**FORM C**

**EXECUTIVE SUMMARY AND NARRATIVE PROPOSAL**

**Section 1 - Executive Summary**

1. In this section, provide an overview of the organization which includes the following information with a maximum of ten (10) additional pages may be attached if needed.
2. Describe the Applicant’s history and experience with disaster preparedness planning and response, including coordinating with organizations and agencies within the TSA regions of the EMTF region the Applicant is applying to serve. Organizations and agencies within that region may include public health agencies, medical facilities (public, private, and government), long-term care facilities, mental health facilities, Emergency Medical Services providers, local and state emergency management, Councils of Government, and other first responder agencies and health care agencies.
3. Provide the legal names of the Applicant; any affiliations; the organization’s overall purpose or mission statement; and a brief history of the organization’s accomplishments related to healthcare systems preparedness, including activities related to the Emergency Medical Task Force (EMTF).
4. Provide at least two 24/7 emergency contacts, telephone numbers, and cell phone numbers available to DSHS Center for Health Emergency Preparedness and Response (CHEPR) and emergency response partners during the term of the contracting period. The use of an answering service is not acceptable.
5. Describe the organizational structure, such as board of directors, officers, advisory groups, and/or committees.
6. Describe the organization’s role and experience in the development of healthcare coalitions and related preparedness activities.
7. Describe the organization’s role and experience in the development of the EMTF including related preparedness activities.

**Section 2 - Narrative Proposal**

1. In this section, limit responses to the following questions to the EMTF region for which the organization is submitting this application. If applying for multiple regions, a separate Narrative Proposal will be required for each. A maximum of ten (10) additional pages may be attached if needed.
   1. Experience and Knowledge
      1. Describe your experience leading regional preparedness and response activities.
      2. Describe your experience establishing contracts, and provide examples of successful partnerships with healthcare coalition, public health, and regional partners.
   2. Capability and Readiness
      1. Outline your organizational capacity and readiness to store and maintain EMTF assets.
      2. Outline your organizational capacity to manage and deploy EMTF resources.
      3. Describe your current understanding of healthcare coalition regional partners.
      4. Describe your capacity and readiness to lead coalition members through regional healthcare emergency response and surge management.
      5. Describe and outline the characteristics of the existing emergency medical response system.
   3. Administrative Preparedness
2. Describe your organization’s structure, process and authority for fiscal, legal, and administrative functions that provide approval of funding, procurement, contracting, and hiring.
3. Describe how those functions will be modified, accelerated, and streamlined during an emergency to support medical response and recovery efforts.
4. Demonstrate your experience to develop, manage, review, and validate costs and expenses for deployment activities.
   1. Planning, Training, and Exercise
      * + 1. Demonstrate an extensive understanding and capability to plan for regional healthcare and emergency medical services preparedness, disaster response operations, and recovery operations.
          2. Describe the planning process to include development, implementation, and revision.

* + - * 1. Describe how your organization will assess regional training needs, develop, and conduct training, and exercises for coalition members, and complete the after-action process to include incorporating improvements based on lessons learned.