

## Request for Proposals: Hazardous Materials Response Statewide Planning

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**Purpose:** The California Governor’s Office of Emergency Services (Cal OES) has initiated a Request for Proposal (RFP) process to identify a qualified vendor (consulting group) to design and execute a statewide process to develop a Master Framework for Statewide Hazardous Materials Response Planning.

**Who May Respond:** Cal OES seeks a consulting group who has demonstrated experience in successfully designing and implementing complex consensus-based planning processes. Applicants must have strong facilitation skills and proven experience in guiding diverse stakeholder working sessions and helping groups craft agreements around controversial coordination issues and policy development. Experience working on hazardous material response programs and policy, as well as disaster or emergency planning, will be evaluated positively.

**About Cal OES:** Cal OES plans for, responds to, and mitigates a comprehensive portfolio of emergency and disaster programs, policies, and initiatives throughout California. Hazardous materials planning and response is a complex and multifaceted interagency playing field in the state—and constitutes a major ongoing responsibility for the agency.

**Project Overview:** Emergencies and disasters cause tremendous harm to the physical environment, as well as loss of life, economic loss, and displacement of affected residents. These impacts are exacerbated when a hazardous materials incident occurs due to the unclear and long-term potential impacts.

The current state of coordination for hazardous materials response is a patchwork of jurisdictional oversight, covering a wide range from local fire services for initial response responsibility up to statewide policy oversight by law and regulation by several agencies. The State Emergency Response Commission (SERC) is a statutorily required coordination body Chaired by Cal OES’ Director that includes local agencies, regional planning groups, and both state and federal agencies. At the same time, The California Environmental Protection Agency has oversight on key regional coordination bodies— Local Emergency Planning Committees (LEPCs) – which are underfunded yet called for in state and federal regulations and statutes. LEPCs and other state agencies, such as the California Department of Fish and Game’s, Office of Spill Prevention and Response, all have some coordination responsibilities that are evolving from recent legislation but are not yet completely clear.

California has never had a master framework providing guidance and policy to allow all statewide jurisdictions and coordination bodies to support each other and provide services in a coordinated and seamless manner during a hazardous materials incident.

Given the interagency complexities, the range of agencies and regional stakeholder groups—and the differing local policy requirements they operate within—is diverse and numerous. To create a statewide framework that has long term and deep buy in, the playing field of involved agencies and regional groups across many levels of government will need to be engaged.

This project seeks to create a master framework (plan) for the entire state, in order to highlight the key state policy requirements that exist during a hazardous materials emergency. To accomplish this goal, a stakeholder-based design will be required to allow for the input of key players at all level of government as well as community groups and the affected public.

**Scope of Work and Deliverables:** We expect the project to include the following:

- Design and execution of a strategic development process
- Stakeholder identification and engagement, including a ‘core planning team’ of key participants who will be involved in the overall design and review of draft materials
- facilitation of workshops statewide for input
- development of a final framework document (with drafts for review)
- Project management

Proposals should outline a collaborative policy process that informs planning and decisions relative to the needs for a hazardous materials emergency. This process should seek to acknowledge and, to the extent possible, accommodate the interests of a wide range of stakeholders.

**Proposals Must Include:**

- General information about your consulting team qualifications and roles
- A plan for identifying and engaging critical stakeholders in the planning process
- An outline of key planning and engagement phases and/or steps, including a timeline with deliverables identified
- A description of the relevant facilitation competencies and experience your team will bring to this project
- Identification of potential risks and/or notable events project leaders should anticipate
- Evaluation indicators and strategies Cal OES should use to assess collaborative relations and the outcomes of your work
- [Budgets would normally be required as well, but will be optional in this case]

Please note that all proposals must be double-spaced and no more than 7 pages in length.