

RFP 1018-24 EMERGENCY OPERATIONS PLANS AND ANNEXES

Addendum No. 2

March 12, 2024

This Addendum is hereby made part of the Contract Documents and specifications to the same extent as if originally included therein and shall be signed by the Consultant and included with the proposal.

- 1. Question.** May proposers include a Cover Page and a Cover Letter in front of the Proposal Checklist

Answer: The Proposal Format and Submission Requirements section of the RFP includes the order in which documents are to be submitted, including the Proposal Cover Sheet. Supporting documents are to be included in the appendix.

- 2. Question.** Does the County want proposers to include references? If yes, where should these be placed?

Answer: References may be included in the appendix.

- 3. Question.** Does the County want proposers to include resumes of staff in the Appendix?

Answer: Resumes may be included in the appendix.

- 4. Question.** The Sample Professional Agreement includes language and budget information from the COVID-19 After Action Report. Does that language need correction to review for this contract?

Answer: The RFP includes a sample agreement. Once a firm is selected, an agreement will be developed specific to this project.

- 5. Question.** Please explain if the list of plans/annexes included are intended to be annexes to the EOP or stand alone plans.

Answer: Some are annexes to the EOP, while others are standalone ICPHD plans.

- 6. Question.** The list of plans/annexes for update or development includes several plans that are currently included as annexes in the current EOP, are no longer considered to be best practices, or are commonly developed as stand alone plans. Would the County entertain alternate recommendations for updating existing plans/developing new plans within the budget provided?

Answer: The County is open to recommendations.

- 7. Question.** Several of the plans noted for development are significant undertakings. Is the County's intention to complete as many of the plans as possible for the proscribed budget and timeline or is the County expecting all 25 plans (plus additional COOPs for departments missing COOPS) to be completed for the timeline and budget given?

Answer: It's expected to be completed for the budget given. A longer timeline may be considered.

- 8. Question.** Would the County be willing to adjust the requested list of plans to remove some of the plans that are incorporated into other plans or no longer considered to be best practices?

Answer: The County is open to recommendations.

- 9. Question.** How many County Departments currently have COOPs?

Answer: At least twenty-six (26) department continuity of operations plans were developed during the COVID-19 pandemic.

- 10. Question.** What is the funding source for this project?

Answer: Funding is from the Public Health Emergency Preparedness Program and American Rescue Plan Act of 2021.

- 11. Question.** What agency is the project lead for this effort or are the OES and PHD serving as joint leads?

Answer: The ICOES and ICPHD will serve as joint oversight agencies.

- 12. Question.** Will OES and PHD lead the development of all of the plans listed or just for some of the plans? For example, the different surge plans and other PHD-focused plans might not require OES to lead development.

Answer: The ICOES and ICPHD will serve as the oversight agencies for the contract. However, ICPHD-specific plans may not require ICOES engagement.

13. Question. Does the County want any meetings or outreach efforts conducted in person?

Answer: Depending on the type of meeting or outreach effort, a virtual option may be acceptable.

14. Question. Is the County EOP scheduled to be reviewed by Cal OES by a specific date?

Answer: It is anticipated that Imperial County Office of Emergency Services (ICOES) and Imperial County Public Health Department (ICPHD) will review the final EOP and its annexes, and the County Disaster Council, Imperial County Fire Department, Imperial County Operational Area Coordinating Council will approve them.

15. Question. Do any of the final deliverables need to be made 508 compliant?

Answer: Deliverables must meet Section 508 compliance standards, as appropriate.

16. Question. Do any of the outreach components or deliverables need to be provided in languages other than English?

Answer: No.