

Attachment A: Task Order 70FA6024F00000059 CERC FY 2024 Performance Work Statement

Consistent with 70FA6021D00000002 (CERC IDIQ Contract), Attachment 1, Section 5, dated 1/27/2021, the purpose of the proposed TO is to support Region 10 FM&I Branch in the management of NFIP strategic communications.

Deliverables	Task	Number	Due Date	
Task 1: Agency Management Support				
Task 1.1	Meeting Management Support	24	TBD	
Task 1.2	Presentations & Talking Point Support	6	TBD	
Task 1.3	Fact Sheets	12	TBD	
Task 1.4	Controlled Correspondence	12	TBD	
Task 2: Task Order Administration				
Task 2.1	Project Kickoff	1	Within 30 Day of Award	
Task 2.2	Project Reporting	12	Monthly TBD	

Task 1: FM&I Program Management Support:

This task is to provide in support for Region 10 Floodplain Management and Insurance (FM&I) Branch's implementation of the National Flood Insurance Program (NFIP). Support is to include meeting management support, presentations for conferences or other external engagements, talking points, fact sheet development, and the development and management of controlled correspondence.

In support of this Task, the Contractor shall:

- 1.1 Meeting Management Support:** When requested, the contractor shall provide support for the coordination and management of internal and external meetings. Support will primarily involve, but is not limited to, site coordination, agenda development, presentation development, facilitation, meeting notes, and action tracking. For planning purposes, it is estimated there will be twenty-four (24) occurrences over a twelve (12) month period. It is anticipated that this will support meetings that are 1 to 2 hours in duration and less than 15 people.
- 1.2 Presentations and Talking Point Support:** When requested, the contractor shall provide support to the Region 10 FM&I Branch with presentation development and/or talking points associated with conferences or other external presentation opportunities. For planning purposes, it is estimated there will be six (6) occurrences over a twelve (12) month period. Subject matter expertise and data for this task will primarily be the responsibility of the Region 10 FM&I Branch.
- 1.3 Fact Sheets and FEMA.GOV Support:** When requested, the contractor will support the development of R10 specific NFIP fact sheets, or other informational material, that will be shared via the fema.gov website. All materials will need to conform to government standards, to include 508 compliance. For planning purposes, it is estimated there will be twelve (12) occurrences over a twelve (12) month period. Subject matter expertise and data for this task will primarily be the responsibility of the Region 10 FM&I Branch.

- 1.4 Controlled correspondence:** When requested, the contractor shall assist in the development drafts for consideration and prepare final products to directly support FEMA Region 10 leadership in the management and oversight of the PICM effort. Controlled correspondence involves the development of materials that will require various approvals within the agency (i.e. Office of Counsel, Senior Executive). This will include but is not limited to congressional responses. For planning purposes, it is estimated there will be twelve (12) occurrences over a twelve (12) month period.

Task 2: Task Order Administration

In support of this Task, the Contractor shall:

- 2.1 Project Kickoff:** The Contractor shall participate in a kick-off meeting with FEMA staff within 5 days of the notice to proceed (NTP) to establish direction and obtain guidance regarding development of the documents and finalize the details of the work scope, budget, and schedule and timetables for deliverables. This meeting will be held via conference video/phone.
- 2.2 Progress Reporting:** The contractor will provide a written monthly progress report in digital form discussing the status and progress of deliverables; potential risks and mitigations; amount billed for each project; and personnel actions for the period.