

## Using the Master Service Agreements for Preparedness Planning, Program Management, Administrative, and Training & Exercise Services

There are eleven companies who hold MSAs with COG for this work:

Contract #	Contractor	Contacts
21-062A	The Cadmus Group, LLC	<a href="mailto:contracts@cadmusgroup.com">contracts@cadmusgroup.com</a> , <a href="mailto:erik.gaul@cadmusgroup.com">erik.gaul@cadmusgroup.com</a>
21-062B	The CNA Corporation	<a href="mailto:contracts@cna.org">contracts@cna.org</a> , <a href="mailto:iprbusdev@cna.org">iprbusdev@cna.org</a>
21-062C	Emergency Preparedness Group, LLC	<a href="mailto:cpacheco@emergencypreparednessgroup.com">cpacheco@emergencypreparednessgroup.com</a>
21-062D	Hagerty Consulting, Inc.	<a href="mailto:katie.freeman@hagertyconsulting.com">katie.freeman@hagertyconsulting.com</a>
21-062E	Innovative Emergency Management, Inc.	<a href="mailto:kristin.robinson@iem.com">kristin.robinson@iem.com</a>
21-062F	The Olson Group, Ltd.	<a href="mailto:kbolson@olsongrouppltd.com">kbolson@olsongrouppltd.com</a>
21-062G	Perses Consulting, LLC	<a href="mailto:kmolloy@persesconsultingllc.com">kmolloy@persesconsultingllc.com</a>
21-062H	SPIN Global, LLC	<a href="mailto:ithomas@spinglobal.org">ithomas@spinglobal.org</a> , <a href="mailto:bkruzan@spinglobal.org">bkruzan@spinglobal.org</a> , <a href="mailto:dcovin@spinglobal.org">dcovin@spinglobal.org</a> , <a href="mailto:taskorders@spinglobal.org">taskorders@spinglobal.org</a>
21-062J	Tetra Tech, Inc.	<a href="mailto:caitlin.kelly@tetrattech.com">caitlin.kelly@tetrattech.com</a> , <a href="mailto:phil.myer@tetrattech.com">phil.myer@tetrattech.com</a>
21-062K	Tidal Basin Government Consulting, LLC	<a href="mailto:smurphy@tidalbasin.rphc.com">smurphy@tidalbasin.rphc.com</a> , <a href="mailto:akilburn@tidalbasin.rphc.com">akilburn@tidalbasin.rphc.com</a> , <a href="mailto:airfp@rphc.com">airfp@rphc.com</a>
21-062L	Witt O'Brien's, LLC	<a href="mailto:kstouffer@wittobriens.com">kstouffer@wittobriens.com</a>

These contracts can be used to solicit planning and program management work for emergency management needs.

The use of these contracts provides advantages over a prolonged RFP process:

- a. The companies have already pre-qualified and have demonstrated capacity;
- b. Most of the terms for a contract have already been pre-established;
- c. The timeline for solicitation and beginning work is considerably reduced. A typical timeline for a task order would be:

Review and develop the Task Order	10 days to 2 weeks
Release of Task Order to vendors to review and develop proposals	4 weeks
Review and scoring of submitted proposals	10 days to 2 weeks
Award process	5-7 days

To make use of these contracts, the following are the expected steps:

1. If necessary, local procurement can adopt the contracts for use before task orders are issued. Consult with your Procurement Officer or finance personnel as to the necessary steps to adopt / piggyback COG contracts for your jurisdiction's use. If your jurisdiction uses prequalified contracts or limited bidder's lists, that would be the closest analogue to how this structure works.
2. Develop a Task Order (samples attached).

3. Circulate the Task Order to all of the contract holders, with a due date for proposals. As in the timeline above, the customary period for evaluation is 4 weeks / 1 month, allowing sufficient time for the vendors to submit questions and receive answers.
4. The proposals should be evaluated by a selection committee of experts in your jurisdiction, based on criteria set forth in the task order (again, see the samples).
5. Upon evaluation, the task order should then be awarded to one or more of the vendors as suitable. *Note:* In some jurisdictions, adoption of the contract with the vendor awarded the task order would happen at this time, instead of adopting all nine contracts at the outset. Again, consult with your procurement and finance personnel as to the necessary steps to adopt / piggyback a COG contract for your jurisdiction's use.
  - a. Once the final Task Order is awarded, forward a copy, with costs, to COG Purchasing at [purchasing@mwkog.org](mailto:purchasing@mwkog.org), along with a completed copy of the Rider Clause Approval Form (see attached).

If there have any questions, please contact COG purchasing at [purchasing@mwkog.org](mailto:purchasing@mwkog.org), or call Chris Pipinou at (202) 962-3241.

*Contacts List for Task Order solicitations:* [contracts@cadmusgroup.com](mailto:contracts@cadmusgroup.com);  
[erik.gaul@cadmusgroup.com](mailto:erik.gaul@cadmusgroup.com); [contracts@cna.org](mailto:contracts@cna.org) ; [iprbusdev@cna.org](mailto:iprbusdev@cna.org);  
[cpacheco@emergencypreparednessgroup.com.co](mailto:cpacheco@emergencypreparednessgroup.com.co); [katie.freeman@hagertyconsulting.com](mailto:katie.freeman@hagertyconsulting.com);  
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[taskorders@spinglobal.org](mailto:taskorders@spinglobal.org); [caitlin.kelly@tetrattech.com](mailto:caitlin.kelly@tetrattech.com); [phil.myer@tetrattech.com](mailto:phil.myer@tetrattech.com);  
[smurphy@tidalbasin.rphc.com](mailto:smurphy@tidalbasin.rphc.com); [akilburn@tidalbasin.rphc.com](mailto:akilburn@tidalbasin.rphc.com); [airfp@rphc.com](mailto:airfp@rphc.com);  
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