



Schenectady County
Purchasing Department
ADDENDUM

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RFP-2022-50
2020 REGIONAL CATASTROPHIC PREPAREDNESS CONSULTANT

ADDENDUM #1

Issued Date 4/12/22

The purpose of this addendum is to provide detailed information to all Bidders. This addendum is hereby included in and made part of the Contract Documents, whether or not attached thereto. Receipt of this Addendum must be acknowledged on the bid form.

CONTENTS/RESPONSE TO QUESTIONS/REFERENCE TO ATTACHMENTS

Please acknowledge this addendum on your bid form.

Question 1: What is your budget for this project?

Answer 1: The total amount of the grant awarded to Schenectady and Rensselaer counties is \$183,883.00 The budget is made up of four main components: Personnel, Fringe Benefits, Consultant Services and Supplies.

Question 2: Please clarify the scope and level of effort required for updates to policy and procedure as referenced in the RFP. While we can provide an hourly rate for such activity as written, without any estimated level of effort we are unable to provide the requested total cost for this activity.

Answer 2: It is difficult to answer this question without first going through the process to identify the extent to which the current policies are procedures need to be updated. One of the things that we hope a consultant will do is guide us through that process. It is our goal that the planning for, and execution of, the exercise as described in our RFP documents will expose the needed changes.



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Question 2a: In which budget line on page 5 would you like this activity included?

Answer 2a: Please note the language that proceeds the list of budget lines: *To assist with proposal development the following budget lines have been identified but **can be modified as needed**.* The process of updating current policies and procedures could be budgeted in both line 1: “Formulation of a work group to identify pandemic response gaps,” and / or line 7: “Assist with record keeping and reporting throughout.” Final changes to policies and procedures may not be identified until after the full-scale exercise had been completed.

Question 3: Do Schenectady County and Rensselaer County have existing evacuation plans (or a regional evacuation plan) or is the intent of this project to develop or provide information to support development of such a plan(s)?

Answer 3: While Schenectady and Rensselaer counties do have their own individual plans, they do not currently have cooperative plans. One of the goals of this project is to identify affective ways in which that cooperation could be developed.

Question 4: “Formation of a work group to identify pandemic response gaps” is indicated on page 5 as a budget line.

Question 4a: Shall we assume the intent is for the selected vendor to also convene this group to discuss and identify gaps?

Answer 4a: Yes. We would like the consultant to also advise on the appropriate parties that should be included in this process.

Question 4b: Is there a reporting requirement associated with this activity?

Answer 4b: All personnel costs for meetings, workshops, training sessions, and the final exercise are reimbursable under this grant. An accurate record of attendance, dates, hours, topics covered, expenditures for supplies, and conclusions are required for grant reporting purposes. Any policies and procedures developed during this process must be recorded.

Question 4c: Is there an expected number of meetings?

Answer 4c: That will be determined by the process. A minimum of one (1) each for Schenectady and Rensselaer County. These would be separately held. Beyond that, we do not have a predetermined number of meetings required.



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Question 4d: Is it preferred that this meeting(s) is conducted virtually or in-person?

Answer 4d: At this time, the preference would be in-person.

Question 5: Is the intent of the second budget line item on page 5 to convene an HSEEP Concept and Objectives/Initial Planning Meeting?

Answer 5: While the HSEEP process would certainly be effective and broad reaching, we did not have that model specifically in mind. If the consultant indicated HSEEP was the most effective process and was proficient with that, we would not necessarily veto that choice. Our goal for that step was to review our findings from the first line and develop and evaluate a plan for the delivery of the rest of the grant process: identifying other public and private partners, training, exercise planning, etc.

Question 5a: Is it preferred that this meeting is conducted virtually or in-person?

Answer 5a: At this time, the preference would be in-person.

Question 6: What is the expected number of ICS 300 offerings to be conducted?

Answer 6: At this time, we have a class tentatively scheduled for September of 2022 through NYSDHSES.

Question 6a: What is the expected number of participants for these offerings?

Answer 6a: Unknown at this time.

Question 6b: Will hard copy course materials be provided by the county, or should this be included in our quote?

Answer 6b: See above.

Question 7: Please confirm that the full-scale exercise is to include two EOC locations, and two shelter locations (one with a power failure, and both to examine pandemic-related screening)?

Answer 7: That is correct. Both Schenectady and Rensselaer counties will activate their EOCs, open shelter locations, (Schenectady's having a power failure) during a pandemic and all that entails.



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Question 7a: Will actors be required to play the role of those seeking to use the shelters? If so, will securing actors be addressed by the county or should this be included in our scope of work?

Answer 7a: Any required actors will be secured by the respective counties.

Question 7b: Please clarify that the county desires the firm to plan, conduct, evaluate, and develop the after-action report for this exercise.

Answer 7b: The short answer is yes. It our expectation that the successful bidder would have the appropriate experience and expertise to assist us in the overall process.

Question 7c: What is the expected duration of the exercise?

Answer 7c: If this question refers to the final exercise, it is our expectation that it could be conducted within a regular 8-hour day. Please note that some of the training sessions could be referred to as mini exercises. They are referred to on page 4 item 4 under the heading “The successful bidder will:”

Question 7d: What is the expected number of participants at each location of the exercise?

Answer 7d: The answer to this question will be determined once the planning process is underway, the participating agencies have been identified, and the exercise is fully developed. It is our desire that the successful bidder be an integral part of this planning process.

Question 7e: Will hard copy exercise materials be provided by the county, or should this be included in our quote?

Answer 7e: The cost of this material is recoverable under the grant and will be provided by the counties under the direction of the successful bidder.

Question 7f: Will exercise planning team personnel be available to support exercise management (i.e., Simulation Cell)?

Answer 7f: Yes. It is our expectation that personnel involved in the planning process will be available throughout the project including exercise management.



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Question 8: Is the intent of the fifth budget line item on page 5 to include other HSEEP exercise meetings such as the Mid-Term Planning Meeting, MSEL Development Meeting, and Final Planning Meeting?

Answer 8: The intent of that budget line item is to ensure that all participants are “on the same page” prior to the final exercise. We will leave it up to the guidance of the experts to decide the most effective manner in which to achieve that goal.

Question 8a: Should we include the AAR review meeting in this line item (assuming development of the AAR is within the intended scope of work)?

Answer 8a: Since the AAR is the one of the final documents to result from this project, it may be more appropriate to include this in the last line “Assist with record keeping and reporting throughout.”

While developing your proposal, please do not refer only to the budget line section of the RFP. That was intended only as an aid and not the main source of information. This paragraph appears on page 4:

*A consultant will be hired to assist in the design of the exercise and to facilitate planning, training, and the **after-action report**. In addition, the consultant will provide assistance with developing updated policies and procedures resulting from this project.*

Question 8b: Is it preferred that all exercise planning meetings are conducted virtually or in-person?

Answer 8b: At this time, the preference would be in-person.

END OF ADDENDUM #1