

REQUEST FOR PROPOSALS NO. 2013-1301

(Questions related to this RFP – Functional Exercise Planner)

Question: Referencing the RFP document on page 12, in Section IV-SCOPE OF WORK: Will the County provide further detail to prospective bidders to define or describe the “series of HSEEP compliant functional exercises” [underscore added] desired by the County? Is there a preference or requirement that the County has in the quantity of functional exercises to be facilitated? Could a single exercise be presented on multiple different days to different audiences, or will multiple different exercises need be designed? Is there a preference or requirement that the County has in the time duration for the length of each exercise to be facilitated?

Response: The County would prefer different exercises presented on different days. The time should be a maximum of 8 hrs to include set up and take down.

Question: What minimum and maximum projected time spans for exercise design for each of the exercises described in the RFP does the County prefer or require of the successful contractor?

Response: The County would prefer to see all 4 exercises within 2 months of the awarding of the contract.

Question: What is the number/volume/quantity of “San Mateo County and participating cities” participants (or actors) that are intended to be the target audience for each of the series of functional exercise to be facilitated?

Response: Each exercise should be designed to handle 90-100 police, Fire, EMS. The RFP should include the number of volunteers needed, if any.

Question: 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: Yes

Question: Will the County share with bidders a list of the 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 design of the functional exercises?

Response: Yes

Question: Referencing the RFP document on page 12, in Section IV-SCOPE OF WORK: Will the County provide the “the Emergency Operations Plans, Catastrophic Plan Annexes, Hazard Specific Plans and select Emergency Function (EF) Annexes” document mentioned and details to bidders? As an alternative, will the County the make available

the “the Emergency Operations Plans, Catastrophic Plan Annexes, Hazard Specific Plans and select Emergency Function (EF) Annexes” document mentioned and details to bidders electronically through a hyperlink?

Response: The Emergency Operations Plan is written in Basic Plan only and is available to review. The Hazard, Catastrophic and Emergency Functions Annexes are not written yet.

Question: Concerning the “seminar describing the contents of the Plans, Annexes and Emergency Functions, to be presented to the participants in the exercise(s):” What minimum and maximum projected time spans does the County prefer or require of the successful contractor for the design and delivery of the seminar described in the RFP? Is it the intention of the County to have one seminar for each of the Functional Exercises?

Response: One seminar for each Functional Exercise is appropriate and ideal. The contractor can provide the time span in the proposal.

Question: Referencing the RFP document on page 12, in section IV-SCOPE OF WORK, Length of Agreement subsection: What 2013 SHGP budget, and total budget parameters, have been dedicated to this Project, and are there any percentage factors for exercise development vis-à-vis exercise delivery preferred by the County?

Response: The budget is not disclosed.

Question: Could the participating County and cities staff and populate a sufficient number of actors for multiple functional simultaneous exercises, with a duration of less than 16-hours each, to meet their needs?

Response: Yes

Question: Does the County intend to coordinate and provide exercise locations or should contractors include budgetary provisions for space rental in which to conduct the functional exercises?

Response: The county and cities will provide the training venues. The facilitator will facilitate, act as a controller and provide the AAR. Because it is functional and not full scale, we can control the flow of the scenario with injects, etc in a safe environment. We will provide the venue/locations via the Emergency Managers Association comprised of Police/Fire/Health/EMS. It will be a team effort. Participants will vary depending on city participation.

Question: Will all exercises be similar in scope?

Response: Each geographic zone will determine the type of exercise needed to meet their specific needs/vulnerabilities.

Question: Will the contractor need to provide exercise controllers and / or evaluators or will local agency staff be available to support some or all of the roles?

Response: The contractor should staff these positions but local staff may be available through EMMA.

Question: If the answer to the above questions in no, on average how many controllers and evaluators are expected to be needed for an individual exercise.

Response: One facilitator, evaluators at each EOC and an evaluator at the field operation.

Question: Will exercise location be provided by local agencies?

Response: Yes

Question: On average, what is the expected number of participants for an exercise.

Response: Approximately 30 city/county EOC staffing, 30 in the field, 30 EMS to a max of 100.

Question: To ensure the highest level of participation in exercise design, can some of the planning meetings be conducted virtually?

Response: The County prefers in person meetings during the planning and ramp up, not virtual. This will include meetings with the EMA exercise planning group, Police/Fire chiefs and members of the EMS/Hospital group.

Question: How many Functional Exercises do you anticipate to be planned, designed, conducted, evaluated, and an after action report/improvement plan delivered for over the course of the contract?

Response: We want to deliver (4) functional exercises in the San Mateo County Operational Area; one for each geographic zone (North, Central, South and Coast); one delivery each month with a debrief/AAR to follow before we move to the next geographic zone. There will be meetings with each zone (cities and emergency coordinators) to establish the scenario and who will be participating. The County EOC will support each zone city EOC(s) for each delivery.

Question: Does each Functional Exercise have an accompanying Seminar?

Response: The seminar will most likely coincide with the exercise as it is a functional and not a full scale.

Question: List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

Response: The Scope of Work is described on page 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.

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: 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.