



Bay Area UASI  
Regional Training and Exercise Program  
Guidance  
2012

Dennis Houghtelling, Commander

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A. Program Overview:

The Alameda County Sheriff’s Office provides and manages a sustainable regional training program for the Bay Area UASI program, which services all relevant disciplines including; Law Enforcement, Fire, EMS/Public Health and Emergency Management.

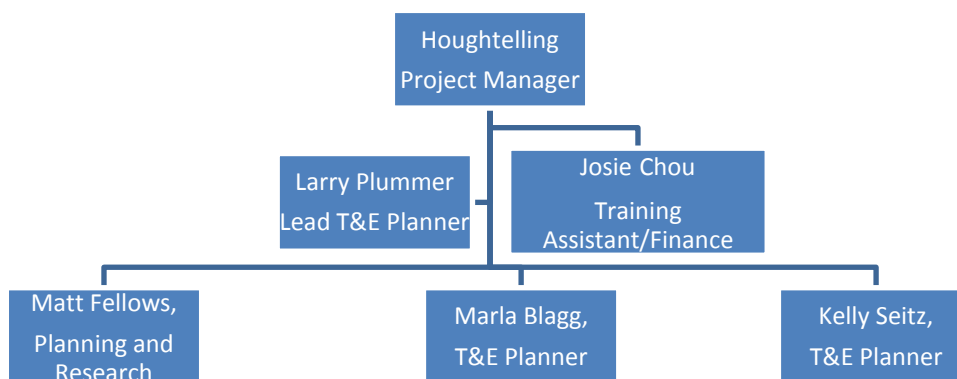
Published reports and guidelines such as those prepared by State and Federal agencies relative to Homeland Security Training and Exercise, as well as documents prepared specifically for the Approval Authority, the City and/or the UASI Region will be utilized in the preparation of this guidance. All plans, guidance documents and training shall conform and be consistent with the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the National Infrastructure Protection Plan (NIPP), and the National Response Framework (NRF).

Goals: The Training and Exercise Planning Workgroup will engage in fair, open and transparent processes throughout the planning and implementation processes to ensure that products and services rendered, are equitably distributed, are at a reasonable cost, and ensure fair competition.

Vision: To promote, encourage and provide training and exercise (T&E) opportunities for our emergency response workforce, and by ensuring our workforce is maintained in a state of readiness and competencies for all communities in the 12 County Bay Area UASI Region.

Mission: Utilizing the T&E Strategic Plan, the Alameda County Sheriff’s Office, on behalf of the Bay Area UASI program, will promote equitable distribution of Training and Exercise Funds amongst various agencies and disciplines within the 12 County UASI Region.

B. The UASI Training and Exercise Staff:





Project Manager- Dennis Houghtelling, Commander, Alameda County Sheriff's Office

(925)560-5869 [dhoughtelling@acgov.org](mailto:dhoughtelling@acgov.org)

- Oversees the BAUASI T&E program – deliverables, budgets, staff & procurements
- Develops and recommends policy direction for regional working groups and HUBs

Lead T&E Planner – Larry Plummer, Retired Police Captain

(925)560-5872 [lplummer@acgov.org](mailto:lplummer@acgov.org)

- Assists in the development of T&E systems, policies, procedures and processes.
- Provides support/backup to the Project Manager where appropriate
- Dedicated point of contact to Law, Fire, EMS and other agencies in the Region
- Coordinates with vendors, hosting agencies, POST and CalEMA
- Processes claims for reimbursements
- Randomly monitors classes

T&E Planner – Marla Blagg, Emergency Manager (Fire) and Kelly Seitz, Retired Fire Captain

(925)560-5859 [marla.blagg@acgov.org](mailto:marla.blagg@acgov.org) 408-892-8837 [kelly.seitz@cnt.sccgov.org](mailto:kelly.seitz@cnt.sccgov.org)

- Provides support in the development of T&E systems, policies, procedures and processes.
- Provides support/backup to other T&E Planners where appropriate
- Dedicated point of contact to Law, Fire, EMS and other agencies in the Region
- Coordinates with vendors, hosting agencies, POST and CalEMA
- Assists with processing claims for reimbursements
- Randomly monitors classes

Planning and Research – Matt Fellows, Deputy, Alameda County Sheriff's Office

(925)560-5872 [mfellows@acgov.org](mailto:mfellows@acgov.org)

- Assists in the development of T&E systems, policies and procedures regarding the website
- Provides support to all T&E Planners for registration functions of the website
- Oversees planning for Urban Shield and other exercises
- Lead point of contact for program HSEEP requirements and procedures
- Prepares quarterly reports, meeting minutes, annual reports, assessments and presentations for Program Manager
- Provides direct support to program's Strategic Planning Process



Financial Specialist – Josie Chou, Program Planning/Finance, Alameda County Sheriff’s Office

(925)560-5874 [jchou@acgov.org](mailto:jchou@acgov.org)

- Supports program manager and T&E staff with contracts, procurements and processing of requisitions for programmatic operations
- Provides administrative support for Strategic Planning, annual reports, assessments and other planning activities as assigned
- Fiscal liaison with county and local government
- Participates in the planning of training

**Mailing Address:**

**Bay Area UASI Regional Training and Exercise Program**

**6289 Madigan Road, Room G**

**Dublin, CA 94568**

**Main: (925)560-5866 Fax: (925)560-5867**

C. Grants Overview and Budget

The Alameda County Sheriff’s Office received our grant MOU in spring of 2011. The project was formalized in July 15, 2011 for the amount of ~\$5.1 M. The grant period of performance is from April 2011 to September 30, 2013.

D. RFP Overview

Contracting Opportunities: The Auditor-Controller’s Office of Contract Compliance (OCC) currently manages and maintains a list of vendors interested in doing business with the County. These businesses were solicited by GSA-Purchasing through informal and formal competitive bid procedures to provide required goods and services to County departments. Formal Requests for Proposal/Quotation (RFP/Qs) were posted on the GSA Contracting Opportunities website and published in local newspapers.

The UASI T&E Program, in coordination with County GSA, participated in a formal bid process to attain quality vendors consistent with county policies and procedures.

E. List of Approved Vendors:

The following table lists the approved vendors which will expire approximately on December 31<sup>st</sup>, 2014. At the discretion of the Alameda County Sheriff’s Office and the Bay Area UASI staff, the approved vendor could be closed or re-opened based on need, gap and/or priority. *Please note, designation of approved vendor does not guarantee an award for contract to present classes.* At the discretion of the UASI T&E staff, multiple vendors offering the same class, a lowest bid may be utilized to prioritize vendor selection.



Citygate Associates, LLC	2250 East Bidwell Street, Ste. 100 Folsom, CA 95630 O: 916.458.5100 ext. 101	David DeRoos <a href="mailto:ddeeroos@citygateassociates.com">ddeeroos@citygateassociates.com</a> <a href="http://www.citygateassociates.com">www.citygateassociates.com</a>
RW Jones & Associates	P.O. Box 0362 Riverbank, CA 95367 O: 209.406.2447	Randall Jones <a href="mailto:rwjones@ertnow.com">rwjones@ertnow.com</a> <a href="http://www.ertnow.com">www.ertnow.com</a>
Fulcrum Concepts, LLC	103 Arrow Court Yorktown, Virginia 23693 O: 757.337.4627	Thomas Di Tomasso 910.691.2847 <a href="mailto:ditto@fulcrumconceptsllc.com">ditto@fulcrumconceptsllc.com</a>
Willdan Home Solutions	2401 E. Katella Ave., Ste. 220 Anaheim, CA 92806 O: 925.556.2600 ext. 1389	James Bailey <a href="mailto:jbailey@wildan.com">jbailey@wildan.com</a> <a href="http://www.wildan.com">www.wildan.com</a>
Science Applications International Corp (SAIC)	1000 Broadway, Suite 675 Oakland, CA 94607 O: 510.465.5209	Eddie Hulsey C: 706.627.0790 <a href="mailto:Eddie.b.hulsey@saic.com">Eddie.b.hulsey@saic.com</a>
Tetra Tech EM, Inc.	1999 Harrison Street, Suite 500 Oakland, CA 94612 <a href="http://www.tetrattech.com">www.tetrattech.com</a>	Ed Sussenguth O: 510.302.6300 <a href="mailto:Ed.sussenguth@tetrattech.com">Ed.sussenguth@tetrattech.com</a>
Security Solutions, International (SSI)	13155 SW 134 <sup>th</sup> St., Suite 204 Miami, Florida 33186 O: 786.573.3999	Henry Morgenstern C: 305.401.6906 <a href="mailto:bradman@homelandsecurityssi.com">bradman@homelandsecurityssi.com</a>
Northern California Rescue Training, NCRT	P.O. Box 411314 San Francisco, CA 94141 O: 415.944.8080	Tony Smerdel <a href="mailto:frank@norcalrescuetraining.com">frank@norcalrescuetraining.com</a> <a href="http://www.norcalrescuetraining.com">http://www.norcalrescuetraining.com</a>
Incident Management Training Consortium, LLC (IMTC)	40282 Highway 41, Suite #7 Oakhurst, CA 93644 O: 559.683.7800	Geoff Wilford C: 661.619.8600 <a href="mailto:Geoff.wilford@imtcllc.com">Geoff.wilford@imtcllc.com</a>
Sabre Group, LLC	473 Paseo Companeros St. Chico, CA 95928 O: 530.725.8433	Frank Bowman C: 530.321.1221 <a href="mailto:fbowman@sabregroupllc.com">fbowman@sabregroupllc.com</a>
RDX, Inc	3033 Andretti Lane Henderson, NV 89052 F: 702.263.1924	Ernest Lorelli O: 702.296.0951 <a href="mailto:ernest@rdxinc.com">ernest@rdxinc.com</a>
Alpha Trac, Inc	10385 Westmoor Dr., Suite 300 Westminster, CO 80021 O: 720.263.4402	Reed Hodgins <a href="mailto:rhodgin@alphatrac.com">rhodgin@alphatrac.com</a> <a href="http://www.alphatrac.com">www.alphatrac.com</a>
Cytel Group, LLC	17200 Foothill Blvd., Castro Valley, CA 94546 F: 925.392.8803	James L. Baker O: 925.354.6893 <a href="mailto:jim@cytelgroup.com">jim@cytelgroup.com</a>
Public Safety Training Institute	P.O. Box 6134 Auburn, CA 95603 F: 510.357.5066	Mike Elerick O: 530.906.5412 <a href="mailto:mike@PSTI-Site.org">mike@PSTI-Site.org</a>
Plan A Solutions	410 Fritch Creek Road Ben Lomond, CA 95005	Vol Ranger O: 831.336.2247
Urban Environmental Research, LLC	1120 N. Town Center Dr., #100 Las Vegas, NV 89144 O: 702-254-0306	Sheila Conway <a href="mailto:sconway@uerlv.com">sconway@uerlv.com</a> <a href="http://www.uerlv.com">www.uerlv.com</a>
WMD Tech	5465 E. Terra Linda Way Nampa, ID 83687 O: 866.963.8324	Christopher Brown C: 830.237.6907 <a href="mailto:cbrown@wmdtech.com">cbrown@wmdtech.com</a>

Table of Approved Vendors

UASI

12AU

#### F. Registration Information

To attend any of the free UASI classes, you must be affiliated with a public service agency within the Bay Area 12 County UASI Region. This includes the counties of: Marin, Sonoma, Napa, Solano, Contra Costa, Alameda, San Mateo, Santa Clara, Santa Cruz, San Benito, Monterey and San Francisco.

The various classes offered are multi-discipline, for Law, Fire, EMS, Emergency Management, Public Health and other field responders. All prospective students must *pre-register* on the website. Pre-registration only occurs once. The Training and Exercise website is located at [www.bauasitep.org](http://www.bauasitep.org).

**The registration passcode is #4tepreregistration.**

- See Attachment A for the detailed Registration Instructions.
- Create only one registration account, where you will want to receive open enrollment.

**Note:** *Please practice student etiquette regarding class registration. If you are unable to attend, please UNREGISTER before the class starts.* Most of our classes have waiting lists, and our vendors have out of pocket expenses for up-front costs. **Failure to unregister or do a “No Show” – could preclude you from participating in future classes.**

#### G. Proposal Information:

To submit a training and exercise proposal, please go to the [www.bauasitep.org](http://www.bauasitep.org) website. Create an account using the registration instructions. Several times a year, the Training and Exercise UASI Program Manager will announce dates when new proposals will be vetted.

1. Log onto the website using your existing account
2. Click on the “My Course Proposals” tab
3. Click on the “New Proposal” button
4. When submitting a proposal, the following information with an asterisk must be included in the proposal:
  - \*Training Nexus – Choose *Terrorism Nexus* on the pull down menu
  - \*Course Name
  - \*Course Description
  - \*Course Pre-requisites
  - Special Equipment/Other Needs (optional)
  - Course Dates (optional)
  - \*Total Course Hours





- Course Dates/Hours Description (optional)
  - Course Location (optional)
  - \*Select County – from the pull down menu
  - \*Training Activity – select “Classroom Based”, “Field Based” or “Classroom/Field Based” from the pull down menu
  - \*Class size – total number of students
  - \*Approved Course List – select one of the following from the pull down menu
    - NTED Course Catalog
    - Federal-Sponsored Course Catalog
    - State-Sponsored Course Catalog
    - Not in Course Catalog

Click on View Course Catalogs: appropriate links to view Course #
  - Course Number: from list (see links to course catalog)
  - \*Course Justification: After Action Report, Training Gap, etc.
    - See Attachment C for the FY 2012 Bay Area Homeland Security Strategy Document  
<http://www.bayareauasi.org/Lists/UASI%20Documents/Attachments/3/GOALS%20and%20OBJECTIVES%20Adopted%202012%20Bay%20Area%20Homeland%20Security%20Strategy%2001.12.12.pdf>
  - \*Target Discipline(s) – from the pull down menu select all that apply
  - \*Training Level – Select one from the pull down menu
    - “Awareness”, “Performance Defensive (Operations)”, “Performance Offensive (Technician)”, “Planning (Incident Command)”, or “Not Applicable”
  - \*Course Cost – Included a projected cost for the class
  - Suggested Training Provider – please include one or several vendors from the list (if not a qualified vendor – proposer must use their own procurement process)
5. If you wish to save your proposal and edit it a later time, click the “Save Course Proposal” button.
  6. If you want to submit your proposal to the Training and Exercise Program, please click the “Submit Course Proposal” button.



Diagram A. The Submission Proposal Process



H. Vetting Process

Applications, on average, will be reviewed 2 to 4 times annually. Please note, upon the discretion of the Alameda County Sheriff’s Office and the Bay Area UASI Training and Exercise Program, an emergency vetting process can occur. Determination of emergency vetting will be based on the following criteria: newly identified gap, need, threat/risk or emerging response requirement and/or a change in standards of training or operations.

- Once an application has been submitted, internal staff review is conducted to determine if the application is complete and the proposal meets the grant funding requirements.
- The proposal is then reviewed by the T&E Workgroup and prioritized utilizing a scoring tool.



- Upon completion of the workgroup review, UASI Training and Exercise staff completes an internal review ensuring:
  - No duplication of efforts;
  - Class is regional;
  - Training gaps are addressed;
  - Equity in geographical distribution, and
  - Consistency with the UASI strategic and training plan.

Lastly, the proposal will move to the Advisory Group<sup>1</sup> for final approval. Once approved, the UASI T&E staff will assign a Planner to assist with the planning and execution of the class(es).

I. Sponsoring/Host Agency Responsibilities:

Provide ongoing coordination with vendor/instructor and UASI staff for:

- Identify training or class site(s)
  - Site requirements should be determined by vendor and provided to host agency
  - If applicable – the host agency is responsible for all site preparation costs including but not limited to, if the training site requires state approval or another approval authority to be a “Certified” site
- Develop the Environmental Historic Preservation document (EHP) and submit to T&E Planner for completion
- Assist in proofing any flyers or documentation with site information
- Provide vendor with facility rental costs if applicable
- Promote the class within the agency
- Provide UASI Planner with pre-registration names if applicable within 7 working days prior to class being published
  - The host or sponsoring agency can receive up to 20% of the class seats if UASI reimburses the vendor
  - The host or sponsoring agency can receive up to 50% of the class if hosting agency reimburses the vendor directly and then submits submission to UASI in arrears
- Provide in-house logistical support to the instructor(s)

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<sup>1</sup> The Advisory Group serves as the T&E Steering Committee




J.

UASI Staff Responsibilities:

Provide ongoing coordination with hosting agency and the vendor/instructor:

- Submit the EHP to Bay Area UASI for approval
- Submit class information to CalEMA for approval and tracking number
- Create vendor Purchase orders upon receipt of quote(s)
- Complete entry into the website for proposal and class information
- Pre-populate system with pre-registrants from hosting agency
- Publish the class on the UASI registration site
- Provide technical assistance to UASI membership pool
- Upload the class flyer, medical release forms or any other required information
- Coordinate with vendor for class description, pre-requisites and any other special requirements (such as PPE)
- Reconcile class sign in rosters with website registration lists
- Change class rosters to reflect class completion
- Coordinate with vendor staff regarding required documentation for reimbursements<sup>i</sup>
- Process vendor reimbursement and track expenditures
- Track the progress of proposals and the completion of classes
- Prepare department reports (monthly, quarterly, annual)
- Conduct strategic planning and/or develop training plans
- Website hosting and maintenance
- Curriculum review and approval of pilot classes
- Site visits, audit classes, instructors and/or training
- Coordinate with POST and other approval agencies
- Manually reconcile class rosters on registration website
- Send reminder emails to registrants
- Attend various UASI meetings (HUB, Advisory, workgroups)
- Develop policies and procedures for the program
- Develop strategies around membership pool, equitable and geographic distribution of funds, training gaps, needs and priorities
- Assist with other Bay Area UASI programs for grant development and reports
- Process sole source agreement(s) for special circumstance training
- Coordinate with city and/or agency fiscal staff with processing reimbursement claims
- Review other city or agency procurement policies to assess no conflict with grant funding processes
- Maintain all grant records until December 2016.



Please Note: At the discretion of the Bay Area UASI T&E Program, a class (or series of classes) may be canceled at any time. The Sheriff's Office reserves the right to cancel the training class within fourteen (14) days notice, and not be charged for the class or training manuals by the Vendor.

K. Student Responsibilities:

Students attending UASI Regional Training and Exercise Program sponsored training or exercises shall adhere to the policies and procedures of their own Agency, whether they are attending training in an on-duty or off-duty capacity. Additionally, the following rules of conduct are mandated by the UASI Regional Training and Exercise Program.

- Students attending UASI Regional Training and Exercise events shall conduct themselves ethically, professionally, and responsibly and not in a manner that reflects poorly on their Agency or the UASI Regional Training and Exercise Program.
- Consumption of alcoholic beverages or controlled substances, or being present where alcoholic beverages or controlled substances are being used, or knowingly becoming intoxicated through the use of prescribed drugs while participating in UASI sponsored training and exercises or while on any UASI training site/facility is prohibited.

Student Conduct violations shall be reported to the Safety Officer and/or Lead Instructor immediately. The Lead Instructor shall also ensure that all conduct violations are reported to the UASI Training and Exercise Project Manager as soon as possible.

Students deemed to be in violation of their own Agency's Policies and Procedures or any of the UASI Regional Training and Exercise rules of conduct; while participating in the UASI Regional Training and Exercise Program will be prohibited from attending any future UASI sponsored training and exercise events.

L. Vendor Responsibilities

The vendor will be responsible for training their instructors on an ongoing basis and will orient each instructor prior to the delivery of any training for the first time. The orientation will cover UASI policies, procedures, including emergency procedures, non-competition agreements, ergonomics, evaluations, and sign-in rosters. Instructors will provide the training for the entire time allotted for each class, unless otherwise instructed by UASI T&E staff.

Provide ongoing coordination with hosting agency and UASI staff:

- The vendor is responsible for the training site, student rosters, instructor resumes and credentials, logistics and all costs if not coordinated with a host agency.



- Vendor must maintain all training records 3 years after the close of the performance periods. UASI is recommending records retained until December 2016.
- The vendor is responsible for providing high quality instructors on a consistent basis to deliver customized training as needed by UASI.
  - All instructors will use the methods suggested by the training protocols established such as maintaining and updating each training syllabus, introducing and following objectives for each class, completing training as described, and utilizing training aids where applicable.
- Pilot classes must be coordinated with the CalEMA State Training Officer for technical assistance and guidance.
- UASI staff will conduct curriculum review on pilot classes. Vendor must submit curriculums in DHS format. Vendor, at no cost to the UASI program, will update curriculum based on feedback from subject matter expert review.
- Develop flyer in word
  - See attachment C for flyer format
- Provide T&E staff with student size and instructor ratios
- Provide all training materials to include post test (final exam) measuring skills (DHS Requirement)
- Provide Certificates
- Provide quote based on full class roster. Provide in the following format:
  1. Training Consultant(s)/Instructor (based on hourly rate for each level of instructors):
  2. Design/Develop/Conduct/Evaluate:
  3. Travel:
  4. Supplies/Materials:
  5. Training Equipment: Ask T &E Planner for clarification on eligibility
  - The vendor will offer course content that satisfies the UASI T&E preparedness training objectives
- Sign in sheets, agendas, evaluations and course completion (grading sheets if applicable) (*Note: Vendor will not be reimbursed until all documentation is received and approved by UASI staff*)
  - Pre and post evaluations measuring student learning if applicable or requested, class evaluation, and/or post evaluation including instructor evaluation. This should include a written exam which is a DHS requirement.



M. Allowable Costs:

The following are allowable costs for the training classes.

- Training Consultant(s)/Instructor(s)
- Design/Develop/Conduct/Evaluate
- Travel and per diem
- Supplies/Materials
- Training Equipment: Ask T & E Planner for clarification on eligibility
- Facility rentals
- Equipment rentals

The following is a list of non-allowable costs

- Curriculum development for pilot, customized or new classes
- Food for participants
- Non-consumables
- Ammunition
- Excessive Instructor rates (Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace)
- Overtime and backfill
- Additional instructors above Student/Instructor ratios (per state requirements)
- Student manuals and other student costs above actual enrollment

N. Reimbursements and other Finance Issues:


The vendor is responsible for submitting an invoice to UASI based on ACTUAL costs and student enrollment. The vendor will be paid for time, materials and for services rendered. Training days are generally eight (8) hours long, e.g. 0830 to 1630 hours, including a one (1) hour lunch and two (2\_ fifteen (15) minute breaks for a total of eight (8) hours of curriculum.

To submit for reimbursement and/or for vendor payment, the following needs to be provided<sup>2</sup>:

- Copies of class rosters and sign in sheets
- Copies of student certificates
- All receipts for travel and per diem
- Copies of student evaluations
- Copies of agendas and course outline

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<sup>2</sup> The Bay Area UASI Training and Exercise program will require course documentation prior to reimbursement of classes. Failure to submit the required documentation may preclude payment to vendor

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- The image shows a stylized map of the Bay Area with various counties highlighted in different colors. Overlaid on the map are two dark grey banners with the text 'UASI' and '12AU' in white. The map is tilted slightly to the right.
- Copies of any invoices or receipts for allowable items
  - Copies of city or county procurement policies and/or RFP process (if UASI is reimbursing local agency and not the vendor)
  - Copies of Instructor Resume(s) and Credentials
  - If UASI is reimbursing an agency for payment in arrears, proof of payment to vendor must also be received.

Customer service is critical and BAUASI region employees and students shall be treated with respect and courtesy at all times.

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For additional information, or feedback on the guidance,  
please do not hesitate to contact any of the UASI staff:

Bay Area UASI T&E Program:  
925.560.5866