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DIVISION OF FINANCE
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ADDENDUM 1
RFP #20-0040
HAZARDOUS MATERIAL EMERGENCY PREPAREDNESS GRANT EXERCISES

July 23, 2020

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for *Hazardous Material Emergency Preparedness Grant Exercises* for the *Emergency Management*.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

Question 1. How many participants are expected to attend the Tabletop Exercise? If virtual how many locations?

Answer: Unknown at this time. Our previous HazMat Tabletop had 200 people. Our full scale had 42 organizations participating. Tabletop will be at one (1) location.

Question 2. Will Sedgwick County provide the virtual platform if used? If so, can you specify which platform it is?

Answer: To be determined but more than likely WebEx.

Question 3. How many locations will be involved in the functional exercise?

Answer: The EOC is the only location for the functional exercise.

Question 4. How long is each of the exercises anticipated to be?

Answer: ½ a day for the Tabletop & EOC Functional and one (1) full day for the Full Scale.

Question 5. How many locations are there expected to be for the full scale exercise to include “incident/accident/release” sites?

Answer: To be determined.

Question 6. Will Sedgwick County provide the materials for special effects (smoke, low order detonations, etc.) for realistic play for the full scale exercise?

Answer: Yes.

Question 7. Will Sedgwick County provide victim/actors to add realism to the exercise?

Answer: Yes.

Question 8. Does Sedgewick county have the ability to moulage (fake injuries) victim actors for realism? Would this be expected?

Answer: We will be doing this.

Question 9. Due to the difficult circumstances surrounding COVID-19, would the County be open to receiving an electronic submission?

Answer: Electronic proposal submission will be accepted by email to Josh.Lauber@sedgwick.gov with the email Subject titled, "20-2040 Hazardous Material Emergency Preparedness Grant Exercises BID SUBMISSION" sent and received prior to RFP submission due date and time as specified in the RFP document. Additionally, subsequent printed copy with included flash drive as instructed in RFP document submittal instructions will be physically delivered shortly after electronic submission. As long as the electronic OR print copy of a bid submission is received prior to the indicated submission due date a vendor's response will be accepted.

Question 10. What is the Not-To-Exceed amount for this contract?

Answer: Unable to disclose at this time. We would request the best product and pricing for one (1) Table Top Exercise, one (1) EOC Functional Exercise, and one (1) Full Scale Exercise.

Question 11. How many participants does the county expect for the following?:

- a. TTXs:
- b. EOC Functional:
- c. FSE:

Answer:

- a. TTXs: Last historical HazMat tabletop had 200 people.
- b. EOC Functional: Undetermined at this time.
- c. FSE: Last full scale exercise had 42 organizations participating.

Question 12. In the RFP, the county mentions methodology and approach, and pricing in the evaluation criteria (Section VII C / page 8), but these requirements are not listed in the Required Response Content (Section VIII / Page 12). Where would the county like these two (2) sections to be included in the proposal response?

Answer: No required or preferred section within the response just only vendors speak to or show a methodology and approach in the submitted proposal that the evaluation committee will see or be able to identify a vendor's methodology and approach is present from reading the submitted responses and will score all submissions in evaluation.

Pricing is requested to be included and is not required to be in a specific area or section only that this is included. Historically, vendors will follow the same format or sequence as the RFP document for ease and thoroughness of submission response and recommend this approach for completion accuracy.

Question 13. Page 13 of the RFP (Section IX Response Form) is a form, but it is not listed in the Required Response Content (Section VIII / Page 12). Where would the county like this form to be included in the proposal response?

Answer: No required or preferred section within the response just only vendors complete and include the Response Form with the proposal submission.

Question 14. What is the county's budget for this project?

Answer: Unable to disclose at this time. We would request the best product and pricing for one (1) Table Top Exercise, one (1) EOC Functional Exercise, and one (1) Full Scale Exercise.

Question 15. What is the expected number of participants for each exercise?

Answer: Unknown at this time. Our previous HazMat Tabletop had 200 people. Our full scale had 42 organizations participating. Tabletop will be at one (1) location.

Question 16. What is the expected duration of each exercise?

Answer: ½ a day, EOC Functional Exercise – ½ a day, Full Scale – 1 day.

Question 17. What EOC management platform does Sedgwick County use? Is there a web-based EOC information and resource management system that the county uses? I know the state uses a system called Web-EOC, which I suspect the county may as well, but I wanted to confirm that.

Answer: We do utilized WebEOC as well as E-Log.

Question 18. The RFP notes that the county will secure the venue for the TTX.

- a. Please confirm that the functional exercise will take place at the county EOC.**
- b. Will the county also secure the venue for the full scale exercise?**

Answer:

- a. Confirmed.*
- b. Yes.*

Question 19. Is the vendor responsible for any food/beverages for the exercises?

Answer: No.

Question 20. The RFP states that staffing support will be available for the TTX and functional exercise if needed, but does not state such for the full scale exercise. Will exercise staffing support be available for the full scale exercise as well?

Answer: Emergency Management is a department of two (2) county staff persons. One (1) county staff person able to assist during the exercise. The second staff person will have to actually be a part of the exercise.

Question 21. Will the exercise planning team be the same for all three (3) exercises?

Answer: Yes.

Question 22. How do the actions and analysis items outlined in Goals 1, 2, and 3 relate to the required outputs from the scope of work (i.e., the design, conduct, and evaluation of a Tabletop Exercise (TTX), an EOC Functional Exercise (EOCFE) and a Full-Scale Exercise (FSE)?

Answer: The goals will mirror what the grant has laid out in the scope of work.

Question 23. Will the successful vendor be required to perform the analyses, or will the successful vendor gather the relevant data and provide it to Sedgwick County for analysis?

Answer: The approved vendor will do the analyses/After Action Report.

Question 24. Goal 1 in both Objectives 1 and 2 (on page 6 of the RFP) indicates a requirement to identify “members of the Whole Community within Sedgwick County” who may be vulnerable if a release or accident involving hazardous materials happens. Objective 1 further clarifies that there is a need to identify whole community populations with known location and proximity to hazardous materials fixed storage and/or manufacturing sites, and transportation routes. Objective 2 requests the successful vendor to determine if those identified previously have an emergency plan, continuity plan, and / or evacuation plan should such a release or accident happen.

a. Is this identification intended to happen everywhere within the corporate limits of Sedgwick County, including incorporated cities within the county (i.e., Andale, Bel Aire, Bentley, Cheney, Clearwater, Colwich, Derby, Eastborough, Garden Plain, Goddard, Haysville, Kechi, Maize, Mount Hope, Mulvane, Park City, Sedgwick, Valley Center, Viola, and Wichita)?

b. Is there a specified proximity within which the successful contractor needs to search to identify populations and facilities?

c. What methodologies are acceptable for outreach to the identified elements of the “whole community” to determine whether they have “provisions, transportation, shelters, and medical supplies available in the event of an emergency situation?”

d. Will the successful vendor be required to do this outreach, or will Sedgwick County perform this research based upon identification of elements of the “whole community” and data provided to Sedgwick County?

Answer:

a. *More than likely Wichita, however that has not been determined at this time. This will be determined with the vendor.*

b. *Sedgwick County has that information.*

c. *This could be having outside partners including long-term care, school organizations, other Tier 2 locations to participate even if it is just an inject.*

d. *Sedgwick County will handle this piece.*

Question 25. The second goal and its associated objectives on page 6 relate to a table-top and a functional exercise. The objectives mention an evaluation of existing resources and response procedures. Will this evaluation be performed by the successful vendor or Sedgwick County or the successful vendor in partnership with Sedgwick County?

Answer: Successful vendor in partnership with Sedgwick County Emergency Management.

Question 26. Goal 3 mentions Points-of-Dispensing (POD) sites. Will these be required to be included by the successful vendor in the full-scale exercise?

Answer: No.

Question 27. The objectives associated with Goal 3 also mention the need to determine the resources needed by several roles (first responders, facilities, the Whole Community) in the event of a hazardous materials incident. Will this determination be made by the successful vendor?

Answer: This will be a team approach on this.

Question 28. The second objective associated with Goal 3 indicates a need to determine if “existing plans are adequate or need enhancement to ensure continuity of operations and safeguarding the Whole Community.” Will the successful vendor be responsible for making this determination?

Answer: The participant feedback form will assist with that being able to be determination.

Question 29. Goal 3 also indicates the full-scale exercise should be developed in a “mid-sized” community. Does Sedgwick County have a specific community in mind?

- a. Andale – population 982
- b. Bel Aire – population 8,587
- c. Bentley – population 514
- d. Cheney – population 2,158
- e. Clearwater – population 2,533
- f. Colwich – population 1,417
- g. Derby – population 24,755
- h. Eastborough – population 725
- i. Garden Plain – population 892
- j. Goddard – population 4,748
- k. Haysville – population 11,294
- l. Kechi – population 1,996
- m. Maize – population 4,830
- n. Mount Hope – population 786
- o. Mulvane – population 6,520 (split between Sumner and Sedgwick Counties)
- p. Park City – population 7,772
- q. Sedgwick – population 1,601 (split between Harvey and Sedgwick Counties)
- r. Valley Center – population 7,225
- s. Viola – population 126
- t. Wichita – population 388,771

Answer: Still to be determined.

Question 30. How many participants are estimated for the tabletop exercise and how many participants are expected for the Full-Scale Exercise?

Answer: Unknown at this time, our previous HazMat Tabletop had 200 people. Our full scale had 42 organizations participating. Tabletop will be at one (1) location.

Question 31. Does the county also want the exercise planners to review plans prior to the design of the exercise? If so, which plans are identified for review?

Answer: No.

Question 32. Would a firm-fixed price submitted for each of the Tabletop, EOC Functional, and Full-Scale Exercise be considered responsive?

Answer: Yes.

Question 33. What is the amount of the HMEP grant received by Sedgwick County?

Answer: Unable to disclose at this time.

Question 34. The term “drill” is used in conjunction with “Functional exercise”. Is the drill a separate activity conducted in conjunction with EOC functional exercise? Perhaps, a drill will be conducted involving staff notification/response, EOC set up, and EOC staffing. From here, the EOC functional exercise will proceed. Is that right, or is the “drill” something else?

Answer: The EOC is the Functional Exercise, it is sometimes referred to as a drill. We will utilize the Functional to drill on a piece from the EOC.

Question 35. How many exercise venues (locations with participants) are anticipated for the EOC functional exercise? Of these, how many locations are anticipated to need exercise control staff provided by the Contracting Agency?

Controller Staff Definition (as used above/below). Controllers plan and manage exercise play, set up and operate the exercise site, and act in the roles of organizations or individuals not playing in the exercise. Controllers direct the pace of the exercise, provide key data to players, and may prompt or initiate certain player actions to ensure exercise continuity. In addition, they issue exercise material to players as required, monitor the exercise timeline, and supervise the safety of all exercise participants.

Answer: All participants will come to the EOC for the functional exercise.

Question 36. How many exercise venues (locations with participants) are anticipated for the Full-Scale exercise? Of these, how many locations are anticipated to need exercise control staff provided by the Contracting Agency? Of these, how many locations are anticipated to need exercise control staff provided by the Contracting Agency?

Answer: Both are undetermined at this time.

Question 37. Please provide the estimated duration of each exercise/drill.

Answer: Tabletop exercise will be ½ day, the EOC Functional Exercise will be ½ day, and the Full Scale Exercise will be a full day.

Question 38. Will the county and/or participating jurisdictions provide a real-world Site Safety Officer (not a player) for each Full-Scale exercise venue?

Answer: Yes we will.

Question 39. Who handles exercise registration (i.e., website)?

Answer: Sedgwick County.

Firms interested in submitting a **proposal**, must respond with complete information and **deliver on or before 1:45 pm CDT, August 4, 2020**. Late **proposals** will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE.”



Josh Lauber
Senior Buyer

JL/lp/ch