

Agricultural Risk Preparedness Specialist

Request for Proposals Ag-Preparedness Specialist

Region H Homeland Security Oversight Committee (HSOC) is requesting proposals from interested individuals/agencies in the implementation of a contract for a regional Ag-Preparedness Specialist (APS).

The APS will be responsible for coordinating agricultural initiatives in the areas of training, planning, prevention, protection, response, and recovery relative to biohazards and other threats to agriculture and animal health in Region H. \$60,000 has been set aside for this project. Additional information on initiatives and scope of work can be found at www.missouriregionh.com. Region H encompasses the following Northwest Missouri counties: Andrew, Atchison, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Livingston, Mercer, Nodaway and Worth.

All questions should be submitted in writing and responses will be directed to each solicited individual/firm. Questions may be directed to shawn@mo-kan.org at (816) 233-3144.

Interested firms should submit four paper copies of their proposals for review.

Interested firms should address the following points that will be considered in the selection process:

1. The background of the individual/firm;
2. A description of similar projects completed;
3. Experience of the individual/staff to be assigned to this project;
4. References from other projects;
5. A description of the activities and services to be carried out by the firm relating to this project, with a proposed timeline of its completion; and
6. The proposed cost of the project.

Proposals should be submitted no later than **September 10, 2010 to:**

Mo-Kan Regional Council
Ref: Ag-preparedness
224 North 7th Street
St. Joseph, MO 64501

The most qualified individual/agency may be contacted for interviews. All individuals/agencies submitting proposals will be informed of the Region H HSOC's decision.

The Region H HSOC reserves the right to accept or reject any/all bids, when it is in the best interest of the HSOC to do so.

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Summary

The Region H HSOC (Homeland Security Oversight Committee) is creating an Agricultural Risk Preparedness Specialist. This Ag-Risk Specialist will be responsible for coordinating agricultural initiatives in the areas of training, planning, prevention, protection, response, and recovery relative to biohazards and other threats to agriculture and animal health in Region H. This area encompasses the following counties: Andrew, Atchison, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Livingston, Mercer, Nodaway and Worth.

This position will require extensive travel throughout the region and a flexible work schedule to include evenings and weekends. The position will require training in the Incident Command System.

The position is a contract position funded by a Homeland Security Grant through June 30, 2011, with possibility of extension contingent upon continuing funding and performance.

Characteristic Duties

Conduct regional agricultural needs assessments and analysis. Consult with the Mo-Kan Regional Council Homeland Security Planner and Region H Agricultural Risk Mitigation Subcommittee on needs assessment results; coordinate training, courses, conferences, workshops or seminars to meet specific needs.

Provide education and outreach to the public.

Serve as the agricultural preparedness and mitigation point of contact and liaison to federal, state and local entities, professional organizations and educational institutions. Facilitate information exchange among these entities through various outreach programs.

Establish and maintain contact with industry representatives to evaluate training needs and coordinate training programs.

Coordinate exercises and pilot projects to enhance bio-security and recovery efforts. These projects may be related to plant and animal disease outbreak and disposal efforts.

Prepare after action reports and evaluations as requested by the Agricultural Risk Mitigation Subcommittee to meet Homeland Security Grant requirements.

Develop a Region H agricultural plan based on the needs assessment and analysis information. Assure that this plan is consistent with the State Agricultural Response Plan.

Conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and region affirmative action plans.

As with all positions, involvement with other duties and responsibilities may be expected in order to support the mission and purpose of Region H HSOC.

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Accountability

The Mo-Kan Regional Council Executive Director or designee will provide primary supervisory control.

The Mo-Kan Executive Director or designee and the Region H Agricultural Risk Mitigation Subcommittee will provide oversight to assure that grant objectives are met, and that actions comply with Region H policies and regulations review activities.

The Region H Agricultural Risk Mitigation Subcommittee will provide clear objectives and deliverables to the Agricultural Risk Preparedness Specialist. (See attached scope of work.) The Agricultural Risk Preparedness Specialist will submit written updates to the Committee on a monthly basis.

Minimum Qualifications

Bachelor's degree required. Master's degree or equivalent combination of education and experience in agriculture, ag-business or related field is preferred.

Demonstrated experience in coordination of complex projects.

Demonstrated experience in techniques and methods of oral and written presentations.

Completion of the following FEMA Independent Study Program courses:

- IS-10 - Animals in Disaster, Module A: Awareness and Preparedness
- IS-11 - Animals in Disaster, Module B: Community Planning
- IS-111 - Livestock in Disasters
- IS-100.a - (ICS 100) Introduction to Incident Command System
- IS-200.a - (ICS 200) ICS for Single Resources and Initial Action Incidents
- ICS-300 - Intermediate Incident Command System
- ICS-400 – Advanced Incident Command System
- IS-700.a National Incident Management System (NIMS), An Introduction
- IS-800.b National Response Framework, An Introduction

(Applicant is allowed 6 months to complete FEMA Independent Study Program courses.)

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Additional Preferred Qualifications

Successful candidates will possess knowledge in the following areas:

Requires knowledge of the principles, theories and practical application of agricultural mitigation, preparedness, response and recovery methodologies.

Broad knowledge of the agricultural community and related educational and training systems sufficient to recommend innovative program activities.

Professional, analytical and administrative skills sufficient to coordinate exercises and pilot projects.

Knowledge of analytical techniques and methods of oral and written presentations sufficient to: (1) develop and deliver courses, conferences, workshops and seminars; (2) appraise the adequacy of programs in meeting educational and programmatic objectives; and, (3) to develop reports and presentations.

The ability to coordinate and implement a variety of concurrent activities, assign priorities, and maintain a balance of effort so program objectives are effectively attained.

Ability to work effectively with federal, state and local entities, professional organizations and educational institutions at all levels on matters pertaining to committee objectives.

Agriculture Preparedness Specialist Scope of Work

Overview

The Region H Homeland Security Oversight Committee (HSOC) has been charged with distributing over \$485,000 in grant funds throughout Region H. Region H refers to a 15-county area, including Andrew, Atchison, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Livingston, Mercer, Nodaway and Worth counties. Under the guidance of the Missouri Department of Homeland Security, the Region H HSOC has made planning for an event of Ag Terrorism a priority. The Region H HSOC has dedicated funds to contract with an agency or individual to coordinate activities throughout Region H.

Position Summary

The Agriculture Preparedness Specialist will coordinate special initiatives involving emergency preparedness in response to threats to rural agriculture and animal health. Specialist will be responsible for related training, planning, prevention, response and recovery in the 15 counties in Region H. Extensive travel throughout the region will be required, as well as night and weekend hours. The position is contracted by Mo-Kan Regional Council, and funded through Homeland Security Grant Funds.

Tasks

The Ag Preparedness Specialist will be responsible for the following tasks:

- 1) Conduct regional agricultural needs assessment and analysis, and plan, coordinate and conduct appropriate training, courses, conferences, workshops and seminars.
- 2) Coordinate and facilitate the Region H Agriculture Response Team (ART) by using or modifying the State provided diagram (attached).
- 3) Provide related education and outreach to the public, in the form of press releases, service announcements, flyers, newsletters, email and website, etc.
- 4) Serve as the liaison/point of contact to federal, state and local entities, professional organizations and educational institutions. Facilitate information exchange among these entities.
- 5) Establish and maintain contact with industry representatives to evaluate training needs and coordinate training programs.
- 6) Research local, state and federal laws/requirements as they pertain to industrial ag processing, transport of product, planning, response and recovery. Inform emergency service providers, first responders and producers of the findings, if necessary.
- 7) Coordinate exercises and special projects that enhance ag-security and recovery efforts. Projects may be related to plant and animal disease outbreak and disposal efforts. Prepare after action reports and evaluations required by SEMA.
- 8) Establish relationships with Emergency Management Directors in each of the 15 counties, review recently completed Emergency Operations Plan annexes, and recommend changes, updates as necessary.
- 9) Consult on a quarterly basis with the Region H HSOC's Ag Risk Sub-committee to discuss duties as assign.
- 10) Report in person on a bi-weekly basis to Mo-Kan Regional Council's Executive Director to discuss duties as assigned, issues or concerns.

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Performance Measures

- 1) Documented contacts with emergency management directors, industry representatives, state and federal officials, veterinarians, educators, etc., by phone, email or in-person.
- 2) Establishment of the Region H ART, meetings held, membership obtained, meeting agendas, minutes.
- 3) Training courses, workshops, conferences, workshops or seminars scheduled and held.
- 4) Federal and state meetings attended.
- 5) Press releases, service announcements, newsletters distributed.
- 6) Documented exercises planned and executed.
- 7) Documentation of special projects, i.e. grants applied for, plans drafted, etc.
- 8) Monthly invoices and reports submitted to Mo-Kan.
- 9) Quarterly written and oral reports to the Region H HSOC.