

Questions for Bid RFP #HEP-12-2023 - Request for Proposals No. HEP-12-2023: Development and Coordination of Two (2) Health Emergency Preparedness Exercise

Question #1

The addendum requires two fullscale exercises, but under the virtual MRSE, it requires a tabletop exercise. Can you please clarify if a third exercise is also required?

Aug 31, 2023 8:22:58 AM PDT
By: Filler Security Strategies, Inc. - jfiller@fssconsulting.net

Answers

The TTX will be in preparation for the MRSE FSE and include a small contingent of stakeholders participating in the FSE.

Sep 11, 2023 10:07:29 PM PDT
By: gfahey

Answer

Question #2

Looking at Addendum 1, Extra Pages, please explain the Deliverable 2.d.ii, which embeds a tabletop exercise (TTX) among what otherwise seems to be a full-scale exercise.

Aug 31, 2023 5:11:00 PM PDT
By: Tamarack Management Limited Liability Company - tamarackmgmt

Answers

The TTX will be in preparation for the MRSE FSE and include a small contingent of stakeholders participating in the FSE.

Sep 11, 2023 10:07:43 PM PDT
By: gfahey

Answer

Question #3

Looking at Addendum 1, Extra Pages, please explain what is envisioned for a virtual full-scale exercise, specifically how it differs from a functional exercise.

Aug 31, 2023 5:11:15 PM PDT
By: Tamarack Management Limited Liability Company - tamarackmgmt

Answers

The virtual full-scale will require participating facilities to activate their emergency operation center(s), which is not a requirement of a functional exercise.

Sep 11, 2023 10:08:04 PM PDT
By: gfahey

Answer

Question #4

Looking at Addendum 1, Extra Pages, please clarify "Activate Health Department Operation Center (DOC)" as it relates to being a deliverable rather than an exercise objective.

Answers

We would like for the Health Department's DOC to be activated and participate in the exercise as an exercise objective. Minimal training and guidance may be incorporated into planning meetings.

Answer

Aug 31, 2023 5:11:29 PM PDT

By: Tamarack Management Limited Liability Company - tamarackmgmt

Sep 11, 2023 10:08:30 PM PDT

By: gfahey

Question #5

Please clarify what is expected for Deliverable 7, which calls for the contractor to "review up to five (5) Emergency Preparedness Plans." Does this simply mean to read them to inform the exercise planning or is some kind of written plan review expected?

Answers

Related plans will need to be reviewed to inform the exercise, and possibly gauge system performance relative to said plans and/or provide feedback.

Answer

Aug 31, 2023 5:12:19 PM PDT

By: Tamarack Management Limited Liability Company - tamarackmgmt

Sep 11, 2023 10:09:22 PM PDT

By: gfahey

Question #6

Correcting my earlier question from "deliverable" to "description," looking at Addendum 1, Extra Pages, please explain the Description 2.d.ii, which embeds a tabletop exercise (TTX) among what otherwise seems to be a full-scale exercise.

Answers

The TTX will be in preparation for the MRSE FSE and include a small contingent of stakeholders participating in the FSE.

Answer

Aug 31, 2023 5:13:44 PM PDT

By: Tamarack Management Limited Liability Company - tamarackmgmt

Sep 11, 2023 10:10:45 PM PDT

By: gfahey

Question #7

Please clarify what is expected for Deliverable 4, which calls for the contractor to "participate in

Aug 31, 2023 5:14:04 PM PDT

By: Tamarack Management Limited Liability Company - tamarackmgmt

regional exercise planning with stakeholders as needed." Does this refer to participating in Bay Area UASI exercise planning on behalf of San Mateo County Health? We are interested in learning the number of meetings the contractor is expected to join, if any written deliverables are required, etc.

Answers

As part of the planning process, the contractor may be required to include stakeholder agencies in exercise planning meetings leading up to exercise play. The contractor would not participate in external meetings on behalf of the County.

Answer

Sep 11, 2023 10:09:48 PM PDT
By: gfahey

Question #8

Please share the facility rental needs you anticipate as part of exercise delivery (Deliverable 10).

Answers

We anticipate utilizing one site for exercise play. However, additional stakeholders may participate from other locations in the county. The location for exercise play is yet to be determined. We expect up to 100 participants at the venue. An example of a previous venue is the San Mateo County Event Center.

Answer

Aug 31, 2023 5:15:59 PM PDT
By: Tamarack Management Limited Liability Company - tamarackmgmt

Sep 11, 2023 10:11:23 PM PDT
By: gfahey

Question #9

For the full scale exercise, how many locations and exercise participants does the county anticipate?

Answers

- a. We anticipate utilizing one location for the onsite exercise. However, additional stakeholders may participate from other locations in the county.
- b. Full-Scale Exercise (onsite): up to 100 participants at the venue, Virtual exercise: up to 100 participants

Answer

Sep 4, 2023 6:17:01 AM PDT
By: Filler Security Strategies, Inc. - jfiller@fssconsulting.net

Sep 11, 2023 10:11:53 PM PDT
By: gfahey

Question #10

Deliverable 2 mentions a training, what will the training cover? How many attendees are expected? What is the length?

Answers

We will require training based upon the decided exercise scenario, not

Sep 5, 2023 3:50:47 PM PDT
By: Navigating Preparedness Associates LLC - Irosenb

Sep 11, 2023 10:12:08 PM PDT

to exceed two hours. This training may be conducted virtually for up to 100 participants. A previous training example is cybersecurity training.

By: gfahey

Answer

Question #11

Will the consultant be expected to provide a discreet set of exercise planning meetings for each FSE and the TTX or ca all three exercise planning processes be incorporated into a planning process continuum with co-purposed meetings?

Sep 5, 2023 3:52:25 PM PDT

By: Navigating Preparedness Associates LLC - Irosenb

Answers

The TTX and MRSE exercise planning meetings can be co-purposed. The exercise planning meetings associated with the in-person full-scale should be conducted separately.

Sep 11, 2023 10:12:46 PM PDT

By: gfahey

Answer

Question #12

Please clarify how the contractor is to demonstrate that it meets minimum qualification #3 when this RFP is for two exercises plus additional activities beyond direct exercise planning. If we have had a contract for a single exercise, for instance, what dollar amount would constitute meeting the requirement?

Sep 5, 2023 8:17:35 PM PDT

By: Tamarack Management Limited Liability Company - tamarackmgmt

Answers

Proposer shall have completed at least three (3) projects in the last five (5) years, each in roughly equivalent value, for emergency preparedness consulting and/or exercise planning.

Sep 11, 2023 10:19:38 PM PDT

By: gfahey

Answer

Question #13

Is there a page limit for the proposal response?

Sep 6, 2023 11:46:46 AM PDT

By: Constant & Associates - ConstantAnalyst

Answers

We recommend a maximum of 35 pages, although this is not a requirement, nor enforced.

Sep 11, 2023 10:20:08 PM PDT

By: gfahey

Answer

Question #14

Per Amendment 1, the scope was amended to include two (2) Full-Scale

Sep 6, 2023 11:46:56 AM PDT

Exercises. Is the budget still \$100,000?

Answers

Yes

Answer

By: Constant & Associates - ConstantAnalyst

Sep 11, 2023 10:20:40 PM PDT

By: gfahey

Question #15

Is the contractor expected to provide food and beverage to exercise participants?

Answers

Yes - please include in your price proposal.

Answer

Sep 6, 2023 11:47:03 AM PDT

By: Constant & Associates - ConstantAnalyst

Sep 11, 2023 10:21:08 PM PDT

By: gfahey

Question #16

Would the County prefer that formal Exercise Planning Meetings be held in-person, virtually, or a mix of the two?

Answers

A mix of virtual and in-person. The exact mix will during the planning phase and be at the discretion of the County.

Answer

Sep 6, 2023 11:47:20 AM PDT

By: Constant & Associates - ConstantAnalyst

Sep 11, 2023 10:22:50 PM PDT

By: gfahey

Question #17

At how many site(s) will play occur? Has the County identified the site(s)? What is the intended duration of each exercise?

Answers

We anticipate utilizing one site for exercise play. However, additional stakeholders may participate from other locations in the county. The location for exercise play is yet to be determined. We anticipate exercise length not to exceed 4 hours.

Answer

Sep 6, 2023 11:47:39 AM PDT

By: Constant & Associates - ConstantAnalyst

Sep 11, 2023 10:23:12 PM PDT

By: gfahey

Question #18

Would the contractor be expected to provide actors/survivors?

Answers

Yes

Answer

Sep 6, 2023 11:47:50 AM PDT

By: Constant & Associates - ConstantAnalyst

Sep 11, 2023 10:23:27 PM PDT

By: gfahey

Question #19

Would the contractor handle the RSVP process for participants?

Sep 6, 2023 11:47:57 AM PDT
By: Constant & Associates - ConstantAnalyst

Answers

Yes

Sep 11, 2023 10:23:37 PM PDT
By: gfahey

Answer

Question #20

Please confirm if the contractor should be providing pricing for venue rentals, print materials, and other exercise supplies including food. If the County will cover any, please specify which will be covered.

Sep 6, 2023 11:48:39 AM PDT
By: Constant & Associates - ConstantAnalyst

Answers

Correct - please include information on venue rental, print materials, and other exercise supplies, and food for participants in your price proposal. Please see pages 23 and 28-31 of the RFP for details on the County's paper procurement policy and requirements.

Sep 11, 2023 10:30:34 PM PDT
By: gfahey

Answer

Question #21

Should each of the required documents (Technical proposal, Budget/Fee proposal, Minimum Qualifications Checklist, Written exceptions, References, other documents) be submitted as separate files?

Sep 6, 2023 11:48:51 AM PDT
By: Constant & Associates - ConstantAnalyst

Answers

We encourage proposers to submit the proposal as a single file, though this is at your discretion and will not impact your score.

Sep 11, 2023 10:36:14 PM PDT
By: gfahey

Answer