Agenda Item Summary

To: Policy Board Members

From: Cheryl Assis, Director of Public Safety

CC: Matthew Hart, CRCOG Executive Director

Meeting Date: March 22, 2023

Subject: Resolution Authorizing Execution of Contract Between CRCOG and Quality Perspectives for Training and Strategic Planning Services for the Capitol Region Medical Reserve Corps

Background: In February CRCOG published a Request for Qualifications for Training and Strategic Planning Services for the Capitol Region Medical Reserve Corps with the following Scope of Services:

Training Development and Facilitation

- Prepare the annual CR-MRC training calendar with guidance from CR-MRC Director, CREPC and ESF 8 leadership.
- Build CR-MRC training based on unit mission, CT MRC Strategic Plans, and the MRC Deployment Readiness Guide which includes MRC Volunteer Core Competencies
- Arrange Subject Matter Expert (SME) presentations as necessary.
- Contribute to monthly CR-MRC agenda.
- Consult and train with Middletown MRC unit leadership and Region 4 MRC units as directed by CR-MRC leadership.
- Conduct monthly training sessions and ensure that volunteers are prepared for activation and deployment.
- Prepare and conduct training program evaluations and volunteer satisfaction surveys
- With the CR-MRC Director conduct regular CR-MRC Orientations; up-date Orientation presentations as necessary to keep current and relative information.
- Conduct training needs assessments.
- Assist CR-MRC Director in identifying funding resources and submitting applications.
- Work with CR-MRC Admin and Medical Directors as directed by CR-MRC Director.

Strategic Planning and Facilitation
Generate documents in preparation for and in response to strategic planning sessions and visioning exercises. Effectively engage participants with the goal of updating the CR-MRC vision and strategic priorities. Be prepared to identify the primary action steps necessary to realize the stated vision and set of strategic initiatives.

- Assist with SWOT analyses and Strategic Planning processes as determined by the CR-MRC Director
- Conduct After Action Reviews and generate AAR reports as directed by CR-MRC Director
- Develop program evaluation metrics and surveys.

The RFQ was advertised in four local newspapers, online and sent to all CRCOG public safety committees. Although there were numerous inquiries, there was one bidder, Quality Perspectives, a Connecticut-based firm. After reviewing the proposal submitted by Quality Perspectives, reference checks and an interview, CRCOG staff and CR-MRC leadership recommend proceeding to a contract.

Benefit to Member Towns/CRCOG: This funding will serve to provide training and planning services to the Capitol Region Medical Reserve Corps volunteers and aid in their operations. The CR-MRC is an available asset to all CRCOG member communities.

Financial/Operational Impact: There is no financial impact to CRCOG.

Project Schedule: The initial contract would be for one year with options for three one-year extensions based upon the availability of funding.

Recommendation: I would respectfully request and recommend that the Policy Board act favorably upon this resolution.

CRCOG CAPITOL REGION COUNCIL OF GOVERNMENTS
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RESOLUTION AUTHORIZING EXECUTION OF CONTRACT BETWEEN THE CAPTIOL REGION COUNCIL OF GOVERNMENTS (CRCOG) AND QUALITY PERSPECTIVES FOR TRAINING AND STRATEGIC PLANNING SERVICES FOR THE CAPITOL REGION MEDICAL RESERVE CORPS

WHEREAS, on Tuesday, February 21, 2023 CRCOG issued a Request for Qualifications seeking training and strategic planning services for the Capitol Region Medical Reserve Corps (CR-MRC); and

WHEREAS, this work will be funded by various grants CRCOG has been awarded recently through the National Association of City and County Health Officials (NACCHO) and CT Healthcare Coalition through the Yale New Haven Health Services Corporation; and

WHEREAS, the RFQ was advertised in four newspaper publications, online and shared with public safety committee memberships; and

WHEREAS, CRCOG received questions/inquiries from several companies, and received only one proposal for the work from Quality Perspectives, a Connecticut based firm; and

WHEREAS, Quality Perspectives has previously provided training services to the CR-MRC and the quality of its work, and its Principal Trainer is excellent; and

WHEREAS, CRCOG representatives met with CR-MRC Leadership to review the proposal submitted by Quality Perspectives and found it to be complete with a full understanding of the work necessary; and

NOW THEREFORE BE IT RESOLVED, that that the CRCOG Policy Board authorize the Executive Director to negotiate and execute a contract with Quality Perspectives and any addendums hereto for the purpose of training and strategic planning services for the CR-MRC.

BY: _____ DATE: _____
Jason Bowsza, Secretary