



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: June 1, 2015

HSS 15 005

EBOLA PREPAREDNESS EXERCISE AND PLANNING SUPPORT

FOR

DIVISION OF PUBLIC HEALTH

Date Due: June 26, 2015
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE MENTIONED BID.
Responses to questions received and asked at the pre-bid meeting on June 1, 2015 are
attached.

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Ebola Preparedness Exercise and Planning Support

RFP HSS 15 005

Pre-bid Meeting Questions

June 1, 2015

Question 1

Section Number: N/A

Paragraph Number: N/A

Page Number: N/A

Text of passage being questioned: N/A

Questions: Does the Department of Health anticipate combining or coordinating any of its exercises with the Delaware Emergency Management Agency?

Answer: It is not anticipated at this time that exercises will be combined, however DEMA will be asked to participate as a player in the exercises.

Question 2

Section Number: N/A

Paragraph Number: N/A

Page Number: N/A

Text of passage being questioned: N/A

Questions: Will the anticipated exercises be distributed evenly among the three counties? Will they be coordinated with the County emergency management offices?

Answer: It will depend on the scope and objectives of the exercise, but normally EMSPS exercise focus is state wide. EMSPS will coordinate with the County Emergency Management offices as appropriate.

Question 3

Section Number: N/A

Paragraph Number: N/A

Page Number: N/A

Text of passage being questioned: N/A

Questions: Is it anticipated that the exercises will be part of a progressive "crawl-walk-run" series, escalating from tabletop to functional or full-scale exercises with each targeted audience?

Answer: No

Question 4

Section Number: II A. Background

Paragraph Number: 5

Page Number: 3

Text of passage being questioned: "This will be accomplished through existing plan review, stakeholder meetings, training, and exercises. The concept of operations plan (CONOPS) for Ebola response will be further refined and formalized. The Ebola CONOPS will serve as an annex to Delaware's Contagious Disease Containment Plan. Completion of the Ebola CONOPS will provide structure and guidance to update the Contagious Disease Containment Plan."

Questions: Which plans, and how many of them, in addition to the Ebola CONOPS and the Contagious Disease Containment Plan, does the DPH require to be reviewed? Are these final plans or drafts? May bidding vendors have access to these plans?

Answer: The plans to be included are the Ebola CONOPS the Contagious Disease Containment Plan

Question 5

Section Number: II C. Scope of Services

Paragraph Number: 1 h

Page Number: 4

Text of passage being questioned: "All work product generated under this project are the property of DPH and cannot be shared without the consent of DPH. Any items purchased with a value over \$1000."

Questions: What is the rest of this statement pertaining to purchases exceeding \$1000?

Answer: Items purchased in support of the contract with a cost exceeding \$1000 shall be given to EMSPS at the end of the contract.

Question 6

Section Number: II C. Scope of Services

Paragraph Number: 1.b.

Page Number: 4

Text of passage being questioned: "For the initial 12 months, the Vendor will dedicate a full time Project Manager (1.0 FTE state work week of 37.5hrs) that will report onsite at the EMSPS in Smyrna, DE a minimum of 29.75 hrs/week, unless specifically agreed upon by EMSPS Senior Section Staff."

Questions: Will the PM be retained after the initial 12-month period in any capacity?

Answer: That will be subject to appropriations but at most PT.

Question 7

Section Number: II.C. Scope of Services
Paragraph: #3 Trainings
Page Number: 6

Questions: How many of these trainings are designed to be in-person, classroom style trainings? How many of these trainings do you anticipate being placed on DE TRAIN? Are they expected to be fully self-directed trainings?

Answer: I would expect that once trainings are developed that as many as possible have an 'online or electronic' presence. However some items may need to be updated based on national guidance. Initial rounds of training face to face (year 1) and distance for competency

1. Provide observed technical Personal Protective Equipment (PPE) training for priority groups identified by public health. - 10
2. Training on handling Ebola fatalities for DFS, DPH, hospitals - 3
3. Direct Active and Active Monitoring Training - 2
4. Waste Management Training - 5
5. Epidemiological Methods training - 2

Question 8

Section Number: II.C. Scope of Services
Paragraph: #7, Timeline, Sub-bullet ii.2
Page Number: 9

Questions: How many of each type of trainings will be conducted in this cycle?

Answer: See above however we realize that the trainings may take longer, EMSPS will prioritize.

Question 9

Section Number: II.C. Scope of Services
Paragraph: #7, Timeline, Sub-bullet iii.3
Page Number: 10

Questions: How many times or locations for the "No-notice Healthcare Drill" are anticipated in this cycle?

Answer: During the course of the 5 years one per hospital group (5) but for first time frame minimum of 2

Question 10

Section Number: II.C. Scope of Services
Paragraph: #7, Timeline, Budget Period 2, 1
Page Number: 10

Questions: The RFP states that 10 additional trainings may be conducted. Will these be repeats of the trainings developed in Budget Period 1 or will they include new trainings? If new trainings, please estimate the number that may be needed.

Answer: Repeats of previous training, however if there are changes identified it will be negotiated under contract.

Questions from Pre-Bid meeting

- 1) The PPE that is required for trainings, will the vendor be responsible for providing?
Answer: PPE for trainings that are under this contract will be supplied by either EMSPS or the healthcare facility.
- 2) Have the training curriculums been developed?
Answer: No, they have not.
- 3) Will the EMSPS subject matter experts review the training materials?
Answer: Yes.
- 4) What is the expected duration of a class?
Answer: On average 4 hours however some of the hands on training may take longer.
- 5) What is the number of exercises?
Answer: That information is found within the timeline of the RFP.