

## REQUEST FOR PROPOSALS NO. 2013-1302

(Questions relating to this RFP – Unified Command Training & Exercise Contractor)

**Question:** Will the County share a list of specific Core Capabilities from the 31 DHS Core Capabilities described in the National Preparedness Goal, or the legacy Target Capabilities, intended be included in the curriculum design with bidders?

**Response:** Attached to this response is the 2013 SMC Gap Analysis and Core Capabilities for review.

**Question:** What minimum and maximum projected time spans for training course curriculum design for each of the three courses described in the RFP does the County prefer or require of the successful contractor? a. Is it the intention of the County to have the selected contractor adhere to the seven-month minimum projected timeline for exercise planning as proscribed in HSEEP guidance?

**Response:** The course deliveries should be within the specified grant timelines, however can be delivered and completed prior to the deadline if preferred.

**Question:** Referencing the RFP document on page 11, in section IV-SCOPE OF WORK: Will the County provide the “multi disciplinary emergency responder Training and Exercise program” document mentioned and details to bidders? As an alternative, will the County the make available the “multi disciplinary emergency responder Training and Exercise program” document mentioned and details to bidders?

**Response:** OES has no formal multi-discipline First Responder TEP plan.

**Question:** Referencing the RFP document on pages 11 and 12, in section IV-SCOPE OF WORK: Will the County provide the job classifications/titles and number of those individuals described as “fire and law first line supervisors, new promotions into supervisory positions” (p. 11) and “fire and law first line supervisors from the Sheriff’s Office and agencies throughout San Mateo County” (p. 12) that are intended to be the target audience of the training described in the RFP to bidders? a. Referencing the RFP document on page 12, in section IV-SCOPE OF WORK, Services to be Provided by the Contractor: If, in response to the above question, the number of individuals intended to be the target audience of the training described in the RFP, exceeds 375 (the described 25 students in 15 training sessions), will the County provide further detail through modification or clarification of the RFP document as described in SECTION III – GENERAL TERMS AND CONDITIONS, subsection 6 Alteration of Terms and Clarifications of the RFP for bidders?

**Response:** It is uncertain who will attend, however, the target audience is first line supervisors/sergeants from Law and battalion level chiefs from Fire.

**Question:** Referencing the RFP document on page 12, in section IV-SCOPE OF WORK, Services to be Provided by the Contractor: If those individuals described as “fire and law first line supervisors, new promotions into supervisory positions” (p. 11) and “fire and law first line supervisors from the Sheriff’s Office and agencies throughout San Mateo County” (p. 12) are the target audience for the training element, will the County provide further detail to bidders through modification or clarification of the RFP document as described in SECTION III – GENERAL TERMS AND CONDITIONS, subsection 6 Alteration of Terms and Clarifications of the RFP concerning the need, scope and DHS Core Capabilities expected in the deliverables for item 3b and 3c trainings to “Fire and Law Executive Staff” and “Emergency Managers Association and non-sworn personnel”.

**Response:** The target audience for training is for first line supervisors. The briefings are for management and Emergency Managers Association staff or any other command level person who wants to participate.

**Question:** Referencing the RFP document on pages 11 and 12, in section IV-SCOPE OF WORK: Will the County provide further detail through modification or clarification of the RFP document as described in SECTION III – GENERAL TERMS AND CONDITIONS, subsection Alteration of Terms and Clarifications of the RFP for bidders concerning this section’s alternatively descriptions of “incident command post course,” “Incident Command Post Training Sessions” and “exercises establishing a field incident command post?”

**Response:** The courses are all encompassing consisting of different phases; ie; classroom and field application.

**Question:** Referencing the RFP document on page 12, in section IV-SCOPE OF WORK, Services to be Provided by the Contractor: Will the County provide the duration of the desired participant numbers and duration of the functional exercises described in subsection 6 to bidders?

**Response:** 8 hours including set up and take down for each delivery.

**Question:** Referencing the RFP document on page 12, in section IV-SCOPE OF WORK, Services to be Provided by the Contractor: Will the County please identify by name or classification/title those individuals described in item 7 as “Exercise and Training design team leaders?”

**Response:** Exercise and Training design team leaders are members of the Emergency Managers Association exercise and training group.

**Question:** Referencing the RFP document on page 12, in section IV-SCOPE OF WORK, Services to be Provided by the Contractor, item 9: Will the County provide further detail through modification or clarification of the RFP document as described in SECTION III – GENERAL TERMS AND CONDITIONS, subsection 6 Alteration of Terms and Clarifications

of the RFP for bidders concerning the need to “Adopt existing Field Operations Guide for Incident Command Posts?”

**Response:** The Field Operations Guide was created by a vendor in a prior course delivery and can be available to use upon request and awarding of the contract.

**Question:** Referencing the RFP document on page 13, in section IV-SCOPE OF WORK, Length of Agreement subsection: What is the 2013 SHGP budget and total budget parameters have been dedicated to this Project, and are there any percentage factors for course and/or exercise development vis-à-vis course and/or exercise development preferred by the County?

**Response:** The budget is not disclosed.

**Question:** Names of countries that will be eligible to participate in this tender.

**Response:** Open to all countries identified as eligible by the State Homeland Security State Grant Program.

**Question:** Information about the Tendering Procedure and Guidelines.

**Response:** The RFP describes the contractor sought for the position of Unified Command Training and Exercise. The Scope of Work is described on pages 11 and 12. The term or Length of Agreement: The anticipated duration of the agreement will be consistent with the 2013 State Homeland Security Grant Performance Period from November 2013 through May 30, 2015. Estimated Budget for this Purchase.

**Response:** The budget is not disclosed to vendors

**Question:** Any Extension of Bidding Deadline? **Response:** There are no anticipated deadline extensions.

**Question:** Any Addendum or Pre Bid meeting Minutes. **Response:** There is no addendum or pre-bid meeting minutes for this RFP.