



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

June 5, 2018

TO: ALL OFFERORS
FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT SUPERVISOR
SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS18829-SCHOOLPLAN,
Development of Web-Based Planning Tool to Facilitate Comp. School Safety Plans

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.

PRE-BID ATTENDANCE

Under a separate attachment, the Pre-Bid Meeting Sign-In Sheet has been attached. In addition to the vendors identified on the Sign-In Sheet, the following State of Delaware representatives were present.

State Agency	Representative(s)
State of Delaware, GSS	Courtney McCarty
State of Delaware, DEMA	Tony Lee, Evelyn Brown, Willie Patrick

PRE-BID MEETING QUESTIONS¹

Q1. Hot spot solution or custom built?

A1. Desire plug and go to ensure no gap in contract coverage.

Q2. Are there existing plans that need to be uploaded?

A2. Yes, but updates may be required. Updates will be the responsibility to DEMA and the Districts. Solution is simply to central house plans, track exercises, and provide first responder access, if needed.

¹ A few IT questions, the vendor was asked to email them to ensure accuracy of understanding to ensure appropriate response given.



Q3. Who is responsible for new plans?

A3. Vendor can identify best practices, at which time DEMA will evaluate and work with Districts to fill the gaps based on the best practices recommendation(s).

Q4. Question about sign on security requirements; 2 factor log in, etc.

A4. Must comply with DTI Terms and Conditions.

Q5. System Access Hierarchy; DEMA maintainers, Schools – upload/update?

A5. Yes. User Roles – Multiple w/ Schools: District, School, Administrator, Teacher, Read Only, Security Assessments. Room for further technology advancements, such as video/camera access.

Q6. How many roles anticipated?

A6. 5 or 6 currently, with expansion under consideration.

Q7. Is DEMA looking for other plan types: EOP, COOP, etc?

A7. Right now, not exploring.

Q8. Preferred cloud provider?

A8. No

Q9. Can you provide the current template?

A9. Current plan attached, however it will be updated in fall 2018 so the template is subject to change.

Q10. Is there an existing solution and can you share what you don't like about it? Why change?

A10. Yes and No. The current contract has no extension options remaining and the anticipated spend requires a formal solicitation process. Further DEMA wishes to see what other options may be out there.

Q11. GIS platform?

A11. geomapping

Q12. #14 requires contractor to have credentials of school safety certification/accreditation. Is experience working with School Plans sufficient?

A12. Vendors who do not have a specific school safety certification/accreditation may elect to take exception to this requirement and offer up additional experience details to support the knowledge necessary to be successful with this type of contract.

Q13. Current plans, individual by school?

A13. Hierarchy – School, District, County, State

Q14. Time Frame?

A14. Current contract expires 09/13/18, so DEMA desires to have new solution implemented and training under way by 12/31/18.

Q15. Training – Facilities & Equipment, Vendor Responsible?

A15. Yes; however, DEMA can assist with sourcing space for training. (Vendors may propose two price options for training. One, using State resources and one, 100% vendor provided for consideration.)

Q16. Project management independent of DTI?

A16. DTI will be involved in reviewing the solution; however, will not be part of the implementation.

Q17. Onsite or Offsite for implementation?

A17. Most work can be completed offsite. DEMA reserves the right to require weekly meetings to track project completion; however, meetings could take place in person, over the phone, or through Skype or other means.

Q18. Roster of teachers in system requirement? Notification for teachers, students, parents?

A18. No and No, notification solution varies by District.

Q19. ICS Training?

A19. No current requirements.

Q20. Vendor provided system or hosted in State system?

A20. Solution must meet DTI terms and conditions.

Q21. Encryption?

A21. Solution must meet DTI terms and conditions?

Q22. Off-shore?

A22. No

Q23. Test beds available?

A23. No

Q24. General format for existing documents?

A24. One time upload, independent solution.

Q25. Test acceptance plan?

A25. TBD

Q26. Payment – one-time, upon completion or scheduled?

A26. Payment schedule can be proposed. No pre-payments are permitted.

Q27. Data file – type of files, # of records in current system, # of users.

A27. Text, PDF, JPEG, etc. 226 schools*, PSAP, Fire, Police, DEMA (*some schools give all faculty access, while others give limited access)

Q28. #10 tracking of special needs students?

A28. Intent is for the system to allow for special needs planning, based on type of school (Deaf, spectrum populations). For school needs, not child based.

Q29. Email notifications only?

A29. Yes, at this time.

Q30. Implementation plan, stakeholder interviews, etc?

A30. This is a one-time initial upload of existing plans. From there DEMA will work with Schools.

Q31. Criteria for human factor?

A31. Keep it simple

Q32. Components?

A32. NIMS compliant, drawings, fire extinguisher placements, evacuation plans, all file types.

Q33. Vendor update plan?

A33. New DEMA section, DEMA will work with vendor to add. Schools can add subsections for greater detail.

Q34. Presentations?

A34. TBD

Q35. Directory?

A35. Independent system; not connected to Outlook. Schools use a system separate from the State.

Q36. Higher Education, not involved?

A36. Correct

Q37. Administrator access; notification to review & update access yearly?

A37. Schools have a crisis team who are tasked with reviewing and updating plans and access.

Q38. Contract # for current contract?

A38. [SHS12006-SchoolPlan](#)

Q39. Budget Cap?

A39. Budget for next year has yet to be approved.

Q40. Single or multi-award?

A40. Single award.

OTHER QUESTIONS RECEIVED

Q41. Whether companies from Outside USA can apply for this?

A41. No.

Q42. Whether we need to come over there for meetings?

A42. Possibly.

Q43. Can we perform the tasks outside USA?

A43. No.

Q44. Can we submit the proposals via email?

A44. No.

Q45. For responses to this RFP do you have a software package that is the basis of design that we can look to for features and function that you have gathered your requirements list from?

A45. No.

Q46. Curious if this is a standalone contract or part of a larger project?

A46. Standalone.

Q47. Can I obtain a list of the vendors signed up at the conference?

A47. Available under separate attachment.

Q48. Is an incumbent in place for this RFP?

A48. [SHS12006-SchoolPlan](#)

Q49. How many possible maximum number of users could utilize the solution system?

A49. 4500 to 6000 potential users, however, this would not be concurrent users. Concurrent users will depend on time of year, potential critical/crisis situation, or on-line training.

Q50. Do you want the vendor to host/manage/pay for the software solution (SaaS) in secured cloud?

A50. Yes

Q51. Are you looking for native mobile apps for smart devices or hybrid applications which can work on mobile devices would be sufficient?

A51. Yes

Q52. Are you also looking for indoor mapping and routing within the school?

A52. yes

Q53. What GIS data is already existing related to the solution and can we get some sample data for analysis?

A53. This is something we are looking for in the new solution, this is not yet being utilized.

Q54. Do you have facilities/school floor plan layouts which can be imported into geodatabase?

A54. yes

Q55. Do you want to embed camera and access-control based security in SaaS?

A55. yes

Q56. What credentials of school safety certification/accreditation are needed and how a vendor can get this certification before the proposal deadline?

A56. See A12.

Q57. #15, do solution expect to have course integration at solution portal and provide certificate/credentials for its completion like institute provides?

A57. Yes

Q58. Does the State have a preferred cloud hosting platform (Amazon AWS, Microsoft Azure, etc.)?

A58. No.

Q59. Does the state require the system to provide an administrator editable template which the school uses to fill in their safety plan section by section? Can the state provide a sample template?

A59. Yes – the sample is the school plan template.

Q60. Please elaborate “site specific data” (page 2)

A60. Each school is unique in its location, building type, District/Charter and student needs. This would then become site specific data, vs. standard template this is provided to all schools.

Q61. #2, Please elaborate “unlimited hosting and technical support”.

A61. Vendor needs to provide 24/7 technical support from DEMA CSSP staff, and any other users who may seek assistance.

Q62. #4, Please explain the envisioned interactivity desired.

A62. Easy to use, embedded “interactive user guide” that will give quick instructions to users.

Q63. #5, Please explain system-driven assessment, drills and training. Should the system send alerts/suggest schedules for assessment, drills, and training?

A63. No, the system does not need to send alerts. System-driven means reporting of assessments, drills and training are built into the system.

Q64. #6, What mapping functionality is desired?

A64. geomapping

Q65. #8, What is the current digital format of the floor plans? (AutoCAD, etc.)

A65. JPG

Q66. #9, Can the state provide sample reports?

A66. No, however, queries for specific schools, districts and counties/statewide are required to pull needed data for required mandates.

Q67. #10, How and what specific data needs to be tracked for special needs students?

A67. No delineation in data needed, however template of plans will have the capability of modifying plans for those schools to specifically meet the needs of special needs students.

Q68. #11, What information needs to be recorded? What is the business process?

A68. All drills, including but not limited to “Lockdown/Intruder”, “Tabletop Exercise”, “Fire Drill”, “Evacuation Drill”, “Bus Evacuation” and “Other”. Any exercise that a school performs in order to keep staff and students safe.

Q69. #12, Please elaborate on the level of involvement by the successful contractor in facilitating plan reviews? What are the contractor’s responsibilities?

A69. Vendor must know latest “best practice” responses for K12 students and staff to any critical/emergency situation.

Q70. #14, Please elaborate on requirement. Which particular certification or accreditation is required?

A70. See A12

Q71. #5, What is the mandatory requirement for “system driven assessment”? Please clarify or provide example of current assessment document or process.

A71. Included but not limited to: Hazard assessment, classroom assessment, annual safety assessment,

Q72. #5, What is mandatory requirement for “annual emergency review”? Please clarify or provide example of current annual review document or process.

A72. Yearly review performed by school administrative team including school grounds, building, hazards and records. This should be an embedded review.

Q73. #14, Based on discussion at bidders conference, request that this mandatory requirement be adjusted or removed.

A73. See A12.

Q74. (tab 5-1.8) Please provide details on the data in existing solution including specifics on what elements need to be migrated.

A74. [Users, Drill Records, Maps/floor plans, eLearning records, Plan template and localized plans](#)

Q75. Current Safety Plan solution provider has access to "Delaware School Safety Plan Template" and hence have advantage in responding to this RFP. Would you please provide Delaware School Safety Plan Template or its sections or its structure? Also, please provide the name of the document upon which the template is based on.

A75. [Due to proprietary constraints of the current vendor, the structure has not been provided. Template of the all hazards safety plan, including components, have been incorporated into this Addendum.](#)

Q76. Would you provide current Safety Plan solution provider's name, awarded RFP number, length of award, and amount of award?

A76. [SHS12006-SchoolPlan](#)

Q77. About existing data to be imported in new solution: How much is existing data in terms of bytes? What type of data is it? What is the structure of the data?

A77. See answer to Q74

Q78. Will we have access to Staff Directory?

A78. No.

Q79. Who is current vendor?

A79. [SHS12006-SchoolPlan](#)

Q80. How much was awarded last time?

A80. [SHS12006-SchoolPlan](#)

Q81. How many users used the system currently?

A81. [At this time it is difficult to assess, however, if there were an emergency situation at a school, local Law Enforcement, PSAP, School Administrative team and Fire/EMS would be potential users at this time. During this time, it is conceivable that all schools within the District and local charter would also be in Lockdown mode, and users would want access to their particular site also.](#)

Q82. Are you expecting new system will exceed more than last year?

A82. Yes

All other terms and conditions remain the same.

S:\ Addendum to RFP