

Agenda

(listed in order of priority)

1. MUE Toolbox Components

- a. Goal: Initial agreement on the contents of the toolbox
The toolbox will remain a draft for distribution to the larger workgroup
- b. MUE Disaster Preparedness Scope
Discuss toolbox usage for a non-declared emergency

2. Inventory Assessment

- a. Goal: Review the assessment tool, determine if it is on target, and flesh out questions

3. Contracting Options

- a. Goal: Discuss and recommend a contracting strategy for presentation to the workgroup
Discuss how to promote the adopted strategy
Discuss the feasibility of individual contracts between states
- b. Example Agreement Options
Emergency Management Assistance Compact (EMAC)
Master Agreement with Task Orders
- c. Common Contractual Support Items
 1. UI Services Cost Estimation Tool
 2. Assistance Request Template
 3. Contract Pricing Worksheet (jointly develop draft)

4. MUE Toolbox Distribution Options

- a. Goal: Review distribution options and recommend a distribution method to the workgroup

5. MUE Internal Communications Concept

- a. Goal: Review and comment on the capabilities desired to support state-to-state, and state-to-USDOL Regional Office communications

6. UI Contact Information

- a. Goal: Discuss what contact information should be collected as well as the options for retrieving the information

7. External Communications Guidelines

- a. Goal: Review and comment on the external communications strategy

Public Information Template