



1907 CARPENTER AVENUE  
DES MOINES, IOWA 50314  
PH. (515) 286-2107  
[www.polkcountyiowa.gov](http://www.polkcountyiowa.gov)

Polk County, located in central Iowa, has a population of 430,640 (2010 census) with a total area of 592 square miles. The county is comprised of the communities of Alleman, Altoona, Ankeny, Bondurant, Clive, Des Moines, Elkhart, Grimes, Johnston, Mitchellville, Pleasant Hill, Polk City, Runnells, Urbandale, West Des Moines, and Windsor Heights.

On 17 February 2018, a snowstorm affected the county, resulting in the pile-up of approximately 90 vehicles on Interstate 35 North of the City of Ankeny. Due to the nature of the crash, geographic location and number of injured persons, a Multi-Casualty Incident (MCI) was declared. Multiple law enforcement agencies, fire departments and emergency medical services responded. The National Weather Service, mass transportation providers, the Iowa Department of Transportation, Polk County Emergency Management, and the American Red Cross supported the efforts of first responders.

The local healthcare coalition, Service Area 1A, seeks a request for qualifications to conduct an after action review of the 17 February incident. Responses to this request should be no more than five (5) pages in length, and should include details of completed similar past projects, staff qualifications and address the following services:

- A. The Vendor will facilitate an Initial Meeting with Service Area 1A staff to discuss the Scope of Work, timeline, and deliverables.
- B. The Vendor will prepare an invitation to participate in the After-Action Reporting and Improvement Planning process, which will be distributed by Service Area 1A.
- C. With assistance from Service Area 1A, the Vendor will gather relevant information regarding the incident, which will include but not be limited to dispatch records, EMS run reports, and patient information.
- D. The Vendor will facilitate an initial After-Action Meeting with all interested parties from Service Area 1A. During this meeting, the After-Action Reporting and Improvement Planning process will be discussed, and the participants will provide any input or suggestions for the process. The Vendor will facilitate an open discussion regarding the incident, focusing on strengths, areas of improvement, and challenges. The Vendor will provide documentation of this meeting to Service Area 1A.
- E. Based on the outcomes of the initial After-Action Meeting, the Vendor will clarify the information obtained in the meeting. This could include facilitating additional meetings or following up with participants individually.
- F. The Vendor will provide Service Area 1A with a draft After-Action Report and Improvement Plan. Service Area 1A will be given an appropriate amount of time to review the draft plan and offer recommendations to the Vendor.

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- G. Based on input from Service Area 1A, the Vendor will make changes and provide Service Area 1A with a final After-Action Report and Improvement Plan. While the Vendor will be responsible for identifying actions for improvement, Service Area 1A will be responsible for determining responsible parties, actions, and timelines for the improvements.
- H. The Vendor will facilitate a Final Meeting with Service Area 1A staff to present the plan and answer any questions.

The budget for this project is approximately \$5,000. The vendor will be selected based on the quality of their proposal and ability to successfully compete the project and not based solely on price.

Responses to this request should be emailed to Jon Davis, Deputy Director, Polk County Emergency Management [Jon.Davis@polkcountyiowa.gov](mailto:Jon.Davis@polkcountyiowa.gov) by close of business on Friday April 13<sup>th</sup>, 2018.

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