



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

JULY 25, 2018

TO: ALL OFFERORS

FROM: WALT GORMAN
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS18705-ALL_HAZ_EX

ADDENDUM # 1

The purpose of this Addendum is to record attendance from the pre-bid meeting and answer questions received regarding the solicitation during and after the pre-bid meeting.

1. Pricing Sheet Question: FEX venue vs. number of people
Is there going to be a difference in the number of controllers and evaluators required for different venues and activities held, more than for the number of involved personnel?
 - a. The number of controllers and evaluators will depend on the number of personnel involved as well as the venue and activity. This decision will be made during planning meetings.
2. Can you provide a history of exercises? (last two years)
 - a. During calendar years 2016 and 2017 the combined activity counts were:
 - Drills: 3
 - Workshops: 3
 - TTX: 8
 - FE: 4
 - FSE: 2
3. Can you provide a current training plan?
 - a. The Multi-Year Training and Exercise Plan was emailed to all those in attendance of the mandatory pre-bid meeting held on July 11, 2018. If those in attendance did not receive it or experienced issues opening the file please email walt.gorman@state.de.us
4. Is the awarded vendor/contractor to provide refreshments during events?
 - a. No



5. Is the awarded vendor/contractor to provide portable toilets/other logistics (water/ice) during events?
 - a. This will depend on the circumstances surrounding the exercise and should be discussed during the planning meetings. In most situations, DEMA will provide food and water, the contractor provides everything else.
6. For attachment 4, do you want additional pages, or is it ok to rework the formatting.
 - a. Provide additional pages so that all information is together. Please do not make any changes to the formatting.
7. What is the exercise planning lead time?
 - a. Depends on the type of exercise and county Emergency Manager. 1 week to 6 months.
8. What is the award structure?
 - a. As per section 1.5 of the RFP, the agency reserves the right to multi-award pursuant to 29 Del. C. §6926.
9. Are there small business goals?
 - a. No.
10. State of the art material? Video simulation.
 - a. If DEMA asks for media clip, it should be included in the provided price. If they ask for a movie type production, it will be an add on cost.
11. Is the vendor responsible for Moulage supplies?
 - a. Yes, DEMA also has supplies to help with the amount of people being moulaged.
12. How many seminars, workshops, and tabletop exercises do you anticipate needing annually? *Reference Page 52, I. Delineation of Responsibilities, A. Responsibilities of the Contractor, 3.*
 - a. Estimate: 7
13. How many tabletops will be required per year? *Reference Page 52, I. Delineation of Responsibilities, A. Responsibilities of the Contractor, 3.*
 - a. Estimate: 4
14. How many functional exercises do you anticipate holding on an annual basis? *Reference Page 53, I. Delineation of Responsibilities, A. Responsibilities of the Contractor, 4.*
 - a. Estimate: 2
15. How many full-scale exercises do you anticipate holding annually? *Reference Page 52, I. Delineation of Responsibilities, A. Responsibilities of the Contractor, 5.*
 - a. Estimate: 1
16. How many TTXs will be for 10 - 20 people and how many will be for 80 - 100 people? *Reference Page 52, I. Delineation of Responsibilities, A. Responsibilities of the Contractor, 3.*
 - a. This will vary on the amount of agencies playing at the venue.
17. What is the maximum length of each TTX, functional and full-scale exercises? Will the exercises all be completed in one-day or multiple days? Do you anticipate 24-hours operational periods for any of the functional or full-scale exercises?
 - a. TTX 5 hours, FE & FSE 8 hours. They may go into multiple days. No on the 24 hour periods
18. How many jurisdictions will be involved in each of the exercises? *Reference Page 52 & 53, I. Delineation of Responsibilities, A. Responsibilities of the Contractor, 3, 4 and 5.*
 - a. The number of agencies will vary based on the Concepts & Objectives meeting and the Initial Planning Conference.

19. Will the FSE be State-wide? If so, how many agencies and jurisdictions will be participating? *Reference Page 53, I. Delineation of Responsibilities, A. Responsibilities of the Contractor, 5.*
- a. This will vary on the amount of agencies playing at the venue. Some exercises will be statewide
20. Will the FSEs be regional? If so how many agencies and jurisdictions will be participating? *Reference Page 53, I. Delineation of Responsibilities, A. Responsibilities of the Contractor, 5.*
- a. No
21. Will state and local representatives be involved as exercise controllers and/or evaluators? If so, who will responsible for cover their expenses (travel, meals, salary, etc.)? *Reference Page 55, V. Exercise Plan Implementation*
- a. Yes state and local representatives will be involved and the individual agency will cover their own expenses.
22. Will the State of Delaware, or participating agencies/jurisdictions provide all of the role players and cover their costs?
Reference Page 53, I. Delineation of Responsibilities, A. Responsibilities of the Contractor, 6. “..contractor shall provide all material and equipment...” and Page 55, V. Exercise Plan Implementation: “The contractor is responsible for all aspects of each exercise implementation, including scheduling, materials, coordination, and logistics.”
- a. Yes
23. Will the all local participating agency be responsible for their own costs (payroll, meals, water, equipment, supplies, etc.) or will the vendor be expected to cover some of these cost? *Reference Page 53, I. Delineation of Responsibilities, A. Responsibilities of the Contractor, 6. “..contractor shall provide all material and equipment...”*
- a. All state/local participating agencies will be responsible for their own costs.
24. Is the full-scale expected be a Level 3 or above type disaster, with role-players in moulage? *Reference Page 55, V. Exercise Plan Implementation, “The contractor is responsible for all aspects of each exercise implementation, including scheduling, materials, coordination, and logistics.”*
- a. Yes
25. Appendix A – Scope of Work and Technical Specifications, page 55, V. Exercise Plan Implementation states “*The contractor is responsible for all aspects of each exercise implementation, including scheduling, materials, coordination, and logistics.*” Do you expect the contractor to provide food, water, portable toilets, radios/communications equipment, for participants or will these resources (logistical support) be provided by the State and/or local jurisdictions?
- a. DEMA will provide the food & water, the contractor provides everything else.
26. The RFP indicates the contract will be January 1, 2019 through December 31, 2021. Is your desire to complete the workshops, seminars and TTXs in year one, followed by a series of functional exercises in year two, and a full-scale exercise in year three? Or will the varying types be conducted all in the same year?
- a. The exercises will vary year to year based off of the needs of the state, counties and new emerging threats.

27. Can vendors who attend the Pre-Bid meeting receive a copy of your Homeland Security Strategy document, Multi-Year Exercise Plan, and/or Multi-Year Training and Exercise Plan, as well as your Threat and Hazard Identification and Risk Assessment (THIRA) or Stakeholder Preparedness Review?
 - a. The Multi-Year Training and Exercise Plan was emailed to all those in attendance of the mandatory pre-bid meeting held on July 11, 2018. If those in attendance did not receive it or experienced issues opening the file please email walt.gorman@state.de.us
 - b. The Homeland Security Strategy document, the THIRA and the Stakeholder Preparedness Review are not available.
28. Are we responsible for conducting a formal After Action Review, or simply a draft AAR as indicated in the pre-bid meeting? *Reference: Page 55, Appendix-A, VII Exercise Documents.*
 - a. A formal After Action Review will be required.
29. Do all planning meeting needs to be face-to-face (in DE). *Reference: Page 55, Appendix-A, II Meeting/Milestone Schedule and VI Evaluation*
 - a. yes
30. Are we responsible for assembling a Corrective Action Plan as part of the AAR, or just recommended critical corrective action? *Reference: Page 55, Appendix-A, VI Evaluation.*
 - a. Both a Corrective Action Plan and an After Action Review will be required.
31. Is the funding already secured for this project? If so, is there a maximum annual budget for the exercise program?
 - a. Yes funding has been secured, however we do not discuss budget allocations maximums or minimums.
32. Is this intended to be similar to an Indefinite Delivery Indefinitely Quantity (IDIQ) or Blanket Purchase Agreement (BPA) where you plan to have a list of qualified vendors to choose from, release bid notices/task orders and then select the lowest price bid?
 - a. Under section 1.5 of the RFP, the Agency reserves the right to award this contract to more than one vendor pursuant to 29 Del.C. §6926. The award will be based on scoring of the criteria listed in the RFP.
33. Will you make an exception to the requirement to be licensed as a business in the State of Delaware. *Reference, B. General Provisions, 25. State of Delaware Business License (Page 25).* Would this requirement be waived for a State Agency from a different state?
 - a. No exception will be made by Government Support Services regarding the business license requirement.
34. Can you please provide the State's Three Year Training and Exercise Plan to help us understand the type of exercise expected to be performed under this contract?
 - a. The Multi-Year Training and Exercise Plan was emailed on July 20, 2018 to all those in attendance of the mandatory pre-bid meeting held on July 11, 2018.
35. To assist the state with contractor pricing comparison, is it possible for DEMA to identify a specific number of contractor staff expected at each type/size of exercises?
 - a. This will vary on the amount of agencies playing and the different venues in each exercise.

36. Can the state provide a summary of the number of type/size of exercises performed under the contract in the last 1-2 calendar years?
- a. During calendar years 2016 and 2017 the combined activity counts were:
 - Drills: 3
 - Workshops: 3
 - TTX: 8
 - FE: 4
 - FSE: 2
37. Can the state provide a summary of the number/location of exercises performed in each of Delaware's three counties over the last 1-2 calendar years?
- a. During calendar years 2016 and 2017 the combined activity counts were:
 - Drills: 3
 - Workshops: 3
 - TTX: 8
 - FE: 4
 - FSE: 2
 - b. Previous locations will not be provided. Future locations vary throughout the state.
38. Can the state provide a summary of the types of change orders that it has allowed under the existing contract? For example, DEMA mentioned at the pre-bid that logistical items like temporary facilities or significant social media simulation/video were examples of allowable "add-ons" to the contract.
- a. Significant social media simulation/videos, portable toilets/sinks, radios/communications equipment, props.
39. Do you require the W-9 now or is it at the time of contract execution once an award is made? Ref: Section X. Document Execution.
- a. This requirement is for Awarded Vendors.

All other terms and conditions remain the same.

Information regarding the current contract is available online at:
http://contracts.delaware.gov/contracts_detail.asp?i=2123