



Request for Applications

HERC Coordinator

Application Overview

The Northeast WI Healthcare Emergency Readiness Coalition (NEWHERC) is soliciting applications from qualified contractors to serve as the NEWHERC Regional Program Coordinator for the Budget Period (BP) 3 of Oct. 1st 2026 (estimated) to June 30th 2027. The Hospital Preparedness Program (HPP) Budget Periods typically run concurrent from July to June. Due to the retirement of the previous coordinator the position is currently filled with a Board member. This contract is anticipated to run through June 30, 2027.

This contracted role supports HERC Region 3 in completing all HPP-required planning, assessment, engagement, and documentation requirements as outlined in the Wisconsin DHS HPP Scope of Work (SOW) for the current award year. HERC Region 3 is a Wisconsin Non-profit that receives both HERC HPP funding through the WI Grant as well as other grants and private donations. The HERC Coordinator position works closely with the NEW HERC Inc. Non-Profit Business Administrative Coordinator in all aspects of

Total contracted amount may not exceed \$5,500 a month for this term (Oct. 2026 (estimated) to June 2027).

Background

NEWHERC is one of Wisconsin's seven Healthcare Emergency Readiness Coalitions responsible for coordinating health system preparedness and response activities at the regional level. HPP requires HERCs to complete annual updates to preparedness plans and assessments, integrate partner feedback, and support the region in meeting federal and state requirements.

The Coordinator strengthens HPP Capabilities 1 and 2 by ensuring NEWHERC maintains current, compliant, and coordinated preparedness plans and assessments across the region.

Contact Information – nollenberg.tracy@kewauneeco.org

Scope of Work

The contractor will support all required HPP planning, assessment, documentation, and coordination activities. Work must align with deliverables and timelines in the DHS Scope of Work.

A. Planning Deliverables

1. Readiness Plan (ASPR Activity 3.2)
 - Update HERC priorities, strategies, and implementation steps.
2. Training & Exercise Plan (TEP) (ASPR Activity 3.2.1)
 - Develop and update the regional plan in alignment with the statewide IPP.
3. Response Plan Components (ASPR Activity 3.3)
 - Information-Sharing Plan
 - Resource Management Plan
 - Medical Surge Support Plan
4. Continuity of Operations Plan (COOP) (3.4.1)
 - Update the COOP using DHS templates and guidance.
5. Recovery Plan (3.4.4)
 - Develop plan materials with partner input.

B. Assessment Deliverables

1. Hazard Vulnerability Assessment (HVA) (ASPR Activity 2.2)
2. Readiness Assessment (ASPR Activity 2.3)
3. Cybersecurity Assessment (ASPR Activity 2.6)
4. Extended Downtime Health Care Delivery Impact Assessment (ASPR Activity 2.7).

Contractor will facilitate partner engagement, draft assessment content, and ensure documents meet DHS formatting requirements.

C. Partner Coordination & Engagement

1. Engage hospitals, EMS, public health, long-term care, and community partners in plan and assessment development.
2. Ensure representation of communities disproportionately affected by disasters.
3. Support HERC meetings and subcommittees as needed.

D. Document Management & Tracking

1. Maintain designated document repositories (WEBSITE, etc.).
2. Track improvement actions associated with assessments and exercises.
3. Manage document versioning, formatting, and submission requirements.

E. Reporting Requirements

1. Support timely reporting to Non-Profit Business Administrative Coordinator and Non-Profit Executive Group (President, VP, Secretary and Treasurer).
2. Prepare summaries, updates, and materials for HERC Board and membership meetings.
3. Assist in year-end documentation required for federal and state reporting.

Contractor must maintain their own tax payments, tax reporting, insurance, and FICA SSI. This is a contracted position and as such the successful candidate will be an Independent Contractor non-employee of NEW HERC.

Contractor Qualifications

Required:

- Background in public health, emergency management, healthcare preparedness, emergency response, or related field.
- Demonstrated experience developing emergency plans or assessments.
- Strong facilitation and partner engagement skills.
- Ability to produce high-quality written documents under deadlines.
- Proficiency in Microsoft Office and collaboration platforms.
- Ability to pass a background check, Drivers License and must not be Federal Acquisition Regulation Restricted (FAR Restricted or barred).

Preferred:

- Experience with Healthcare Coalitions or HPP programs.
- Familiarity with HVA tools, RISC Toolkit, and HSEEP concepts.

Application Requirements

Applications must include:

1. Cover Letter summarizing interest, experience, and availability.
2. Qualifications/Resume(s) demonstrating expertise.
3. Technical narrative explaining approach to completing the scope of work.
4. References (minimum two).

Evaluation Criteria

- Relevant experience and subject matter expertise 60%
- Quality and feasibility of proposed narrative approach – 30%
- Writing quality and clarity of proposal – 10%

Submission Instructions

Submit applications electronically to:

HERC Board Chair

Email: nollenberg.tracy@kewauneeco.org

Deadline: S e p t e m b e r 28, 2026

Funding for this agreement and future renewals is dependent on continued funding, performance, and regional needs.

NEWHERC reserves the right to enter into additional agreements for up to three future grant year budget periods with any candidates selected from this application process, pending future funding availability and satisfactory work performance.