



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: February 17, 2016

HSS 16 005

PUBLIC HEALTH PREPAREDNESS EXERCISE AND PLANNING  
SUPPORT  
FOR  
DIVISION OF PUBLIC HEALTH

Date Due: March 30, 2016  
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF  
THE ABOVE MENTIONED BID.

Responses to questions received and/or discussed at the pre-bid  
meeting on February 17, 2016 are attached.

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Public Health Preparedness Exercise and Planning Support  
Questions and Answers  
RFP No. HSS 16 005  
February 17, 2016

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**1. Section B. Project Goals**

**Paragraph 4 / Page 4**

To provide a comprehensive review and assessment of all current plans.

- How many total plans does the Division of Public Health anticipate the selected vendor will review?

**Answer: Five per year as selected by EMSPS**

**2. Section C. Scope of Services**

**Paragraph 2 / Sub-Paragraphs A-E / Page 8**

All text associated with sub-paragraphs A-E

- How many plans does the Division of Public Health anticipate the selected vendor will develop during the contract period of performance?

**Answer: 1 plan per year**

- How many plans does the Division of Public Health anticipate the selected vendor will update during the contract period of performance?

**Answer: 5 per year**

**3. Section B. Project Goals**

**Paragraph 5 / Page 4**

Conduct a training needs assessment for all State Health Operations Center (SHOC) staff, develop training curriculum and assist with the delivery of curriculum to support their SHOC role training needs.

Question

- Does the Division of Public Health have an estimate or baseline number and type of training the selected vendor will develop and / or deliver during the contract period of performance?

**Answer: No more than 2 courses developed per year (Delivery would be face to face instructor led training w/approximately 40 students per class offered 2 to 3 times per year)**

**4. Section II Scope of Work 1.E. (page 5):**

- Can you please provide some breakdown of the number of exercises with the approximate number of participants for each seminar/exercise listed below in order to accommodate pricing for staff, facilities, and food service? For example, you plan on conducting 2 workshops with approximately 40 participants in each, one tabletop with 20 participants, and one tabletop with 100 participants.

Answer: Workshops and Exercises - vendor provides food  
See answers to questions #11 - 13  
Under 4 hours - provide coffee  
Over 4 hours - provide lunch

**5. Section II. Scope of Services, 1.F. (page 5):**

- Can you please provide some breakdown of the number of exercises with the approximate number of participants and venues in order to accommodate pricing for staff and food service? For example, you plan on conducting 1 functional exercise with 4 sites and 40 participants and 1 functional exercise with 12 sites and 60 participants.

Answer: See answers to questions #11 - 13  
Under 4 hours - provide coffee  
Over 4 hours - provide lunch

**6. Section II. Scope of Services, 1.G. (page 6):**

- Can you please provide some breakdown of the number of exercises with the approximate number of participants and venues in order to accommodate pricing for staff and food service? For example, you plan on conducting 1 full-scale exercise with 2 sites and 120 participants and food does not be provided.

Answer: See answers to questions #11 - 13  
Under 4 hours - provide coffee  
Over 4 hours - provide lunch

**7. Section II. Scope of Services, 2. (page 8):**

- Can you provide an estimated number of plans to be reviewed and revised versus the anticipated number of new plans that may need to be developed?

Answer: 5 updated, 1 new plan per year  
Large complicated plans with outside partners may be completed using the workshop format to vet the plan with partners (included in one of our annual workshops).

**8. Section II. Scope of Services, 2.D. (page 8):**

- Can you provide an estimated number of meetings to be conducted along with the number of attendees and whether food is to be provided?

**Answer:** Meetings do not typically include food unless a workshop/exercise.

**9. Section II. Scope of Services, 3., 3.C., 3.E. (page 8):**

- Can you quantify:
  - The estimated number of trainings to be developed? **Answer:** 10 total 2 per year over the 5 years
  - The number of deliveries? **Answer:** 2-3 per year for each course developed.
  - The number of students per delivery? **Answer:** 40
  - The expected number of trainings that may be required to be made available to be placed on DE-Train for self-paced learning? **Answer:** All if applicable

**10. Section II. Scope of Services, 3.C. (page 8):**

- Is there an expectation that the vendor should include funds for the rental of training facilities? Should the vendor anticipate that training includes funding for food?

**Answer:** Yes for facilities. There are times when state facilities are available for smaller meetings but for large meetings vendors should include costs. No, food is not provided for trainings.

**11. Section 1, Paragraph E / Page 5**

“The Vendor shall design, develop, deliver, and support, Seminars, Workshops and Tabletop Exercises (TTX). “

- How many of each type of discussion based exercise is to be conducted during the contract period?

**Answer:** 6 per year (1 small, 4 medium, 1 large)  
Average over the past 5 years has been 3 per year

**12. Section 1, Paragraph E / Page 5**

“The Vendor shall provide small and large size seminars and workshops from 20 to 60 personnel. The Vendor shall conduct small events ranging from 10 to 20 personnel to large events ranging from 80 to 120 personnel. “

- How many small events and how many large events are planned for the period of performance?

**Answer:** 6 per year (1 small, 4 medium, 1 large)

**13. Section 1, Paragraph F / Page 5**

“The Vendor shall design, develop, deliver, and support Functional Exercises (FE).”

- How many functional exercises are to be conducted during this contract period? And how many participants are expected at each functional exercise?

**Answer: 1 per year (100-125 people each time)**

**14. Section 1, Paragraph G / Page 6**

“The Vendor shall design, develop, deliver, and support Full-Scale Exercises (FSE).

- How many functional exercises are to be conducted during this contract period? And how many participants are expected at each functional exercise? Also how many physical locations will be used during the full scale exercises?

**Answer: 1 per year (up to 300 people / 10 physical locations)**

**15. Section 1, Paragraph J / Page 6**

“Vendor will conduct a series of meetings with the Division of Public Health and agency participants to develop exercise objectives, scenarios, extent of play, message injects, and timelines. Exact date, time, and location of meetings will be determined at a pre-planning meeting agreed upon between the Division of Public Health and the Vendor. The following is a proposed schedule of meetings, reviews, and milestones for each exercise”

- Does the DPH envision this series of meetings (C&O, IPC, MPC, & FPC) to be conducted for each seminar, workshop, tabletop, functional and full scale exercise? *(For example if the vendor is to conduct just 1 of each of the 5 types of exercises described, and there was to be this series of meetings (4) for each, then there would be a total of 20 face to face meetings that the vendor should plan for and price.)*

**Answer: Each exercise type should meet HSEEP guidelines.**

**16. Section 1, Paragraph K / Page 7**

“The Vendor will have one or more evaluators (with subject matter expertise) at each site to observe the exercise and later conduct a comprehensive (hot wash) after-action meeting with members from each exercise location. “

- How many sites are anticipated for each exercise?

**Answer: 5 sites (functional), 10 sites (1 full scale)**

**17. Section 2, Paragraph A / Page 8**

“To develop new emergency response plans based on program needs and/or update existing plans based on evaluation results. The Vendor shall adhere to the guidelines set forth in the SLG 101 Guide for All-Hazards Emergency Operations Planning.”

- How many plans are to be developed/updated during this contract period? How many planning meetings do you anticipate for the development/update of each plan?

**Answer:** 5 per year reviewed  
1 new plan developed per year  
6 meetings per plan  
5 plan updates per year

**18. Section 3, Paragraph A-C / Page 8**

“To develop SHOC specific training curriculum based on the results of the training needs assessment for SHOC staff. All trainings will be consistent within the scope, policies and procedures adopted by EMSPS and consistent with HSEEP guidance and PHEP and HPP guidance. The Vendor shall provide subject matter experts to design and provide trainings. The Vendor shall coordinate the training locations, dates and training materials.”

- How many training courses do you anticipate being developed? And, how many times would each course need to be delivered as a stand-up classroom style course?

**Answer:** 2 trainings per year developed. Each training, 2-3 times per year.

**19. Section C, Paragraph 2 / Page 19**

In the evaluation criteria, it states one criteria as “Adequacy of workplan and timeline schedules”

- There is no requirement to put any schedules in the proposal. The only timelines/schedules mentioned is in the process for meetings, but nothing about project schedule. What exactly are you looking at for “Adequacy of workplan and timeline schedules”?

**Answer:** Each component (ex. exercise, workshop) should include a timeline for completion of the project.

**20. Section C, Paragraph 2 / Page 19**

In the evaluation criteria, it states criteria as “The degree to which the bidder demonstrates the potential ability to recruit, hire, schedule and train qualified applicants.”

- There is no mention of including resumes of existing qualified employees or sub-contract employees. Are we allowed to include resumes and would that fulfill this criteria?

**Answer:** Yes, resumes should be included along with documentation demonstrating your ability to recruit, hire, schedule and train qualified applicants.

**21. Section C, Paragraph 2 / Page 20**

Evaluation of the proposed costs as they relate to the proposed service delivery.

- Without set quantities of exercises, plans, and trainings to be provided, how does DPH anticipate getting costs from the vendors? Would it be acceptable to provide “menu” pricing, for example: a cost for each type of exercise, a cost for plan, and a cost for each type of training?

**Answer:** Yes it is acceptable to provide a menu for each type of exercise (year 1 full scale exercise - 10 locations, 200 participants)

**22. February 17, 2016 Pre-bid meeting question**

- Do we need to submit a detailed budget?

**Answer:** Yes, a detailed 5 year budget should be provided outlining costs for events/exercises/etc. by year using the State fiscal year dates. Budget years are defined as state fiscal years (July 1 - June 30 for each year). For Example - “BP5” (budget period) is July 1, 2016 - June 30, 2017.