

AREA E DISASTER MANAGEMENT JOINT POWERS AUTHORITY

Requests for Proposals For DISASTER MANAGEMENT AREA COORDINATOR SERVICES



AREA E CITIES:

ARTESIA
BELL
BELL GARDENS
BELLFLOWER
CARSON
CERRITOS
COMMERCE
COMPTON
CUDAHY
DOWNEY
HAWAIIAN GARDENS
HUNTINGTON PARK
LA HABRA HEIGHTS
LA MIRADA
LAKEWOOD
LYNWOOD
MAYWOOD
MONTEBELLO
NORWALK
PARAMOUNT
PICO RIVERA
SANTA FE SPRINGS
SOUTH GATE
VERNON
WHITTIER



Area E



Cerritos Performing Arts Center

Area E Disaster Management Joint Powers Authority

Contract Period

January 1, 2027 – December 31, 2030, one-year contract with two options for renewal)

Compensation

\$ 105,000 to \$133,000

Proposal Due Date

October 15, 2026

3:00 PM Pacific Time

CHAPTER 1: REQUEST FOR PROPOSALS

NOTICE INVITING PROPOSALS

The Area E Disaster Management Joint Powers Authority (Area E JPA) invites qualified individuals or firms to submit proposals to provide **Disaster Management Area Coordinator (DMAC) Services**.

The Area E General Board seeks an experienced emergency management professional to provide DMAC services to the Disaster Management Area E member cities as an independent contractor. The Contractor will serve as the response coordinator for regional emergency management programs. They will provide training and operational expertise in preparedness, mitigation, response, and recovery. They will collaborate with other DMACS to develop programs and processes to build Area E member cities' capabilities and competencies. The contractor is not an employee of the Area E JPA. The contractor is not eligible for employee services or benefits such as insurance or retirement.

The selected Contractor will provide executive leadership, strategic planning, emergency management program administration, regional coordination, grant management, and operational support on behalf of the Area E Joint Powers Authority.

On **September 15, 2026, at 10:00 AM, a mandatory** virtual Pre-Proposal Conference will be conducted to review the Request for Proposals, explain the procurement process, and answer questions from prospective proposers.

If Bidders have any additional questions, they can be submitted in writing no later than **September 30, 2026**, to:

Brian McNerney, Chair

Area E Joint Powers Authority

13700 La Mirada Boulevard

La Mirada, California 90638

Email: bmcnerney@bellflower.ca.gov

Responses to questions that materially affect this solicitation will be distributed to all known prospective proposers.

Proposals must be received no later than **3:00 PM Pacific Time on October 15, 2026**.

Late proposals will not be considered. One (1) original proposal marked **MASTER** and four (4) copies shall be submitted to:

Area E Disaster Management Joint Powers Authority

Attn: Executive Committee

13700 La Mirada Boulevard

La Mirada, California 90638

INTRODUCTION

The Area E Disaster Management Joint Powers Authority was established through a Joint Powers Agreement to strengthen regional emergency management coordination among twenty-five member jurisdictions and designated unincorporated areas within southeastern Los Angeles County.

Area E provides a collaborative regional framework through which member jurisdictions work together to improve preparedness, strengthen operational capabilities, and coordinate emergency management activities before, during, and after emergencies and disasters. Through regional planning, training, exercises, information sharing, grant administration, and operational coordination, Area E promotes resilient communities and effective interagency partnerships throughout the Los Angeles County Operational Area.

The Disaster Management Area Coordinator (DMAC) serves as the principal emergency management advisor to the General Board and Executive Committee and implements the Board's strategic direction while supporting the emergency management needs of member jurisdictions. The Board seeks an experienced emergency management professional capable of leading a mature regional emergency management organization while maintaining strong partnerships with local governments, the Los Angeles County Operational Area, the California Governor's Office of Emergency Services (CAL OES), the Federal Emergency Management Agency (FEMA), public safety agencies, nonprofit organizations, and private-sector partners.

ABOUT AREA E

Area E is one of the established Disaster Management Areas within the Los Angeles County Operational Area Emergency Management System. The Joint Powers Authority provides regional leadership, coordination, and technical assistance to twenty-five member jurisdictions representing diverse communities, hazards, operational environments, and emergency management capabilities.

Working collaboratively with member jurisdictions and partner agencies, Area E develops regional solutions that improve preparedness, strengthen response capabilities, and enhance recovery efforts while promoting consistency with the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and nationally recognized emergency management best practices.

The Area E program emphasizes collaboration, professional development, innovation, and continuous improvement. Through shared planning, regional exercises, training opportunities, grant-funded initiatives, and operational coordination, Area E enhances member jurisdictions' ability to prepare for, respond to, recover from, and mitigate the impacts of emergencies, disasters, and planned events.

POSITION OVERVIEW

The Disaster Management Area Coordinator serves as the chief regional emergency management advisor to the Area E Joint Powers Authority.

The position combines executive leadership, strategic planning, program management, and operational coordination to advance the emergency management capabilities of Area E and its member jurisdictions. The DMAC serves as the primary liaison between Area E and the Los Angeles County Operational Area while maintaining collaborative relationships with CAL OES, FEMA, neighboring Disaster Management Areas, public safety agencies, nonprofit organizations, and other governmental partners.

Under the policy direction of the General Board and Executive Committee, the DMAC develops and implements regional emergency management initiatives, administers grant-funded programs, supports emergency operations, and promotes collaboration among member jurisdictions.

Success in this position requires balancing strategic leadership with operational effectiveness while building trusted relationships among elected officials, city managers, emergency managers, public safety leaders, and partner agencies.

WHO SHOULD APPLY

The Area E Joint Powers Authority seeks an experienced emergency management professional who is committed to public service, regional collaboration, and continuous improvement.

The successful Contractor will possess demonstrated leadership experience and the ability to develop productive partnerships among local governments, public safety agencies, nonprofit organizations, and state and federal emergency management partners.

Ideal candidates will demonstrate experience in:

- Regional emergency management coordination
- Executive leadership and organizational management
- Strategic planning and program administration
- Local government operations
- Emergency Operations Center management
- Emergency planning and preparedness
- Training and exercise program development
- Grant administration and financial management
- Public speaking and executive presentations
- Multi-agency coordination
- Relationship building and stakeholder engagement
- Emergency response and recovery coordination

The Board seeks a collaborative leader who exercises sound judgment, communicates effectively, embraces innovation, and demonstrates an unwavering commitment to strengthening the emergency management capabilities of Area E member jurisdictions.

PROFESSIONAL EMERGENCY MANAGEMENT PHILOSOPHY

The Area E Joint Powers Authority believes that effective emergency management is founded upon leadership, collaboration, continuous improvement, and adherence to nationally recognized professional standards. The Disaster Management Area Coordinator is expected to lead by example, foster a culture of preparedness, and promote professional excellence throughout the organization.

The successful Contractor shall demonstrate a thorough understanding of:

- National Incident Management System (NIMS)
- California Standardized Emergency Management System (SEMS)
- Incident Command System (ICS)
- California Emergency Services Act
- FEMA Comprehensive Preparedness Guides (CPGs)
- National Preparedness Goal
- National Preparedness System
- Homeland Security Exercise and Evaluation Program (HSEEP)
- Emergency Management Accreditation Program (EMAP)
- Current emergency management doctrine and nationally recognized best practices

Beyond technical knowledge, the Board seeks a lifelong student of emergency management who remains current on emerging threats, evolving doctrine, legislative and policy changes, technological advances, and lessons learned from disasters across the nation.

The successful Contractor will actively apply those lessons to strengthen regional preparedness, improve organizational performance, support member jurisdictions, and advance the profession of emergency management throughout the Los Angeles County Operational Area.

CHAPTER 2: SCOPE OF WORK

Purpose

The Disaster Management Area Coordinator (DMAC) serves as the chief emergency management advisor to the Area E Joint Powers Authority and implements the strategic direction established by the General Board.

The DMAC provides executive leadership, regional coordination, emergency management program administration, and operational support that enhances the preparedness, response, recovery, and resilience of Area E member jurisdictions.

The Contractor shall furnish all personnel, professional expertise, administrative support, equipment, and resources necessary to perform the services described in this Scope of Work. All services shall be performed in accordance with applicable federal, state, and local laws, the Area E Joint Powers Agreement, Board policies, the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and nationally recognized emergency management best practices.

The Three Dimensions of the DMAC Position

The Disaster Management Area Coordinator serves the Area E Joint Powers Authority through three integrated responsibilities:

- **Strategic Leadership**

Provide executive leadership to the General Board by establishing priorities, recommending policy, advancing regional initiatives, and promoting continuous organizational improvement.

- **Program Management**

Administer emergency management programs, grants, budgets, contracts, training, exercises, and preparedness initiatives that strengthen the capabilities of Area E member jurisdictions.

- **Operational Coordination**

Support Area E member jurisdictions before, during, and after emergencies through regional coordination, situational awareness, information sharing, and representation within the Los Angeles County Operational Area.

These three responsibilities form the foundation for the Scope of Work described below.

2.1 Program Administration

Purpose

Provide executive leadership and administrative support necessary to accomplish the mission and strategic objectives of the Area E Joint Powers Authority.

Responsibilities

The DMAC shall:

- Advise the General Board and Executive Committee on emergency management policy, programs, and organizational priorities.
- Plan, coordinate, and facilitate meetings of the General Board, Executive Committee, and Board-appointed committees.
- Prepare agendas, meeting packets, resolutions, presentations, minutes, and supporting documentation.
- Monitor implementation of Board actions and provide regular progress updates.
- Develop annual work plans and strategic objectives consistent with Board priorities.
- Prepare executive reports, technical analyses, and policy recommendations.
- Coordinate communications among Board members and Area E member jurisdictions.
- Maintain official records in accordance with Board policies and applicable record retention requirements.
- Represent Area E in professional meetings, conferences, workshops, and committees as directed by the Board.

Primary Deliverables

- Annual Work Plan
- Board Agenda Packets
- Executive Committee Agenda Packets
- Meeting Minutes
- Action Item Tracking Reports
- Monthly Activity Reports
- Quarterly Strategic Progress Reports
- Annual Program Report

2.2 Regional Emergency Management Coordination

Purpose

Strengthen regional collaboration by promoting communication, coordination, and mutual support among Area E member jurisdictions and partner agencies.

Responsibilities

The DMAC shall:

- Serve as the primary liaison between Area E and the Los Angeles County Operational Area.

- Represent Area E on regional emergency management committees and working groups.
- Coordinate information sharing among member jurisdictions.
- Monitor legislation, regulations, and policy initiatives affecting emergency management.
- Recommend regional initiatives that improve preparedness and operational capability.
- Coordinate mutual aid planning activities.
- Provide technical assistance to member jurisdictions.
- Promote consistency with NIMS, SEMS, and Operational Area policies.
- Support collaborative planning efforts among Area E member jurisdictions.

Primary Deliverables

- Regional Coordination Reports
- Legislative Updates
- Policy Briefings
- Mutual Aid Coordination Documentation
- Operational Area Meeting Summaries
- Regional Initiative Status Reports

2.3 Emergency Preparedness

Purpose

Develop and manage regional preparedness programs that improve emergency management capabilities throughout Area E.

Responsibilities

The DMAC shall:

- Develop regional preparedness initiatives.
- Coordinate emergency planning activities.
- Assist member jurisdictions with development and maintenance of emergency plans.
- Develop and deliver regional training programs.
- Design, conduct, and evaluate emergency exercises using Homeland Security Exercise and Evaluation Program (HSEEP) methodology.
- Conduct capability assessments.
- Coordinate corrective action planning.
- Promote continuous improvement using lessons learned from exercises and actual incidents.
- Administer preparedness grants and related projects.

Primary Deliverables

- Annual Training Plan

- Regional Training Calendar
- Multi-Year Exercise Plan
- Exercise Documentation
- After-Action Reports
- Improvement Plans
- Capability Assessments
- Preparedness Program Reports

2.4 Emergency Response

Purpose

Provide regional coordination and operational support before, during, and after emergencies affecting Area E member jurisdictions.

Responsibilities

During emergency activations, the DMAC shall:

- Serve as the Area E representative within the Los Angeles County Operational Area Emergency Operations Center.
- Maintain regional situational awareness.
- Coordinate operational information among member jurisdictions.
- Support resource request coordination.
- Assist member jurisdictions in identifying unmet needs.
- Prepare regional operational briefings.
- Coordinate communications with neighboring Disaster Management Areas.
- Support transition from response to recovery operations.
- Document operational activities and lessons learned.

The DMAC shall remain available to support emergency operations during evenings, weekends, holidays, and extended operational periods when required.

Primary Deliverables

- Situation Reports
- Regional Status Reports
- Incident Briefings
- Resource Coordination Documentation
- Recovery Coordination Reports
- Incident Documentation
- After-Action Reports

2.5 Intergovernmental Relations

Purpose

Develop and maintain productive working relationships with governmental, nonprofit, and private-sector partners that support the mission of Area E.

Responsibilities

The DMAC shall:

- Maintain regular coordination with the Los Angeles County Office of Emergency Management.
- Foster partnerships with CAL OES, FEMA, neighboring Disaster Management Areas, and regional emergency management organizations.
- Coordinate with law enforcement, fire service, public health, public works, and other operational partners.
- Collaborate with the American Red Cross and Voluntary Organizations Active in Disaster (VOAD) partners.
- Represent Area E at regional, state, and national emergency management meetings.
- Promote Area E programs through professional outreach.
- Monitor emerging issues affecting emergency management policy, legislation, and funding opportunities.

Primary Deliverables

- Interagency Coordination Reports
- Partnership Development Activities
- Legislative Monitoring Reports
- External Affairs Briefings
- Regional Collaboration Summaries

2.6 Financial Administration

Purpose

Provide responsible stewardship of Area E financial resources through sound budgeting, grant administration, contract oversight, and transparent financial reporting.

Responsibilities

The DMAC shall:

- Develop the proposed annual operating budget.
- Monitor revenues and expenditures.
- Prepare monthly and quarterly financial reports.

- Administer the Emergency Management Performance Grant (EMPG) and other grant-funded programs.
- Ensure compliance with grant reporting requirements.
- Identify and pursue additional grant opportunities.
- Administer contracts approved by the Board.
- Coordinate insurance programs, including liability and workers' compensation coverage.
- Support CalPERS reporting requirements as requested by the Board.
- Provide financial analyses and recommendations to support Board decision-making.

Primary Deliverables

- Proposed Annual Budget
- Monthly Financial Reports
- Quarterly Budget Reports
- Annual Financial Report
- EMPG Work Plans
- Grant Performance Reports
- Grant Reimbursement Documentation
- Contract Administration Records
- Insurance Program Documentation

2.7 Professional Expectations

Throughout the term of the Agreement, the DMAC shall:

- Demonstrate integrity, professionalism, and accountability.
- Promote collaboration among Area E member jurisdictions.
- Exercise sound judgment when addressing complex operational or politically sensitive issues.
- Maintain confidentiality of sensitive information.
- Remain current on emergency management doctrine, legislation, technology, and professional best practices.
- Pursue continuing professional development and encourage organizational innovation.
- Provide responsive, customer-focused service to Area E member jurisdictions.
- Perform all responsibilities in a manner consistent with the principles of NIMS, SEMS, and nationally recognized emergency management standards.

CHAPTER 3: PERFORMANCE DELIVERABLES, QUALIFICATIONS, PROFESSIONAL COMPETENCIES, AND PROPOSAL REQUIREMENTS

3.1 Performance Deliverables

Purpose

The Disaster Management Area Coordinator is responsible for producing work products that support the governance, financial management, preparedness, operational readiness, and strategic objectives of the Area E Joint Powers Authority.

The following deliverables establish the Board's minimum expectations and provide the basis for evaluating contractor performance.

Governance and Administrative Deliverables

The DMAC shall prepare and maintain:

- Annual Work Plan
- Annual Goals and Objectives
- General Board Agenda Packets
- Executive Committee Agenda Packets
- Board Meeting Minutes
- Monthly Activity Reports
- Quarterly Strategic Progress Reports
- Annual Program Report
- Action Item Tracking Reports

Financial Management Deliverables

The DMAC shall prepare and maintain:

- Proposed Annual Operating Budget
- Annual Spending Plan
- Monthly Financial Reports
- Quarterly Budget Status Reports
- Annual Financial Report
- Financial Analyses requested by the Board

Grant Administration Deliverables

The DMAC shall prepare and maintain:

- Emergency Management Performance Grant (EMPG) Work Plans
- EMPG Performance Reports
- Grant Applications
- Grant Reimbursement Documentation
- Grant Performance Tracking Reports
- Grant Closeout Documentation
- Supporting Audit Documentation

Preparedness Deliverables

The DMAC shall prepare and maintain:

- Annual Training Plan
- Regional Training Calendar
- Multi-Year Exercise Program
- Exercise Documentation
- After-Action Reports
- Improvement Plans
- Capability Assessments
- Regional Preparedness Initiatives

Operational Deliverables

During emergency activations, the DMAC shall prepare and maintain, as appropriate:

- Situation Reports
- Regional Status Reports
- Incident Briefings
- Resource Coordination Documentation
- Recovery Coordination Reports
- Legislative and Policy Updates
- Operational Area Briefings
- Incident Documentation

3.2 Minimum Qualifications

The successful Contractor shall possess the education, experience, and professional qualifications necessary to perform the services described in this Request for Proposals.

Education

Bachelor's degree from an accredited college or university in Emergency Management, Public Administration, Business Administration, Homeland Security, Public Safety, Planning, or a closely related field. Equivalent combinations of education and progressively responsible emergency management experience may be considered.

Professional Experience

A minimum of ten (10) years of progressively responsible experience in emergency management, public administration, public safety, or a closely related governmental field.

Demonstrated experience shall include:

- Executive-level program management
- Strategic planning
- Emergency planning
- Emergency Operations Center operations
- Budget development and administration
- Grant management
- Policy development
- Regional coordination
- Intergovernmental relations

In addition, the Contractor shall possess a minimum of five (5) years of experience working with local government, county government, or a regional public agency.

Emergency Management Knowledge

Demonstrated working knowledge of:

- National Incident Management System (NIMS)
- California Standardized Emergency Management System (SEMS)
- Incident Command System (ICS)
- Emergency Operations Center management
- All-hazards emergency management
- Emergency planning principles
- Homeland Security grant programs
- Multi-agency coordination systems
- Los Angeles County Operational Area organization and procedures

Required Certifications

The successful Contractor shall possess, or obtain within a timeframe approved by the Board, documentation demonstrating completion of:

- IS-100
- IS-200

- IS-300
- IS-400
- IS-700
- IS-800

Completion of the FEMA Emergency Management Institute Professional Development Series (or its successor program) is required.

Additional Requirements

The successful Contractor shall:

- Agree to accept the standard contract terms and conditions provided by Area E JPA.
- Comply with the Vendor requirements outlined in the US General Services Guidance.
- Register as a vendor with SAM.gov.
- Possess and maintain a valid California Class C Driver License.
- Maintain reliable transportation and automobile insurance.
- Be available to respond during evenings, weekends, holidays, and extended emergency operations.
- Demonstrate the ability to work independently with minimal supervision.

3.3 Preferred Qualifications

The Board encourages proposals from candidates who possess additional education, certifications, or experience that demonstrate advanced professional achievement.

Preferred qualifications include:

- Master's degree in emergency management, Public Administration, Business Administration, or a related field.
- Certified Emergency Manager (CEM) designation.
- California Specialized Training Institute (CSTI) Certified Instructor qualification.
- Experience administering federal and state emergency management grants.
- Experience designing and evaluating emergency exercises using HSEEP methodology.
- Experience supporting an Operational Area or regional emergency management organization.
- Experience managing emergency management programs within local government.
- Experience providing executive-level briefings to elected officials and executive leadership.

Professional membership in organizations such as the International Association of Emergency Managers (IAEM), California Emergency Services Association (CESA), or the National Emergency Management Association (NEMA) is desirable.

3.4 Professional Competencies

The Area E Joint Powers Authority seeks an emergency management professional who demonstrates leadership, sound judgment, and a commitment to continuous improvement. The successful Contractor should demonstrate the following competencies.

Leadership

- Provides strategic direction.
- Demonstrates sound judgment.
- Leads organizational change.
- Inspires collaboration.
- Promotes accountability.

Communication

- Prepares clear executive reports.
- Delivers effective presentations.
- Briefs elected officials and executive leadership.
- Facilitates productive meetings.
- Communicates effectively during emergency operations.

Relationship Management

- Builds collaborative partnerships.
- Develops trust among member jurisdictions.
- Fosters consensus among diverse stakeholders.
- Maintains productive intergovernmental relationships.
- Successfully manages politically sensitive issues.

Program Management

- Manages multiple concurrent projects.
- Administers budgets and grants.
- Coordinates complex regional initiatives.
- Meets contractual obligations and deadlines.
- Evaluates organizational performance.

Emergency Management Leadership

- Promotes regional preparedness.
- Coordinates emergency response activities.
- Supports recovery operations.
- Applies lessons learned.

- Encourages innovation and continuous improvement.

3.5 Proposal Evaluation Criteria

Responsive proposals will be evaluated using the following criteria.

Evaluation Criteria	Weight
Relevant Professional Experience	30%
Understanding of the Scope of Work	20%
Qualifications and Certifications	20%
References	10%
Interview and Presentation	20%

The Board reserves the right to interview the highest-ranked proposers and to request additional information as necessary before making a final selection.

3.6 Contractor Performance Evaluation

The selected Contractor's performance will be evaluated throughout the term of the Agreement based upon achievement of the Board's strategic objectives and fulfillment of contractual responsibilities.

Performance measures include:

- Providing responsive and professional support to Area E member areas.
- Maintaining effective relationships with Board members and partner agencies.
- Successfully administering grant-funded programs and achieving grant compliance.
- Preparing accurate budgets and financial reports.
- Delivering scheduled training, exercises, and preparedness initiatives.
- Supporting member jurisdictions during emergency activations.
- Maintaining effective coordination with the Los Angeles County Operational Area.
- Producing timely, accurate, and professional work products.
- Advancing regional emergency management initiatives consistent with NIMS, SEMS, and nationally recognized best practices.
- Demonstrating integrity, accountability, and sound professional judgment.

3.7 Proposal Content and Format

To facilitate a consistent evaluation process, each proposal shall include the following information.

Cover Letter

A letter introducing the proposer, expressing interest in the solicitation, and summarizing the qualifications of the proposed Disaster Management Area Coordinator.

Executive Summary

A concise overview of the proposer's understanding of the Area E mission and the proposed approach to providing Disaster Management Area Coordinator services.

Qualifications and Experience

Documentation describing the education, certifications, professional experience, and qualifications of the proposed DMAC.

Technical Approach

A narrative describing the proposed approach to delivering the services identified in the Scope of Work, including:

- Program administration
- Regional coordination
- Emergency preparedness
- Emergency response
- Financial administration
- Grant management
- Communication and stakeholder engagement

Sample Work Products

Representative examples of emergency management work prepared by the proposer, such as:

- Emergency plans
- Exercise documentation
- Training materials
- Strategic plans
- Executive reports
- Grant applications

References

A minimum of three professional references familiar with the proposer's emergency management experience and performance.

Cost Proposal

A detailed fee proposal identifying professional service rates, anticipated reimbursable expenses, and any additional cost information requested by the Board.

CHAPTER 4: PROCUREMENT PROCESS, CONTRACT ADMINISTRATION, AND FINAL PROVISIONS

4.1 Procurement Schedule

The Area E Joint Powers Authority intends to conduct a fair, transparent, and competitive selection process. The following schedule identifies the anticipated milestones for this solicitation. The Board reserves the right to modify these dates when necessary to facilitate the procurement process.

Procurement Activity	Date
Request for Proposals Issued	September 1, 2026
Mandatory Pre-Proposal Conference	September 15, 2026 – 10:00 a.m.
Deadline for Written Questions	September 30, 2026 – 3:00 p.m.
Responses to Questions Issued	October 7, 2026
Proposal Submission Deadline	October 15, 2026 – 3:00 p.m.
Administrative Review of Proposals	October 16–22, 2026
Proposal Evaluation and Ranking	October 23, 2026
Interviews (if required)	October 26 – November 5, 2026
Reference Verification	November 6–12, 2026
Selection of Preferred Contractor	November 13–20, 2026
Contract Negotiation	November 23–30, 2026
Executive Committee Recommendation	December 2026
General Board Approval	December 2026
Contract Commencement	January 1, 2027

4.2 Pre-Proposal Conference

A mandatory virtual Pre-Proposal Conference will be conducted to review the Request for Proposals, explain the procurement process, and answer questions from prospective proposers.

Attendance by the individual proposed to serve as the Disaster Management Area Coordinator is strongly encouraged to ensure a thorough understanding of the responsibilities and expectations associated with this position.

Conference Information

Area E is inviting you to a scheduled Zoom meeting.

Topic: Area E RFP For Disaster Management Area Coordinator Services

Time: Sep 15, 2026, 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

Meeting ID: 885 5152 9261

Passcode: 886004

<https://us06web.zoom.us/j/88551529261?pwd=pUcrjgOyjs0wZd9yHN16Fl6WF5RjVx.1>

Meeting chat link

<https://us06web.zoom.us/launch/jc/88551529261>

One tap mobile: +16699006833,,88551529261#,,,,*886004# US (San Jose)

+16694449171,,88551529261#,,,,*886004# US

4.3 Requests for Information

Questions regarding this solicitation shall be submitted in writing no later than the published deadline. Responses that materially affect this solicitation will be issued through written addenda. Only written interpretations issued by the Area E Joint Powers Authority shall be considered official.

4.4 Proposal Submission Requirements

Proposals shall include:

- One (1) original marked **MASTER**
- Four (4) printed copies
- One electronic copy in PDF format (if requested)

Each proposal shall clearly identify:

Request for Proposals

Disaster Management Area Coordinator Services

Area E Joint Powers Authority

13700 La Mirada Boulevard

La Mirada, California 90638

Late proposals will not be accepted.

4.5 Proposal Evaluation Process

After the proposal submission deadline, staff will review proposals for completeness and responsiveness.

Responsive proposals will be evaluated using the criteria identified in Chapter 3. The evaluation process may include:

- Administrative review

- Technical evaluation
- Qualifications review
- Reference verification
- Oral interview and presentation
- Contract negotiations

The Board reserves the right to request clarification of any proposal or to request supplemental information from any proposer.

4.6 Selection and Award

Following completion of the evaluation process, the Proposal Review Committee will recommend the highest-ranked proposer to the Executive Committee.

The Executive Committee will review the recommendation and forward its recommendation to the General Board.

Contract award is subject to approval by the General Board. Issuance of this Request for Proposals does not obligate the Board to award a contract or reimburse any costs associated with proposal preparation.

4.7 Rights Reserved by the Board

The Area E Joint Powers Authority reserves the right to:

- Reject any or all proposals.
- Waive minor irregularities or informalities.
- Request additional information.
- Conduct interviews with selected proposers.
- Negotiate modifications to the Scope of Work.
- Negotiate compensation.
- Cancel or reissue this solicitation.
- Award a contract in the best interest of the Board.

The Board's decision regarding this procurement shall be final.

4.8 Professional Services Agreement

The selected Contractor shall enter into a Professional Services Agreement approved by the Area E Joint Powers Authority.

The Agreement will establish, at a minimum:

- Scope of Services
- Compensation
- Insurance Requirements

- Reporting Requirements
- Performance Standards
- Records Management
- Grant Compliance
- Indemnification
- Termination Provisions
- Applicable Laws

The Contractor shall comply with all applicable federal, state, and local laws throughout the term of the Agreement.

4.9 Performance Management

The Area E Joint Powers Authority is committed to continuous organizational improvement and professional accountability.

The Executive Committee will periodically review contractor performance using the performance measures established in Chapter 3. Performance reviews may consider:

Leadership

- Strategic leadership
- Organizational planning
- Professional judgment
- Initiative

Program Management

- Budget administration
- Grant management
- Project completion
- Contract compliance

Emergency Management Programs

- Planning
- Training
- Exercises
- Regional preparedness initiatives

Emergency Operations

- Situational awareness
- Operational coordination
- Recovery support
- Representation within the Operational Area

Organizational Relationships

- Member jurisdiction satisfaction

- Partner agency coordination
- Communication effectiveness
- Professional conduct

Performance reviews are intended to support continuous improvement and ensure that the services provided remain aligned with the strategic objectives of the General Board.

4.10 Exhibit A

Roles of the DMAC within the Los Angeles Operational Area

○ Los Angeles Operational Area JPA Duty Statement

These roles are defined in the Joint Powers Agreement signed in 1997 between the Members of DMA E and the Los Angeles County Board of Supervisors. The CONTRACTOR is expected to complete the assignments defined by these roles.

JPA Policy Statement:

The first priority of any DMAC will be to the Cities within his/her area;

The second priority will be assistance to other DMACs and Cities within the Los Angeles County Operational Area (Op Area); and

The third priority will be assistance to the Op Area Emergency Operations Center OAEOC, City Liaison Post. Response to assistance requests will be to the Areas of greatest need.

• “NON-EMERGENCY ROLE”

Mission Statement: Coordinate with Area cities in planning for preparedness, mitigation, and recovery from emergencies/disasters.

Minimum Responsibilities/Services	Optional Responsibilities/Services as Directed by the Area Board
• Disseminate emergency management information received from the County /County Operation Area to the Area cities. • Work with the Op Area in development and submission of the required EMA Documents • Cooperate and participate with the Op Area and the County Office of Emergency Management (OEM) in operational planning, exercises and	• Organize, conduct and assist in the training program and conferences, etc. • Using the available federal, state and local guidance, coordinate and assist as appropriate, in the development of member cities’ emergency plans, programs and policies. • Conduct regular board meetings/workshops on relevant topics.

training affecting the Area jurisdictions. • Coordinate and communicate with other disaster services organizations during disasters. • Attend pertinent federal, state and Op Area and other training programs, workshops and seminars to improve emergency programs; brief Area cities on essential or relevant information. • Represent the Area at appropriate meetings including Op Area, state, federal, private, and non-profit organizations. Minimum Responsibilities/Services (Cont.) • Liaison with the Sheriff's Department Emergency Operations Bureau (EOB) and Station Coordinator; Red Cross Chapter(s); Los Angeles County (OEM) and other county departments; State OES and FEMA. Coordinate with these agencies on special projects or programs. • Prepare annual budget information; maintain all financial records. • Maintain all records necessary for participation in EMA Funding.	• Provide public information materials to member cities, general public, schools and businesses; respond to public inquires; maintain an audio visual library and maintain information on resources available during a disaster. • Assist member cities in planning and organizing preparedness exercises, as requested. Optional Responsibilities/Services as Directed by the Area Board (Cont.) • Consult with and provide expertise for member cities who are developing Emergency Operations Centers (EOCs), including information on appropriate displays, supplies, communications systems, etc., as requested. • Maintain the Area office; including record keeping, Area-wide information file, correspondence, and all clerical and secretarial duties. DMAC Mutual Aid • Subject to availability, provide backup services for absent Area Coordinator. Respond to urgent information to cities in the absence of their DMAC.
---	--

Note: Any time given to any incident/event/activity will vary depending on the DMA emergency management focus and emergency activations.

- **Emergency Response (Minimum Responsibility)**

Mission Statement: Advocate for Area cities and liaison with the Los Angeles County Operational Area (Op Area) Emergency Operations Center (EOC) (OAEOC) as necessary; assist others as requested; staff the City Liaison post at the OAEOC.

- Complete check-in with the Area Cities to quickly determine the impact of the emergency /disaster and their response plan.
- Provide a quick Area status report to the OAEOC to supplement individual cities' reports. This is not a detailed or formal report. It should be considered outside the normal system and will provide the OAEOC with an indication of where potential problems might exist as well as indicate which Disaster Management Area Coordinators (DMACs) might be in the best position to directly provide staff to assist the most heavily impacted area(s) and the OAEOC (staffing may come from the DMAC group).
- Get feedback from AOEOC as to which DMAC Areas are most heavily impacted and which appear least affected. Feedback will include a recommendation from the OAEOC as to which DMAC should provide staffing to the OAEOC (staffing may come from the DMAC or a city within the DMAC's Area).
- DMAC or selected city provides shift staffing to the OAEOC to represent concerns of cities, to ensure that the needs and concerns of cities are properly represented in the OAEOC, and to participate, as appropriate, in the development of solutions affecting cities.

- **Disaster Management Area E Role**

These roles are defined in the New Operating Model approved by the General Board in 2022 and implemented in 2023. The DMAC assists the General Board with the day-to-day operations of the DMA E Subcontractors.

