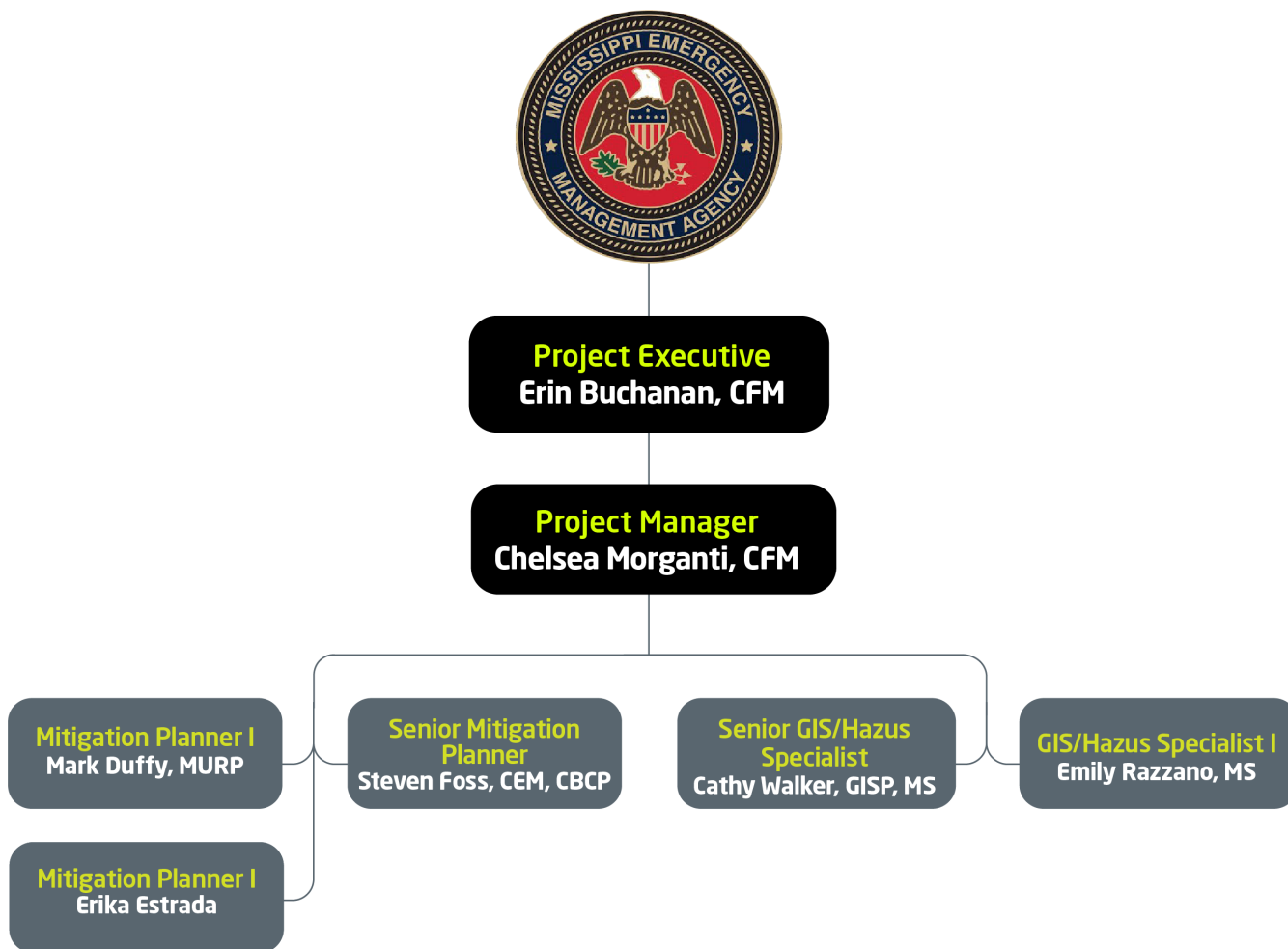
**Name of Company:** The County of Fresno  
**Dates of Service:** 2023 - 2025  
**Contact Person:** Terri Mejorado, Emergency Manager  
**Address:** 1221 Fulton St  
**City/State/Zip:** Fresno, CA 93721  
**Telephone Number:** (559) 600-4065  
**Cell Number:** ---  
**E-mail:** tmejorado@fresnocountyca.gov  
**Alternative Contact Person (optional):** ---  
**Telephone Number:** ---  
**Cell Number:** ---  
**E-mail:** ---

## 4. QUALIFICATIONS OF PROPOSED PERSONNEL

We are fully prepared to allocate the required personnel and provide detail-oriented project management support for all work required by MEMA. Our professionals will schedule and facilitate meetings; prepare and present agendas and other meeting materials; coordinate a public outreach strategy that targets your diverse population; and represent MEMA, as needed, at meetings with FEMA.

Our work will be guided by our proposed Project Manager—Chelsea Morganti, CFM. Her knowledge and understanding will ensure our work meets MEMA's needs as well as state and Federal requirements. Our proposed Project Executive—Erin Buchanan, CFM—will ensure Chelsea receives all the support needed from her assigned staff, and, if needed, supplementary resources and support from across the Witt O'Brien's team. Our organizational structure is presented in **Exhibit 1** below.

**Exhibit 1: Organizational Chart**





### **Erin Buchanan, CFM – Project Executive**

Erin has more than 18 years of hazard mitigation experience, including mitigation planning, project and application development, grants management, and financial data management. Erin has led the development of HMPs for state and local government agencies and large universities. As part of her role, Erin supports communities by connecting hazard mitigation planning to project and application development. She has successfully led the development of numerous Hazard Mitigation Assistance (HMA) projects of all types and has *helped clients manage more than \$3.5 million in mitigation funding strategies.*



### **Chelsea Morganti, CFM – Project Manager**

Chelsea has 10 years of experience as a public servant with a focus in hazard mitigation, grants and project management, community assistance, and program implementation. She served as the State Hazard Mitigation Officer for New Mexico for three of her six years with the State. She joined Witt O'Brien's in 2022 and was promoted to Director of Hazard Mitigation in 2023. Chelsea has led the development and overseen the completion of over 125 HMPs and projects for state; local; and tribal governments as well as large universities, quasi-governmental entities, and special districts through FEMA closeout.



### **Mark Duffy, MURP – Mitigation Planner I**

Mark is an experienced planning and disaster recovery professional who has worked extensively with FEMA. He has played a pivotal role in developing and reviewing HMPs, grant applications, and compliance strategies for a diverse range of jurisdictions nationwide including Polk County, IA; Fresno County, CA; Montgomery County, MD; the Lehigh Valley in eastern Pennsylvania; and many others. Mark has also supported programs under the U.S. Treasury and the National Parks Service. Mark's expertise is further supported by an array of FEMA certifications covering unified HMA, emergency management fundamentals, and hazard-specific practices. He holds a Master of Urban and Regional Planning from the University of Colorado Denver and a Bachelor of Arts in Political Science from Simpson College, supplemented by international coursework at the University of Adelaide.



### **Erika Estrada – Mitigation Planner I**

Erika has six years of experience as a mitigation planner and emergency management specialist. Prior to joining Witt O'Brien's, Erika supported the Washington State Department of Health's Office of Resiliency through public health community preparedness and community resilience programs. Erika incorporated equity into public health emergency preparedness and planning. She also helped create a Public Health Disaster Risk Assessment Tool with the University of Washington.



### **Steven Foss, CEM, CBCP – Senior Mitigation Planner**

Steven has more than 11 years of experience in emergency management, risk management, mitigation planning, homeland security, business continuity, and public health preparedness. His expertise includes project management; planning; facilitation; and evaluation related to diverse topics including catastrophic incidents, mission-ready packages, mass care, and evacuation. He joined Witt O'Brien's in 2021 as a Senior Planner. His areas of focus are conducting training and planning exercises related to

disaster preparedness and developing FEMA-compliant HMPs. He routinely coordinates and assists clients with developing Emergency Operations Plans (EOPs), Multi-Hazard Functional and Hazard Annexes, Pre-Disaster Recovery Plans, and/or other planning and procedure documents in accordance with Federal and state requirements.



### **Cathy Walker, GISP, MS – Senior GIS/Hazus Specialist**

Cathy is a GIS expert with 15 years of experience using and teaching GIS technology. Cathy brings experience providing GIS analysis, mapping, and risk analysis products for emergency management and performs Enhanced (Level 2) Hazus-MH modeling for earthquakes, floods, and hurricanes.



### **Emily Razzano, MS – GIS/Hazus Specialist I**

Emily has four years of professional experience as a State-level GIS Manager and Analyst. Prior to joining Witt O'Brien's, Emily was the GIS Manager for the State of South Carolina Military Department, Emergency Management Division. She worked in the State Emergency Operations Center (EOC) providing GIS assistance during emergency activations and exercises. Emily also served as the Integrated Training Area Management (ITAM) and Environmental GIS Analyst supporting the Environmental Division and Sustainable Range Program for the South Carolina National Guard. She provided GIS expertise and authoritative standardized spatial information; products; and services for the execution of the conservation, compliance, training missions, and strategies on military ranges.



## 5. APPROACH TO THE SCOPE OF WORK

Mitigation planning is a core practice area for Witt O'Brien's—we provide mitigation planning services for cities, counties, schools, special districts/quasi-governmental entities, and tribal nations throughout the country. Since the previous version of the District 5 HMP was adopted, new hazards—such as pandemics—have increased in awareness, while existing hazards—such as extreme temperatures, drought, and wildfires—are becoming increasingly concerning.

Our team's approach to supporting MEMA's planning needs is a time-tested framework for producing compliant, actionable plans. Our planning process is consistent with the four core phases of hazard mitigation planning (see **Exhibit 2** below) as promoted by FEMA. We will ensure full compliance with all requirements and recommendations of the Disaster Mitigation Act of 2000 (DMA2K); 44 CFR 201.6; the new Local Mitigation Planning Policy Guide; as well as applicable state regulations, policies, and practices. Our approach will ensure rapid FEMA approval, allowing MEMA to focus on implementation of the plan, rather than defending it.

**Exhibit 2: Witt O'Brien's Core Phases of Hazard Mitigation Planning**



In accordance with the new Local Mitigation Planning Policy Guide (FP-206-21-0002), we support a local mitigation planning process that will accomplish the stated goals of:

- Creating a shared vocabulary to communicate information regarding risks and find opportunities to build community-wide resilience.
- Coordinate investments in mitigation to reduce risk.
- Make mitigation investment standard practice.



### **PHASE 1 – Establish Planning Processes & Resources**

The success of a plan update requires a clear and complete process and an aggressive initial engagement. To that end, we put a great deal of effort and forethought into the initial planning and management phase. This sets the stage for robust, transparent communication; mutually understood and agreed-to expectations; and a generally positive and personable relationship. We will also facilitate clear lines of communication and set reasonable expectations.

We will organize the required resources to ensure the final HMP is both responsive and tailored to MEMA's needs. Our methodology and project approach incorporates your feedback and other stakeholders while ensuring full regulatory compliance. The time we invest upfront—reviewing existing plans, standard operating procedures (SOPs or SOGs) and policies, your community's disaster history, and any applicable State-wide plans or regulations—enables us to develop a productive working strategy that maximizes the input of your staff while minimizing disruption to your day-to-day work. It also allows us to get to know the issues, vulnerabilities, and unique difficulties *you* face.

## Project Management

Upon execution of the contract, our proposed Project Manager—Chelsea Morganti, CFM—will schedule a virtual kick-off meeting with MEMA staff to validate all terms and requirements related to scope, schedule, and budget; validate a common understanding of expectations for personnel and deliverables; and set forth communications protocols and expectations between MEMA and Witt O'Brien's. This ensures your staff and ours have a clear and common understanding of the steps in the mitigation planning process, including what documentation and information are needed to meet MEMA and FEMA requirements.

Following this kick-off meeting, Chelsea will conduct an internal kick-off meeting with assigned Witt O'Brien's project staff to ensure their full understanding of their project roles, responsibilities, reporting protocols, and objectives.

The outcomes of the kick-off meetings will be documented in our Project Management Plan (PMP) which will serve as the roadmap for our management of the project. The PMP will identify high-level activities, deliverables, schedules, key milestones, and the staffing plan. The plan will provide the basis for monitoring, controlling, and reporting on the work including the comparison of planned vs. actual schedule and costs, work accomplishment, and product delivery.

We know getting the right participants involved in the planning process is crucial to its success. To that end, we will assist MEMA staff in developing an initial list of entities and representatives that should be a part of the planning process. The formation of an HMP Team (HMPT) that includes relevant stakeholders helps build whole-community support and buy-in. The HMPT should also include representative members from other community agencies or departments; any quasi-governmental entities; Floodplain Managers; GIS Specialists; Building and Zoning Officials; neighboring universities and school districts; and possibly other Federal, state, and regional partners as identified. Coordination with these partners on key decision points in the process—where MEMA's or the HMPT's actions and/or approval will be needed—will be important to the project's success.

We build flexibility into every project to ensure we have the capability to fully achieve your objectives. We regularly provide high-quality support to numerous clients at once—addressing requests for PA program support, grants management support, and hazard mitigation services. We successfully support multiple clients concurrently with structured project management, expert staff, and excellent working relationships.

## Develop Community Engagement Plan

We recognize the importance of soliciting public opinion and input, as well as educating the public on the planning process. In our experience, clear goals that are agreed upon by the HMPT, MEMA, and the public provide a strong foundation for establishing mitigation goals.

### Key Elements of Establishing the Planning Process

- ✓ Project management kick-off meeting
- ✓ Establishing the timeline
- ✓ Establishing the HMPT
- ✓ Conducting stakeholder outreach
- ✓ Conducting the planning kick-off meeting
- ✓ Providing ongoing coordination
- ✓ Developing the Community Engagement Plan
- ✓ Collecting and reviewing data

To support the development of an HMP that benefits the whole community, we focus on thoughtful planning from the start to ensure that this process incorporates input from all sectors of the community. We will tailor the outreach strategy to meet your community's needs, providing those who wish to contribute feedback an opportunity to do so.

Public engagements during the planning process may include meetings; webinars; press releases; or surveys that can be distributed electronically, handed out during community events, or collected during public meetings. Whether utilizing social media campaigns, radio and/or print advertisements, prize or compensation incentives, or in-person meetings, we will ensure these engagements set the groundwork to facilitate meaningful discussions and gain community consensus. Workshops can be held either in person, virtually, or via a hybrid model to review the plan and collect feedback.

All public and stakeholder participation activities will be documented throughout the plan in accordance with 44 CFR §201.6(b). We will illustrate how the HMP is compliant through deliverables and in the Plan Review Tool (PRT).

### **Hazard Mitigation Planning Team Kick-off Meeting**

Once the HMPT has been established, we will prepare for and conduct an initial kick-off meeting to discuss:

- Plan update overview – provide a clear understanding of the steps in the mitigation planning process.
- A draft work plan and project schedule, including the dates of all required meetings.
- Any additional resources and/or reference materials required for the process.
- Reporting and documentation requirements needed to meet FEMA Region 4 and MEMA requirements.
- Expectations for the team as a planning body and the required level of involvement from each team participant.

We will prepare all materials to facilitate plan development meetings—including agendas, sign-in sheets, meeting notes, and minutes—and any documents for discussion. We will establish review and distribution timeframes, so HMPT members and other interested parties will receive pre-reads prior to scheduled meetings. Attendees and other interested parties will also receive meeting notes following each meeting. These notes will be included in the final project plan. The plan development process will be thoroughly documented in accordance with 44 CFR §201.6(c)(1).

### **Data- and Information-Gathering**

Reliable and well-sourced data is essential to an accurate HMP. We will utilize a comprehensive approach in reviewing existing relevant documents; data; and information provided by national-, state-, and regional-level datasets, and data from neighboring counties. As appropriate, we will also review



**"A successful planning effort includes active participation and buy-in from community leaders, stakeholders and the public".**

– FEMA's Local Mitigation Planning Policy Guide, 4.1 Element A

other relevant County and District-wide documents and datasets for incorporation—including general plans, capital improvement plans, the EOP, land-use plans, historic structures and asset registries, Floodplain Management Plans (FMPs), ordinances, SOPs and policies, as well as your area's disaster history and any other relevant documents or studies identified by the HMPT.

We take a community-based approach to hazard mitigation planning. It is our goal to help integrate mitigation into the full spectrum of community planning, so that jurisdictions are able to assess other planning efforts and align them with mitigation concepts and principles. This methodology stems from our involvement in mitigation planning, from the inception of the HMP program through pilot programs and implementation. Although *we tailor our planning and research approach* to match each client's needs, our processes match FEMA's recommendations for how communities should both conceptualize and implement hazard mitigation planning.

Throughout the process of meeting with the HMPT, collecting data and gathering information, reviewing existing plans and policies, and soliciting feedback and ideas from the public, we will document the actions taken and how the plan was developed. This will include incorporating meeting materials (e.g., agendas, notes, minutes, sign-in sheets), stakeholder comments, and public comments into the final HMP.

### Participant and Stakeholder Coordination

In alignment with the Local Mitigation Planning Policy Guide Element A2-a and 44 CFR §201.6(b)(2), we will make recommendations for stakeholder outreach to entities that support FEMA's Community Lifelines (see **Exhibit 3**) including representatives of local and regional agencies involved in hazard mitigation activities; agencies that have the authority to regulate development; neighboring communities; businesses, academia, and other private institutions; and nonprofit organizations that work directly with and/or provide support to underserved communities and socially vulnerable populations.

#### Exhibit 3: FEMA's Community Lifelines



As part of the new guidance from the Local Mitigation Planning Policy Guide Element A2-a, it may be helpful to reach out to private companies operating in your area for inclusion in the HMPT or as stakeholders, although not every entity that has data to contribute to the planning effort will want or need to be a fully participating entity. Stakeholder outreach is essential to collecting input, sharing resources, and establishing ties while respecting the needs and time of these contributors.

An integrated and holistic HMP that addresses issues faced by the whole community, while identifying differences where needed, creates a more actionable and easier-to-maintain document.

Throughout the planning, research, and draft phases of the project, we will meet consistently with stakeholders, technical experts, and department/organizational working groups. We will work in collaboration with MEMA to ensure proper documentation of this outreach and situational awareness of their participation is maintained at all times. We will also ensure the narrative of plan development and stakeholder inclusion is in accordance with 44 CFR §201.6(c)(1).

### **Capability Assessment**

We will develop data and information collection tools and worksheets needed to gather appropriate information from plan stakeholders to complete a thorough assessment of each entity and its participating jurisdictions' mitigation capabilities. Based on this input, we will assess the jurisdictions' capacity for pre- and post-disaster hazard mitigation programs. This process will include:

- Consideration of policies, any pre-existing programs related to hazard mitigation, and development in hazard-prone areas.
- A discussion of the entity's funding capabilities and staffing levels for hazard mitigation projects and programs.
- Evaluation of adopted and/or implemented ordinances that reduce risk and/or increase resilience.
- Any other criteria identified by the HMPT as relevant and necessary to this discussion, such as any infrastructure in place that positively or negatively impacts vulnerability to disasters and MEMA's floodplain management programs.

### **Asset Inventory**

We will use existing data sources validated by the HMPT to inventory assets exposed or vulnerable to the hazards identified and profiled in the preceding task. District-owned or operated assets and buildings, critical facilities, infrastructure, cultural resources, and historic assets will be included, as will Repetitive Loss (RL) and Severe Repetitive Loss (SRL) properties (as applicable). The National Flood Insurance Program (NFIP) Community facilitation is required to request access to this data under the Federal Insurance and Mitigation Administration. We will gather and organize geospatial data for each asset—including location, structural data, and valuation.

We will produce a database as an appendix to the HMP that will outline the structure's details, categorization of the facility, and potential losses. We use ArcGIS software to produce cartographic products of these assets in the plan, which will include their location overlaid onto areas of hazard vulnerability. Identifying areas of potential losses will also show the community's development trends to help identify needs for future consideration.



### **PHASE 2 – Assess Risks & Vulnerabilities**

We will conduct all necessary research on hazards; hazard risks; capabilities and gaps; community assets; funding resources; and mitigation best practices to create a data-driven Hazard, Risk and Vulnerability Assessment (HVRA) that meets FEMA and MEMA requirements. We will investigate the impact, historical occurrences, and probability of future occurrences of each of the profiled hazards, using a wide variety of sources.

### **Hazard Identification and Profiles**

We will develop comprehensive, current, and accurate profiles of the hazards that could impact your community. Beginning with a review of the Mississippi Enhanced State HMP, other publicly available plans from surrounding jurisdictions, and other existing planning mechanisms and tools, we will collect

information on each identified natural hazard for consideration by the HMPT. We will consult with the HMPT and the public to create an inclusive list of hazards that might affect the assets and resources identified in Phase 1. Any hazard that is *excluded* from the plan will be omitted based on documented rationale and confirmed by the team.

We will then create detailed profiles that clearly define these hazards, identify the locations within the District where those hazards are possible, discuss their potential magnitude, and profile past occurrences—including any relevant Federally declared disasters.

This will include a thorough discussion of RL and SRL properties as part of the Flooding profile. The profiles will also discuss the probability of future occurrences, incorporating current climate change data wherever relevant, and discussing these hazards' potential environmental impacts.

Incorporating the vulnerability analysis tools, asset data, vulnerable population data, and impacts due to climate change, the updated hazard profiles will provide an enhanced overview of potential losses and vulnerabilities and will help inform mitigation strategies that enhance resiliency.

### Hazus Mapping

We will work closely with the HMPT to generate Geographic Information System (GIS) products to visually represent hazard risk and ensure the locations of hazardous areas within the District are identified. Many natural hazards have geographic boundaries, including hazards identified in your last plan. Using FEMA's Risk MAP, ArcGIS software, and all available authoritative sources of geospatial data, these mappable hazards can be visualized with levels of probability for events of a specific magnitude or frequency. Updated data and maps are fundamental to ensure they are accessible and useful for implementing mitigation strategies and to determine the need for new or revised policies that regulate land-use and development.

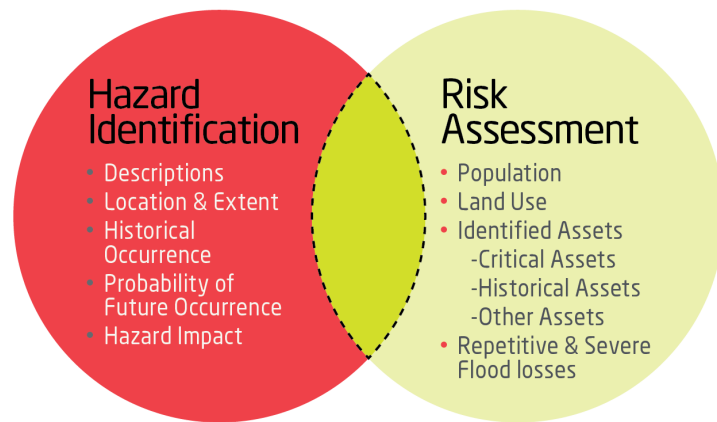
### Vulnerability and Loss Estimation

Using the vulnerability analysis tools, asset data, vulnerable population data, and impacts due to climate change, the updated assessment will provide an overview and analysis of potential losses and vulnerabilities, which will be useful to help inform mitigation strategies that enhance resiliency.

The output will include data visualizations and calculations that show vulnerable structures and populations. Using ArcGIS, asset inventory data and population data will be overlayed onto areas of identified hazard vulnerability that will then identify the potential exposure. Identifying areas of vulnerability and potential losses will also show development trends and help identify needs for future land-use considerations.

There are many applications and toolkits we use to gather and synthesize data to assess the jurisdictions most threatened and most vulnerable to damage and loss associated with hazard events.

**Exhibit 4: Components for Hazard Identification and Risk/Vulnerability Assessment**





These include:

- **The National Risk Index** tool will assist with the identification of potential risks of natural hazards and gather data on annual losses, social vulnerability, and community resilience. We will use the geospatial data to identify the hazard vulnerability for each jurisdiction and help inform the mitigation strategy.
- **FEMA's Risk MAP** will identify flood risk vulnerability for the participating communities and help guide effective land-use mitigation strategies. We will utilize FEMA Risk MAPs, Digital Flood Insurance Rate Maps, Digital Elevation Model data, and spatial analysis utilizing GIS desktop software to determine flood risks throughout the region.
- **The U.S. Climate Resilience Toolkit** is used to explore hazard vulnerability and allows for interactive mapping of past and future conditions. The toolkit also includes case studies that will help guide mitigation strategies.
- **Hazus-MH** was designed, developed, and is managed by FEMA's Natural Hazards Risk Assessment Program to estimate building and infrastructure loss in the event of a disaster. As described in detail above, we will calculate exposure for the area; characterize the level or intensity; and calculate the potential economic losses and structural damage due to hurricanes, floods, or earthquakes.
- **ESRI's ArcGIS software and tools** will be used to develop maps and other visualizations to depict hazard information, assess these hazards in respect to population and jurisdictional assets, and to depict geographic boundaries. We will provide an overview and analysis of each participating jurisdiction's vulnerability level to the identified hazards.

## Risk Assessment

Next, we will describe the impact each hazard would have on the assets identified by MEMA and the HMPT, also taking into consideration population growth in hazard areas and changes in risk profile due to factors such as climate change. The assessment of vulnerability will include the most threatened or vulnerable areas. Using FEMA's National Risk Index tool and U.S. Census data, the assessment will also include an overview of potential exposure to the District's most vulnerable populations.

This section will include land-use maps and discussions on development trends, which will assist with advisement on future land-use decisions. NFIP-insured structures that have been repetitively damaged by floods will be identified and analyzed, but property addresses will be redacted in keeping with the Privacy Act of 1974. We will develop a hazard mapping geodatabase to help inform mitigation strategies. Any data limitations will be noted and identified as part of the mitigation strategy.



### PHASE 3 – Develop Mitigation Strategy

We take a community-based approach to hazard mitigation planning. It is our goal to help you integrate mitigation into the full spectrum of community planning. Once the foundations of the Hazard Identification, Risk Assessment, Vulnerabilities, and Capabilities sections are complete, the team will have the tools to update MEMA's mitigation strategies. This will form the basis for the development of the updated HMP.

## Develop Hazard Mitigation Goals and Strategy

Based on input from the HMPT, and in consideration of the results of our risk assessment, we will work with the team to update and/or develop new mitigation goals and prepare a draft listing for review and validation. The HMPT—and the public, if identified in the outreach strategy—will have the opportunity to provide input on and approve the goals outlined in the updated HMP. These goals will guide the

selection of activities to mitigate and reduce potential losses to MEMA. In our experience, clear goals that are agreed upon by the HMPT and the public provide a strong foundation for prioritizing mitigation actions and developing a long-term HMP. This “buy-in” also makes prioritizing mitigation actions simpler. We will use the following procedures to validate and develop mitigation goals:

- **Outreach findings.** Evaluate themes that emerged during planning meetings and/or outreach activities. These themes might include the need for improved public awareness regarding hazards or the need for a better public notification system during emergencies. For every theme identified, a corresponding ability or authority to expand and/or improve MEMA’s capability will also be identified.
- **Jurisdictional consistency.** Correlate existing plans and other policy documents to ensure hazard mitigation goals are consistent with the goals of surrounding community plans and objectives. Mitigation goals should complement and leverage existing plans and policies to enhance positive outcomes.

In addition, we will work with the individual participating agencies during HMPT meetings to identify and address issues of importance to their communities, by setting goals and—if appropriate—mitigation measures. This includes identifying opportunities to improve upon existing capabilities for pre- and post-disaster mitigation management.

### Develop Actions

We will conduct public workshops, surveys, and other outreach efforts as identified in the Community Outreach Plan to solicit the public’s input on the mitigation strategy, including identifying potential actions. Our team will then prepare an updated mitigation strategy and action matrix that includes a comprehensive range of community-identified and community-endorsed mitigation actions that can reduce the potential impacts of all profiled hazards. We will then work with the HMPT to identify the mitigation measures that best achieve each entity’s goals. To support the HMPT in selecting mitigation actions, we will consider the traditional “STAPLEE” criteria (evaluating a potential action’s Social, Technical, Administrative, Political, Legal, Economic, and Environmental impacts), but also the actions’ cost-reasonableness, alignment with other community goals, and level of support.

Based on the results of the risk assessment and additional evaluation criteria, we will identify mitigation actions and ensure each is properly prioritized. Each activity in the strategy will include an explanation for how the activity contributes to the overall mitigation strategy (i.e., how risk or vulnerability is reduced or eliminated). We will then strengthen the linkage of mitigation actions to funding opportunities and include an implementation plan/timeframe to help keep the plan actionable.

It is important to establish a schedule for implementing the mitigation actions prescribed in the HMP. The plan deliverable will include a method for measuring implementation. This includes a recommended timeline for implementing each mitigation measure over the next five years, a summarization of each action, its level of priority, which party or agency is responsible for the action, how the action will be funded, a benefit-cost analysis (BCA), and the action’s level of feasibility.

### Develop Monitoring and Maintenance Plan

The HMP will include a clear and detailed written description of the planning process, including any data limitations we encountered during the plan update. The final steps are the mechanisms to keep the HMP actionable throughout the five-year planning cycle. It is important to consider how the community will engage with and maintain the HMP over time. This encourages progress toward implementation of the established mitigation strategies. We will develop a maintenance process that identifies how; when; and by whom the HMP will be monitored, evaluated, and updated.



It is also important to establish a process for how the HMP will be integrated into other planning mechanisms and vice versa. We will help validate this section with input from the HMPT, based on best practices and lessons learned since the last plan update.



#### **PHASE 4 – Adopt & Implement the Plan**

We will support MEMA through the process of State and FEMA approval and formal plan adoption, making required changes as needed.

##### **Draft Assembly**

Once all plan sections have been drafted, we will compile a single plan document with consistent and accessible branding and formatting, inclusive of all chapters, annexes, and graphics. We will ensure that all community and stakeholder input received throughout the planning process is incorporated into this final document, which will include a completed FEMA PRT validating that all requirements have been met. We will provide an editable digital copy of this document to the HMPT.

##### **Review and Finalization**

We will submit a preliminary draft for review by the HMPT. We will also complete the Region 4 Local Mitigation PRT to illustrate how the HMP is compliant with 44 CFR § 201.6. Any comments received during the HMPT's review will be consolidated and edits will be tracked noting how the revisions were addressed.

After initial edits, we will work with the participating jurisdictions to make the plan available for public comment. Feedback received during the public comment period will be reviewed and consolidated. Edits made by our planners will be tracked and we will note how the comments were addressed in the final version of the plan. When the draft is finalized, we will submit the plan for State review.

##### **State and FEMA Review**

State review of the HMP must be completed before the plan can be submitted for FEMA review. Once the State is satisfied and has approved the plan, they will submit the draft for FEMA Region 4 review. We will incorporate any changes recommended by FEMA in a timely manner until FEMA deems the plan to have Approval Pending Adoption (APA) status.

##### **Preparation of Final Drafts and Plan Adoption**

Once MEMA receives confirmation of APA status from FEMA, we will assist with any questions during the adoption process. The FEMA APA draft will receive a final "cleanup" where redlines, highlights, and final documents are incorporated. Once the plan is adopted by the jurisdictions, proof of adoption will be forwarded to MEMA and FEMA Region 4. We will retain all data, records, and documentation for the preparation of the required items.

##### **Closeout**

Final documents, including a Word and PDF version of the completed HMP—along with all materials used to complete the update and copies of all feedback and survey results—will be submitted to MEMA along with the final invoice for reconciliation.

## 6. ACKNOWLEDGEMENT OF AMENDMENT

Docusign Envelope ID: C68EDCB6-5B11-4871-8AF9-082EB7C40820

### Invitation for Bids

District 5 Hazard Mitigation Plan Update  
IFB RFx# 3160007342

### Amendment # 1 Questions and Answers

	Section #	Page #	Question	MEMA Response
1.	Section 4.1 Deliverables, 1 b),	3	Are the 4 identified meetings referencing public meetings or HMPC meetings?	HMPC Meetings
2.	Section 4.1 Deliverables	3	Do the Districts prefer in person, virtual, or hybrid HMPC meetings?	In person
3.	Section 4.1 Deliverables	3	Do the Districts prefer in person, virtual, or hybrid public meetings?	In person

#### Receipt of Amendment #1 Acknowledged:

Company: Witt O'Brien's, LLC

By: Cheryl Joiner

Printed Name: Cheryl Detillieu Joiner, CPCM

Title: Director of Contracts and Compliance



# **Appendix A:**

## **Resumes of Proposed Personnel**



**ambipar**<sup>a</sup>  
WITT O'BRIEN'S

The following resumes are included in this section:

- Erin Buchanan, CFM – Project Executive
- Chelsea Morganti, CFM – Project Manager
- Mark Duffy, MURP – Mitigation Planner I
- Erika Estrada – Mitigation Planner I
- Steven Foss, CEM, CBCP – Senior Mitigation Planner
- Cathy Walker, GISP, MS – Senior GIS/Hazus Specialist
- Emily Razzano, MS – GIS/Hazus Specialist

**Erin has 21 years of experience in hazard mitigation planning, project and application development, grants management, and financial data management.**

An Associate Managing Director at Witt O'Brien's, Erin joined a predecessor company to Witt O'Brien's in 2010 as a mitigation specialist providing technical assistance for the mitigation programs of the State of Louisiana's Governor's Office of Homeland Security and Emergency Preparedness in the State's recovery from Hurricane Katrina.

Since that time, Erin has led the development of mitigation plans and Hazard Mitigation Assistance (HMA) grants program applications for higher education institutions and state and local governments and has a FEMA approval rate of one hundred percent. As part of her role, Erin supports communities by connecting hazard mitigation planning to project and application development. She has 21 years of experience supporting more than 50 state and local Hazard Mitigation Plans (HMPs) and has managed over \$5.5 billion in mitigation funding strategies. Erin's use of effective Benefit-Cost Analyses (BCAs) to achieve acceptable Benefit-Cost Ratios (BCRs) has been instrumental in the obtainment of HMA funding. She is proficient in project planning, client coordination, and timeline management.

**Representative Experience**

**Project Manager, Nevada Department of Emergency Management, Carson City, NV (2024 – Present)**

Erin provides support and staff augmentation services for multiple HMA funding opportunities.

**SME, New Mexico Department of Homeland Security and Emergency Management, Santa Fe, NM (2023 – Present)**

Erin provides support and staff augmentation services for multiple HMA funding opportunities.

**Project Manager/Senior Advisor, Charlotte County, FL (2023 – Present)**

Erin serves as Project Manager/Senior Advisor. Charlotte County has received \$166 million in HMGP allocations from Hurricanes Ian and Idalia. Erin leads a team providing project scoping and application development services for the County.

**Project Manager, Alabama Emergency Management Agency (AEMA) (2022 – Present)**

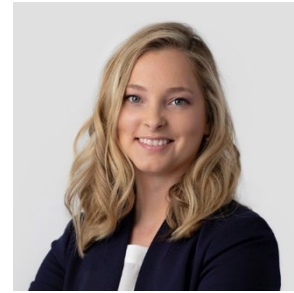
Erin provides support and staff augmentation services to AEMA for multiple HMA funding opportunities. Our mitigation team supports application reviews, application rankings, technical assistance, and staff augmentation services.

**Project Manager, Gloucester County, VA (2022 – 2024)**

Gloucester County received residential flood mitigation grant funding through HMGP and Flood Mitigation Assistance (FMA). We provided project implementation services to include property owner coordination, engineering coordination, procurement assistance, financial allocation, and reimbursement assistance, and overall grants management services.

**ERIN BUCHANAN, CFM**

PROJECT EXECUTIVE



**YEARS OF EXPERIENCE**

21 Years

**EDUCATION**

BA, International Relations and Affairs, Minor – French, Marshall University

**CERTIFICATIONS / TRAINING**

National Certified Floodplain Manager (CFM), #US-07-02519, Association of State Floodplain Managers, first earned in 2007

**Project Executive, Montgomery County, MD (2022 – 2024)**

Erin served as Project Executive for updating the County's HMP while another team from Witt O'Brien's updated the County's Emergency Operations Plan. This allowed for enhanced collaboration and plan integration. Montgomery County includes 20 jurisdictions. The plan is pending FEMA review.

**Project Executive, Mississippi Emergency Management Agency (MEMA) District 7 (2022 – 2023)**

Erin served as Project Executive for updating the regional HMP for MEMA District 7, which consists of nine counties: Jefferson, Adams, Franklin, Lincoln, Lawrence, Wilkinson, Amite, Pike, and Walthall. The area of the participating counties includes 4,781 square miles and a population of 174,795 citizens.

**Lead Mitigation Specialist, USVI Office of Disaster Recovery (lead agency), St. Croix, USVI (2021 – Present)**

Erin is providing support to the Territory Hazard Mitigation Officer and other sub-applicants for mitigation program support in response to back-to-back Category 5 Hurricanes (Irma and Maria) in 2017. Our team supported HMGP application development, including BCAs for an HMGP ceiling lock-in of ~\$1.2 billion. In addition, we continue to provide grant management and implementation support for over 135 approved HMGP projects.

**Project Manager/Senior Mitigation Planner, MEMA District 2 (2021 – 2022)**

Erin served as Project Manager/Senior Mitigation Planner for updating District 2's regional HMP consisting of 11 counties and 48 underlying jurisdictions. The areas of the participating counties range from 401 square miles to 710 square miles. This mitigation plan was approved in 2022.

**Project Manager/Senior Mitigation Planner, MEMA District 6 (2021 – 2022)**

Erin served as Project Manager/Senior Mitigation Planner for updating District 6's regional HMP consisting of nine counties and 30 incorporated municipalities. This district had eight recorded dam failures and there are 37 high-hazard dams. The areas of the participating counties range from 572 square miles to 767 square miles. This HMP was approved in 2022.

**Mitigation Specialist, Town of Morehead City, NC (2021)**

Erin provided application development and technical assistance to the Town for their HMA application, which they were submitting to FEMA as part of their recovery efforts related to the impacts of Hurricane Florence (2018).

**Project Manager/Senior Mitigation Planner, MEMA District 4 (2019 – 2020)**

Erin served as Project Manager/Senior Mitigation Planner for updating District 4's regional HMP consisting of 10 counties and 36 underlying jurisdictions. The areas of the participating counties range from 416 square miles to 772 square miles. This HMP was approved in 2020.

**Project Manager/Senior Mitigation Planner, MEMA District 8 (2019 – 2020)**

Erin served as Project Manager/Senior Mitigation Planner for updating District 8's regional HMP consisting of seven counties and 17 incorporated municipalities. The areas of the participating counties range from 415 square miles to 814 square miles. This HMP was approved in 2020.



**Hazard Mitigation Specialist/Project Manager, Sienna Parks & Levee Improvement District, Sugar Land, TX (2018 – 2019)**

Erin served as Hazard Mitigation Specialist/Project Manager tasked with identifying and developing hazard mitigation projects. She has submitted multiple grant applications to TDEM totaling approximately \$70 million. Erin was also Project Manager/Senior Mitigation Planner assisting the Sienna Parks & Levee Improvement District with the development of its inaugural HMP.

**Project Manager/Mitigation Planner, MEMA (2018)**

Erin served as Project Manager/Mitigation Planner who led updates to the State of Mississippi's HMP, which included an extensive file conversion and updates to include climate change.

**Project Manager/Hazard Mitigation Specialist, University of Texas, Medical Branch (UTMB), Galveston, TX (2016 – Present)**

Erin is responsible for updates to UTMB's HMP and mitigation grants management, as well as advising UTMB leadership, staff, and contractors. She is responsible for identifying and developing mitigation projects as funding becomes available. She has submitted multiple grant applications to the Texas Division of Emergency Management totaling approximately \$75 million.

**Multi-Jurisdictional Hazard Mitigation Planning, Multiple Clients, VA (2016 – 2017)**

As Senior Mitigation Planner, Erin worked with the Northern Virginia counties of Arlington, Fairfax, Loudoun, and Prince William; the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park; and the towns of Clifton, Dumfries, Haymarket, Herndon, Leesburg, Lovettsville, Middleburg, Purcellville, Occoquan, Round Hill, and Vienna to update the Hazard Identification and Risk Assessment (HIRA) for the Northern Virginia HMP. Erin provided technical assistance, document and data management, research, and quality assurance/quality control (QA/QC).

**Deputy Project Manager/Senior Mitigation Planner, the University of Minnesota, MN (2015 – 2016)**

As Deputy Project Manager/Senior Mitigation Planner, Erin worked closely with the five campuses of the University of Minnesota to collect data and documents necessary to create the university's inaugural HMP and update their existing threat/hazard identification and risk assessment (THIRA). Erin was responsible for documenting the development process for the plans, managing data and documents provided by the participating campuses and departments, researching information for the plans, and formatting and updating the plan documents. She worked closely with both the university and its representatives involved in the plan development/update process, providing technical assistance at each stage of the plan and document development/updates, including in the development of the mitigation strategy for each campus and the public participation process.

**Hazard Mitigation Specialist, Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), LA (2007 – 2016)**

Erin served as Hazard Mitigation Specialist supporting GOHSEP during the rebuilding efforts from Hurricanes Katrina, Rita, Gustav, Ike, Isaac, and several other unnamed disasters. She assisted in the development and implementation of strategic plans for mitigation programs. Erin provided expert guidance regarding mitigation, assisted in identifying and developing HMGP projects and applications, ensured guidance and legislative criteria were met, performed QA/QC reviews, assisted with problem resolution, developed BCAs, assisted in training GOHSEP staff and local subrecipients, and developed funding strategies and financial management tracking tools to manage over \$2.7 billion.

**Chelsea is a Certified Floodplain Manager (CFM) with 12 years of experience in mitigation grants management, community assistance, and program management and implementation.**

Chelsea joined Witt O'Brien's after six years with the New Mexico Department of Homeland Security and Emergency Management, where she served as the State Hazard Mitigation Officer (SHMO) for three years. Chelsea has led the development and overseen the completion of nearly 120 HMPs and projects for state, local, and tribal governments as well as large universities, quasi-governmental entities, and special districts through FEMA closeout. She is proficient in project planning, coordination, and timeline management.

#### **Project Manager, City of Bell, CA (2025 – Present)**

Chelsea is leading the development of the City's first Hazard Mitigation Plan.

#### **Floodplain SME, North Carolina League of Municipalities (2025 – Present)**

Chelsea is providing advisory services related to interpretation of FEMA flood maps, the 44 CFR, and other NFIP and insurance related questions related to the impacts of Hurricane Helene.

#### **FEMA Mitigation SME, City of Newberry, SC (2025 – Present)**

Chelsea is providing Mitigation technical support to the City as they work through recovery from the impacts of Hurricane Helene, which included damage to electrical and fiber infrastructure.

#### **BRIC Project Manager, City of Bend, OR (2025)**

Chelsea managed the development and wrote two of the City's BRIC sub-grant applications for the 2024 cycle, totaling \$50 million.

#### **FEMA Mitigation SME, City of Tampa, FL (2024 – Present)**

Chelsea is providing Mitigation technical support to the City following Hurricanes Ian, Idalia, Helene, and Milton, including project development and formulation, development of notices of intent (NOIs), and coordination across multiple City departments.

#### **Deputy Project Manager, Nevada Department of Emergency Management, NV (2024 – Present)**

Chelsea provides technical assistance on hazard mitigation project application development to jurisdictions across the State of Nevada. She assists in the review and development of HMPs and Sub-grant applications for annual and disaster-related mitigation grants, including HMGP post-fire grants. She is also developing and delivering statewide training for state staff and Sub-grantees to increase capabilities at all levels.

### **CHELSEA MORGANTI, CFM**

PROJECT MANAGER



#### **YEARS OF EXPERIENCE**

12 Years

#### **EDUCATION**

BA, English, Minor - Latin, University of New Mexico

#### **CERTIFICATION**

CFM since 2019, Association of State Floodplain Managers – New Mexico Chapter

#### **TRAINING**

**FEMA:** L-273, G-318, G-557, IS-100, IS-120, IS-200, IS-230, IS-235, IS-240, IS-241, IS-242, IS-244, IS-276, IS-280, IS-319, IS-321, IS-329, IS-922, IS-546, IS-547, IS-700, IS-702, IS-703, IS-706, IS-800, IS-1100, IS-1102, IS-1103, IS-1113, IS-2900



### **Project Manager, Fresno County, CA (2023 – 2025)**

Chelsea is providing administrative support in the development of the multi-jurisdictional HMP through a community-informed, bilingual public outreach process, and facilitating activity support and compliance with the National Flood Insurance Program's (NFIP) Community Rating System (CRS). Fresno County includes 17 jurisdictions.

### **Project Manager, City of Carson, CA (2023 – 2025)**

Chelsea led the city's first HMP update since 2013. Originally profiling only three hazards – Earthquake, Flood, and Windstorm – the plan included significant updates and received FEMA APA in January 2025.

### **Project Manager, Union, Dickinson, and Polk Counties, IA (2023 – 2024)**

Chelsea provided administrative support in the development of the three separate multi-jurisdictional HMPs, one that included NFIP CRS Activity 510 compliance. The counties include Union County (12 jurisdictions), Dickinson County (10 jurisdictions), and Polk County (34 jurisdictions). Two of these counties – Dickinson and Union – are highly rural in character, while Polk is more urban and home to Des Moines, the capital of the State of Iowa. Each of the plans were approved by FEMA.

### **Plan Update Project Manager, Counties of Lehigh Valley and Northampton, PA (2023 – 2024)**

Chelsea serves as Project Manager for this HMP Update covering 67 jurisdictions - two counties, three regional authorities, and 62 municipalities. Multi-jurisdictional collaboration was of utmost importance. In total, Chelsea delivered two virtual kickoffs, four hybrid capability workshops, two in-person Threat and Hazard Identification and Risk Assessment (THIRA) /Stakeholder Preparedness Review workshops, two four-hour in-person participation "office hours," two in-person THIRA meetings, a hybrid Mitigation Strategy meeting, three 2-hour Action Development workshops, 12 one-on-one coaching sessions, and a virtual town-hall. This plan has been approved by FEMA.

### **Subject Matter Expert, National League of Cities (NLC) (2022 – 2025)**

Chelsea leads the development and delivery of content and provides one-on-one municipal technical assistance through the NLC's Local Infrastructure Hub. She has presented FEMA's Building Resilient Infrastructure & Communities (BRIC) and Flood Mitigation Assistance grant programs, Clean Buildings, and the U.S. Environmental Protection Agency's Climate Pollution Reduction Grant. She provided support to FEMA Region VI in Denton, TX and additional cities throughout Texas.

### **Plan Update Project Manager, Montgomery County, MD (2022 – 2024)**

Chelsea serves as Project Manager for the Local HMP update, while other staff from Witt O'Brien's update the County's Emergency Operations Plan. This allows for enhanced collaboration and plan integration. This HMP will be Emergency Management Accreditation Program-compliant. Montgomery County includes 20 jurisdictions. This plan has been approved by FEMA and the project is complete.

### **Plan Update Project Manager, District 7, Mississippi Emergency Management Agency (2022 – 2024)**

Chelsea served as Project Manager/Mitigation Planner updating the Mississippi Regional HMP, which included an extensive file conversion and updates to include climate change. District 7 includes nine counties and 32 total jurisdictions. This plan was approved in January 2024.

**Deputy Planner, Colorado Department of Homeland Security and Emergency Management, Denver, CO (2022 – 2023)**

Chelsea served as Deputy Planner updating the Colorado Enhanced State HMP. She facilitated meetings with all 28 state agencies, presented access and functional needs and underserved population considerations, and profiled state agency mitigation activities. Witt O'Brien's was a sub-consultant on this project.

**Project Manager / Lead Planner, City of Carnation, King County, WA (2022 – 2023)**

Chelsea served as Project Manager and Lead Planner in the development of the city's inaugural annex to the County's HMP. Witt O'Brien's was tasked with supporting the utilization of expiring grants funds and facilitating plan development after another jurisdiction declined to fulfill their agreement.

**Grants Development Specialist, Cochise County, AZ (2022)**

Chelsea wrote the County's BRIC sub-grant application for the 2022 cycle. The project was ranked #2 and awarded under the State of Arizona's allocation.

**Hazard Mitigation Subject Matter Expert (SME), Alabama Emergency Management Agency (2022)**

As a Hazard Mitigation SME, Chelsea was tasked with providing technical assistance on hazard mitigation project applications to jurisdictions across the State of Alabama. She assisted in the review and development of 528 sub-grant applications across four disaster grants, totaling \$147 million in project funds. Chelsea also delivered Benefit-Cost Analysis training to state staff to increase their capabilities.

**SHMO, New Mexico Department of Homeland Security and Emergency Management, Santa Fe, NM (2019 – 2022)**

As SHMO, Chelsea managed 17 disasters and non-disaster Hazard Mitigation Assistance (HMA) grants and facilitated 113 mitigation plans and projects through all sub-grant stages, from application through closeout. She supervised the Mitigation Unit, which included three Mitigation Specialists and the State Floodplain Coordinator who oversaw the state's NFIP compliance. She contributed to the 2018 NM SHMP and overhauled the state's Administrative Plan in 2017 and 2021, updating the Mitigation Standard Operating Guidelines, Sub-Grant Orientation Packet, and funding methodology. During the 2021 funding application cycle she processed 48 project Notices of Interest totaling more than \$100 million in requested funds. She regularly represented the agency at local, state, and national conferences.

**Mitigation Specialist, New Mexico Department of Homeland Security and Emergency Management, Santa Fe, NM (2016 – 2019)**

As a Mitigation Specialist, Chelsea provided individually tailored technical assistance to state agencies, local jurisdictions, tribal nations, and special district/quasi-governmental applicants under the HMA program. She reviewed and approved all procurement, contracts, and invoicing associated with sub-grant agreements. She drafted Scopes of Work, budgets, and schedules for New Mexico HMA grants and sub-grants. She has firsthand experience preparing wildfire applications for award under the HMGP, HMGP-Post Fire, BRIC, and Pre-Disaster Mitigation and managing and monitoring all awarded projects through to closeout, ensuring completion occurred in compliance with all Federal, state, and local requirements.

**Mark has five years of experience in disaster recovery grants program planning, design, management, and implementation.**

Since joining the firm, Mark has supported the development of FEMA HMPs for local governments in Nevada, California, Iowa, Maryland, and Pennsylvania. He also assisted clients in Nevada, Maryland, Alabama, Kansas, Texas, and Minnesota in managing grants funded under various programs including FEMA's Public Assistance (PA) grant program; Hazard Mitigation Grant Program (HMGP); the National Park Service's Historic Preservation Fund; and the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

**Mitigation Specialist, State of Nevada (2025)**

Mark conducted the state-level review of LHMPs in support of the State of Nevada's Enhanced Status. During this work, Mark assessed whether the draft LHMPs were consistent with guidance from NDEM, FEMA Region 9, and the requirements of FEMA's Local Mitigation Planning Policy Guide. Mark returned detailed notes to local communities regarding the review of their draft LHMP; these notes included descriptions of any elements which were found to be insufficient, as well as recommendations for refining the LHMP to ensure it meets all established requirements from NDEM and FEMA in order to be approved.

During his work for the State of Nevada, Mark also supported the development of five HMGP-PF applications for Nevada entities totaling more than \$5 million. These applications were developed on behalf of communities, special districts, and a university in Nevada, and the projects connected to these applications included slope stabilization work, culvert and bridge remediation, wildfire monitoring technology, emergency generators for critical infrastructure, and wildfire fuel reduction efforts.

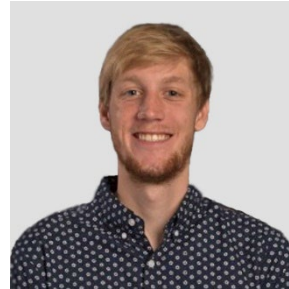
**Compliance Specialist, Montgomery County, MD (2024 – 2025)**

Mark helped facilitate FEMA PA recovery efforts for Montgomery County, MD, to support reimbursement for costs incurred by the County in response to the COVID-19 emergency. He reviewed and organized the proper documentation for complete, audit-ready submissions to support funding determinations. His careful consideration of eligibility policies, cost-reasonableness, and procurement standards helped Montgomery County avoid deobligation risks.

**Mitigation Planner, City of Carson, CA (2023 – 2025)**

Mark formulated a robust understanding of the existing hazard and capability conditions for the City of Carson. This included reviewing relevant planning documents, hazards, and resources which shaped the LHMP. Mark also reviewed the

**MARK DUFFY, MURP**  
MITIGATION PLANNER I



**YEARS OF EXPERIENCE**

5 Years

**EDUCATION**

Master of Urban and Regional Planning, University of Denver

BA, Political Science, Simpson College

International Studies, Geography, University of Adelaide

**TRAINING**

FEMA IS-393.B: Introduction to Hazard Mitigation

FEMA IS-328: Plan Review for Local Hazard Mitigation Plans

FEMA IS-0230.d: Fundamentals of Emergency Management

FEMA IS-00042: Social Media in Emergency Management

FEMA IS-00005.a: An Introduction to Hazardous Materials

FEMA IS 212B: Introduction to Unified Hazard Mitigation Assistance

FEMA IS 319A: Tornado Mitigation Basics for Mitigation Staff

FEMA IS 320: Wildfire Mitigation Basics for Mitigation Staff

FEMA IS 321: Hurricane Mitigation Basics for Mitigation Staff

National Disaster Preparedness Training Center: Community Planning and Community Resilience AWR-228

political structures of Los Angeles County to strengthen his understanding of the City of Carson's unique position within one of the largest U.S. metropolitan areas.

#### **Mitigation Planner, Counties of Lehigh and Northampton, PA (2023 – 2024)**

Mark supported the development of a multi-jurisdictional HMP for the Lehigh Valley area by reviewing the various plans, hazards, capabilities, and resources present across Northampton and Lehigh Counties. These two counties are also unique as they represent two of the seven counties in Pennsylvania that have adopted home rule charters. Mark provided succinct community profiles detailing the impact on the communities' future development for the multi-jurisdictional HMP.

#### **Mitigation Planner, Counties of Dickinson, Polk, and Union, IA (2023 – 2024)**

Mark developed LHMPs for the three Iowa counties of Dickinson, Polk, and Union. This included reviewing relevant planning documents, hazards, capabilities, and resources which shaped the LHMPs. Two of these counties – Dickinson and Union – are highly rural in character, while Polk is more urban and home to Des Moines, the capital of the State of Iowa. In supporting the simultaneous development of LHMPs for these counties, Mark demonstrated an ability to maintain a clear understanding of the nuances of each county and create final products that were appropriately tailored to each county's circumstances.

#### **Mitigation Planner, Historic Preservation Grant, City of Opelika, AL (2023)**

Mark assisted with the development of a historic preservation grant application to preserve the historic G.W. Carver Hall. Erected in 1912, G.W. Carver Hall was the town's first Black public school. Development of the grant application required a review of historical documentation and formation of a narrative which adequately conveyed the historic value of the structure. Additionally, it was also important to properly explain why funding was necessary to preserve the historic structure.

#### **Mitigation Planner, Montgomery County, MD (2023)**

Mark contributed to the development of the latest Hazard Mitigation Plan for Montgomery County, MD. This effort included profiling the multiple communities within Montgomery County, assessing the hazards that could impact the County and its communities, assisting with the establishment of mitigation strategies, goals, and actions, and ensuring the final plan was compliant with the requirements of Maryland Department of Emergency Management and FEMA Region III.

#### **Associate Consultant, RentHelpMinnesota Emergency Rental Assistance Program, St. Paul, MN (2022)**

Mark assisted by leading the program's recoupment team. This team tracked ineligible payments as required by the U.S. Treasury, conducted outreach to payees who received ineligible funds, and documented resolutions in recovering approximately \$1 million in ineligible funds. Mark's work enabled RentHelpMinnesota to recover funds that been distributed to ineligible recipients and ensure that the recovered funds were then used to support those with legitimate housing assistance needs due to the impact of COVID-19.

#### **Associate Consultant, Texas Emergency Rental Assistance Program, Houston, TX (2021)**

Mark supported the review of applications for emergency rental assistance provided through the Texas ERA Program in Harris County. Mark reviewed applications to determine eligibility of the applicant, the recipient, and the reasonableness of the funding requested. Through his work, Mark assisted the program with distributing millions of dollars to eligible applicants and helped ensure that funds were used to support those in legitimate need of housing assistance due to the impact of COVID-19.

**Erika has six years of experience as a mitigation planner and emergency management specialist.**

Her background includes working for FEMA as a hazard mitigation planner. In this role, Erika updated Flood Risk Maps for communities across the United States, led regional studies for a number of FEMA regions, analyzed engineering data, created GIS maps and layers, and conducted community outreach.

Prior to joining Witt O'Brien's, Erika was supporting the Washington State Department of Health's Executive Office of Resiliency and Health Security through public health community preparedness and community resilience programs. Erika incorporated equity into public health emergency preparedness and planning. She also helped create a Public Health Disaster Risk Assessment Tool with the University of Washington.

**ERIKA ESTRADA**  
MITIGATION PLANNER I**YEARS OF EXPERIENCE**

6 Years

**EDUCATION**

BA, Environmental Science, Western Washington University

**Mitigation Planner, Fresno County, CA (2023 – Present)**

Erika is serving as a Mitigation Planner, writing the majority of the multi-jurisdictional HMP through a community-informed, bilingual public outreach process, and compliance with the National Flood Insurance Program's Community Rating System. Erika conducted the national, regional, and local data-gathering research to develop a thorough, accurate, and detailed Hazard Identification and Risk Assessment.

**Mitigation Planner, City of Carson, CA (2023 – 2025)**

Erika is serving as a Mitigation Planner, writing the majority of the City of Carson's 2024 local Hazard Mitigation Plan (HMP) update. She formulated a robust understanding of the hazard conditions for the City of Carson, including reviewing relevant planning documents, capabilities, and resources from neighboring jurisdictions. Erika conducted the national, regional, and local data gathering research to develop a thorough, accurate, and detailed Hazard Identification and Risk Assessment. She also prepared the City's Plan Review Tool in anticipation of submission to the state for review, confirming every aspect of the Local Mitigation Planning Policy Guide requirements had been met. This plan has been approved by FEMA.

**Mitigation Planner, Northampton and Lehigh Counties, PA (2023 – 2024)**

Erika serves as a Mitigation Planner in support of the multi-jurisdictional HMP Update for Northampton and Lehigh Counties. Erika created and updated all 65 annexes for each of the townships, boroughs, cities, and associations, covering every aspect of the Local Mitigation Planning Policy Guide requirements.

**Mitigation Planner, Montgomery County, MD (2022 – 2024)**

Erika serves as a Mitigation Planner in support of the local HMP Update for the Montgomery County Office of Emergency Management & Homeland Security. Erika's role included final formatting, technical review, and editing before submission to the state. The plan is approved by FEMA and the project is complete.

**Equity and Social Justice Manager, Washington State Department of Health, Tumwater, WA (2022 – 2023)**

Erika supported the Washington State Department of Health's Office of Resiliency and Health Security to incorporate equity within the Office's programs and at the agency level. She identified and led



policy, system, environmental, planning, and process changes within the Office to advance equity and social justice. She supported the agency's mission by ensuring that equity, diversity, inclusion, and social justice were integrated into policies, processes, programs, plans, and decisions that protect and improve the health of the people in Washington State—especially those disproportionately impacted and historically marginalized. Key projects Erika worked on included education and training, conducting equity reviews, support in improving the hiring process at the agency level and providing technical assistance to public health emergency planners to engage with disproportionately impacted communities to inform their decision-making and planning processes.

### **Community Preparedness and Recovery Coordinator, Washington State Department of Health, Tumwater, WA (2021 – 2022)**

Erika supported the Washington State Department of Health's Office of Resiliency and Health Security's public health community preparedness and community resilience programs at the state and local level to equitably prepare the state for public health emergencies and disasters. She coordinated and collaborated with various internal and external stakeholders and partners including state emergency management, local public health agencies, the Federal government, tribal governments and organizations, and community-based organizations to support public health emergency preparedness and planning. She also incorporated equity into the public health emergency management program, community engagement, grant reporting, contract management, hazard risk assessment and analysis, presentations and public speaking, conference planning, leading public health capabilities, climate change impacts and planning, supported the development or updates of emergency plans, and provided technical assistance to local public health agencies and other partners.

Erika worked on a key project with the University of Washington to develop a Public Health Disaster Risk Assessment Tool. She was part of the emergency response team activated for public health emergencies and served as a Duty Officer on a rotating basis to respond to public health emergencies. During the COVID-19 pandemic, Erika supported the COVID-19 vaccine response by using data-driven strategies to improve the equitable distribution and allocation of COVID-19 vaccines to disproportionately impacted communities.

### **Hazard Mitigation Planner, FEMA, Columbus, OH (2020)**

Erika supported hazard mitigation planning, emergency planning, GIS, FEMA Floodplain Insurance Map Program, and community outreach. To support FEMA in updating Flood Risk Maps for communities across the United States, Erika led regional studies for several FEMA regions, analyzed engineering data, created GIS maps and layers, as well as conducted community outreach. Community outreach consisted of communicating updates on the flood risk maps through workshops, meetings, and outreach materials. Additionally, Erika supported jurisdictions in updating their HMPs to reduce the risk of hazards and increase resilience in their communities using tools such as Hazus.

### **Emergency Management Specialist, Franklin County Emergency Management and Homeland Security, Columbus, OH (2019 – 2020)**

Erika supported the agency and its partners in preparing for, responding to, and recovering from hazards, emergencies, and disasters. She supported emergency response planning; facilitated training; participated in exercises; and improved GIS functionality through the updating of maps, hazard layers, and applications to increase situational awareness of hazards and threats within the jurisdiction.

**Steven has 11 years of experience in emergency management, with a focus on business continuity, risk management, mitigation planning, homeland security, and public health preparedness.**

His expertise includes project management, planning, facilitation, and evaluation related to catastrophic incidents, mission-ready packages, mass care, and evacuation.

Steven has been providing expertise on mitigation projects nationwide. He has performed detailed risk analysis and hazard vulnerability assessments and developed risk reduction strategies and recommendations for improving current and future plans. He has overseen \$1 million in Hazard Mitigation Program funding projects and directed more than 30 full-scale disaster exercises.

#### **Senior Planner, Superior Court of California, Alameda County, CA (2023 – Present)**

As Senior Planner, Steven led the development of a comprehensive multi-hazard vulnerability assessment and mitigation strategy for the Superior Court of Alameda County. His efforts supported the court's operational resilience by establishing protocols for responding to threats like severe weather, wildfires, cyberattacks, and active shooter incidents.

#### **Senior Planner for Business Continuity, Napa County, CA (2023 – 2024)**

Steven leads continuity planning efforts for Napa County in their development of a robust Continuity of Operations Plan (COOP) for each county department. This process involved the facilitation of workshops with the leadership of each county agency in the development of their continuity plans.

#### **Senior Hazard Mitigation Planner, Lehigh and Northampton Counties, PA (2023 – 2024)**

Steven was pivotal in updating the Lehigh Valley HMP. He evaluated the plan's adherence to FEMA guidelines, led stakeholder engagement sessions to gather data, and steered the mitigation strategy workshops. Steven led the Counties' 2023 THIRA/SPR update and human-caused hazard assessments.

#### **Lead Planner, McKinney, TX (2023)**

Steven led the planning efforts to create the City of McKinney's first Disaster Recovery Plan. The project's objective is to increase the resiliency of the City and address the National Priority Area of Community Preparedness and Resilience by mapping community assets, identifying gaps in resources, and integrating identified hazards and vulnerabilities.

#### **Subject Matter Expert (SME), California State University System, CA (2022 – 2024)**

Steven is serving as an SME for a targeted campus emergency management program assessment and detailed hazard vulnerability and risk assessment.

### **STEVEN FOSS, CEM, CBCP**

SENIOR MITIGATION PLANNER



#### **YEARS OF EXPERIENCE**

11 Years

#### **EDUCATION**

MA, Urban Studies, University of Akron, Ohio

BA, Justice Studies, Kent State University, Kent, Ohio

#### **CERTIFICATIONS / TRAINING**

Certified Emergency Manager (CEM), International Association of Emergency Managers, earned 11/5/23

Certified Business Continuity Professional (CBCP), Certification #97125, DRI International (Issued 04/12/23)

FEMA Level I Professional Continuity Practitioner, FEMA Emergency Management Institute, 2024

HSEEP Certificate of Completion, FEMA Emergency Management Institute, 2018

### **Senior Hazard Mitigation Planner, Montgomery County, MD (2022 – 2024)**

Steven has actively contributed to the Hazard Mitigation Plan (HMP) updates for the Montgomery County Office of Emergency Management & Homeland Security and its associated political subdivisions as the project's Senior Hazard Mitigation Planner. He assessed the current plan for compliance with FEMA Part 201, conducted stakeholder engagement sessions for data collection, and directed mitigation strategy workshops. This plan is approved by FEMA.

### **Senior Continuity Planner, City of Norfolk, VA (2022 – 2024)**

Steven is the Senior Continuity Planner spearheading the development of a COOP for the City of Norfolk Department of Finance. His experience in leading planning efforts has aided the City in revealing nuanced intricacies within the department that were previously unknown to senior leadership.

### **Senior Mitigation Planner, State of West Virginia (2022 – 2023)**

Steven helped spearhead the West Virginia Region IV HMP update for a five-county area. He reviewed the existing FEMA Part 201 compliance plan, assisted with stakeholder engagement sessions for data gathering, and assisted with mitigation strategy workshops for each county.

### **Senior Planner, Town of Lauderdale-by-the-Sea, FL (2022 – 2023)**

For Lauderdale-by-the Sea, Steven developed a robust Comprehensive Emergency Management Plan (CEMP) that exceeded the regulatory requirements of the Florida Division of Emergency Management.

### **Senior COOP Planner, San Luis Obispo County, CA (2022 – 2023)**

Steven leads continuity planning efforts for San Luis Obispo County in their development of a robust COOP for each county department. This process involved the facilitation of workshops with the leadership of each county agency in the development of their continuity plans.

### **Senior Mitigation Planner, Mississippi Emergency Management Agency (2021 – 2024)**

In this role, Steven supported HMP updates for MEMA Districts 2, 6, and 7, covering a 29-county area and their political subdivisions in the State of Mississippi. He reviewed the existing FEMA Part 201 compliance plan, facilitated stakeholder engagement sessions for data gathering, and led mitigation strategy workshops for each county. Steven was instrumental in helping MEMA overcome the technical challenges of facilitating virtual workshops with very rural communities.

### **President and Director of Preparedness, HELP Paradigm, Canton, OH (2017 – 2021)**

In this role, Steven managed emergency preparedness and crisis contingency efforts for 14 healthcare facilities with over 2,000 patients, 4,500 employees, and \$200 million in revenue. He developed, planned, and implemented full-scale disaster exercises per the HSEEP framework.

### **Emergency Management Planner, Stark County Emergency Management Agency, OH (2016 – 2019)**

Steven worked with local officials and other planners/contractors to maintain, update, and develop local hazard mitigation plans, ensuring compliance with Federal and state planning regulations and guidelines. He oversaw the 2016 HMP review, created Stark County's first Mass Casualty Incident Plan, and established, reviewed, and updated departmental plans, including the Natural HMP. Steven oversaw \$1 million in FEMA Hazard Mitigation funding projects and secured over \$100,000 in DHS-funded course opportunities for Stark County during FY 2018.



**Cathy is a GIS expert with 18 years of experience using GIS systems and tools (including Hazus and ArcGIS).**

Cathy provides GIS analysis, mapping, and risk analysis products for emergency management and performs Enhanced (Level 2) Hazus modeling for earthquakes, floods, and hurricanes. She has worked for state and local governments and has experience in managing projects including grant-funded projects.

**GIS Specialist, Washington State Department of Health and Human Services, Research and Data Analysis Division (2023 – Present)**

Serve as a SME in geospatial data and geospatial services. Provides customer support for enterprise GIS services, special project requests, and service delivery points-of-access for users. Applies specialized knowledge and experience in geospatial database design and geospatial data management for the acquisition, storage, and delivery of enterprise geospatial data and geospatial services.

**GIS Data Specialist, City of Carson, CA (2023 – 2024)**

As a GIS Data Specialist, Cathy is mapped all of the county features, critical facilities, hazards, and overlays. This data includes everything visually required for a Hazard Mitigation Plan (HMP) and the supporting data tables that form the analysis needs for the City of Carson's local HMP update.

**GIS Data Specialist, Montgomery County, MD (2023 – 2024)**

As a GIS Data Specialist Cathy is mapping and providing analysis needs for Montgomery County to update their Local HMP. This plan has been approved by FEMA and the project is complete.

**GIS Data Specialist, Northampton and Lehigh Counties, PA (2023 – 2024)**

Cathy served as a GIS Data Specialist for the Multi-Jurisdictional HMP Update. She provided mapping and analysis to Northampton and Lehigh Counties.

**GIS Data Specialist, Colorado Department of Homeland Security and Emergency Management (2022 – Present)**

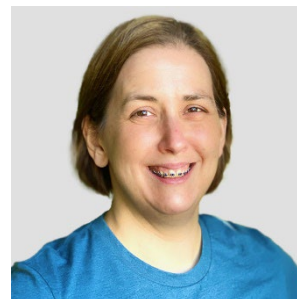
Cathy is serving as a GIS Data Specialist for the Enhanced State HMP Update. She provides mapping and analysis to the State of Colorado. Witt O'Brien's is a subconsultant to E.L. Robinson.

**GIS Data Specialist, City of Carnation, King County, WA (2022)**

Cathy provided mapping and analysis to the City of Carnation for their HMP Annex.

**CATHY WALKER, GISP, MS**

SENIOR GIS/HAZUS SPECIALIST



**YEARS OF EXPERIENCE**

18 Years

**EDUCATION**

MS, Geographic Information Science, University of Denver

BS, Chemistry, University of Puget Sound

Baccalaureate Certificate, Geographic Information Systems & Spatial Modelling, University of Washington-Tacoma

**CERTIFICATIONS**

GIS Professional (GISP) Certification, GIS Certification Institute; Cert #60523 (Issued 2012)

FEMA Professional Development Series Certificate

FEMA Hazus-MH Practitioner Certificate

FEMA Hazus-MH Trained Professional Certificate

**TRAINING**

FEMA Emergency Management Institute: IS -139; IS-200.FW; ICS-200; IS -230; IS -235; IS -240; IS -241; IS -242; IS -244; IS -340; IS -700; IS -701; IS -702; IS -800.A; IS -800.B; E172; E174; E296; E313; E317

### **GIS Data Specialist, Washington State Department of Revenue, WA (2021 – 2023)**

Cathy maintains and configures GIS-related databases, data models, applications, and software within the agency and provides escalated system support to both internal users and the public. She works within other state agencies, city, county, and tribal partners to collaborate on data quality and integration. She creates and maintains custom scripts, web applications, spatial data and layers using COTS, multiple development languages and scripting languages, providing graphics, maps and other property-related information to both internal customers and the public. She provides technical advice and expert interpretations in relation to data quality and integrity for high-level data sets utilized by the agency and for state projects.

### **GIS Manager, City of Maple Valley, WA (2018 – 2021)**

Cathy was responsible for creating and maintaining all geospatial data for the city including parcels, addresses, storm water system, zoning, land use, etc. Cathy completed mapping and analysis needs for the city's inclusion in King County's 2020 HMP. She provided new maps for the city's Critical Facilities & Infrastructure, Flood Hazard Areas, Landslide Hazard Areas, Liquefaction Susceptibility, Wildfire Susceptibility, and NEHRP Soils. She collected all new features installed and maintained by the city using Trimble GPS/TerraSync and Pathfinder Office. Maintained ArcSDE/SQL Server databases for both day-to-day mapping and analysis needs & for mapping applications & services that relied on ArcGIS Enterprise/Portal for ArcGIS services. Served as the Project Manager and GIS Lead on the implementation of the City's new asset management system, Cityworks and SeeClickFix.

### **GIS Analyst / Planner, Pickens County, SC (2017)**

Cathy was contracted by All Clear Management to provide GIS support in the completion of the Hazard Mitigation Plan for Pickens County, South Carolina.

### **GIS Analyst / Planner, City of Greer, SC (2016)**

Cathy was contracted by All Clear Management to provide GIS support in the completion of the Hazard Mitigation Plan for the City of Greer, South Carolina.

### **GIS Analyst / Planner, Washington State, Tumwater, WA (2012 – Present)**

Cathy provides GIS analysis, mapping, and risk analysis products to engineering, emergency management, and legal professionals as an independent contractor. She utilizes commercial, private, and open-source sources of geospatial data for inclusion in GIS analysis, reports, and cartographic products. Cathy performs data analysis/data mining of client data to produce spatial analysis products and results and provides QA/QC support for client provided data to validate accuracy prior to inclusion in overall analysis products. She has performed Enhanced (Level 2) Hazus-MH modeling for earthquakes, floods, and hurricanes. Cathy has made CDMS updates of local data for inclusion in hazard modeling using Hazus-MH. She has advanced-level geocoding skills and knows how to clean of large quantities of data used in analysis. Her past projects include:

- HMPs for Local, County, Tribal, and State jurisdictions.
- Comprehensive Wildfire Protection Plan update for a local county.
- Demographic and Population analysis to determine suitability for future development of a community-based center.
- Farmland and Zoning analysis
- Database template design and python scripts for the automation of county jurisdiction data for use in mitigation planning and analysis.
- Hot Spot Analysis of Student Population within a School District

- Student Generation Analysis for school districts within Pierce County to determine which students resided in newly constructed residences within the district.
- Geocoding Student Addresses Analysis to determine students that reside within & outside Pierce County's Urban Growth Area
- New attendance boundaries maps for elementary, middle, and high schools in support of student transportation planning.
- Student Population Analysis to Determine Population of Students Affected by local wildfire.
- Wildfire support to school district in Pierce County to determine those students living within the evacuation area of the fire so further support could be given to these students and their families.

#### **GIS Data Services Manager / Analyst, Washington State Office of the Superintendent of Public Instruction (OSPI), Olympia, WA (2010 – 2018)**

Responsible for the development of geospatial data and geodatabases for use in the development of GIS based solutions for internal and external OSPI customers. Served as the primary GIS personnel for all GIS products and solutions within this state agency.

#### **GIS/Risk Analyst, State of Washington, Olympia, WA (2010)**

Cathy served as the sole GIS/Risk Analyst on this project, which involved the development of risk maps for each of Washington's hazards, the completion of a risk and vulnerability analysis of state-owned and leased facilities, and a loss avoidance study to determine the effectiveness of past mitigation-funded projects within the State.

#### **GIS Analyst, Washington State Military Department, Camp Murray, WA (2007 – 2010)**

Cathy provided GIS products and solutions to the Military Department's Emergency Management Division and was responsible for coordinating with local, county, and Federal GIS professionals to acquire GIS data to maintain data currency for the Department. She provided geospatial analysis of the impacts of high potential dams within a specific discharge area.

#### **Lead GIS Analyst, State Emergency Operations Center, WA (2007 – 2010)**

Cathy served as the Lead GIS Analyst during activations and exercises, including 3 Federal disaster declarations for flooding. This required working independently and as a team to provide maps and analysis products for use in determining the course of action needed with respect to response activities.

#### **Project Manager, State of Washington, Olympia, WA (2007 – 2010)**

Served as Project Manager and Technical Advisor on this \$150K FEMA Federal grant project to enhance statewide essential facilities data within Hazus-MH MR4. Worked with and supervised contractors, designed the project SOW and budget, approved work invoices, and solved technical issues presented during the project.

**Emily has four years of professional experience as a state-level GIS Manager and Analyst.**

Prior to joining Witt O'Brien's, Emily was the GIS Manager for the State of South Carolina Military Department, Emergency Management Division. She worked in the State Emergency Operation Center providing GIS assistance during emergency activations and exercises. Emily also served as the ITAM and Environmental GIS Analyst supporting the Environmental Division and Sustainable Range Program for the South Carolina National Guard. She provided GIS expertise and authoritative standardized spatial information, products, and services for the execution of the conservation, compliance, training missions, and strategies on military ranges.

**GIS Specialist, Counties of Dickinson and Union, IA (2024)**

Emily developed all the mapping products for the two Iowa counties of Dickinson and Union to include reviewing relevant hazards, resources, and impacts which will shape the LHMPs. Dickinson and Union – are highly rural in character.

**GIS Manager, South Carolina Emergency Management Division (SCEMD), Columbia, SC (2021 – 2024)**

Emily updated current data and maintained a comprehensive geodatabase/SDE composed of emergency management-related areas such as infrastructure, demographics, hydrology, etc. She provided imagery products to the Division. She managed SCEMD's ArcGIS Online account. She developed and maintained GIS applications using the ESRI product suite.

Emily served as SCEMD's technical lead for geographic information and cartographic visualizations for new projects and contractual agreements. During emergency responses, she coordinated the acquisition of new imagery, managed imagery analysis, and the production of imagery products. She served in the State Emergency Operations Center during emergencies and disasters as assigned. She managed GIS Augmentees, contractors, and Federal GIS support to ensure data is captured, analyzed, and distributed as required. Emily provided GIS assistance to the ESFs during emergency activations and exercises.

**Environmental and ITAM GIS Analyst, South Carolina Military Department, Columbia, SC (2021)**

Emily supported the Environmental Division and Sustainable Range Program for the South Carolina National Guard, providing GIS expertise and authoritative standardized spatial information, products, and services for the execution of the conservation, compliance, training missions, and strategies on military ranges. She met with military and other personnel to discuss mapping and database needs. Creates specialized products including environmental review (NEPA) maps, spill plan maps, asbestos maps, military training maps, and other products as determined by the Environmental GIS Manager. She operated and maintained GIS system hardware, software, and peripherals, including GPS equipment.

**EMILY RAZZANO, MS**  
 GIS/HAZUS SPECIALIST I



**YEARS OF EXPERIENCE**

4 Years

**EDUCATION**

MS, Homeland Security with Intelligence and Geospatial Analysis, Pennsylvania State University

Post-Baccalaureate Certificate, Geospatial Intelligence Applications, Pennsylvania State University

Post-Baccalaureate Certificate, GIS, Pennsylvania State University

BS, Geospatial and Environmental Informatics, Auburn University

**CERTIFICATIONS**

GEOINT Collegiate Certificate, USGIF (Issued 2023)

**GIS Manager and Land Steward, Georgia-Alabama Land Trust, Inc., Columbus, GA (2020)**

Emily was responsible for maintaining the master database for ArcMap, reviewing existing boundary files, creating boundary files for new projects, and any GIS needs for the Land trust. In addition to monitoring protected property easements by aerial or ground, create reports of the properties.





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