



Contractor: Science Applications International Corporation (SAIC)
Contractor Vendor ID: 0000012979
Client: State of Vermont, Department of Emergency Management (VEM)
Master Contract ID: 0000000000000000000021307
Project: Public Assistance Resolution Team (PART)
Effective Date: April 3, 2012

The services to be provided under this Task Order will be in accordance with the terms and conditions of the Contract No. 0000000000000000000021307 for Disaster Management Consultant Services between Science Applications International Corporation and the State of Vermont Department of Emergency Management, dated January 6, 2012.

Services:

SAIC will perform the professional services described in the Statement of Work attached hereto as Exhibit A.

Price and Payment Terms:

The fee for the services under this Task Order will be based on the actual hours of services furnished multiplied by SAIC's Billing Rates as set forth in Exhibit B plus all out of pocket expenses directly related to the services furnished under this Task order.

The initial estimated project cost under this Task order is one hundred eleven thousand, six hundred fifty-three (\$111,653.00) dollars. Such estimated cost is not intended to represent the actual project amount, but is an estimated amount based on available information at the time the estimates were prepared. If, during the performance of the services, it is determined additional funding is required in order to complete the project, SAIC and VEM will mutually agree on a new/revised estimated cost and SAIC will not proceed without written authorization from VEM.

SAIC will invoice the State monthly for services rendered during the prior calendar month. Such invoices must include dates, hours of work performed, hourly rates per labor category, and/or out of pocket expenses. The State will pay SAIC within thirty (30) days of receipt of invoices.

Invoices will be submitted to:
Attn: Robert Pierce
State of Vermont
Department of Buildings & General Services
Office of Purchasing & Contracting
10 Baldwin Street
Montpelier, VT 05733-7501

Approved by:

SCIENCE APPLICATIONS INTERNATIONAL CORPORATION

STATE OF VERMONT

Signature:
Name:
Title:
Date:

Signature: [Handwritten Signature]
Name: Michael J. Clasen
Title: Deputy Secretary
Date: 04/06/12

**Public Assistance Resolution Team
Work Plan**

The following work plan serves as a guide for the SAIC project team as they assist the Irene Recovery Team (Team) with resolving various issues associated the FEMA Public Assistance Grant Program. This document will be referenced throughout the duration of the project and may change as required by the project.

SAIC understands that the State desires to develop a program to review specific issues associated with the implementation of the FEMA PA program. SAIC believes that the most effective method of implementing such a program is by establishing a PA Resolution Team (PART) for the FEMA PA disasters impacting Vermont in 2011.

The purpose of the PART is to engage sub-recipients about specific challenges or issues experienced as a during the FEMA PA program. This might be in the form of a de-obligation, appeal, unfavorable audit findings, zero PW or insurance related issue.

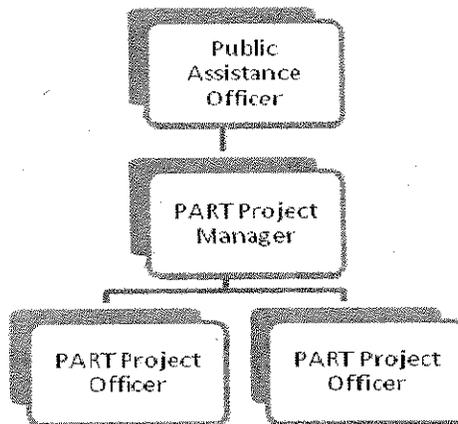
STATEMENT OF WORK

SAIC will support the PART by aiding the State in resolving various issues related to presidentially declared disaster(s). The goal of this scope of work is to provide the State with a deliverable that clearly and concisely identifies the (1) area of conflict and (2) action items for potential resolution.

Project Management

The PART will be chaired by the Public Assistance Officer (PAO) and will act as the day-to-day manager of work performed under this scope. The PAO will act as the ‘gate-keeper’ for issue resolution and manage the workload of the PART. The SAIC project manager will report directly to the PAO.

Exhibit 1 – PART Organizational Chart



Project Intake

Projects that will be considered for inclusion into this program will be collected by the PART through both external and internal means.

External Sources: The State receives information about the progress, problems or specific issues related to the FEMA PA program through a variety of channels. They include:

1. FEMA Officials;
2. State support personnel;
3. Regional Planning Commissions (RPC);

4. Local to State Direct Communication (e.g. sub-recipients directly contacting members of State government); and
5. Project identified through the Section 404 HMGP Database – 406 Report.

Internal Review: The SAIC PM will review the State PA Queue with the PAO to identify projects that may be considered “at-risk” to the State. The evaluation criteria for inclusion into the PART review will be finalized by the PAO and SAIC Project Manager and may include:

1. PWs Greater than \$500,000;
2. PWs with historical or environmental concerns;
3. Element that may be paid for by other funding source (e.g. FWHA, HUD, etc.);
4. De-obligations identified in the PW; or
5. Contains a reasonable cost analysis performed by FEMA.

Initial Response & Analysis

Once an issue has been identified through external sources or internal review process, the SAIC PM will conduct a cursory review of the situation and work directly with the PAO to identify the most appropriate response. This may include:

1. No action taken by PART; or
2. Immediate escalation to the Irene Recovery Officer; or
3. Assignment of the issue to a PART Project Coordinator.

In situations where the PART Project Coordinator will be engaged, the SAIC Project Manager will receive concurrence by the PAO and then assign the project.

PART Project Coordinator Analysis & Data Gathering

The SAIC Project Manager will assign the PART Project Coordinator to work directly with sub-recipients to reevaluate the project that was previously deemed ineligible, projects for which a PW was determined to be unneeded, and projects which were not considered (e.g. no zero PW was developed). This includes:

Projects that may be considered for further investigation will be classified into four (4) groups:

1. Category A: Debris Removal Eligibility Review
2. Categories B: Emergency Protective Measures Eligibility Review
3. Categories C-G (Permanent Repair) Eligibility Review
4. Section 406 Scope of Work Inclusion

Task 1 – Desk Review

The PART Project Coordinator will perform an initial desk review of the issue using data available in EMMIE and other relevant data points (e.g. correspondence with the State, FEMA policy guidance, Stafford Act, etc.). The PART Team will become familiar with the Scope of Work, nature of the issue, and contact information for the sub-recipient.

SAIC will submit a Data Requests/Request for Information for each sub-grantee, prior to an on-site meeting or phone call. This will allow sub-grantee sufficient time to prepare for the project review meetings.

Phase 2 – Project Review

The second phase of the review is characterized as a project specific more in-depth analysis of the situation and may require in-person meetings, site visits or telephone conversations.

Category A: Debris Management Eligibility Review

For debris specific projects, the PART Project Coordinator may encounter situations involving:

1. Disaster specific guidance/positions/policies issued by FEMA, Agency of Transportation (AOT) or Agency of Natural Resources (ANR);
2. Insufficient contractor documentation;
3. Reasonable cost analysis performed by FEMA on contracted costs;
4. Procurement procedures; or
5. Force account labor and equipment records.

In some cases, field reviews and audits including digital photographs, GPS of debris locations, etc. will be performed as required. If required SAIC will review contracts for scope eligibility, procurement, reasonable costs, etc. of the sub-recipients.

Category B: Emergency Protective Measures Eligibility Review

For emergency protective measure related projects, SAIC may encounter situations involving;

1. Town policies or procedures;
2. Insufficient supporting documentation to support PWs; or
3. Scope of work inconsistent with FEMA policy.

Sub-recipient discussions or site meetings will be utilized to obtain additional clarification on the eligibility dispute. The site meetings will include review the initial data set with the sub-grantee and obtain additional project information that may not be included in the files. Information presented by the sub-grantee will be collected by SAIC and incorporated the findings report.

Categories C-G: Permanent Repairs Eligibility Review

For infrastructure repair or replacement projects, SAIC anticipates that the PART Project Coordinator may encounter:

1. **Missing Scope Elements** - Examine eligible scopes of work that may have one or more elements omitted from the PW (e.g. PWs for emergency protective measures without equipment costs included);
2. **Missing/Unidentified PWs** – Work performed in response to Irene that were no PW was written; and
3. **PW vs. Insurance Claim** – PWs may not have been developed because of insurance claim.

Sub-recipient discussions or site meetings will be utilized to obtain additional clarification on the eligibility dispute. The site meetings will include visit to the damage site, review the initial data set with the sub-grantee and obtain additional project information that may not be included in the files. Information presented by the sub-grantee will be collected by SAIC and incorporated the findings report.

Section 406 Review

SAIC and the State have identified nine (nine) ‘representative’ Project Worksheets (PWs) to be selected for review through the Section 404 Database’s “406 Report” along with specific project identified during a meeting with AOT staff on March 9, 2012. The final list of projects will be determined by the PAO and SAIC Project Manager.

Sub-recipient discussions or site meetings will be utilized to obtain additional clarification on the potential missing 406 opportunities. The site meetings may include visit to the damage site, review the initial data set with the sub-grantee and obtain additional project information that may not be included in the files. Information presented by the sub-grantee will be collected by SAIC and incorporated the findings report.

Project Deliverables

For each project assigned to a PART Project Coordinator, SAIC will deliver a written one-page assessment to the PAO. The assessment will include:

1. Brief Background & Description of the Project;
2. Concise Description of Opportunities for Resolution (When appropriate, this may include FEMA Policy Citation(s), examples of how it has been handled in the past for other sub-recipients); and
3. Concise Action Plan for the State or Sub-recipient to Implement.

SAIC will present the findings report to the PAO during weekly briefings. The State or Sub-grantee will assume responsibility of working directly with FEMA to examine the issues. SAIC understands that the process for project reconsideration must be implemented in a collaborative and cooperative manner with representation from the local, State and Federal level. SAIC is prepared to support the State with additional consultations if necessary.

COST CENTER TRACKING

Based on FEMA's Disaster Assistance Policy 9525.9 – Section 324 Management Costs and Direct Administrative Costs (9525.9), the services described in the work plan would be eligible for reimbursement under both direct and indirect cost. For projects assigned to the PA Project Officer, SAIC will track time and expenses on a PW by PW basis. SAIC's will utilize the DAC invoicing process to provide an opportunity for costs to be tracked and recovered through DAC.

ASSUMPTIONS & CONSTRAINTS

This project is based on the following key assumptions and constraints.

- **Project Sponsor.** The State will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Communication.** SAIC will communicate only with pre-approved designated personnel as determined by the Project Sponsor. Communication directly related to topics such as project budgets, deliverables, and timeline will be made in writing via electronic mail.
- **Access to Materials/Plans.** Documentation pertinent to topics identified by State should be made available to SAIC for review in hard copy or electronic format upon request within three (3) business days of the initial request. Failure to meet deadlines may result in changes to delivery deadlines and project cost.
- **Access to Key Personnel.** Availability of State and sub-recipient key personnel and subject matter experts is critical to obtaining the information required for the overall success of this project. Information presented by the State and sub-recipients subject matter experts will be accepted as factual and no confirmation will be made.
- **Deliverables.** SAIC agrees to deliver the following:
 - One-page PA assessment per Project via hard-copy and electronic format.
- **Work Location/Meeting Space.** SAIC will perform work on-site at State/sub-recipient offices or participate via conference call during the performance period.
- **Period of Performance.** The estimated project cost budget assumes a five week period of performance. To the extent the period of performance is required to be extended due to reasons beyond SAIC's control, such unforeseen circumstances may result in an increase in the project timeline and budget.

*STATE OF VERMONT
TASK ORDER NO. 1-2012
EXHIBIT B*

The following SAIC's Billing Rates will apply:

Labor Categories	Hourly Rate
Senior Public Assistance Officer/ Project Manager	\$170.00
Senior Public Assistance Coordinator	\$170.00
Public Assistance Coordinator	\$150.00
Project Officer	\$135.00
Hazard Mitigation Specialist	\$135.00
Debris Specialist	\$125.00
Senior Advisor /Principal-in-Charge	\$190.00
Insurance Specialist	\$170.00
Senior Project Engineer/Architect/Planner/	\$160.00
Environmental Specialists	\$155.00
Project Engineer/Architect/Planner/Adjustor	\$150.00
QA/QC Manager	\$135.00
Senior Training Specialist	\$140.00
IT and Document Control Manager	\$125.00
Senior Grant Administrator/Manager	\$140.00
Grant Administrator	\$115.00
Estimator	\$115.00
Documentation Specialists	\$110.00
Administrative Support	\$65.00
Debris Field Supervisor	\$65.00
Debris Monitor	\$45.00
Data Entry	\$45.00

Out of pocket expenses will be invoiced to the State as follows: 1) Travel expenses including airfare and car rental will be invoiced at cost, without mark-up; 2) Lodging and meals will be invoiced up to the per diem rate according to the GSA rates established at www.gsa.gov; 3) Mileage will be invoiced at the federally published rate; 4) other required out of pocket expenses as may be applicable to the project will be invoiced at cost, without mark-up.