

Consulting Proposal

Sean Ringrose

Prepared for SRAS Studios

May 1, 2026

SERVICE	LOCATION	RATE
Crisis Communications	Houston, TX	\$300/hr

To: SRAS Studios

From: Sean Ringrose

Date: October 26, 2023

Subject: Proposal: Crisis Communications Exercise Planning and Support (Worst Case Discharge)

1. EXECUTIVE SUMMARY

Sean Ringrose will provide expert crisis communications consulting to SRAS Studios in support of a multi-agency Worst Case Discharge (WCD) exercise for a global oil and gas enterprise. This engagement focuses on the design of specialized injects and on-site coaching and evaluation for the Joint Information Center (JIC) and Liaison Officer (LOFR) to ensure readiness for high-consequence operational and logistics scenarios.

2. SCOPE OF WORK

The scope of this engagement covers the planning, execution, and post-exercise evaluation phases of a multi-agency WCD exercise in Houston, TX. Sean Ringrose will perform the following activities:

- **Exercise Design & Inject Development:** Construction of technical and strategic injects specifically tailored for the JIC and Liaison groups, focusing on the complexities of a global oil and gas enterprise's response to a WCD.
- **JIC Support & Coaching:** On-site guidance for JIC staff, ensuring effective media monitoring, message development, and multi-agency coordination under the Incident Command System (ICS).
- **Liaison Officer Support & Coaching:** Direct advisory support to the Liaison Officer to facilitate communication between the Unified Command and external stakeholders/agencies.
- **Evaluation & After-Action Reporting:** Objective evaluation of the JIC and Liaison functions during the exercise, identifying gaps in Operations and Logistics communication and providing recommendations for improvement.

3. DELIVERABLES

- **Inject Catalog:** A comprehensive set of JIC and Liaison-specific exercise injects delivered prior to the exercise start date.

- On-Site Coaching: Real-time advisory support for the LOFR and JIC leads during the exercise execution.
- Exercise Evaluation Report (EER): A detailed summary of performance, strengths, and areas for improvement for the JIC and Liaison functions, suitable for inclusion in the master After-Action Report.

4. TIMELINE & MILESTONES

The engagement will span 6 weeks, beginning May 18, 2026.

- Phase 1: Planning & Inject Development (Weeks 1-4): Reviewing exercise objectives, attending planning meetings, and finalizing the inject catalog.
- Phase 2: Exercise Execution (Week 5): On-site support in Houston, TX for the duration of the multi-agency exercise.
- Phase 3: Evaluation & Reporting (Week 6): Drafting and finalizing the Exercise Evaluation Report.

5. PRICING

The total cost for this engagement is \$17,450, inclusive of labor and estimated travel expenses.

Labor

- Consulting Services (40 hours @ \$300/hr): \$12,000

Estimated Expenses

- Flights (Roundtrip): \$2,000
- Hotel (4 nights): \$1,200
- Car Rental (5 days): \$1,500
- Per Diem (\$150 per day, 5 days): \$750
- Total Expenses: \$5,450

PROJECT TOTAL: \$17,450

6. TERMS & CONDITIONS

- Payment Schedule: Invoicing will occur upon completion of the 6-week engagement. Payment is due within 30 days of invoice receipt (Net 30).
- Intellectual Property: All exercise materials and reports developed specifically for SRAS Studios during this engagement shall become the property of the client upon full payment of the project fee.
- Confidentiality: Sean Ringrose agrees to maintain the confidentiality of all proprietary information regarding the global oil and gas enterprise and SRAS Studios' internal operations.
- Termination: Either party may terminate this agreement with 14 days' written notice. In the event of termination, the client will be billed for all hours worked and non-refundable expenses incurred up to the termination date.