**Appendix A: Scope of Services Template**

**Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

**1. Complete the Proposed Scope of Services table below. Provide Proposed Costs for each Minimum Required Activity within a Deliverable and Justifications/Breakdowns of Costs.**

The Proposed Scope of Services table includes mandatory Deliverables that the selected vendor must complete. However, vendors are highly encouraged to propose additional Deliverables, with corresponding Required Activities, Required Documentation, Proposed Dates of Completion, and Proposed Costs; propose modifications to existing Deliverables, Required Activities, and Required Documentation; and/or propose modifications to the sequence of Minimum Required Activities that will improve overall project outcomes. These proposals must be made in tracked changes.

A final list of approved Deliverables for the selected vendor will be developed in partnership between the selected vendor and DOHMH prior to contract execution.

*All Deliverables must be completed and all Required Documentation must be provided to DOHMH no later than June 30, 2019. This is a firm completion date.*

**2. Complete the Narrative Section.**

**I.** **Proposed Scope of Services**

|  |
| --- |
| **2018 Jurisdictional Risk Assessment Report Development** |
| **Deliverable** | **Minimum Required Activities and Documentation** | **Proposed Date of Completion** | **Proposed Cost** | **Justification/Breakdown of Costs** |
| **Deliverable I.** Project Initiation |
| A. Review existing JRA materials | Review existing JRA materials including:* PowerPoint presentations
* Written methods documentation
* Related Excel workbooks and visualization
* Prepared background literature
 | 4/12/2019 |  |  |
| **Deliverable II.** Methodology and Results Chapters |
| A. First Draft of Methodology and Results Chapters | Develop first draft of Methodology and Results chapters to include information related to:* Executive Summaries (five (5) versions)
* Understanding disaster risk
* The JRA Methodology
* A Participatory Methodology
* Top public health hazards by risk, severity, manageability and probability.
* Top public health hazards for the NYC Healthcare Coalition.
* Severity contributors
* Probability contributors
* Manageability contributors

**Required Documentation:**First draft of Methodology and Results chapters in Microsoft Word format.  | 4/29/2019 |  |  |
| B. Interim and Final Drafts of Methodology and Results Chapters | Finalize Methodology and Results chapters\*, incorporating multiple (no more than four (4) iterations of NYC DOHMH feedback to include information related to:* Executive Summaries (five (5) versions)
* Understanding disaster risk
* The JRA Methodology
* A Participatory Methodology
* Top public health hazards by risk, severity, manageability and probability.
* Top public health hazards for the NYC Healthcare Coalition.
* Severity contributors
* Probability contributors
* Manageability contributors

\*Includes 1-2 chapters with 2-3 versions for different audiences**Required Documentation:**Interim and final drafts of Methodology and Results chapters in Microsoft Word format.  | 6/14/2019\*\*this is the due date for the final draft. The interim drafts are due prior to this date |  |  |
| **Deliverable III.** Background Chapters and Hazard Profiles |
| A. First Draft of Background Chapters and Hazard Profiles | Develop first draft of Background chapters to include information related to:* How the NYC DOHMH responds to disasters
* The Incident Command System at NYC DOHMH
* The NYC Healthcare Coalition
* Public Health Disasters in NYC
* The Social Determinants of Health in Public Health Disasters
* Public Health Disaster Risk and the NYC Hazard Mitigation Plan
* How disaster risk is used to prioritize work at the NYC DOHMH.
* Using these results to prepare communities.
* Nine (9) Hazard Profiles

**Required Documentation:**First draft Background chapters and Hazard Profiles in a Microsoft Word format.  | 5/17/2019 |  |  |
| B. Interim and Final Drafts of Background Chapters and Hazard Profiles | Finalize Background chapters\*, incorporating multiple iterations (no more than four (4)) of NYC DOHMH feedback to include information related to:* How the NYC Health Department responds to disasters
* The Incident Command System at DOHMH
* The NYC Healthcare Coalition
* Public Health Disasters in NYC
* The Social Determinants of Health in Public Health Disasters
* Public Health Disaster Risk and the NYC Hazard Mitigation Plan
* How disaster risk is used to prioritize work at the NYC DOHMH.
* Using these results to prepare communities.
* Nine (9) Hazard Profiles

\*Includes 2-3 chapters with 2-3 versions for different audiences.**Required Documentation:**Interim and final drafts of Background chapters and Hazard Profiles in Microsoft Word format. | 6/30/2019\*\*this is the due date for the final draft. The interim drafts are due prior to this date |  |  |
| **Total Proposed Cost** |  |  |

**II. Narrative**

|  |
| --- |
| 1. Project Approach
* For each Deliverable, describe your overall approach to completing the Minimum Required Activities, and developing the Required Documentation.
 |
|  |