

Tuesday, September 11, 2018

BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY, FLORIDA

IFB #Y18-1022-MV, CONSULTING AND TRAINING FOR THE OFFICE OF EMERGENCY  
MANAGEMENT

TERM CONTRACT

ADDENDUM NO. 1

1. **CHANGES:** Additions are underlined, deletions are ~~strikethrough~~.
- A. Section 2, Page 21, Scope of Services, item VIII. Maximum Order Limit is hereby deleted.

~~VIII. MAXIMUM ORDER LIMIT~~

~~The per order dollar limit shall be no greater than \$50,000.00.~~

- B. Section 2, Page 24, Scope of Services, item VIII. Maximum Order Limit is hereby deleted.

~~VIII. MAXIMUM ORDER LIMIT~~

~~The per order dollar limit shall be no greater than \$50,000.00.~~

C. **PROPOSAL SUBMISSION DUE DATE:**

Sealed proposals in an **original** and ~~three (3)~~ **eight (8)** copies for furnishing the above will be accepted up to **2:00 PM (local time), Tuesday, September 18, 2018**, in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

- D. The Fee Schedule Form for LOT A and LOT B are replaced with Fee Schedule Form A.
- E. Section 3, Page 29, Proposal Submission Requirements and Documentation, Tab 4. FEE SCHEDULE hereby changed.

TAB 4. FEE SCHEDULE

Each proposer shall complete and submit the Fee Schedule included herein. **The hourly fees shall include ALL costs associated with performance of the contract including excluding travel and out-of-pocket expenses.**

2. The following are questions, with respective answers, for the above Invitation for Bids:

**Question 1** - Is there a set percentage of work under this contract that must be dedicated to SBEs, MBEs, WBEs and Labor Surplus Area Firms? If so, what is that percentage?

**Answer** – A set percentage is not established.

**Question 2** - The required 5 Affirmative Steps on pages 14-15: is the County requesting to know and affirm if the Contractor will implement these steps for this project, or if the Contractor follows these steps as a regular business practice?

**Answer** – The request is related to this project.

**Question 3** - For the required documentation of the first 3 of the 5 Affirmative Steps, is the county requesting documentation to show solicitation of those three steps for this project, or from previous work/other projects?

**Answer** – The request is related to this project.

**Question 4** – The County is requesting that the consultant provide hourly rates that include all costs (raw labor, travel, etc.). For all scope **excluding** FEMA PA and HMGP funded work, this rate structure is acceptable. However, for FEMA PA and HMGP funded reimbursable work, FEMA reimburses applicants for Direct Administrative Costs (DAC) and Project Management (PM) activities according to new guidance (See *FEMA Public Assistance Program and Policy Guide, page 39* [https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG\\_3.1\\_508\\_FINAL\\_5-4-2018.pdf](https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG_3.1_508_FINAL_5-4-2018.pdf)).

This guidance expressly disallows FEMA from reimbursing all-inclusive rates. The new FEMA Guidance states that “*FEMA does not reimburse DAC based on blended rates (e.g., a labor rate plus a percentage of overall travel expenses or one rate for all levels of employees involved in a project). Labor and travel expenses must be tracked separately and shown as directly related to a specific project.*” Does the County wish to allow separate pricing that is not all inclusive, for FEMA PA and HMGP reimbursable work?

**Answer** – The Fee Schedule Form is replaced with Fee Schedule Form A. See Section 1, letter D of this Addendum.

**Question 5** - Reference Section 1, General Terms and Conditions, Page 3, Item 5 of the Solicitation. The RFP states that “[t]he County has the right to require the selected respondent to sign the attached contract” or “negotiate revisions” prior to contract execution “at [the County’s] sole discretion.” We interpret that to mean that a selected respondent has a right to negotiate but must conclude any contract negotiations with the County prior to execution of the contract (as opposed to meaning that the County can compel the respondent to sign the unmodified standard contract). Is that correct? Please clarify the contract award, negotiation, and execution process.

**Answer** – The County may engage in negotiations or require execution of the draft contract as-is.

**Question 6** - Does the County intend to issue multiple task orders at the same time for different scope items, or will the County issue task orders one at a time as work is completed and the task order budget is exhausted?

**Answer** – Task/Delivery orders should be issued on a “project by project” basis that may occur simultaneously. For example, under Lot B’s “Section III. Performance” it may be possible for the vendor to have multiple task/delivery orders issued for a NIMS/ICS Training course (Part A. 1.) and a Full-Scale Exercise (Part B. 5.) that overlap. The County may also include multiple but different training courses on a single task/delivery order that occur over a six (6) month period, for example.

**Question 7** - Does the County currently have (or recently had) a Contract with a firm to provide similar services? If so, can you provide the name of the incumbent firm?

**Answer** – Calvin, Giordano & Associates (CGA) was the prior Contractor of Record from 2012 to 2018. Prior to that, the Contractor of Record was Emergency Response Educators and Consultants (EREC) from 2008 to 2012.

**Question 8** - Has the County prioritized any of the scope of services items for Year 1?

**Answer** – Not at this time. The Post Award Meeting described in Section I., Part 7 on Page 5 shall occur within ten (10) days after receipt of notification of award to discuss job procedures and scheduling. OEM’s priorities and scope of service needs will be discussed at that time.

**Question 9** - What is the anticipated annual budget set aside for Year 1 and subsequent years (if known) for items listed in Lot A and Lot B?

**Answer** – For Year 1 in Lot A, we are estimating approximately \$35,000. For Year 1 in Lot B, we are estimating approximately \$75,000. These are estimates at this time and may change based on a reassessment of our priorities and a budget transfer. Additional year estimates have not yet been developed.

**Question 10** - On page 1 of the RFP, it states you require 1 original and 3 copies of our submittal. On page 27, it states 1 original, 8 copies, and an electronic copy on CD or USB drive. Which is correct?

**Answer** – Please see item #1: Changes of this Addendum, Letter C.

**Question 11** - When was the County's CEMP developed, and what is the date of the last update/review?

**Answer** – The County's CEMP was developed in 2017-18 and adopted by the Board of County Commissioners on May 22, 2018.

**Question 12** - What agencies are involved in the Orange County Emergency Response Team (OCERT)?

**Answer** – The Lead Agencies for our Emergency Support Functions (ESFs) are as follows: LYNX, OC Information Systems and Services, OC Public Works, OC Fire Rescue, OC Office of Emergency Management, American Red Cross, OC Public Schools, OC Procurement, OC Health Services, OC Environmental Protection Division, Salvation Army, Duke Energy, OUC, Lake Apopka Gas, TECO, Florida National Guard/US Coast Guard Auxiliary, OC Communications, OC Human Resources, OC Sheriff's Office, OC Animal Services, OC Neighborhoods/State Attorney's Office for Consumer Fraud; OC Property Appraiser, and OC Utilities. There are also a number of other Emergency Coordinating Officers from our municipalities, hospitals, theme parks, colleges & universities, and other ancillary agencies.

**Question 13** - Does the County currently have a Continuity of Operations/Continuity of Government plan? If so, what is the date of the last review/update?

**Answer** – Yes, March 2013 is the formal date of last update.

**Question 14** - When was the County's Hazard Mitigation Plan/Local Mitigation Strategy last updated?

**Answer** – The County's LMS was developed in 2015-16 and adopted by the Board of County Commissioners on February 21, 2017.

**Question 15** - Page 21 states that "All computer analysis shall be performed on computers compatible with systems in place within Orange County." What systems are currently in use by the County particularly for GIS and data analysis?

**Answer** – County uses the following for GIS: ArcMap 10.22, ArcGIS Pro 2.21, and ArcGIS online; County uses the following for data analysis: Crystal Reports, Stata, Deccan Products, and Oracle.

**Question 16** - Page 21 states all materials shall be provided to OEM in both hard copy and electronic format. How many copies of deliverables will be required by OEM?

**Answer** – This may vary from project to project, plan to plan; typically, however, it is recommended that at least three (3) hardcopies would be made available for each project. If different, the number of copies will be determined prior to the task/delivery order being implemented.

**Question 17** - There are candidate requirements listed for the Project Manager, Sr. Analyst and Analysts for the project. Are there candidate requirements for the Scheduler and Administrative Support?

**Answer** – There are no minimum candidate requirements for the Scheduler and Administrative Support.

**Question 18** - What current NIMS/ICS training courses are provided by OEM personnel? Will the courses provided by the consultant be in addition to these courses, or will the consultant provide them in lieu of OEM personnel?

**Answer** – OEM Staff has instructed G-191, G-300, and G-400. The consultant is expected to provide these courses and other NIMS/ICS or AHIMT courses in lieu of OEM personnel. There may be situations for cost effectiveness or for OEM staff's instruction experience that the courses may be taught in conjunction with the consultant; however, this would be the exception and not the rule.

**Question 19** - Does the County have a MYTEP currently? If so, when was it created or last updated?

**Answer** – Yes, the County has a MYTEP that is updated annually, most recently in April 2018 for the years 2019 – 2021.

**Question 20** - How many of exercises are conducted annually as a part of the Orange County Exercise program? How many are Tabletop Exercises, Drills, Functional Exercises and/or Full-Scale Exercises?

**Answer** – Typically the County OEM conducts 2-3 exercises per year; generally with one (1) in conjunction with the Statewide Hurricane Exercise in May that may be either a Tabletop or Functional Exercise. We participate in many other exercises, either as participants, controllers, evaluators, or facilitators. We are looking to increase the number of exercises conducted by OEM in coordination with the selected vendor as our Staffing level has not afforded us the ability to conduct more.

**Question 21** - Does the County have an established exercise planning team? If so, how many representatives are on the team and what agencies do they represent?

**Answer** – The County has identified agencies or organizations that are part of our “mission essential functions” of the Orange County Emergency Response Team (OCERT). There are up to ten (10) representatives that may serve on the exercise planning team, contingent upon the exercise objectives and scenario.

**Question 22** - How many players are anticipated to participate in the exercises covered by this contract?

**Answer** – There are a number of players anticipated to participate in the exercises under this contract. With twenty (20) Emergency Support Functions (ESFs) and an array of Emergency Coordinating Officers (ECOs) from various jurisdictions and partnering agencies and organizations, there may be up to 100+ players in a Full Scale Exercise.

**Question 23** - Is the consultant expected to provide printed materials for meeting and exercise participants?

**Answer** – No, large-scale printing/copying jobs can be performed by OEM or coordinated through the County's printing shop for booklets, manuals, etc. Smaller-scale printing/copying can be performed by OEM through its copiers/printers. Large format jobs (plotter printer) for maps or signage may be able to be performed by OEM as well but must be coordinated well in advance.

**Question 24** - Will the County be providing space for conduct of the exercises or will this be the responsibility of the consultant?

**Answer** – The County can provide space for conducting exercises. We maintain the Emergency Operations Center with some additional rooms for breakout or smaller groups, as well as an Alternate Emergency Operations Center. There may also be access to other County facilities (recreation centers, conference rooms, etc.) as well as partnering agencies or private vendors that will be coordinated by OEM.

**Question 25** - Will the consultant be expected to provide logistical support for exercises (meals, badges/lanyards, portable hygiene facilities, tents/seating, etc.)?

**Answer** – No, additional logistical support will be provided by OEM in conjunction with recommended needs requested by the consultant.

**Question 26** - Will the consultant be expected to provide refreshments for meetings?

**Answer** – No.

**Question 27** - Can the two separate entities within the Bid, Consulting and Training be bid separately?

**Answer** – Yes. Bidders may submit separately for Lot A – Consulting and Lot B – Training, or may submit for both.

**Question 28** – On pages 27 and 28, Tab 1, Items A & I, Information is requested in proposals for “all staff to be assigned” and resumes to be provided.

We utilize technical editors and graphic designers from a group of full time staff at IEM not dedicated to particular projects based on availability at the time due to the nature of our work. Is it acceptable to the County for us not to include them in the org chart and provide resumes for each?

**Answer** – Yes, it is acceptable to not include these technical editors and graphic designers separately in the org chart, nor do we require that their resumes be submitted.

**Question 29** – Page 28, Tab 2, Is it acceptable to provide the same reference for Lot A and Lot B in the case where both planning work and training or exercise work was combined in one project/contract for a client?

**Answer** – Yes, if planning and training/exercise work was provided for the same project/client, then the same reference(s) may be provided. Please stipulate the type of work performed under each Lot for the same reference provided though.

**Question 30** – Page 29, Proposal Format, Tab 4, Fee Schedule – The County states “hourly fees shall include All costs associated with performance”, including travel.

Since this is a consultant service, As-needed type of contract without a specific Scope of Work, the necessary travel is undeterminable at this time. Since any travel factor added would be arbitrary, would the Orange County Board of County Commissioners consider changing the pricing requirements to a labor hourly fee with approved travel billed separately at the vendor’s cost?

**Answer** – See section 1: CHANGES, Letter D of this addendum.

**Question 31** – Section 3, page 29, the County requires proposers to “confirm the proposer’s agreement to meet the minimum requirements of this Request for Proposals.”

Would the County please specify how it defines which requirements are considered to be the “minimum requirements” of the RFP?

**Answer** – The minimum requirements are collectively the RFP and the Scope of Services included therein.

**Question 32** – Page 34, Fee Schedule Form, requests a rate for position titled Scheduler.

Our firm does not contain any staff with that title, nor are the skills or duties described elsewhere in the RFP. Can you describe the qualifications and duties you envision a person in that position filling so we can better understand how to price it?

**Answer** – The Scheduler does not need to have a specialized skill set or experience like the other listed positions do. This position may function like an administrative position that assists with making arrangements for course delivery, staff arrangements for work to be performed in person, or working with OEM to arrange meeting space and times for planning meetings, training courses, or exercise conduct.

All other specifications, terms and conditions remain the same.

**ACKNOWLEDGEMENT OF ADDENDA**

The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the bid.

Receipt acknowledged by:

\_\_\_\_\_

Authorized Signer/Title

\_\_\_\_\_

Date Signed



**FEE SCHEDULE FORM**

**RFP#Y18-1022-MV**

The Contractor shall provide all labor, equipment, manpower and other resources necessary to provide the goods or services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Fee Schedule Form.

**Note:** For each line, Unit Cost X Estimated Hours = Estimated Annual Price

**LOT A – CONSULTANT FOR THE OFFICE OF EMERGENCY MANAGEMENT**

<u>Item No.</u>	<u>Position</u>	<u>Unit Cost</u>		<u>Estimated Hours</u>	<u>Estimated Annual Price</u>
1.	Project Manager	\$_____ per hour	X	200	\$_____
2.	Senior Analyst	\$_____ per hour	X	250	\$_____
3.	Analyst	\$_____ per hour	X	300	\$_____
4.	Scheduler	\$_____ per hour	X	100	\$_____
5.	Administrative Support	\$_____ per hour	X	300	\$_____
6.	Travel and Out-Of-Pocket expenses. Reimbursed in accordance with Florida State Statute 112.061, per diem & travel expenses of public officers, employees and authorized persons.				\$10,000
<b>LOT A - TOTAL ESTIMATED PROPOSAL (LINES 1-6)</b>					<b>\$_____</b>

Company Name:

\_\_\_\_\_

**FEE SCHEDULE FORM**

**RFP#Y18-1022-MV**

The Contractor shall provide all labor, equipment, manpower and other resources necessary to provide the goods or services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Fee Schedule Form.

**Note:** For each line, Unit Cost X Estimated Hours = Estimated Annual Price

**LOT B – TRAINING FOR THE OFFICE OF EMERGENCY MANAGEMENT**

<u>Item No.</u>	<u>Position</u>	<u>Unit Cost</u>		<u>Estimated Hours</u>	<u>Estimated Annual Price</u>
6.	Project Manager	\$_____ per hour	X	200	\$_____
7.	Senior Analyst	\$_____ per hour	X	250	\$_____
8.	Analyst	\$_____ per hour	X	300	\$_____
9.	Scheduler	\$_____ per hour	X	100	\$_____
10.	Administrative Support	\$_____ per hour	X	300	\$_____
11.	Travel and Out-Of-Pocket expenses. Reimbursed in accordance with Florida State Statute 112.061, per diem & travel expenses of public officers, employees and authorized persons.				\$5,000

**LOT B - TOTAL ESTIMATED PROPOSAL (LINES 6-11)** \$\_\_\_\_\_

Company Name: \_\_\_\_\_