

**Scope of Work
for
NWWIHERC Coordinator**

REQUIREMENTS:

The HERC coordinator serves as the HERC's administrative and programmatic point of contact during everyday operations, including managing communications, systems, and coordination with DHS. The HERC coordinator oversees HERC planning activities, including coordinating training, facilitating exercises, ensuring financial sustainability in collaboration with the fiscal agent, developing budgets collaboratively for Board approval, and working with the Board of Directors to achieve the grant deliverables. They lead three principal activities:

- Reviewing and activating the Readiness Plan under the direction of DHS.
- Supporting the HERC in steady state and in response under the direction of DHS.
- Leading engagement with non-clinical community partners.

TIMELINE:

This retainer agreement is effective from date of signing and runs through June 30, 2026, with the intent of extending into an ongoing role.

SCOPE OF WORK:

The HERC coordinator facilitates coalition activities by fulfilling tasks for timely completion of cooperative agreement requirements and deliverables. Specifically, the Coordinator will ensure the NWWIHERC completes and properly submits all "ASPR Activities" as detailed in the Scope of Work the NWWIHERC signed with the Department of Health Services, Division of Public Health for the Hospital Preparedness Program as listed below. The HERC coordinator will also facilitate the NWWIHERC budget development adhering to applicable federal, state, and HPP fiscal policies, as directed by DHS.

The NWWIHERC Coordinator must reside in or be in commuting distance from the NWWIHERC regional footprint, and can only be assigned to the NWWIHERC. A reasonable commuting radius is such that the NWWIHERC Coordinator can be present to work on site with the NWWIHERC and its members daily. The ability to travel for this position is required.

BP2 Activities	Due to ASPR	Due to OPEHC
1.1 Governance Document	December 31, 2025*	November 14, 2025
1.2 Jurisdiction Information	December 31, 2025*	December 12, 2025
2.2 Hazard Vulnerability Assessment (HVA)	December 31, 2025*	December 12, 2025
2.3 Readiness Assessment	December 31, 2025*	November 14, 2025
2.6 Cybersecurity Assessment	June 30, 2026	June 12, 2026
2.7 Extended Downtime Health Care Delivery Impact Assessment	June 30, 2026	June 12, 2026
3.1 Strategic Plan (State led)	December 31, 2025*	November 21, 2025
3.2 Readiness Plan	December 31, 2025*	November 14, 2025
3.2.1 Training and Exercise Plan	December 31, 2025*	November 14, 2025
3.3.1 Response Plan: Information-Sharing Plan	June 30, 2026*	June 12, 2026
3.3.2 Response Plan: Resource Management Plan	June 30, 2026*	June 12, 2026
3.3.4 Response Plan: Medical Surge Support Plan	June 30, 2026*	June 12, 2026
3.3.5 Response Plan: Patient Movement Plan (State led)	June 30, 2026	November 21, 2025
3.4 Continuity of Operations Plan (COOP)	June 30, 2026*	June 12, 2026
3.4.4 Recovery Plan	June 30, 2026	June 12, 2026
4.1 Medical Response and Surge Exercise (MRSE)	June 30, 2026	June 12, 2026

CERTIFICATIONS & EXPERIENCE:

- **Education:** Bachelor's Degree in related field, Master's Degree preferred.
- **Experience:** Ten years' experience in a lead, supervisory, or project management role which includes grant compliance experience, organizational performance monitoring, emergency response coordination, and multi-year strategic planning.
- **Certifications:** IS-100, 200, 700, and 800 recommended prior to start.

PAY:

- **Contracted Rate:** NWWIHERC will pay a contracted amount of \$90,000.00 in equal monthly installments, with the option of bi-monthly installments if it does not negatively impact the contracted rate with the fiscal agent. This is a contracted, self-employed position.