

SCOPE OF WORK

The service categories and pricing information shown on this agreement is offered as preferred pricing to the City and County of Denver only and should not be used as an exhibit or cost comparison document by any other entity, public or private.

Deployment / Incident Support - Epicenter Deployment Support Unit (EDSU)

Position Type	Scope (Position Descriptions Available)	Hourly Rate ¹
Command Staff (including assistants)	Incident Commander Safety Officer Liaison Officer Public Information Officer	\$275/hr (per person)
General Staff (including deputies)	Logistics Finance / Admin Operations Planning Situation Unit Leader	\$250/hr (per person)
Technical Specialists	Situation Unit / Open Source Information Specialist Public Communication & Messaging Specialist Weather Decision Support Specialist GIS / Mapping Specialist Other Technical Specialist	\$250/hr (per person)
Support Staff	Subordinate ICS & Technical Specialist Positions (not assistants/deputies)	\$220/hr (per person)
Just-in-Time Training & Exercise	Command & General Staff Mentor Incident Observer / Evaluator Training Specialist	\$275/hr (per person)
Admin & Misc.	Administrative Support for EDSU Personnel Administrative Assistance Other Admin & Misc. Staffing	\$150/hr (per person)

¹ Assumes 12-14hr. operational periods (minimum 10hrs per day), does not include travel allowances (varies ~\$250-600/day)

Tests, Training, and Exercise (TT&E)²

Service Type	Scope	Rate
Training: Virtual Course / Seminar	Instructor-Led Training (ILT) or Pre-Recorded Session (Development: \$200/hr)	\$5,000 - \$10,000 (subject to change due to duration & complexity)
Training: In-Person Course / Seminar	1-Day Training Development & Delivery: Seminar	\$8,000/day
	Multi-day Training Development & Delivery: Course	\$6,000/day
Workshop	Half-Day In-Person	\$6,500
	Half-Day Virtual	\$5,000
	Full-Day In-Person	\$12,000
	Full-Day Virtual	\$10,000
Bootcamp	Multi-Day, Skill-Based Hands-On Training	\$20,000 - \$80,000
Tabletop Exercise Functional Exercise Full-Scale Exercise	Design	\$15,000 - \$200,000
	Facilitation / Conduct (Controller, Facilitator, etc.)	\$8,000/day (individual personnel rates TBD by scope)
	Evaluation & Improvement Planning (Evaluator, Analyst, etc.)	
Consulting & Misc. Support	Master Exercise Practitioner (MEP) or similar - Training/Exercise Specialist support & consultation, Multi-Year Training & Exercise Planning audit, supplementation, program/project development & implementation	\$3,800 (per 20hr. block)

² Pricing shown here is subject to scope agreement (e.g. a 2hr Full-Scale Exercise may be more complex than a 6hr exercise)

Software, Hardware, and Other Support

Supplemental Hardware, Software & other Resources		Cost
Social Media Monitoring	Softwares that support passive and active social media monitoring, open-source information gathering, and community engagement	\$TBD (subject to unit price and availability, estimates to be provided)
Incident Management	Organizational software for on-site & remote incident management and team coordination	
Mass Communication & Emergency Notification Systems	Internal & external emergency / operational messaging software, notification systems, and supporting technologies	
Temporary Power Solutions	Branded power tables, towers, trailers, portable batteries, and other power solutions for charging devices and equipment in the field or inside operations centers	
Climate-controlled Temporary Shelters	Palletized sheltering solutions for displaced, homeless, or isolated populations	

Planning, Consulting, and Project/Program Management Support

Service Type	Scope	Rate
Assessment & Evaluation	Safety Technology Assessment Threat & Hazard Identification & Risk Assessment Emergency Management Program Evaluation Incident Management Team (IMT) Evaluation Misc. Assessment / Evaluation	\$12,000 - \$150,000
Consulting	Emergency Management Consulting & Strategic Advisory Services	\$3,800 (per 20hr. block)
Marketing & Communication Strategy	Content Development Graphic Design Strategy & Campaign Development Educational Program Design Technical Writing Multimedia Design & Advisory Social Media & New Media Automation	\$35,000 - \$200,000 (\$180/hr if billed hourly)
Misc. Project	Preparedness & Education Campaign Design/Management RFP and Procurement Support Recruitment & Staffing Support Program Management & Execution / Implementation Executive Coaching & Professional Development	\$30,000 - \$500,000 (\$180/hr if billed hourly)

Travel & Reimbursement Costs (ALL LINE ITEMS):

Reimbursement	Scope	Rate
Travel Allowance	<p>Air transportation: flight booking & travel management fees, checked baggage, etc.</p> <p>Ground transportation: rental vehicle (shared between two travelers) and/or taxi/car service for use to/from the airport, office, etc.</p> <p>Lodging: hotel and/or short-term rental lodging within City/County of Denver</p> <p><i>Note: As of March 2020, the GSA rates are \$76/day for MI&E and \$162/night (before taxes/fees) FAR lodging per traveler. These numbers are illustrative and subject to change; www.gsa.gov shall be the only source for current approved rates associated with travel if reimbursement is sought outside of a travel allowance.</i></p>	<p>\$TBD³</p> <p>(based on duration of travel & other parameters; can be billed on a reimbursable cost basis, though this increases admin burden)</p>

All line items above, including travel, are subject to receipt and approval of a “Notice to Proceed” (NTP) from the City and County of Denver.

³ Example two week deployment: \$6,000 per traveler travel allowance covers all air/ground transportation, miscellaneous expenses, reimbursable per diem, lodging, associated fees, etc. for two week period; in using this structure (rather than collecting, organizing, scanning, and compiling all receipts for reimbursable expenses), Epicenter Innovation takes on all risk associated with travel expenses and reduces the overall administrative burden on City/County employees.

Operations Section Chief (Long-Term Staffer)

DELIVERABLES / STAFFING¹	TIMELINE	INVESTMENT
<p>EDSU: Operations Section Chief (Long-Term Staffer) – Management of all operations related to incident mission, incident command and executive leadership directives, and supervision of all elements related to the execution of the IAP.</p>	<p>1/15/2021 – 6/30/2021</p> <p>(can begin sooner, depending on availability)</p>	<p>\$25,500</p> <p>(per month, 5.5 month commitment)</p>
<p>2021 - Travel Allowance / Travel Management Fee:</p> <ul style="list-style-type: none"> • Air transportation: flight booking & travel management fees, checked baggage, etc. • Ground transportation: rental vehicle (shared between two travelers) and/or taxi/car service for use to/from the airport, office, etc. • Lodging: hotel and/or short-term rental lodging within City/County of Denver <p><i>Note: current GSA rates are \$76/day for MI&E and \$199/night (before taxes/fees) FAR lodging per traveler.</i></p>	<p>Ongoing</p> <p>(for on-site personnel only)</p>	<p>\$2,500 total per traveler</p> <p>(per month)</p>

¹ This staffing proposal assumes 12-15hr. daily shifts within a two-week rotation at the DDPHE Department Operations Center; these positions may be virtual for a portion or the entire duration of deployment (to be determined by client POC).