

REQUEST FOR PROPOSALS

“CHEMPACK Exercise and Terrorist Attack on the Water System Exercise”

Inquiries/Responses Submitted to San Mateo County as of September 15, 2017

1. “Does an EOP (or other planning doctrine) exist that details functions of the public health DOC? If yes, will this be available to the selected contractor?”
 - a. We do not have an existing EOP. However, we do have Job Action Sheets which can/will be provided.
2. “Can you provide some details on the functions of the CERTs in the FSE as it relates to search and rescue? To what extent will they exercise this function?”
 - a. One of the ways CERT would be involved is to test their ability to conduct light search and rescue and medical triage in some form. An example being, the creation of CERT groups day of and sending them out to predetermined locations to retrieve something/someone and timing these response efforts start to finish. Testing CERT capabilities will be the core of this exercise.
3. “Is there a particular type of attack scenario being considered for the FSE that can be shared (e.g. biological, chemical, other type of attack on the water system)?”
 - a. At this moment specific decisions have not been made in regards to the details of the scenario for the exercise. However, brief conversations have taken place, and a biological/chemical attack would likely be the top choice.
4. “Tab 1 requests a price quotation with a line item breakdown by deliverable, yet Tab 5 requests a cost analysis and budget with a detailed explanation of all costs. Can we just provide in Tab 5 or do you also need this for Tab 1?”
 - a. It would be preferred for both Tab 1 and Tab 5 to be provided.
5. “For Tab 7. Can you please provide clarification on what is meant by the following?”
 - a. “Describe a contingency emergency plan.”
 - i. This is in reference to your emergency plan.
 - b. “Describe credentialing/licensing.”
 - i. Any Credentials or licenses your company may have.
6. Page 4 Section II. A – Please describe the tabletop exercise referred to under Deliverables. Is the intent for the contractor to conduct a TTX on a separate date and time to prepare for the FE? Would the TTX and FE have separate planning meetings?
 - a. The TTX will be conducted on a date/time prior to the FE. If need be the TTX will require separate planning meetings.
7. Page 5 Section II A. 2.c.iii. – There is mention of Public Health Department Operation Center training – Can you describe the goals of this training and if this would be separate from the FSE or a part of it?

- a. The PH DOC training will be separate from the FSE. It will require the contractor to provide information that would answer the following:
 - i. What is a DOC?
 - ii. What is the purpose of a DOC? How does the DOC tie into the EOC?
 - iii. How would one participate in a DOC?
 - iv. Review/discuss the job action sheets.
8. Page 6 3. "Reference statewide exercise documents" - Is this exercise series a part of a statewide exercise initiative? Will any exercise documents or scenario be provided from the State?
 - a. This exercise is not related to the Statewide Exercise Initiative. The contractor would be expected to create documents similar to the Objective documents created by the State for the statewide exercise once a scenario is established for the exercises.
9. Page 7 – 9. – Are there any expected venue rental costs for this project? If so, how much? Will the contractor pay these directly to the venue? Is the vendor responsible for any food or refreshments for participants? How many participants are expected for each event – TTX, FE, FSE, Training?
 - a. Venue Rentals:
 - i. TTX, FE, FSE venue locations will be a requirement of the contractor. However, San Mateo County does have access to a limited number of facilities that can be used free of cost if available.
 - b. Food:
 - i. Food for the TTX, FE, FSE will need to be provided by the contractor.
 - c. Participants:
 - i. TTX: Less than 100.
 - ii. FE: Less than 150.
 - iii. FSE: Less than 300.
 - iv. Training: 50-55 people.
10. Have dates been selected for any of the events?
 - a. A tentative Date has been established for the Terrorist attack on the Water System Exercise: April 26, 2018. All other dates are TBD.
11. Page 7 states that all questions are due Sept 25, but elsewhere in the document it says questions are due Sept 14.
 - a. Questions are due by September 14, 2017, by 5:00 PM.
12. Page 15 – The due date on this page is stated as September 24, but elsewhere is September 25. Please confirm the correct date.

- a. September 25, 2017 at 5:00 PM is the submission deadline.
13. Page 16, D 5) 1. "...scope of work similar to Alameda County's" What is Alameda County's scope of work?
- a. Please disregard "Alameda County's". This should read: Able to provide references from at least three governmental, non-profit or private sector entities from within the State of California or nationwide, who have contracted with bidder to provide a similar scope of work.
14. How many exercise locations will be used for the FE and FSEs?
- a. This will be determined based upon the final scenario.
15. Will the planning meetings be completed in person or virtual or both?
- a. Both.
16. Will the county provide any additional exercise staff – evaluators, controllers, simcell staff – for the exercises or should the contractor be prepared to staff all exercise roles?
- a. Contractor should be prepared to staff all exercise roles. However, San Mateo County has the right to choose observers/evaluators as they see fit.
17. Will the County absorb costs for printed materials and other logistics, or is it preferred that is included in our proposal?
- a. Preferred for printing/materials to be covered in the proposal.
18. Regarding Exercise One - CHEMPACK, is it the County's intent to conduct the exercise in one day, e.g. a morning TTX transitioning into an afternoon FE; or does the County wish to conduct the TTX and FE separately, possibly on two different days?
- a. TTX and FE should be on two different days.
19. Regarding Exercise One - CHEMPACK, does the County desire one combined set of planning meetings and deliverables for the TTX and FE; or, one set of planning meetings and deliverables for the TTX and another set of planning meetings and deliverables for the FE?
- a. County desires one combined set of planning meetings and deliverables for the TTX and FE
20. Regarding the TTX under Exercise One - CHEMPACK, how many participants does the County expect? Is the vendor responsible for paying for a TTX venue? Is the vendor responsible for providing food/refreshments during the TTX?
- a. TTX # of Participants: Less than 100.
- b. TTX venue: Will need to be provided by contractor.
- c. TTX Food Refreshments: Will need to be provided by contractor.
21. Regarding the FE under Exercise One - CHEMPACK, what is the anticipated number of participants and how many venues/locations does the County anticipate will participate, which

the contractor will have to staff? Is the vendor responsible for paying for any FE venues? Is the vendor responsible for providing food/refreshments during the FE?

- a. FE # of Participants: Less than 150.
- b. FE venue: Will need to be provided by contractor.
- c. FE TTX Food Refreshments: Will need to be provided by contractor.

22. Regarding Exercise Two - Terrorist Attack with CERT Deployment, can the County further define what is meant by "light search and rescue" and number of CERT teams/volunteers anticipated?

- a. One of the ways CERT would be involved is to test their ability to conduct light search and rescue and medical triage in some form. An example being, the creation of CERT groups day of and sending them out to predetermined locations to retrieve something/someone and timing these response efforts start to finish. Testing CERT capabilities will be the core of this exercise.
- b. # of CERT Team members involved: 100-150

23. Regarding Exercise Two - Terrorist Attack with CERT Deployment, what is the anticipated number of participants and how many venues/locations does the County anticipate will participate, which the contractor will have to staff?

- a. Anticipated number of participants for FSE: Less than 300.
- b. Venues/locations: Will need to be provided by contractor.

24. Regarding the Public Health Department Operation Center training under Exercise Two, is the County seeking course content development and training delivery or just training delivery? In other words, does the content already exist for the training being requested or does the contractor need to develop the content and deliver the course?

- a. Seeking course content development and training delivery.

25. Regarding the price quotation, the RFP requests a line item breakdown by deliverable. Can the County clarify what the deliverables are from a pricing perspective? For example, does the County want two prices (exercise one & exercise two), three prices (TTX, FE and FSE) or a price per planning meeting and exercise document, such as an initial planning meeting and situation manual?

- a. County wants two prices (exercise one & exercise two).

26. Will you confirm the target dates listed on pages 4 and 5 for conduct? It appears that the dates listed are reversed

- a. CHEMPACK: Late Summer/Fall 2018
- b. FSE Terrorist Attack on Water System: Tentatively scheduled for April 26, 2018

27. Would you like to have the TTX and FE conducted on the same day?

- a. Separate Days.

28. How many participants do you expect for each exercise?

- a. TTX Participants: Less than 100
 - b. FE Participants: Less than 150
29. How many locations will be utilized for each exercise?
- a. Number of locations will be determined based upon the final scenario.
30. How many locations would the County like for contractors to be physically present at (e.g., serving as a Controller or Evaluator)?
- a. 2 Locations.
31. How many people does the County anticipate will be present for each planning meeting?
- a. Number of Planning Meeting Participants: Less than 30.
32. Will the County absorb costs for printed materials and other logistics, or is it preferred that is included in our proposal?
- a. Preferred that printing/materials included in our proposal.
33. What is the anticipated duration of each exercise?
- a. Less than 5 hours.
34. Will the venues to be used for meetings and exercise be provided at no cost to the vendor?
- a. San Mateo County has the ability to offer up limited facilities assuming they are available, however if not costs/coordination falls upon contractor.
35. Is the County open to having some planning meetings conducted via teleconference to maximize cost savings?
- a. Yes.
36. Can you please clarify the due date of RFP response time and date? There is a discrepancy on page 15 ("One (1) electronic copy via email to _____ no later than 5:00 p.m. On September 24, 2017") – The date/time should be 9/25 by 5:00 PM. We can make a noted on the webpage.
- a. September 25, 2017 at 5:00 PM.
37. On page 16, it says "reference statewide exercise documents." Will all of these exercises (the functional, the tabletop, and the full-scale) be a part of the Statewide Medical and Health Exercise (SWMHE)? Are the SWMHE documents what you are referring to here?
- a. This exercise is not related to the Statewide Exercise Initiative. The contractor would be expected to create documents similar to the Objective documents created by the State for the statewide exercise once a scenario is established for the exercises
38. For the CHEMPACK exercise, does the county anticipate distributing actual materials to test the dispatch and distribution process? (e.g., using expired medications or training materials to substitute as the CHEMPACK). If so, will the county provide such training materials or will the vendor need to procure some as part of our scope of work?

- a. San Mateo County does anticipate distributing actual materials to test the dispatch and distribution process, and the vendor will need to provide the straining materials.
39. Will CERT members be involved in both the functional and full-scale exercise?
- a. CERT members may be involved in both FE and FSE
40. Will JIT training for CERT members be included in the proposer scope of work?
- a. Yes, Just in Time training is required in the Scope of work, however short and limited.
41. The proposal requires that the bidder have MEPP or HSEEP certification, is the HSEEP certification requirement referring to the LO146 HSEEP program offered through FEMA?
- a. Yes, LO146 HSEEP program will be accepted as qualifying certification.
42. Is there an established budget for this project?
- a. Yes, San Mateo County has an established budget.
43. How many people are expected to comprise the exercise planning team?
- a. Less than 30 people.
44. Is the contractor expected to provide staffing for control and evaluation of the CERT team response in all 22 cities?
- a. No.
45. The Scope of Work section states that the scenario for Exercise One (CHEMPACK) will be an “operations based” Functional Exercise. The description states “include coverage of all key elements of CHEMPACK response (notifications, dispatch, distribution, chain of custody, receipt of assets, and administration of antidotes)”.

Since this is to be a Functional Exercise rather than a Full-Scale Exercise, is it correct that the distribution of assets, receipt of assets, and administration of antidotes will be simulated, rather than actually being performed by exercise participants?

- a. San Mateo County would like the distribution of assets, receipt of assets and administration of antidotes to actually be performed. This will not be a simulation.
46. The Scope of Work section states that Exercise Two (Terrorist Attack on Water System) will include Public Health Department Operation Center Training.

Could you elaborate on the purpose of this training? For example, will staff members be trained how to operate a Department Operations Center based on an existing plan? Or will it be a more generalized training meant to familiarize staff members with Department Operations Center concepts?

- a. The PH DOC training will be separate from the FSE. It will require the contractor to provide information that would answer the following:

- i. What is a DOC?
- ii. What is the purpose of a DOC? How does the DOC tie into the EOC?
- iii. How would one participate in a DOC?
- iv. Review/discuss the job action sheets.

47. The Statement of Intent section states that the Full-Scale Exercise will involve CERT members from 22 cities.

Will the team members from the 22 CERT teams be working together as one team, or will all 22 teams be playing in their own cities?

- a. All 22 teams will be playing in their own cities.

48. Since the list of stakeholders is rather extensive, could you provide an approximate number of venues that will require contractor controllers and/or evaluators for the Functional Exercise and Full-Scale Exercise?

- a. Approximately 2 locations.

49. The Deliverables section states that the contractor will work with HEP staff to determine plans/policies/capabilities to be tested and develop exercise goals/objectives for LTCF, hospitals, clinics, transport agencies, etc.

Will the contractor be expected to develop generic objectives for each type of stakeholder (for example, hospitals), or is it expected that the contractor will develop objectives for each specific stakeholder (for example, Hospital A, Hospital B, Hospital C)?

- a. The contractor will be expected to develop generic objectives for each type of stakeholder (for example, Hospitals, Skilled Nursing Facilities, EMS, Law, Fire, etc.)

50. The Deliverables section states that the contractor will address all logistics.

Will San Mateo County work with the contractor to provide meeting space in county offices?

- a. San Mateo County has the ability to offer up limited facilities assuming they are available, however if not costs/coordination falls upon contractor.

51. The Statement of Intent states that the target start date and term for the proposed services is November 1, 2018. The Length of Agreement section states that the duration of the agreement will be one year, beginning November 1, 2017.

Could you clarify that November 1, 2017 to November 1, 2018 is the correct anticipated agreement duration?

- a. November 1, 2017 to November 1, 2018 is the correct anticipated agreement duration.

52. Budget:

In the General Conditions/Travel Costs section, it states that if travel is required and the county opts to permit travel expenses, general guidelines for reimbursement rates apply.

We would like to bid this project as a firm, fixed price bid for all deliverables. If we are allowed to do so, travel costs would be incurred by the company as part of the overall bid, rather than having the county specifically reimburse travel costs. Is this allowable, or is a breakdown of hourly rates and travel required?

- a. If the services requested will require you or your employees to travel to the Bay Area, and if the County opts to permit travel expenses to be reimbursed, there are some general guidelines regarding reimbursement rates that will apply. You should not assume that the County will permit travel from the Bay Area to be reimbursed, and your proposal should include such travel costs if applicable.

Is there a tentative budget for this project? If so, is it public information?

- b. Yes, San Mateo County does have an established budget however, we are not able to release this information at this time.

53. Tab Sections

Tab 7 (Quality/Program Evaluation) states "Each program may have specific quality/evaluation issues, below are some examples: 1) Describe a contingency emergency plan, and 2) Describe credentialing/licensing."

Are you asking that these specific questions be answered, or are you requesting that the company describe our process for quality/evaluation of our product?

- a. San Mateo County is requesting that the company describe their process for quality/evaluation of their product.