



## RFP 21-04 Business Recovery Project

### Task Order # 18 Business Recovery Project

PlanRVA, on behalf of the Emergency Management Alliance of Central Virginia (the "Alliance"), is the recipient of an FY21 State Homeland Security Grant to conduct a business recovery project as the final phase of a "regional recovery series;" other products or events that have been developed as part of this series include: development of a Regional Recovery Framework in 2019; a Regional Recovery Workshop for Local Government Executives held in 2020; and a Regional Recovery Exercise held in June 2022.

To complete the regional recovery series, PlanRVA is seeking assistance with subject matter expertise (SME) in business recovery for the following related tasks:

1. **Business recovery presentation** – PlanRVA and the Alliance Planning Committee have partnered with the ChamberRVA to provide business recovery programming for an event as part of the "[Chamber Mix](#)" series. This event is scheduled to take place on September 27, 2023, in the evening at Independence Golf in Midlothian, VA. The programming and presentation component is expected to last approximately 30 minutes.
2. **Business recovery workshop toolkit** – The Alliance is seeking to create a business recovery toolkit. This resource will include various materials such as presentations and handouts designed for emergency management professionals. The purpose of the toolkit is to support these professionals in interacting and collaborating with their local business communities, including Chambers of Commerce, for effective post-crisis recovery.
3. **Business engagement guide:** The business engagement guide will be developed as a secondary deliverable following the completion of the business recovery toolkit. Its purpose is to educate government officials and emergency managers about the fundamental differences between business and government emergency planning considerations and processes. The guide aims to enhance their ability to support local businesses before, during, and after disruptive events.

#### *Objectives/Target Audience*

The target audience for this project are emergency managers, government officials, and business community leaders/owners. The objectives of this project and related deliverables are as follows:

- Educate and Equip: Provide government officials, emergency managers, business leaders, and relevant stakeholders with the necessary knowledge and tools to understand and navigate the complexities of business recovery following a disruptive event.
- Bridge the Gap: Address the fundamental differences between business and government emergency planning considerations and processes. Promote a shared understanding and collaboration between these two sectors.



- Promote Preparedness: Encourage proactive planning and preparedness measures within the business community, reducing the impact of disruptive events and accelerating recovery efforts.
- Foster Engagement: Strengthen and promote ongoing engagement between government entities, emergency management professionals, and the business community. Develop long-term partnerships for resilience.

### *About the Alliance*

The Emergency Management Alliance of Central Virginia is a coalition of government and key stakeholder organizations that manage emergency preparation, response, relief, recovery, and mitigation in Central Virginia. More information on the Alliance and its work can be found at <http://www.emacv.org>.

### *Services & Deliverables*

Vendor should provide costs for the following requested services and deliverables:

#### 1.) Business Recovery Presentation

- Presentation delivery on business recovery at the Chamber Mix event on September 27, 2023, to last approximately 30 minutes. The presentation should also include accompanying handouts or supplemental materials.

#### 2.) Business Recovery Toolkit

- Development of a business recovery workshop 'toolkit.' This toolkit would be designed for emergency managers to present to their local chambers and businesses communities. The product should be comprehensive and user-friendly, in addition to being adaptable to suit different types of businesses and various emergency scenarios. Components of this toolkit could include:
  - Introduction and Overview that provides a clear understanding of the purpose of the toolkit, who it's for, and how it's intended to be used. It could include an outline of the entire workshop and the expected outcomes.
  - Presentation slides that are visually appealing, informative, and cover various aspects of business recovery, such as planning, response, and recovery phases. These should be customizable and easy to understand.
  - Content that outlines steps for business recovery post-emergency, which could include checklists, timelines, key considerations, roles and responsibilities, and case studies of successful recoveries.
  - Facilitator's Manual/guide
  - Participant's Handouts - Summaries, worksheets, or checklists that participants can take away from the workshop. These should supplement the information presented and serve as useful resources for the businesses later on.
  - Other potential tools, templates, or activities to accompany the presentation such as a Business Impact Analysis Tool, Business Continuity Planning Template, interactive activities/exercises, and case studies.
  - Feedback Forms to gather participant feedback.



### 3.) Business Engagement Guide

The document should be created in a digital format for hosting in the Alliance's online plan repository. However, it should also be designed to be easily printable for physical distribution during in-person meetings or events. The objectives of the guide include the following:

- Educate government officials and emergency managers about the core differences between business and government emergency planning.
- Provide considerations and processes to improve emergency managers' ability to support local businesses before, during and after disruptive events.
- Provide strategies, tactics, and best practices to engage with businesses effectively. This includes collaborating, building relationships, communicating effectively, and managing expectations.

Vendor will work directly with PlanRVA staff and the Alliance's Planning Committee to perform the work. This project utilizes State Homeland Security Funds (SHSP) grant funds through the Department of Homeland Security to fund the services. Project budget for all components should not exceed **\$25,000**. Proposal should include all associated costs, to include programming/facilitation services, travel, deliverables, etc.

#### *Timeline*

The business recovery presentation for the Chamber Mix event will be conducted September 27, 2023.

The final deliverables (Business recovery toolkit, business engagement guide) should be completed by November 15, 2023. Final invoices should be received by December 1, 2023.

#### *Project Budget by Milestone/Deliverable*

- Provide a detailed project budget that includes cost per milestone or deliverable. If desired, vendor can submit multiple "price levels" based on extent of services available, or a menu of core services and optional services.
- Clearly articulate basis of billing with anticipation of a 10% retainer held until final project completion.

Response to this Task Order request should be submitted no later than 5 p.m. on August 14, 2023.

Should you have any questions, please contact Katie Moody, Regional Emergency Preparedness Program Manger, at 804-323-2033 or [kmoody@PlanRVA.org](mailto:kmoody@PlanRVA.org).