



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

September 19, 2013

TO: ALL OFFERORS

FROM: MARIA FRY  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL  
CONTRACT NO. GSS13705-ALL\_HAZ\_EX  
Multi-Year All Hazards Exercise Program**

**ADDENDUM #1**

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposal.

- Q1. Will you accept proposals from agencies outside of Delaware? If so, will they be evaluated any differently?**  
Answer: Proposals will be accepted from agencies located outside of Delaware. Scoring is based on the Criteria Weight found on Pg 12, Section 3 of the RFP.
- Q2. Will these sessions solely take place in Delaware?**  
Answer: Yes.
- Q3. Would the state like to have video (training, etc.) and graphics incorporated into the workshops and sessions to be developed?**  
Answer: Video and graphics could be part of various exercises. If requested, these products would be developed to specifically enhance the exercise to be conducted.
- Q4. What is the budget for this project?**  
Answer: This question is not relevant as part of the response. Vendors should submit their proposal pricing based on the scope and requirements set forth in the specifications.
- Q5. When would the State like these sessions to begin?**  
Answer: The State expects the awarded contractor to be ready to provide services at the start of the contract period.
- Q6. I am a potential video production subcontractor. Can you please share the names**

**and contact info of any prime contractors that have shown interest or asked questions related to this RFP?**

Answer: No. Please refer to RFP Pg. 7, Section 11. Confidentiality of Documents. Once the vendor bids have been received and opened, a Proposals Submitted spreadsheet will be posted to the Bids Directory website.

**Q7. General – Can you disclose the source of funding for this scope of work and the amount of that funding?**

Answer: This question is not relevant as part of the response. Vendors should submit their proposal pricing based on the scope and requirements set forth in the specifications.

**Q8. Attachment 5 – page 27 – Can references be provided in a slightly different format as long as they include the same information that is requested on Attachment 5?**

Answer: Yes.

**Q9. General – Do you expect that contractors’ proposals include our recommendation for the number, scope and timing of exercise events over the three year period – as a complete program – or will the number, types, progression and correlation of exercises be determined later by the contractor and the State? The corollary question – are contractors expected to simply describe their approach and methodology for each type of event/exercise, provide their fee for each, and leave the determination of the number of each type of event to further joint planning?**

Answer: The proposals are for each exercise and the State will decide the number, types, progression and correlation of exercises.

**Q10. Appendix A – Scope of Work, Section 1 A iii (page 34) and v (page 35) – Testing “recovery” is mentioned several times; are we to evaluate any continuity of operations plans (COOP) for the recovery of essential functions of participating agencies and departments, as part of the scope?**

Answer: Yes.

**Q11. Appendix A – Scope of Work, Section 1 A vi (page 35) – Is the contractor responsible for in-state coordination of State agency/departmental participation, or will DEMA handle their participation?**

Answer: Both will handle this responsibility.

**Q12. Appendix A – Scope of Work, Section 1 A (page 34) – Is it anticipated that all of the sessions and exercises will be facilitated in Dover, or will they be conducted around the State at additional locations or joint locations?**

Answer: They will be conducted around the State.

**Q13. Appendix A – Scope of Work, Section 1 A iii (page 34) – For seminars and workshops, is a Summary Report expected for each seminar and workshop (even if it is repeated from another town or county seminar or workshop), or can a single Summary Report be drafted for all seminars, and one for all workshops?**

Answer: A Summary Report is expected for each seminar and workshop.

**Q14. Appendix A – Scope of Work, Section 2 (page 36) – Are all exercise meetings and conferences expected to be held on site and in person, or can some be appropriately be conducted via GoToMeeting, conference call or Skype, to lower costs?**

Answer: All exercise meetings and conferences are expected to be held on site and in person.

**Q15. General – Can the State provide a specific target inventory of critical infrastructure sites and facilities that it requires to be included in the exercise plan?**

Answer: No.

**Q16. Appendix A – Scope of Work, Section 2 B (page 36) – Will the State supply subject matter expertise for local critical infrastructure and facilities (e.g. would Delaware provide a Health Dept. local sheltering expert, or would the contractor expect to include this expertise on the consulting team?)**

Answer: Yes.

**Q17. General – Can proposers have access to a summary of the Delaware Homeland Security Strategy and its Multi-Year Exercise Plan from which to draft our submissions?**

Answer: No.

**Q18. Appendix A – Scope of Work, Section 7 C (page 37) – Does the requirement for camera-ready art mean that Delaware will provide reproduction of exercise materials, or will this be required of the contractor?**

Answer: This will be required of the contractor.

**Q19. General – Who is responsible for media participation – the contractor or the State?**

Answer: The State.

**Q20. General – Will Delaware provide Safety Officers for the operational exercises, or will this function be required of the contractor?**

Answer: Delaware will provide Safety Officers.

**Q21. General – Will the exercises conducted in this program be “stand-alone” or will one or more of the exercises facilitated by the contractor be part of other large “joint” exercise planned by the State, local or county jurisdiction?**

Answer: Both.

**Q22. Will the existing contract pricing be posted publicly for review by prospective bidders?**

Answer: No.

**Q23. Is it the intention of DEMA to have one Pre-Planning Meeting for the contract year or have one Pre-Panning Meeting for each task?**

Answer: One Pre-Planning Meeting for each task.

**Q24. Is DEMA open to combining meetings where practical to save time and money for the State?**

Answer: Yes.

**Q25 Section III, Required Information, Paragraph A, Minimum Requirements, Page 3 - Item 4 states that “[t]he selected Vendor(s) will be required to provide proof of insurance after notification of award and prior to contract inception date.” However, the beginning of Section III on Page 2 states clearly, “The following information shall be provided in each proposal in the order listed below.” Please clarify whether proof of insurance must be submitted with the proposal, or upon notification of award.**

Answer: The selected Vendor(s) will be required to provide proof of insurance after notification of award and prior to contract inception date.

All other terms and conditions remain the same.



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