Hawaii Department of Health

Hawaii Department of Health's Office of Public Health Preparedness (OPHP)
Scope of Work
Severe Weather Event Hot Wash and After-Action Report (AAR)

The Office of Public Health Preparedness (OPHP) is seeking a qualified, Hawaii-based emergency management consultant to facilitate a Hot Wash and to develop an After-Action Report (AAR) following the recent statewide Severe Weather Events (Lowell, Moke, Lala, and Nolo). The Emergency Management consultant supports strengthening and evaluates the Department of Health's (DOH) interagency coordination, response capabilities, and public health preparedness. Information about OPHP can be found here: Office of Public Health Preparedness

Due to the statewide nature of the event and required coordination across State and County partners, the Emergency Management consultant must be located on the island of Oahu and have demonstrated expertise in Hawaii specific emergency management systems, all-hazards, and operational frameworks. The consultant must have knowledge in State Agency operations, statewide ESF coordination, and established working knowledge of State and County emergency management systems.

Scope of Work

Planning and Coordination:

- Coordinate with Department of Health (DOH) leadership, OPHP staff, Department Operations Center (DOC), staff, Emergency Support Function staff, District Health Office (DHO) staff, and relevant program areas involved the statewide response.
- Develop a structured Hot Wash facilitation plan, agenda, and discussion guide aligned with DOH Emergency Operations Plan (EOP) and ESF frameworks.
- Meet with OPHP to discuss the plan and send out invites and reminders to the Hot Wash attendees.

- Develop a pre-hotwash questionnaire or survey to gather participants' feedback in advance, identify key successes, challenges, lessons learned, and areas for improvement to help guide a more focused and productive hotwash discussion.
- Review all Team Channels, Situational Reports, and other documentation for in depth situation awareness.

Hot Wash Facilitation

- Facilitate one structured in person/hybrid virtual session with the attendees.
- Capture strengths and best practices, operational challenges, coordination gaps, and suggestions, and key take ways, resource and capabilities.
- Ensure facilitation reflects DOC operations, ESF coordination, and other Hawaii Specific response structures.
- Synthesize observations into strengths, areas for improvement, and capability gaps.

After-Action Report (AAR)

Develop a comprehensive AAR that includes:

- Overview of the Severe Weather Events, DOH and statewide impacts
- Operational timeline and key actions
- Strengths and best practices
- Areas for improvement and root cause considerations
- Recommendations aligned with DOH, DHO, HIEMA and County frameworks.

III. Timeline

Work is projected to commence on Oct 2026, depending upon the timeliness of DOH (procurement) approvals. Timeline may be adjusted based on DOH scheduling needs.

IV. Minimum Qualifications

The emergency management consultant must demonstrate:

- On-island presence in Hawaii
- A minimum of 10 years of experience in emergency management consulting, including, design, coordination, and evaluation of emergency response drills and exercise for state agencies.

- A minimum of 10 years of experiencing conducting hot washes and AAR specifically for state government agencies.
- At least 5 years of experience providing emergency management consulting services to DOH demonstrating familiarity with internal systems and expectations.
- Demonstrate working knowledge and familiarity of:
  -Kona Low and 2026 April Weather Events
  -Lowell, Lala, Moke and Nolo Recent Severe Weather Events
  -DOH EOP
  -State Agencies Department Operation Centers
  -Emergency Support Function (ESF) framework, including ESF-8 and ESF-10
  -Coordination protocols with Hawaii Emergency Management (HIEMA) and County Emergency Operation Centers (EOC).
- Must be licensed to conduct business in the state of Hawaii
- Must be registered and in good standing with Hawaii Compliance Express

Consultant/Coordinator must reside in Hawaii, work within HST, be available for all meetings, and maintain statewide response knowledge.

V. Quote

This quote should include all labor related costs and fees, as well as light snacks, refreshments and beverages for approximately fifty (50) participants.

OPHP will reimburse venue and parking expenses, if needed. Thise reimbursable costs should not be included in the quote.

Original Award Amount: $14999.00 (Maximum)