

Request for Quote

This is not a sealed bid. Quotes can be emailed or faxed to the Office of the Purchasing Agent. See instructions below.

The City of Knoxville requests your total price to provide Urban Area Manager Staging Training for 30 students as specified below.

Specification:

Firm shall teach the Staging Area Manager Course for agencies in a more urban setting. In line with the All Hazards IMT – Incident Management Team trainings. Provide 2 instructors, all materials, class room and exercise for 30 students. Travel and per diem included in course costs. Details of Staging Area Manager training are included in the attached document. Length of training is expected to be two days and shall occur no later than June 30, 2019.

MODIFICATIONS: If modifications to this document are necessary, such changes will be made in the form of an addendum, posted to the Purchasing website: www.knoxvilletn.gov/bids. It is the vendor's responsibility to review the website to ascertain whether such addenda have been posted.

INCLEMENT WEATHER: During periods of inclement weather, the Purchasing Division will enact the following procedures with regard to solicitations and weather delays:

- If City offices are closed due to inclement weather on the date that quotes are due into the Purchasing Office, all solicitations due that same day will be moved to the next operational business day.
- The City of Knoxville shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

In order for your quote to be considered for award, your completed form must be received by the Purchasing Office via email, fax, or hard copy no later than 2:30 p.m. Eastern Time on Tuesday, May 21, 2019. Late submissions shall not be accepted.

Prior to submitting their quote, vendors are to be registered with the Purchasing Division through the City of Knoxville's online Vendor Registration system. Instructions for registering on-line are available at www.knoxvilletn.gov/purchasing.

By submitting a quote to the City of Knoxville, the submitter warrants the following:

1. The quote is good for 60 days.
2. The Quoter is licensed to conduct business in the State of Tennessee.
3. The Quoter will use environmentally friendly products and services whenever possible.
4. The Quoter has not entered into any collusion with any person in respect to the pricing of this order or any other.
5. The Quoter represents and agrees to the termination clause, and indemnification clause attached to this document.
6. The Quoter, to the best of its knowledge and belief, does not engage in investment activities in Iran and is not on the list created pursuant to T.C.A § 12-12-106 (available at https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)
7. The Quoter shall be responsible for full compliance with all applicable federal, state, and local laws, rules and regulations.

Please complete the Quote Section below and send your written quote to either the email address or fax number shown below:

Julie Smith Maxwell
Procurement Specialist
City of Knoxville
jmaxwell@knoxvilletn.gov
FAX: (865) 215-2277

Request for Quotes –Urban Area Manager Staging Training

QUOTE SECTION

Having carefully examined the specifications detailed above, for the services of Urban Area Manager Staging Training, we hereby propose to furnish the above listed items as stated for the following sum:

Quote \$ _____

GUARANTEE of availability no later than: _____

Firm Name: _____

Signature of Quoting Official: _____

Telephone: _____

email: _____

INDEMNIFICATION CLAUSE

Contractor shall defend, indemnify and hold harmless the City, its officers, employees and agents from any and all liabilities which may accrue against the City, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of Contractor in performance of this Agreement or from Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the City, its agents or employees.

Contractor shall save, indemnify and hold the City harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the City alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the City; and Contractor shall assume and take over the defense of the City in any such claim, demand, suit, or cause of action upon written notice and demand for same by the City. Contractor will have the right to defend the City with counsel of its choice that is satisfactory to the City, and the City will provide reasonable cooperation in the defense as Contractor may request. Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the City, such consent not to be unreasonably withheld or delayed. The City shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

Contractor shall save, indemnify and hold City harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against City alleging liability referenced above. The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

Staging Area Manager

A position within the Incident Command System. In a large scale emergency, incoming response units and personnel are required to report to a staging area.

The Staging Area manager is responsible for determining the location for the staging area, managing the staging area, assigning the units/personnel to operational and tactical requests, keeping track of all personnel assigned.

In the past, Staging Areas were mostly used on large scale wild fires. Now with incidents like active shooters, when calls go out “everyone” is coming: on-duty personnel dispatched to the scene; responders from jurisdictions around the region; off-duty personnel; and those who happen to be in the area. Officers from all agencies understand the need to get to the scene and stop the carnage. Although they are coming for the right reasons and with the best of intentions, their response presents another challenge for the incident commander, who must manage the incident as well as the influx of non-dispatched responders.



Staging Area Basics

There often are too few responders initially, and then soon there are too many – possibly more than needed for the incident. Knowing that there is a call for help, they come; however, unlike colleagues in the fire service, law enforcement agencies currently do not do a good job managing (human) resources. There is much room for improvement. It is time to revisit the basics of the staging area and the use of staging area managers.

The staging area offers a location where officers check in for duty. In the initial response, officers must respond directly to the scene. However, if not the patrol officer or deputy that is dispatched to the scene, officers need to report to the staging area. In fact, “other” responding officers should ask where the staging area is located. If the incident commander has not established one yet, the request may be the prompt he or she needs to set one up.

Staging areas are not unique to law enforcement. Fire departments and emergency medical services (EMS) do this on a routine basis. The staging area is a concept taken from the Incident Command System (ICS) and fire/EMS stages on a regular basis when called to an incident of any kind. Even public utilities use staging areas when they prepare for major storms and the expected impact on their infrastructure.

When resources are no longer needed, officers do not return to the staging area. Once dismissed from the incident, perhaps because they need to rest and return later, they are no longer “available” and do not belong in the staging area.

The staging area manager (SAM) is a key component of incident command. This person reports directly to the command post – to the incident commander, unified command, or operations section chief. The SAM keeps the incident command post abreast of resources available and the capabilities that these

resources bring to the incident. The SAM also provides security for the staging area, though this may require more people if the incident covers a large area.

Requirements & Responsibilities of a Staging Area Manager Since anyone may be a designated SAM, everyone should know what this function requires. The first step is to proceed to the designated staging area and establish the layout. Vehicles should be parked in configurations that allow them to respond quickly to the incident. The general rule is “first in, first out.”

The SAM needs to track who and what is in the staging area; [ICS forms](#) already exist for this purpose. Forms such as ICS Form 211 (Incident Check-In List) and ICS Form 218 (Support Vehicle/Equipment Inventory) are downloadable for this purpose, or individual agencies may develop their own forms. If forms are not available, a pad of paper is sufficient for writing down the information. Perhaps there will come a time when first responders have a credential with their training, skills, and equipment embedded in them that SAMs could easily scan and transmit wirelessly to the command post for this purpose. Until then, paper forms and existing technology will have to work.

SAMs need to maintain the staging area in an orderly fashion to ensure enough space for vehicles to maneuver and avoid blocking other vehicles. Vehicles should face in the same direction, which is usually toward the incident. By positioning vehicles and apparatus in such a way, when deployed, officers can simply drive forward in the proper direction when deployed. Officers should consider leaving a key with the SAM if they leave the staging area on foot. This allows the SAM or a designee to move vehicles as situations dictate.

Areas used for staging can be large parking lots at malls or shopping centers. If parking areas are not available, another option may be to close a roadway to establish the staging area. This may require more personnel to control traffic around or away from the staging area, but the incident is the bigger issue and the roadway may be the only choice.

There also may be other issues to contend with on occasion. Parking lots may be full with vehicles, snow, or snow piles after plowing. Crowds of people who self-evacuate an incident may be milling around the staging area – usually indicating the need for more personnel onsite to deal with the situation and gather intelligence from these people about the incident itself. Construction may be an issue as well, or the initial responders’ vehicles may be in the way. When dealing with any of these issues, it may be necessary to reconsider the location as a staging area.

Secondary Explosive Devices There is another matter that needs to be taken into consideration as well, and that is the possibility of improvised explosive devices (IEDs). Although not new, their prevalence requires careful consideration when setting up a staging area.