

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Integrated Solutions Consulting for the product and/or services described herein.
 (Name of Person or Firm)

This is a request for (One-Time Contractor Requisition # 40262, copy attached) or _____ Term Agreement or _____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" for all contracts within the _____ (Attach List)

Pre-Assigned Specification No. _____

(Program Name)

Pre-Assigned Contract No. _____

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: _____

Company or Agency Name: _____

Specification # _____

Contract or Program Description: _____

Modification #: _____

(Attach List, if multiple)

Richard Rzeszutko
 Originator Name

745-3504
 Telephone

Richard Rzeszutko
 Signature

C.D.P.H.
 Department

9/30/08
 Date

Indicate SEE ATTACHED in each box below if additional space needed:

<input type="checkbox"/> PROCUREMENT HISTORY	S. S. R. B.
SEE ATTACHED	DATE <u>10/02/08</u>
	APPROVED <u>5-0</u>
<input type="checkbox"/> ESTIMATED COST	CONDITIONALLY APPROVED _____
SEE ATTACHED	RETURN TO DEPT _____
<input type="checkbox"/> SCHEDULE REQUIREMENTS	DISAPPROVED _____
SEE ATTACHED	
<input type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY	
SEE ATTACHED	
<input type="checkbox"/> OTHER	

APPROVED BY: Rob M. Lewis
 DEPARTMENT HEAD OR DESIGNEE

10/02/08
 DATE

Z. D. Hill
 BOARD CHAIRPERSON

10/02/08
 DATE

Yvonne W. Sawyer
 CHIEF PROCUREMENT OFFICER
 DEPARTMENT OF PROCUREMENT SERVICES

10-28-08
 DATE



City of Chicago
Richard M. Daley, Mayor

Department of Public Health

Terry Mason, M.D., F.A.C.S.
Commissioner

333 South State Street
Chicago, Illinois 60604
(312) 747-9884
(312) 747-9888 (24 hours)

<http://www.cityofchicago.org/health>

To MONTEL M. GAYLES

Chief Procurement Officer

City of Chicago Department of Procurement Services

Terry Mason
From: Terry Mason, M.D., F.A.C.S

Commissioner, Chicago Department of Public Health

Date: 10/1/2008

Re: Request for amendment to a Sole Source contract with Integrated Solutions Consultants Contract No. 17150

The Department of Public Health (CDPH) has requested to amend a Sole Source contract with Integrated Solutions Consulting (ISC) Contract No. 17150 to enhance our operational capabilities that would be employed during a complex large-scale natural, technological, and/or political disaster.

We feel that based on the documents attached, Integrated Solutions Consulting is the only source to provide the services requested. Please be advised that CDPH previously worked with ISC to improve our plans for dissemination of Strategic National Stockpile (SNS) assets and prepare for our annual SNS Technical Assistance Review and Audit. In doing so, CDPH was able to increase its TAR score to a 94 out of 100 possible points. The TAR score is one parameter now being used to determine funding (performance-based funding). CDPH now has one of the highest TAR scores in the Nation and would like to utilize ISC to apply this planning method to other CDPH preparedness work.

Thank you for your assistance in this matter. If you have any questions or need additional information, please contact Richard Rzeszutko at 312-745-3504 or Rosemary Lebron at 312-747-9657.

cc. Rosemary Lebron



DPS PROJECT CHECKLIST

For DPS Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____
CA/CN's Name	_____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

GENERAL INFORMATION:

Date: September 29, 2008
 REQ #: 40262
 Specification #: _____ 62427
 PO #: (if known): 17150
 Modification #: (if known) _____
 Project Description: **Sole Source Contract to provide comprehensive public health emergency planning services.**

Contact Person: R.RZESZUTKO
 Tel: 5-3504 Fax: _____
 E-mail: rzeszutko_richard@cdph.org
 Project Manager: Chris Kosmos
 Tel: 773-383-7221 Fax: _____
 E-mail: _____
 Previous PO(s)#: (if known) 17150

FUNDING:

- City: Corporate Bond Enterprise Grant* Other
 State: IDOT/Transit IDOT/Highway Grant* Other
 Federal: FHWA FTA FAA Grant* Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
1	008	0847	041	220140	0140	0413320			08FG60	\$470,000 <i>1 year</i>
Three years Estimated Value \$ 1,410,000										

* IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

SCOPE STATEMENT

Attached are a **Detailed Scope of Services** and/or **Specification(s)**.

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should be included in a **Scope of Services or Specification:**
 A clear description of all anticipated services and products, include: timeframe for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply)

- | | |
|---|--|
| NEW REQUEST | MOD/AMENDMENT |
| <input type="checkbox"/> Blanket Agreement | <input checked="" type="checkbox"/> Time Extension |
| <input type="checkbox"/> Standard Agreement | <input checked="" type="checkbox"/> Vendor Limit Increase |
| <input type="checkbox"/> Small Orders | <input type="checkbox"/> Scope Change/Price Increase/Additional Line Item(s) |
| | <input type="checkbox"/> Other (specify): |

FORMS: Requisition Special Approvals Non-Competitive Review Board (NCRB)

CONTRACT TERM: Requested Term (number of months): 36 Months *EXTENSION*

DPS PROJECT CHECKLIST

PRE BID/SUBMITTAL REQUIREMENTS:

Requesting Pre Bid/Submittal Conference? Yes No Requesting Site Visit? Yes No

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

Required Attachment: Scope of Services, including location, description of project, services required, deliverables, and other information as required.

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

If applicable, Pre-Qualification Category #: _____ Category Description: _____

For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency concurrence Required: None State Federal Other (fill in)

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents: Yes No

Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications.

Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes No

Will work be performed within 50 feet of CTA or ATS structure or property? Yes No

Will work be performed airside? Yes No

***NOTE:** Any non-construction Aviation request, complete the applicable section.

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including description of the product, delivery location, user department contract, price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's E-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:

Copy of Draft (80% Completion), Contract Documents and Detailed Specifications

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

DPS PROJECT CHECKLIST

VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

Required Attachments

- Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.
- Special Provisions (delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.
- Delivery Location(s)
- Technical Literature
- Drawings, if any
- Part Number List (Manufacturer; or Dealer; or Other Source:)
- Current Price List(s) Catalog(s)
- Special Approval Form
- Exhibits and Attachments

If **Modification request**, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's E-mail Address:

Contractor's Phone Number:

Contractor's Contact Person

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

- Detailed description of project listing obligations of each party.
- The Schedule of Compensation
- Deliverables
- Request for individual contract services (if applicable)
- The appropriate EPS form
- ITSC (approved by BIS)
- OBM (approved by Budget form/memo)
- Grant Document attached

Attach any documentation indicating any previous purchase activity to assist in the procurement process

TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, including timeframe for completion, specification qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

Has the project been reviewed by DGS? Yes No

Attach copy of DGS Recommendation; Reservation(s); or participate under current contract.

Does the project include software? Yes No

If yes, is signed ITSC form attached? Yes No

Does the location involve:

A public way? Yes No

Any concession in the City's facilities? Yes No

Is it anticipated City Council approval of the project or contract will be required?

DPS PROJECT CHECKLIST

WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detailed), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

Risk Management:

Will services be performed within 50 feet (50') of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

Will services require the handling of hazardous/bio-waste material? Yes No

Will services require the blocking of streets or sidewalks which may affect public safety? Yes No

If Modification or Amendment request, please verify and provide the following:

Contractor's Name: Integrated

Contractor's Address:

Contractor's E-mail Address:

Contractor's Phone Number:

Contractor's Contact Person

CHICAGO DEPARTMENT OF PUBLIC HEALTH

SCOPE OF SERVICES

The contractor (Integrated Solutions Consulting or ISC) will provide comprehensive public health emergency planning services, with full electronic integration for the public health Emergency Preparedness Division.

ISC has developed the Integrated Planning Cycle™ model to facilitate the creation of all-hazards, emergency management doctrine through an integrated cycle of planning, testing, evaluating and updating. This approach aligns the diverse and growing number of new federal directives and programs, providing a proven method of effectively managing the influx of federal requirements, and the increasing demands on State and local governments. ISC uses the Integrated Planning Cycle™ model to develop a Comprehensive Public Health Emergency Plan (CPHEP) on ISC's patented Integrated Electronic Planning Platform™ (IEPP).

CDPH previously contracted with ISC to obtain a comprehensive emergency management plan on the IEPP™. Due to challenges with the contracting process and the length of time necessary to develop the most comprehensive and fully integrated plan, CDPH was only able to begin the build out of its pandemic influenza operational plan and fully build out its plans for distribution and dispensing of medical countermeasures and to utilize the IEPP™ to facilitate the conduction of CDPH's annual Technical Assistance Review (TAR) audit with the Federal Centers for Disease Control. CDPH now seeks to contract with Integrated Solutions Consulting to complete the build out of a comprehensive emergency management plan on the IEPP™, a patented program that provides jurisdictions with an emergency management planning system that facilitates the integration of comprehensive and department-specific emergency planning doctrine. The IEPP™ will provide CDPH with a web-enabled system to view, update and maintain the CPHEP.

This integrated planning platform will enable CDPH to increase its level of preparedness in an all-hazards approach, while simultaneously incorporating a number of federal mandates including CDC Preparedness goals, Homeland Security Exercise Evaluation Program (HSEEP), the National Incident Management System (NIMS) and the Target Capability List (TCL).

CHICAGO DEPARTMENT OF PUBLIC HEALTH

SCHEDULE OF COMPENSATION

Payment Schedule:

Integrated Solutions Consulting has proposed an estimated project schedule, which details phases of the project and expected completion timeframes for each phase. A proposed pricing form, which includes cost estimates for all phases and services therein, is attached. Invoices for payment will be submitted upon the completion of each phase of the project and should be paid upon approval of the program Deputy Commissioner and Finance Officer.



COST ESTIMATE FOR PROFESSIONAL SERVICES

PHASE	Unit	Quantity	Total Cost
Industry Standard			
1.0 - Comprehensive Public Health Emergency Planning			
ISC Officer	\$ 160.00	32	\$ 5,120.00
Project Manager	\$ 145.00	300	\$ 43,500.00
Emergency Planning Specialist	\$ 145.00	380	\$ 55,100.00
Professional Staff (2 people)	\$ 100.00	810	\$ 81,000.00
Web Planning Integrator	\$ 115.00	290	\$ 33,350.00
Technical Writer	\$ 100.00	100	\$ 10,000.00
PHASE 1.0 TOTAL			\$ 228,070.00
2.0 - CDPH All Hazard Lead and Support Agency Operational Planning			
ISC Officer	\$ 160.00	33	\$ 5,280.00
Project Manager	\$ 145.00	79	\$ 11,455.00
Emergency Planning Specialist	\$ 145.00	140	\$ 20,300.00
Professional Staff (1 people)	\$ 100.00	200	\$ 20,000.00
Web Planning Integrator	\$ 115.00	20	\$ 2,300.00
Technical Writer	\$ 100.00	80	\$ 8,000.00
PHASE 2.0 TOTAL			\$ 67,335.00
3.0 - Information and Communication Management (Public Information Guide)			
ISC Officer	\$ 160.00	32	\$ 5,120.00
Project Manager	\$ 145.00	120	\$ 17,400.00
Emergency Planning Specialist	\$ 145.00	100	\$ 14,500.00
Communications Specialist	\$ 145.00	140	\$ 20,300.00
Professional Staff (2 people)	\$ 100.00	220	\$ 22,000.00
Web Planning Integrator	\$ 115.00	40	\$ 4,600.00
Technical Writer	\$ 100.00	80	\$ 8,000.00
PHASE 3.0 TOTAL			\$ 91,920.00
4.0 - Strategic National Stockpile and Pandemic Influenza Maintenance and Improvement			
ISC Officer	\$ 160.00	24	\$ 3,840.00
Project Manager	\$ 145.00	120	\$ 17,400.00
Emergency Planning Specialist	\$ 145.00	180	\$ 26,100.00
Professional Staff (1 people)	\$ 100.00	248.5	\$ 24,850.00
Web Planning Integrator	\$ 115.00	39	\$ 4,485.00
Technical Writer	\$ 100.00	60	\$ 6,000.00
PHASE 4.0 TOTAL			\$ 82,675.00
TOTAL PROJECT FEE ESTIMATE			\$ 470,000.00

Attachment

Justification for Non-Competitive Procurement

Justification

CDPH is in need of a comprehensive emergency planning framework to leverage and ensure compliance with a growing number of federal programs, requirements and compliance mandates. As the number of these requirements and mandates increase from one funding year to the next, and resources (human and other) decline each year, it is becoming increasingly difficult to ensure that all plans and procedures are consistent and integrated across the multiple federal compliance requirements and across the multiple federal preparedness programs through which CDPH receives funding. Additionally, the standard mechanism of plan development, testing, evaluation, review and modification is becoming increasingly difficult to maintain and ensure compliance.

Integrated Solutions Consulting (ISC) has prepared the nation's only known Comprehensive Public Health Emergency Plan (CPHEP). ISC uses its Integrated Planning Cycle™ model to develop a CPHEP on its patented Integrated Electronic Planning Platform™ (IEPP). The IEPP™ provides jurisdictions with an emergency management planning system that facilitates the integration of comprehensive and department-specific emergency planning doctrine in a consistent and operational format. The IEPP™ also improves the efficiency of incorporating lessons learned from After Action reports (AARs), as well as identifying and resolving operational gaps for all hazards.

CDPH previously contracted with ISC to obtain a comprehensive emergency management plan on the IEPP™. Due to challenges with the contracting process and the length of time necessary to develop the most comprehensive and fully integrated plan, CDPH was only able to begin the build out of its pandemic influenza operational plan and fully build out its plans for distribution and dispensing of medical countermeasures and to utilize the IEPP™ to facilitate the conduction of CDPH's annual Technical Assistance Review (TAR) audit with the Federal Centers for Disease Control. CDPH now seeks to contract with Integrated Solutions Consulting to complete the build out of a comprehensive emergency management plan on the IEPP™, a patented program that provides jurisdictions with an emergency management planning system that facilitates the integration of comprehensive and department-specific emergency planning doctrine. The IEPP™ will provide CDPH with a web-enabled system to view, update and maintain the CPHEP.

Estimated Cost

1. The total cost for the project phases indicated below, including the electronic planning platform is \$470,000.
2. The breakdown of the costs is:
 - a. \$228,070 for Phase 1: Comprehensive Public Health Emergency Planning
 - b. \$67,335 for Phase 2: All-Hazard Lead and Support Agency Operational Planning
 - c. \$91,920 for Phase 3: Information and Communication Management
 - d. \$82,675 for Phase 4: SNS and Pandemic Influenza Maintenance and Improvement

Schedule Requirements

The level and amount of work that CDPH is seeking to have completed within the first year of the contract will require a rigorous schedule in order to yield significant progress within the one year timeframe. However, increasing requirements in both the hospital and public health preparedness areas necessitate a multi-year contract. Therefore the budget and service periods (for the above mentioned phases) will be one year, but the contract period will be three years, beginning at the initiation of the contract. Service periods may need to be added or amended based on additional project needs that arise over the course of the three year contract period.

Exclusive of Unique Capability

Integrated Solutions Consulting (ISC) has prepared the nation's only known Comprehensive Public Health Emergency Plan (CPHEP). We have been unable to identify any other similar program or similar services provided by other organizations. ISC has a patent pending for their IEPP™, a program that provides jurisdictions with an emergency management planning system in a consistent and operational format. ISC's staff is knowledgeable and experienced in big city planning, as well operational response to some of the nation's largest disasters.

Integrated Solutions Consulting

Integrated Solutions Consulting (ISC) is currently under contract with the City of Chicago (City) and the Chicago Department of Public Health (CDPH) to develop the City's Strategic National Stockpile (SNS) and Pandemic Influenza plans. ISC, as part of the contract, is implementing a web-based preparedness and planning system (Odysseus™) in order to efficiently and effectively develop and maintain the CDPH Pandemic Influenza and SNS Plans.

The CDPH SNS Plan is designed to satisfy the Center for Disease Control and Prevention (CDC) City Readiness Initiative (CRI) - Mass Prophylaxis preparedness requirement. The CRI – Mass Prophylaxis requirement is responsible for over \$3.0 million in funding from 2008 – 2010. Additionally, Chicago is one of sixty-one (61) urban areas currently receiving this funding; this requirement is considered so important by the CDC to Homeland Security that an on-site evaluation - SNS Technical Assistance Review (TAR) - is conducted annually.

The CDPH Pandemic Influenza and SNS Plans (CRI – Mass Prophylaxis) preparedness and planning system has been operational since 03-Mar-08 with the primary objective to attain a high-level of preparedness for the upcoming CDC Pandemic Influenza and SNS TAR reviews on 09-July-08 and 22-July-08 respectively. This was an aggressive time-frame but is necessary considering the operational importance of the Pandemic Influenza and SNS Plans, as well as the CRI – Mass Prophylaxis requirement and associated grant funding. The successful execution of these projects and the implementation of Odysseus™ will ensure the receipt of complementary marks from CDC and positioned CDPH for future performance-based grant funding programs.

CDPH and Integrated Solutions Consulting

The Integration Solutions Consulting (ISC) Preparedness and Planning System (Odysseus™) is performing well above expectations in the important categories of: simplicity; customization; redundancy/security; providing operational efficiencies and situational awareness. Odysseus™ is not designed as an off-the-shelf product but as preparedness/planning development system that significantly enhances the ability of CDPH and ISC personnel to work collaboratively on project goals and objectives. This collaboration has been effective since the inception of the project. The majority of effort from ISC is using Odysseus™ to increase the effectiveness and efficiency of CDPH preparedness and planning doctrine and processes.

As CDPH has become more familiar with Odysseus™ it continues to discover its truly unique capabilities. Perhaps more importantly is the immediate and unrestrained "knowledge transfer" from ISC to CDPH personnel – this has been impressive. The effective combination of Odysseus™ and ISC personnel working effectively with CDPH personnel has led the Health Department to request a new sole source contract to further develop the Odysseus™ Preparedness and Planning System to include as many of the requirements and priority projects as economically possible. In addition ISC, under the current contract, has previously agreed to maintain and support Odysseus™ (after the end of the current contractual period 03-March-09) at a limit of 30% of the total cost of the current agreement. CDPH is making a considerable investment in the development of future preparedness and planning requirements and Odysseus™.

CDPH Requirements and Priority Projects

The Health and Human Services (HHS) and Centers for Disease Control and Awareness (CDC) have announced the availability of Budget Period 9 funding for the continuation of the Public Health Emergency Preparedness (PHEP) Cooperative Agreement. The PHEP requires a Local Health Department (LHD) to complete requirements and to identify priority operationally significant projects

outside of those requirements. The Chicago Department of Public Health (CDPH) is required and committed to complete the following requirements and priority projects:

Requirements:

1. ESAR-VHP
2. NIMS Compliance
3. Interoperable Systems/PHIN Compliance
4. Special Populations Planning
5. Public Comment on Plans
6. Hospital Education/ASPR Intersects
7. HSEEP Compliance
8. Standard Reporting Requirements
9. CRI/Mass Prophylaxis
10. RTDD – Poison Control Partnership
11. Hospital – Clinical Lab Partnerships
12. CPHP Partnerships
13. Pandemic Influenza

Priority Projects:

1. Comprehensive Emergency Planning
 2. CBRNE Detection
 3. Special Populations Planning
 4. Intelligence Analysis
 5. Public Information and Communication
 6. Regional Planning
 7. Interoperable Communications
 8. All-Hazard COOP
-

SCOPE OF SERVICES

Integrated Solutions Consulting (ISC) proposes to provide programmatic and technical consulting support to CDPH for FY 2009. ISC will build upon the Strategic National Stockpile and Pandemic Influenza planning initiatives and Odysseus™ enhancement efforts executed in FY 2008. The support provided in FY 2009 will focus on, but not be limited to, the development of a comprehensive emergency planning program utilizing Odysseus™ (Project 1). A comprehensive emergency planning program, supported with Odysseus™ will provide CDPH coordination and connectivity between PHEP requirements and CDPH priority projects. The comprehensive structure and Odysseus™ will also provide increased efficiency, effectiveness, and security by seamlessly connecting planning large in scope with a high level of complexity that require multiagency integration and collaboration.

ISC will provide programmatic and technical consulting support for the following:

Project 1: Comprehensive Emergency Planning

Requirements and Priority Components:

1. Preparedness and Planning Coordination
2. NIMS/ICS Compliance
3. HSEEP – Training and Exercise Compliance
4. Planning Committee Management
5. Communications and Information Management
6. Resource Management
7. Continuity of Operations Plan (COOP) Sustainment of Mission Critical Functions – Integrate with CDPH All-Hazard Plan
8. Special Populations Support Plan
9. Regional LHD Coordination Plan
10. Public Comments on Preparedness and Planning Initiatives

The comprehensive emergency planning is comprehensive in design, providing a common operational picture which is integrated with operational doctrine and supported with exercise and training in order to provide successful direction during all phases of a public health emergency. Comprehensive emergency planning is designed for the end user and agency leadership as it provides Command and Control guidance, time and phases of operations, and integrates operational functions with requisite Standard Operational Procedures (SOP) to focus on: what to do, when to do it, and the how to do it.

CDPH Preparedness and Planning Requirements

Figure-1 of this document demonstrates the concept of a proposed Comprehensive Emergency Management Plan (CEMP) developed specifically for CDPH. Integrated Solutions Consulting (ISC) working with CDPH personnel will utilize Odysseus™ to develop a CEMP integrating the Department's emergency preparedness requirements and identified priorities. The CDPH CEMP will not recreate the level of effort developed to date in the SNS or Pandemic Influenza Plan but will integrate components of the SNS and Pandemic Influenza Plans to expand into an All-Hazard, operationally viable, preparedness and planning system.

ISC will utilize Odysseus™ to also ensure that appropriate Federal and State requirements are developed and more importantly maintained. Maintenance of planning and preparedness doctrine and systems is critical for CDPH; Odysseus™ simplifies planning maintenance by storing planning and associated doctrine electronically on a web-enabled system. This electronic/web-enabled infrastructure enables CDPH "Authorized Users" to learn, review, comment, and if appropriate modify preparedness and planning doctrine.

Figure-2 of this document demonstrates the concept of a Preparedness and Planning Cycle focusing on CDPH requirements and priorities. ISC will utilize Odysseus™ to integrate the Preparedness and Planning Cycle developing CDPH preparedness into a Comprehensive Strategy. Comprehensive planning is achieved with two mutually supportive foci:

- Planning and preparedness (exercise and training) in an All-Hazard Environment focusing appropriate CDPH resources and experience in Lead Agency (Unified Command) and Support Agency emergency operations.
- All-Hazard and Hazard Specific Planning focusing on all phases of emergency operations: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery).

Project 2: CDPH All Hazard Lead and Support Agency Operational Planning

Requirements and Priority Components:

Lead Agency (Unified Command)

1. **Pandemic Influenza (Natural) – Critical PHEP Requirement**
2. Disease Outbreak (Natural)
3. Extreme Temperature (Natural)
4. **Biological (Political) – Anthrax: Integrate with CDPH SNS Plan**
5. Radiological (Political)
6. Chemical (Political)
7. Nuclear (Political)

Support Agency

1. Tornado (Natural)
2. Severe Thunderstorms (Natural)
3. Severe Winter Weather (Natural)
4. Earthquake (Natural)
5. Flooding (Natural)
6. Hazardous Material Release (Technological)
7. Utility Failure (Technological)
8. Transportation Failure (Technological)
9. Civil Disturbance (Political)
10. Explosive (Political)

Utilizing the inventory of local hazards identified in the Chicago All Hazard Mitigation Plan, ISC assist CDPH in developing criteria for procedures and techniques to quantify the public health implications of hazard events depending on their location, duration, intensity, and severity. Each hazard type has unique characteristics that can impact the operations of CDPH in different ways (geography, population and special population distribution, systematic functions, etc). The following factors will be addressed:

- Application mode – acts or events that will cause hazard
- Duration – length of time the hazard is present
- Dynamic/static characteristics – expand, contract, confined, magnitude, and space that define the extent and/or severity of the hazard
- Mitigating and exacerbating conditions – characteristics that reduce or enhance effects

The information gathered for each of the hazards will be contingent on the characteristic of the event (i.e., flooding in particular areas, epidemiologic characteristics of specific diseases, reducing or exacerbating conditions of a chemical release, etc). ISC will use this information obtained to develop hazard specific planning considerations specific to mission and operational objectives of the CDPH.

Project 3: Information and Communication Management (Public Information Guide)

Public notification is a critical element of any successful emergency operations strategy. Preparing for the worst and effectively outlining a strategy on how CDPH and its support agencies will work together to handle the concerns of the media and the public is key to protecting your organization's credibility and effectively managing the emergency event.

ISC will assist CDPH in the preparation of a Public Information Guide that is consistent with the operational strategies of CDPH. The Public Information Guide will identify the operations necessary to inform the public about protecting health, safety and the environment as well as restoring public confidence in CDPH's ability to manage the incident. The Public Information Guide will provide a strategic framework, and supported by operational specifics, to convey public information to offsite populations (general populations, special populations, and government officials) and onsite populations (site personnel, families, visitors, employees). The Public Information Guide will be all-hazard in focus and employ proven methods, supported by lessons-learned and research, on effectively and successfully communicating with the public.

Project 4: Strategic National Stockpile and Pandemic Influenza Maintenance and Improvement

Requirements and Priority Components:

1. SNS Plan and CDC TAR Compliance
2. Pandemic Influenza Plan & CDC Compliance
3. NIMS/ICS Compliance
4. HSEEP – Training and Exercise Compliance
5. Planning Committee Management
6. *Mass (Shelter/ATC Integration) Care Plan*
7. *HPP –Alternate Treatment Site Integration*

The CDPH SNS and Pandemic Influenza Plans are large in scope and complex in the level of detail required to satisfy CDC requirements and maintain functional operational readiness. ISC will provide limited support to CDPH to improve upon and incorporate the CDPH SNS and Pandemic Influenza plans with the existing CDPH planning framework of the Odysseus™ system.

The SNS Plan contains complete and/or components of the following preparedness/planning elements:

- Detailed information on the operations of approximately sixty-two (62) medication dispensing, command and control, and logistical sites/facilities throughout the City (NIMS/ICS requirement)
- Public information and awareness guidance in multiple languages and methods of delivery
- Training and education (HSEEP requirement) development during the preparedness phase (prior to an incident) and for Just-In-Time (JIT) during the incident
- Special populations considerations
- Resource and Information and Communications Management

The CDPH Pandemic Influenza plan is strategic in focus, providing guidance on how the City of Chicago and its public, private, and nonprofit partners will work together to prepare, protect, respond, mitigate, and recover from a pandemic influenza event. ISC will assist CDPH to maintain a strategic cohesion of existing operational plans and ensure unified goals and objectives; continuity with the City departments and local, state, and federal agencies; and consistency with various federal guidance and directives.

Project Budget

The anticipated project budget for efforts performed for the scope of services provided in FY 2009 a lump sum (Not to Exceed) fee estimate of \$470,000. It is understood by ISC and CDPH that the scope of effort for each project will be more clearly defined, as identified below, prior to engagement.

MBE/WBE Participation

Under the current contract ISC did receive a MBE/WBE requirement waiver decreasing the minimum participation to 6.3% and 4.5% respectfully. Although ISC is a Chicago based local small business striving to keep overhead and non-project related costs to a minimum (ultimately providing a greater degree of essential services to CDPH) and is working on public health and emergency management operational planning that is extremely complex requiring years of experience – ISC will continue its commitment to secure a minimum of 10% MBE/WBE participation on this project.

Project Management

Based on our prior experience of executing similar multi project task-oriented contracts, it is essential that a clear understanding of the goals and objectives are established prior to initiating the project. A collaborative approach will ensure the objectives of CDPH are successfully realized. A collaborative approach will ensure that a clear understanding is achieved between both parties about the content and context of work initiated by ISC.

For this reason, ISC will develop a Work Plan that clearly presents a comprehensive project management approach and budget (not to exceed the contract limits) for the identified project efforts. The Work Plan guides the execution of the project tasks, measures project progress, measures the project needs to fulfill CDPH objectives, and identifies periodic project deliverables. Upon approval of the Work Plan, ISC will commence work. To ensure project compliance, ISC will maintain the Work Plan throughout the project and provide periodic updates to CDPH outlining project budgets and work progress.

FIGURE - 1

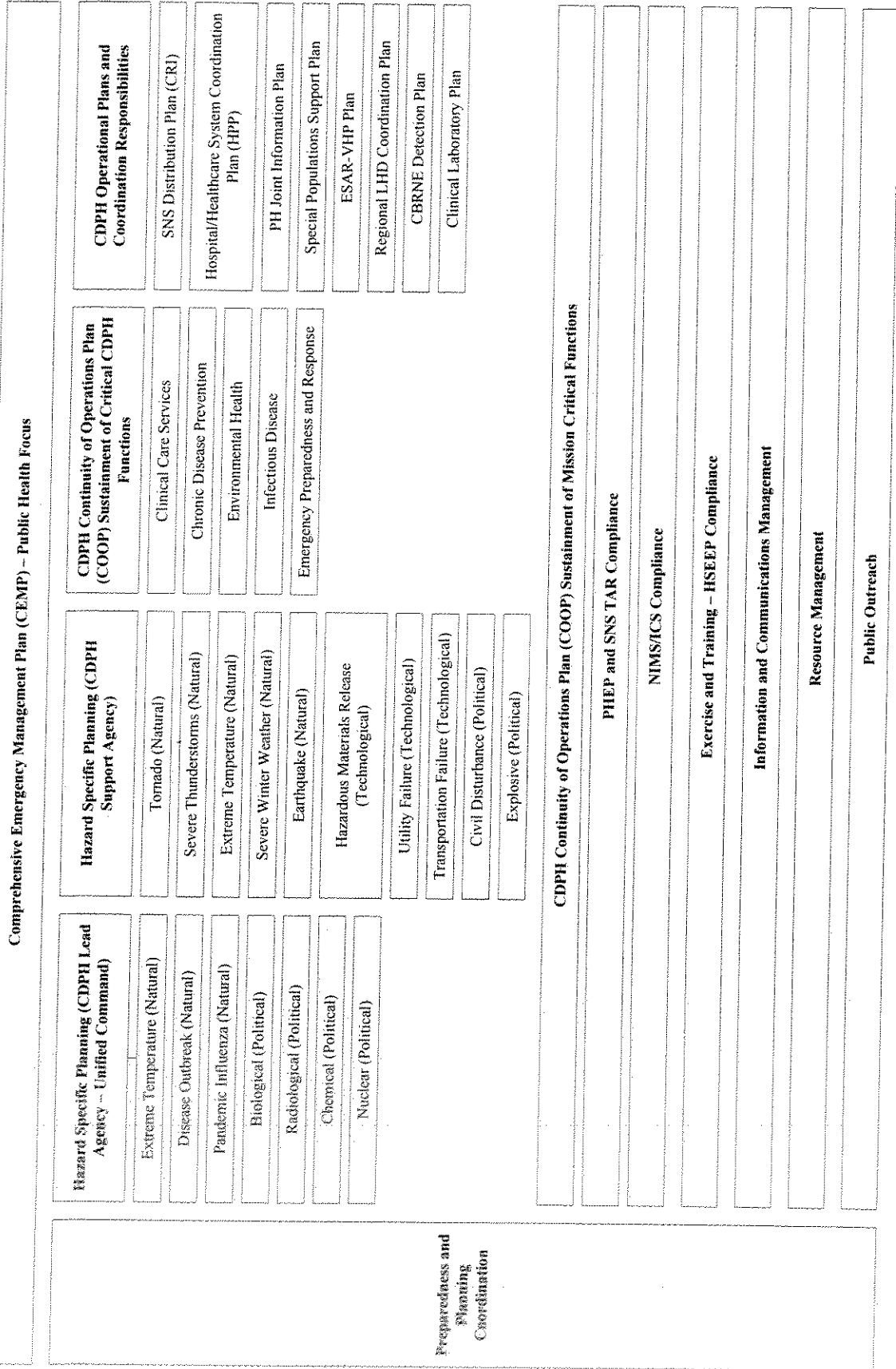
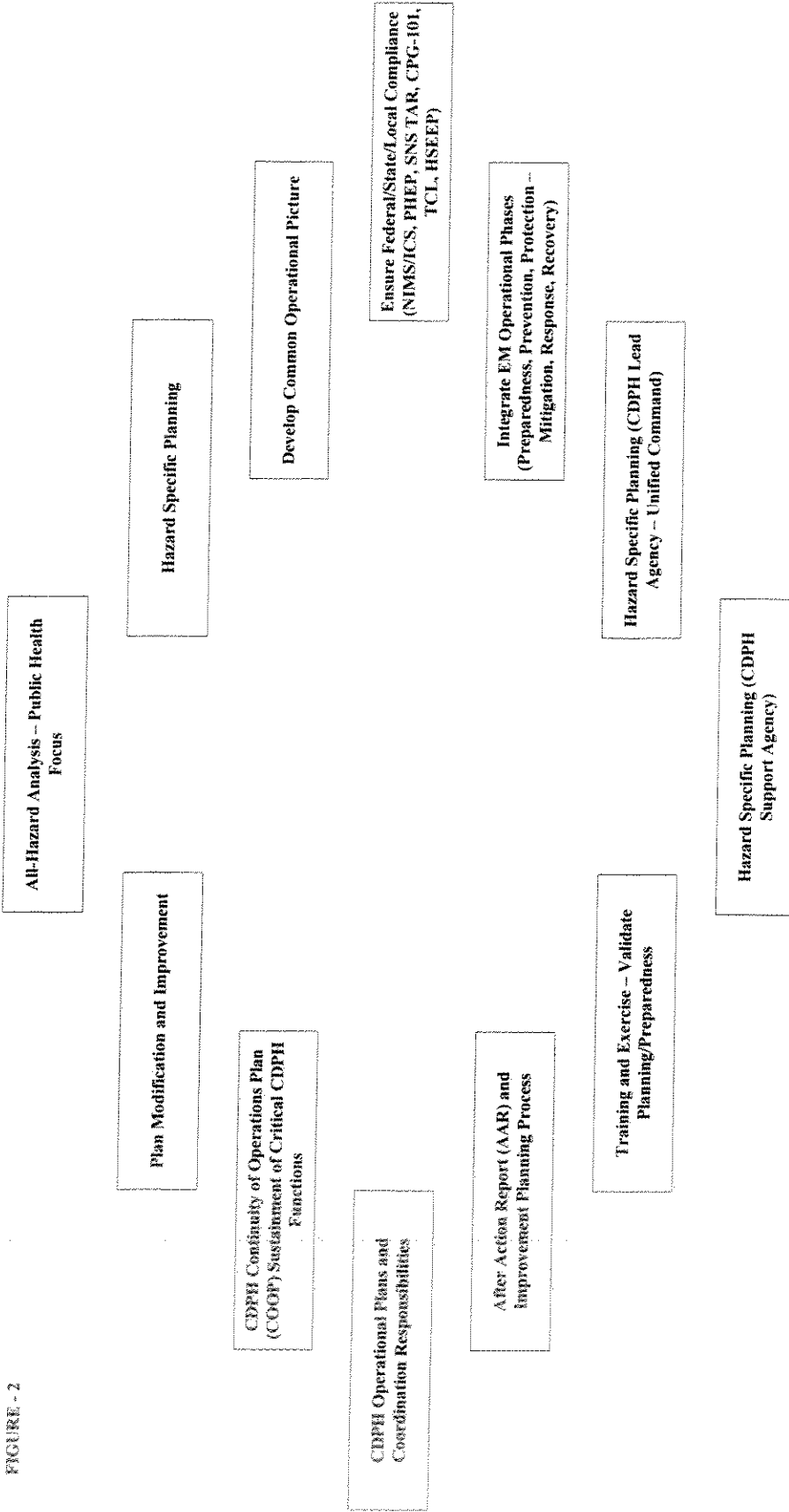


FIGURE - 2





July 11, 2008

Ms. Christine Kosmos
Chicago Department of Public Health
DePaul Center
333 South State Street
Chicago, Illinois 60604

Re: Comprehensive Health Emergency Planning and Odysseus™

The CDPH has identified a critical need to enhance the operational capabilities of the department during incidents and disasters. In order for CDPH to reach a steady-state of high-level preparedness it need of an electronic system to provide a platform for proactive, detailed, and performance based planning doctrine. For this reason, CDPH invested in the development of comprehensive and department-specific emergency planning doctrine utilizing Odysseus™.

Integrated Solutions Consulting (ISC) has prepared the nation's only known Comprehensive Public Health Emergency Plan (CPHEP) and leveraged its Integrated Planning Cycle™ model to develop a ISC's patented electronic planning system, Odysseus™. Odysseus™ is the world's only system with the capability to:

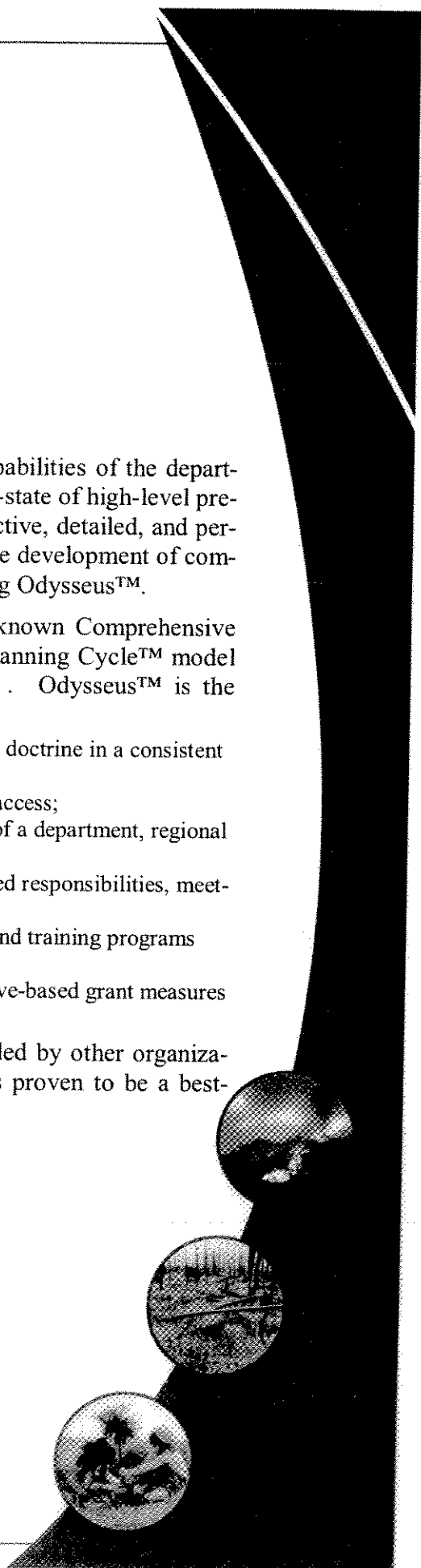
- Facilitate the integration of comprehensive emergency management doctrine in a consistent and operational format;
- Offers an innovative structure that enables various levels of secure access;
- Provide a scalable platform that can be modified to meet the needs of a department, regional authority, or a state agency;
- Assist in the management of planning committees to include assigned responsibilities, meeting schedules, and public outreach efforts;
- Increase the accessibility, efficiency, and effectiveness of exercise and training programs throughout the planning cycle, and;
- Ensure programmatic compliance of performance-based and incentive-based grant measures with governing bodies.

We are unaware of any other similar program or similar services provided by other organizations. Odysseus™, supported by ISC's nationally recognized staff, has proven to be a best-practice and unique service.

Sincerely,

Integrated Solutions Consulting

Daniel Martin, CEM, CFM
Partner



Web EOC	E-Team	Integrated Solutions Consulting CEMP
Web-enabled	Web-enabled	Web-enabled
Crisis information management system	Crisis information management system	Planning platform
Provides real-time info sharing	Common framework that enables full data sharing	Information sharing among partners possible; encourages collaboration both inter and intra agency
Comply with the provisions and standards for Incident Command System (ICS)	Support for the Incident Command System (ICS)	Fosters full grant compliance with all federal requirements, i.e. ICS, NIMS, CDC, DHS, TCI, HSEEP, ASPR (hospitals)
Comply with the provisions of the Emergency Support Functions (ESF)	Quick and reliable scalability	Comply with provisions of the Emergency Support Functions (ESFs); Will help connect standard SOG/SOPs
Originally developed for public safety and emergency management officials	Tracking & managing incidents & events	Integrates emergency management and public health planning
Provides situational awareness	Provides situational awareness	Makes planning streamlined and interactive
Off the shelf software application	Off the shelf software application	Not an off the shelf application; more of a method
Facilitates training, exercising and response	Facilitates training, exercising and response	Facilitates planning, training, exercising, response and recovery
Tech support available	Tech support available	Streamlines and updates plans with a team of experts
Provides the "What to do"	Provides the "What to do"	Provides the "What to do" AND the "how to do it"
		Streamline operations
		Maintain and update plans in real-time
		Enables jurisdictions to exercise to a plan
		Develop plans concurrently w/requirements
		Facilitates database
		Each page has numeric identifier
		Tracks plan updates and records in maintenance record
		Can track all AAR comments
		Can link guidances to document

Intelligence Library maintains maps, flowcharts, etc.

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: 041- DEPAUL 2FL 333 S. STATE ST. 2ND FLOOR Chicago, IL 60604	REQUISITION: 40262 PAGE: 1 DEPARTMENT: 41 - DEPARTMENT OF HEALTH PREPARER: Richard W Rzeszutko NEEDED: APPROVED: 9/29/2008
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REQUISITION DESCRIPTION

SOLE SOURCE CONTRACT WITH INTERGATED SOLUTIONS CONSULTING FOR COMPREHENSIVE PUBLIC HEALTH EMERGENCY PLANNING SERVICES
 SPECIFICATION NUMBER: 69139

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST								
1	91878	#####	USD	0.00	0.00	TO PROVIDE COMPREHENSIVE PUBLIC HEALTH EMERGENCY PLANNING SERVICES WITH FULL ELETRONIC INTEGRATION FOR THE PUBLIC HEALTH PREPAREDNESS DIVISION							
SUGGESTED VENDOR:		INTEGRATED SOLUTION CONSULTING			REQUESTED BY:		Richard W Rzeszutko						
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.		
1	008	0847	0413320	0140	220140	0000	00000000	08FG60	00000	0000	0.00		
LINE TOTAL:											0.00		
REQUISITION TOTAL:											0.00		

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose.
 Requisitions prepared incorrectly will be returned to the using department.