

General Contracting questions

1. Question: The vendor already has a training grant (GSS12659-Professional Training Services) that enables us to bid on new projects in Delaware. Since this grant is listed on our bid list, do we need to follow any other protocols not specified in the SchoolPlan RFP?

GSS12659-Professional Training Services is not a grant. It will be a central state contract if awarded. This contract will not enable or disable a vendor from bidding on other projects within Delaware. Government Support Services is carrying it under “Recently Closed Solicitations” and has not indicated any awarded vendors, however if the contract is awarded, the awarded vendor(s) would *“develop and deliver both e-learning and face-to-face training programs designed to support the skills and knowledge of the State’s workforce and the development of its professionals”*. Although training employees could be a component of a vendor’s proposal for the SchoolPlan RFP, it should only be one facet of the project. We are interested in acquiring a web-based planning tool that will facilitate the development and implementation of Comprehensive School Security/Emergency Plans.

2. Question: Page 5, paragraph III A 1 requires a business license as a minimum requirement however page 20, paragraph 5 c states that the successful vendor shall furnish a business license. Which is correct?

Vendors must provide evidence of a Delaware business license or evidence of an application to obtain the business license as part of their proposal. A proposal missing evidence of a Delaware business license or an application will be deemed non-responsive and will be excluded from consideration.

3. Question: Page 18, paragraph D 1 a states that the term of the contract shall be three years with the possibility of two one-year extensions. In the meeting the vendors were told that the timeframe for the project has been accelerated; that the goal is to have the project accomplished within two years.

The term of the contract will stand as is. The vendors are encouraged to plan for two years in their proposals, however a third year on the contract will provide some flexibility if necessary.

Technical Questions

4. What interconnectedness or additional functionality would the State desire for the planning system? For example, would school districts be able to view other school's plans or would the State be able to provide feedback or alerts via the system to the schools?)

Yes, we expect that the web based plans would be available to other schools. However, the level at which the plans could be viewed would be protected by the access individuals are given.

5. On page 3 of the RFP, it states that "Qualified vendors must have documented experience in emergency plan preparation for large schools districts and state-wide jurisdictions, developed on a proven, robust hosted system that is currently in use at the district, county and/or state level."

Question: How do you define the "hosted system" that is currently in use? Does this system need to be in use in Delaware right now?

We are looking for a past proven reliable system that has been successfully deployed. The system does not have to be currently in use in Delaware.

6. On page 3 of the RFP, it states that "The Delaware Department of Safety and Homeland Security are currently seeking proposals from qualified consultants with proven capacity and experience in the development and production of a state-wide school emergency management plan template to be utilized by all 19 public school districts and charter schools in Delaware."

Question: Although there are 19 school districts, you said at the pre-bid meeting that there are more than 218 schools that would have access to the plan. Will each of the 218 schools have an administrator / principal, with the authority to edit the plan for his / her particular school? Or, will the ability to edit online content only be granted to administrators of the 19 school districts?

DSHS is relying on the expertise of the winning proposal to design/implement a system that will be flexible and user friendly to ensure that comprehensive plans at each school remains current. For example, if a high school receives a new shipment of hazardous material that is used in the science laboratory, school administrators should have the ability to immediately up-load the MSDS sheet to the plan. Furthermore, if classrooms are divided by a physical barrier due to capacity needs, schematics should be immediately up-loaded.

7. Question: Will the websites provided to each school only consist of the school plan, or will there be an expectation by the 218 schools that other school content, such as announcements, contact lists, mission statements, or photos can be added?

DSHS expects that the web based CSSP will include necessary information for a comprehensive school safety plan. For example, photographs of shut-off valves in the boiler room, control panel configuration, etc. should be able to be up-loaded to the plan. In addition, if a high school receives a new shipment of hazardous material that is used in the science laboratory, school administrators should have the ability to immediately up-load the MSDS sheet to the plan. Furthermore, if classrooms are divided by a physical barrier due to capacity needs, schematics should be immediately up-loaded.

8. On page 4 of the RFP, it states that the vendor will be expected to "Provide system User and system Administrator training to stakeholders. Additional training in the areas of NIMS, ICS, Crisis Management, and Tabletop Exercises shall be provided to ensure full implementation of the plan."

Question: How many hours of training are anticipated in these areas?

DSHS has not established a minimum number of hours for training. As a part of each vendor's proposal, we anticipate a recommendation as to the appropriate level of training.

9. On page 17, it states that 60% of the proposal criteria is based on meeting technical requirements

Question: Does the data need to be housed on a server in Delaware? Does the data need to be encrypted? Does the structure and design need to be in a specific format for the State of Delaware?

Answer: All state of Delaware policies and protocols shall be strictly followed. Applicable standards can be obtained at the following links: <http://dti.delaware.gov/information/standards-policies.shtml> and <http://dti.delaware.gov/pdfs/pp/Cloud-External-Hosting.pdf>.