



Nehalem Bay Emergency Food Plan Emergency Food Consultant Request for Proposals

The Emergency Volunteer Corps of Nehalem Bay (EVCNB) is seeking proposals from qualified individuals/firms ("Consultant") to develop a detailed written Nehalem Bay Emergency Food Plan. The Plan will include guidance for households and government entities for local food storage to cover the weeks immediately following a Cascadia earthquake and tsunami event. For households; simple informational brochure and classroom training material on kinds and quantities of food needed, including practical menu and food preparation suggestions. For cities, county and other government entities; detailed technical advice on how to plan mass feeding, including the type of food that should be stored, facilities required, stock rotation, distribution, preparation and waste disposal.

This project scope of work is attached. It is partially funded by a grant from the Oregon Community Foundation, and the overall budget for consultant services is not to exceed \$20,000.

The project schedule is as follows:

1. Issue RFP: February 1, 2019
2. Proposals due: March 4, 2019
3. Award contract: March 22, 2019
4. Project Kick-off meeting: w/c March 35, 2019
5. Draft household material complete: May 10, 2019
6. Final household material complete: May 24, 2019
7. First Draft Mass Care materials: June 7, 2019
8. Second Draft Mass care materials: July 2019
9. Final Mass Care materials complete: October 2019

EVCNB has established a selection committee which will evaluate all proposals and forward a recommendation to the EVCNB Board of Directors for final approval. The committee will interview one or more of the firms submitting proposals.

The proposals will be evaluated on the following:

- Qualifications of the firm and key staff who will be assigned to the project
- Prior experience on mass care food planning, including selection, long term storage, stock rotation, distribution and preparation.
- Prior experience in emergency food selection and storage for households.
- Prior experience of food planning for special dietary needs
- Suggested project approach

Proposals shall, at a minimum, include the following:

Cover letter outlining the firm's interest in the project.

A brief description of similar projects completed within the past 5 years

Resumes of specific staff who will be assigned to the project.

Description of the approach and work plan you would take in designing and managing the project.

A list of not fewer than five references including names and telephone numbers.

Fee schedule (Include travel and other direct cost)

Deadline for receipt of proposal will be Monday March 4, 2019 at 3:00 p.m.

Address proposals to:

Emergency Volunteer Corps of Nehalem Bay

Attn: Peter Nunn, V.P Mass Care

% Nehalem Bay Fire and Rescue District

36375 Hwy 101 N.

Nehalem, OR 97131

Proposals are to be delivered as a pdf attachment to an email addressed to peter.nunn@evcnb.org.

Nehalem Bay Emergency Food Plan

Emergency Food Consultant Scope of Work

Background

A major Cascadia earthquake and tsunami will damage roads, bridges and other infrastructure, block highways and delay outside relief efforts getting to our small coastal community. Adequate food must therefore be stored locally, sufficient to last for at least 3 to 4 weeks, until emergency supplies can be brought in. This project (Part 4 of a multi-year mass care plan), will develop guidance for local storage of food supplies, both for households and as a community resource. Provision of emergency water supplies and temporary shelters are separate parts of the mass care plan and excluded from this scope.

Components of the Food Plan

The Emergency Food Plan will have two discrete components:

Deliverable 1 - Household Advice

For those able to shelter at home and can afford to stockpile emergency food: simple informational brochure and classroom training material on kinds and quantities of food needed, including practical menu and food preparation suggestions.

Materials for households will focus on simplicity and practicality. A huge amount of information about emergency food is available, perhaps too much, making preparation seem like an insurmountable task. Training materials will provide step-by-step advice on what foods and how much to purchase, how to store them, and how to prepare them. Text should be supported by simple graphics. More prepared households means increased local resilience, with fewer households needing government support.

Consultant is to provide English language draft and final version incorporating results of EVCNB's review. EVCNB will arrange for printing the brochure and training materials, and translation for a Spanish language version.

All deliverables are to be provided in electronic format, with the final version suitable to be posted and downloadable from the EVCNB website.

Deliverable 2 - Governmental Entity Advice

For communities responsible for feeding both people displaced by the earthquake/tsunami and living in temporary encampments, and those who cannot afford to stockpile food: detailed technical advice for the cities, county and other government

entities on how to plan mass feeding, including the type of food that should be stored, facilities required, stock rotation requirements, distribution, preparation and waste disposal. Text should be supported by simple graphics and diagrams.

Consultant is to provide English language initial draft and a second draft version incorporating results of EVCNB's review. The second draft will be circulated by EVCNB to other stakeholders. Feedback from these stakeholders will be incorporated in the final edition of the Emergency Food Plan.

The beneficiaries of this project are not limited to the Nehalem Bay area. Many other communities in Oregon are at similar risk from a Cascadia event or other natural or man-made disaster. The technical advice and educational material developed by this project can, and will, be shared throughout Tillamook County, the State of Oregon and indeed the Pacific Northwest.

Project Schedule

Deliverable 1 - Household Advice Brochure and Training Material

Complete final English language draft by May 24, 2019.

EVCNB will subsequently prepare and print the Householder Brochures and other training materials, based on the consultant's English language deliverable, and implement a training program on an ongoing basis. Educational materials will be published in both English and Spanish to ensure inclusion of Hispanic community members.

Deliverable 2 - Governmental Entity Advice

Complete first draft by June 7th, 2019

Complete second draft by July 31st, 2019

Incorporate comments from stakeholder review by October 2019

General release version: November 2019

Consistency With Approved Grant

This project is partially funded by a grant from Oregon Community Foundation. The approved grant request is incorporated by reference in this Scope of Work, and all work is to be consistent with that request. Consultant shall advise EVCNB of any inconsistency.