Sole Source Documentation

Continuity of Operations Planning (COOP)

Comprehensive Emergency Management Planning (CEMP)

Local Mitigation Strategy Planning (LMS)

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What's Your Plan?

Executive Summary

Since before the September 11th attacks and the destruction of Hurricane Katrina, BOLDplanning has worked with local and state governments to improve and streamline the emergency planning process. BOLDplanning works with over 18,000 planners across the county and is currently providing hundreds of state governments and local jurisdictions with software tools, subject matter expertise and proven project management for Continuity of Operations Planning, Comprehensive Emergency Management Planning and Local Mitigation Strategy Planning. BOLDplanning was selected in each instance because of our unique technology and planning process. We have three unique differentiators; each element is critical by itself but combined they result in better plans in less time!

Technology – The BOLDplanning cloud-based planning system has been continuously deployed for 13 years and is currently in use by over 8,500 organizations across the country. The following unique capabilities are presented as key differentiators and described in detail in justification of a sole source determination:

- COOP, CEMP and LMS Integration – Unique capabilities to develop all three planning elements in a common environment.

- System Branding and Configuration – Powerful tools to customize the system to match the way individual organizations develop plans.

- System Deployment and Management – BOLDplanning hosts this system and is fully responsible for all technical maintenance and upgrades.

- System Functionality and Capabilities – BOLDplanning.com is a unique system with a wide range for tools and features for developing COOPs, CEMPs and LMSs.

- COOP, CEMP and LMS Planning Modules – BOLDplanning.com is the only system with robust modules for developing FEMA compliant COOP CEMPs and Hazard Mitigation Plans.

Experience – Years of direct contact with thousands of emergency management and operational staff makes BOLDplanning who we are! This field experience is combined with continuous study of a wide range of governmental and industry standards for unique subject matter expertise. This experience with state and local governments and the emergency management community is unique and will be a force multiplier resulting in efficiencies and enhanced interoperability. The following unique capabilities are presented as key differentiators and described in detail in justification of a sole source determination:

- Nationwide Emergency Management Guidance and Requirements – BOLDplanning has unique subject matter expertise developed over 13 years of continual research and on-the-ground planning project experience. This covers COOP/COG and CEMP expertise, as well as a decade of success with FEMA approved LMS plans.

- Experience with State and Local Government – Our history is with government organizations and we have ongoing projects with jurisdictions 39 states. Our experience also includes work with State Legislatures and Judiciary. Our work with hundreds of county jurisdictions and incorporated cities is unprecedented across the country.

Methodology – BOLDplanning has developed best practices for training and project management that have been refined in the real world. This proven process is well-documented, flexible and easily implemented, with scalability for both large and small organizations. Our unique planning methodology is wrapped around our proven technology to engage staff, simplify the development process, and streamline ongoing plan maintenance.

The BOLDplanning.com System

The BOLDplanning.com system is a unique technology that has been adopted by over 18,000 emergency planners across the country. The founders of BOLDplanning began developing cutting-edge cloud-based planning tools with the accessibility of the Internet in mind. This concept quickly caught on with government emergency managers and first responders because it increased their ability for collaboration, standardization and FEMA compliance. Today thousands of organizations have discarded their old templates and spreadsheets to join our growing nationwide community of BOLD planners.

Our system is the anchor for our planning projects. We have listened to our community of emergency and continuity planners and built tools that are simple, flexible and powerful. In order to help our clients plan more efficiently and effectively, we focus on the following key strengths:

- Keeping our system easy to use for planners of all levels

- Maintaining the entire technical infrastructure; including hosting, updates, disaster recovery, and data backups

- Customizing the plan elements to match the specific requirements of each organization

- Providing best practice guidance embedded in the system for ongoing compliance with current regulations and standards

The following unique components are identified and detailed in order to justify a sole source determination:

COOP, CEMP and LMS Integration

BOLDplanning has developed a unique perspective related to COOP, COG, CEMP, and LMS planning. Instead of viewing these as separate, isolated plans, they are developed as an integrated whole within a single system. This simultaneous planning develops into a powerful database environment that brings great efficiency and many opportunities for enhanced effectiveness. Utilizing the same system for COOP, CEMP and LMS will accrue the following benefits:

- **System Implementation** – BOLDplanning is the designer and developer, and the only vendor that provides and hosts the BOLDplanning.com system. This web-based planning tool will streamline the COOP/CEMP/LMS planning process for all stakeholders.

- **Local Knowledge** – The BOLDplanning team has worked with hundreds of jurisdictions over the past 13 years facilitating successful COOP, CEMP and LMS projects. These projects were completed on-time and within budget. From the successful completion of these projects, we have incorporated state-specific requirements into our standard functionality. This local knowledge is now institutionalized within our system and is immediately available to jump-start projects in any state.

- **COOP, CEMP and LMS Completion** – The BOLDplanning COOP, CEMP and LMS Modules are the most efficient and effective tools on the market for the development of FEMA compliant plans. By using this existing technology, plans will be completed quickly and efficiently with less staff time and related internal resources.

- **Project Momentum** – By initiating multiple planning projects in succession, staff will engage more easily and be able to maintain momentum with less time and effort. This momentum will greatly assist with the efficient development of the COOP, CEMP and LMS.

- **Integrated Data** – The hazard identification, risk assessment, department resources, critical facilities, and key staff member documentation process is critical to the COOP, CEMP and LMS process. As this data is identified, updated or modified, it will be integrated into all the plans.

- **Plan Dissemination** – The system streamlines and simplifies the plan finalization, approval and distribution process. As data is entered into the system, it dynamically updates all related planning elements. Report generation always provides users with the most up-to-date version. This will facilitate fast dissemination of the latest plans for all stakeholders, and better accuracy.

- **Ongoing Plan Maintenance** – The system simplifies the process of maintaining plans over the long term. Staff can make updates quickly through the web portal and share this data across the entire organization. Maintenance for the COOP, CEMP and LMS are all done simultaneously through the same system.

System Branding and Customization

One of our key differentiators is the customization and branding of our standard BOLDplanning.com system to meet each client's specific requirements. BOLDplanning has performed this customization process hundreds of times for government and private sector clients. An independent version of BOLDplanning.com is deployed uniquely for an organization's emergency planning and preparedness requirements.

Screenshots of Customized Systems

System Deployment and Management

BOLDplanning is unique in our ability to deploy and manage this technology. Our BOLDplanning.com system is the centralized data collection tool that makes plan standardization, plan review and plan monitoring possible. The system is deployed under the Application Service Provider (ASP) model – more commonly known as Software-as-a-Service (SaaS) or the Cloud. We manage every technical aspect related to the system for the life of the project; including hosting, backups, system redundancy, disaster recovery planning, system maintenance, and technical support. Access to the Internet is the only requirement for using this system. The following details the technical specifications for this standard hosted service:

- Utilizes standard Microsoft Operating systems and SQL Server
- Compatible with Microsoft Word and Excel
- Supports SSL browser encryption, complex passwords and AES-256 data encryption at-rest for data security
- Hosted in a secure professional data center on dedicated servers
- Data backup conducted nightly to ensure data redundancy
- Monitored to ensure continuous 24/7 system operation

BOLDplanning can immediately deploy the BOLDplanning.com system to start a new planning initiative. There are no client resources required for the implementation and ongoing maintenance of this system.

System Functionality and Capabilities

No other vendor can provide licensing and technical services for the BOLDplanning.com system, and no other technology matches BOLDplanning.com for the following capabilities:

- Government compliance
- Integration of COOP, COG, CEMP, and LMS elements
- Ease of use for non-technical emergency planners
- Scalability for large and small business units
- Pre-loaded "state-specific" content for annexes, hazards, action lists, teams, roles, successions, and other common elements
- Complete suite of FEMA compliant reports, along with administrator reports for program analysis and monitoring
- Program management functionality; including file archiving of electronic documents, integrated messaging via email and text, audit logs, email reminders, etc.

The real power of our system is the ability to develop a large number of departmental plans in a standardized environment, and then manage these individual elements as a combined organizational group. Project managers and administrators have the following capabilities for managing and accessing the data from the various departments within their overarching structure:

- Administrator access to all planning elements for each departmental plan
- Review, score and provide comments electronically for each plan element
- View individual and group status via the **Red**/**Yellow**/**Green** status lights
- Produce roll-up reports that collate data from all plans
- Monitor system usage and ongoing maintenance with the audit logs
- Receive feedback from planners through the on-line survey tool

Continuity of Operations Planning Module

The COOP Module within BOLDplanning.com is a unique and easy-to-use planning tool that walks users through each step of developing a Continuity of Operations Plan. By following the system's Main Menu, organizations are assured of compliance with Continuity Guidance Circular (CGC) 1 & 2 and other FEMA guidance. Data elements are addressed and then detailed plans and reports are generated for preparedness and response.

COOP Module Main Menu and Reports Page

The primary focus of this plan is to ensure that an organization has addressed and identified the issues of relocation, and protected its ability to continue to perform essential functions. Using the COOP module, organizations can be assured that their plan is developed and maintained within a system built upon COOP and government best practices planning standards.

Comprehensive Emergency Management Planning Module

Comprehensive Emergency Management Planning is the cornerstone of any successful response, and a well-executed response is the best strategy for dealing with disaster events. To that end, BOLDplanning has developed the CEMP Module. This module is a state-of-the-art planning tool that assists users in developing a well-defined, consistent, shareable Comprehensive Emergency Management Plan. The CEMP Module has been specifically designed to meet the planning requirements outlined by the National Response Framework, the National Incident Management System and the Comprehensive Preparedness Guide 101.

CEMP Module Main Menu and Reports Page

The BOLDplanning.com CEMP Module helps develop a jurisdiction's Incident Command System (ICS), Support Annexes, Hazard Annexes, Emergency Support Functions (ESF), and a wide variety of customized annexes for response. Our web-based planning approach allows organizations to respond more effectively to events by systematically developing standardized and integrated CEMPs.

Hazard Mitigation Planning Module

Hazard Mitigation Planning is a requirement for state and local governments and quasi-governmental organizations under the Stafford Act and Disaster Mitigation Act of 2000 (DMA2000). This plan profiles communities and assesses the risks and hazards in detail. Using this risk assessment, impacts are researched and vulnerabilities are analyzed. From this clear understanding the LMS team is required to consider projects and activities that can have a long-term positive affect with respect to disaster damages. To assist with successful planning, BOLDplanning has developed the LMS Module. This module is a state-of-the-art planning tool that assists users in developing required elements for a FEMA-complaint Hazard Mitigation Plan. These elements include the following.

- Identifying of hazards and risks
- Profiling of hazards and risks
- Defining impacts and vulnerabilities
- Identifying mitigation goals and strategies
- Identifying and prioritizing mitigation projects and activities
- Tracking the planning process and public participation

LMS Module Main Menu and Reports Page

Hazard Mitigation Plans are long complex documents with signification formatting and the inclusion of graphics. Due to the complexities of this plan and the requirements for advanced word processing, the BOLDplanning LMS Module does not produce a final LMS plan document. Rather the system produces detailed reports for each element in MS Word and MS Excel. These sections are then copied and pasted in the larger final LMS document using MS Word.

Experience and Unique Qualifications

BOLDplanning focuses exclusively on Continuity of Operations Planning, Continuity of Government, Comprehensive Emergency Management Planning, and Local Mitigation Strategy Planning. We bring an unmatched combination of subject matter experts, real-world experience and cutting-edge technology to each project. We track the National Fire Protection Association (NFPA) 1600, Disaster Recovery Institute International (DRII) and all federal guidance from the Department of Homeland Security (DHS)/Federal Emergency Management Agency for our planning projects, including National Incident Management System (NIMS), the National Response Framework, Comprehensive Preparedness Guide (CPG) 101, Federal Continuity Directive (FCD) 1 and 2, Continuity Guidance Circular 1 and 2, and all other current documentation.

In 2004, BOLDplanning realized that COOPs, CEMPs and other planning elements were vital to the well-being of all organizations, but that the tools and methodologies available at that time were inadequate. There were no viable planning tools that could easily lead large, complex organizations through this long-term process. In response, the BOLDplanning.com system was developed – a comprehensive web-based tool designed to take advantage of the power of the Internet. This flagship system has evolved over the past thirteen years into the leading brand that is changing the way organizations develop, update and maintain emergency and continuity plans.

Nationwide Emergency Management Guidance and Requirements

The BOLDplanning.com system has been designed to address all required planning elements based on DHS/FEMA guidance and all private sector industry best practices.

- Continuity of Operations Planning – BOLDplanning continually monitors all COOP/COG guidance published by the Department of Homeland Security and FEMA and updates the system to comply. All COOP/COG plans developed in this framework follow the recent guidance of Federal Continuity Directive 1 and 2, Continuity Guidance Circular 1 and 2, NIMS and the National Response Framework.

- Continuity of Government Planning – BOLDplanning works with organizations across the country to coordinate their COOPs into a consolidated COG plan for essential functions. BOLDplanning monitors all federal guidance and requirements that relate to COG, and combines this with our COOP development and client training.

- Comprehensive Emergency Management Planning – BOLDplanning adheres to all guidance from the Comprehensive Preparedness Guides 101 and 201, and the National Incident Management System for emergency operations planning for local governments.

- Local Mitigation Strategy Planning – BOLDplanning has been developing FEMA-approved LMS plans since 2000. All FEMA guidance and requirements in support of the Stafford Act and Disaster Mitigation Act of 2000 are followed for the development of these plans.

BOLDplanning is unique within the overarching preparedness industry due to our targeted focus on COOP, CEMP and LMS planning for state and local government; and our deep and long-term understanding of all applicable requirements and guidance elements.