
**Cascadia Region Earthquake Workgroup
REQUEST FOR PROPOSALS**

**Washington ShakeAlert EEW
Emergency Management Coordinator**

1. INTRODUCTION

The Cascadia Region Earthquake Workgroup (CREW) is seeking a competent contractor to serve as the Washington ShakeAlert EEW Emergency Management Coordinator. This coordinator position will serve to execute communication, education, and outreach activities that have been identified to advance emergency management coordination of the ShakeAlert Earthquake Early Warning (EEW) rollout in Washington State.

2. BACKGROUND

This temporary contract position is funded by the Department of Homeland Security, Federal Emergency Management, National Earthquake Hazards Reduction Program funds.

This contract is with the Cascadia Region Earthquake Workgroup and the contractor will work with our client the State of Washington Emergency Management Division (WA EMD) Earthquake Program Manager (EQPM).

3. SCOPE OF WORK

- Engage and educate state, tribal, local government and business leaders on ShakeAlert EEW, including what protective actions to take when receiving an alert.
- Support continued education on ShakeAlert EEW and how to get more information.
- Identify and introduce potential end users in becoming pilot users to implement ShakeAlert EEW into their agencies, organizations and businesses.
- Interface with WA EMD and the ShakeAlert EEW Emergency Management Work Group (EMWG) to help develop training and educational materials.
- Leverage partner networks to further ShakeAlert EEW advocacy, specifically amongst the emergency management sector.
- Bringing stakeholders and partners together to ensure collaboration and align goals.
- Provide monthly and end of project analytics of performed work and success.
- Other ShakeAlert EEW outreach related duties as assigned

4. TRAVEL

- Travel will be required to:
 - Participate in meetings, workshops and symposiums
 - Pursue strategic collaborations across Washington
 - Participate in regional stakeholder meetings
- A limited travel budget is available for meetings. All travel proposed travel must be approved by the Washington Emergency Management Department Earthquake Program Manager and Cascadia Region Earthquake Workgroup Executive Director.

5. QUALIFICATIONS

It is required for the contractor to be experienced in the following:

- Working with a variety of communities and diverse working groups
- Independent, organized, and be self directed
- Facilitation of onsite and virtual workshops, symposiums and meetings
- Proficient writing skills
- Comfort in public speaking
- Proficient use of Google Suites, Microsoft Office and Cisco WebEX
- Must be able to lift 25 pounds

6. CONTRACT DURATION and REQUIREMENTS

- All deliverables under this contract **must be completed by July 30, 2019**.
- Must be located in Washington.
- Working space is provided at the Cascadia Region Earthquake Workgroup offices in Seattle.
- Contractor is required to work one day a week on site at the clients (WA EMD) office located on Camp Murray. **This travel is non funded.** (WA EMD is a secure facility and will require a background check, performed by WA EMD, and contractor must be a US citizen)
- Contractor will need to provide own working laptop.
- A Google voice number will be provided to the contractor.

7. ELIGIBILITY CRITERIA

The respondents submitting should have demonstrated experience in the scope of work. Contractor must be registered to work in the State of Washington and hold a current Washington State business license.

8. SUBMISSION OF PROPOSALS

Interested respondents shall submit the following:

- Resume
- Work examples
- Two professional references
- Provide a written explanation of how you would accomplish the scope of work by the end of the contract.

Submissions need to be address to Pascal Schuback, CREW Executive Director at schuback@crew.org, by **no later than 5:00 PM on September 26th, 2018**. Proposals need to be submitted in PDF format.

Contractors may reach out to CREW at the above email address with any questions.

9. EVALUATION CRITERIA RUBRIC

CREW will establish an evaluation panel to evaluate and score the proposals. The individual scores of each member will be averaged to determine the final score. The respondent receiving the highest score will be selected for the award.

Criteria	Points
Proposal of project scope	40
Experience	20
Interview	25
Delivery Method	10
TOTAL	100