

## RFP 1018-24 EMERGENCY OPERATIONS PLANS AND ANNEXES

### Addendum No. 1

March 11, 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:** What is the status of each departmental COOP plan? How many need to be developed vs. Updated?

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

- 2. Question:** Can you share current versions of any of the plans that need to be updated?

Answer: The County's Emergency Operations Plan (EOP) can be accessed here: <https://firedept.imperialcounty.org/office-of-emergency-services-oes/>.

- 3. Question:** What is the desired content of the All-Hazards Preparedness and Response Plan? How does this differ from the EOP, which is intended to be an all-hazards plan?

Answer: The desired content must meet the minimum requirements for building and/or sustaining public health preparedness and response capabilities.

- 4. Question:** Pages 3 and 4 include a list of plans to be updated and developed under this contract. Included in the list are both a Crisis and Risk Communication (CERC) Plan as well as a Public Information Plan. There is generally a strong overlap between these two plans. Can you please clarify the need or intent of having both?

Answer: The County will accept a Crisis and Risk Communication Plan that includes information related to public information principles, public information officer roles and responsibilities, training, joint information system activation criteria, etc.

- 5. Question:** The proposal checklists references the inclusion of Job Descriptions in the appendix of the proposal. Please explain what information you are looking for in regard to this item.

Answer: The job descriptions should include details of the duties staff will conduct as part of the project.

- 6. Question: Proposal Format and Submission Requirements** – the requirement states that the narrative section is limited to eight (8) double-sided pages. Can you confirm whether the total number of narrative pages is eight (8) or sixteen (16) pages?

Answer: All proposals are limited to 8 pages for the narrative section.

- 7. Question. References** – The RFP requests “examples and evidence of prior successes and current projects...” (Applicant Profile and Qualifications), in addition to also mentioning the inclusion of letters of support (Proposal Format and Submission Requirements). Can you please clarify what Vendors should submit for past performance/reference requirements?

Answer: There is no specific requirement on what should be submitted. Examples and evidence of prior successes and current projects may be included in the appendix.

- 8. Question. General** - Does the County have a designee assigned for this process? To what extent will the County support this process?

Answer: The Imperial County Office of Emergency Services (ICOES) and Imperial County Public Health Department (ICPHD) will serve as the oversight agencies for the contract. There will be a designee from ICOES and ICPHD, and they will engage and support the process.

- 9. Question. General** - Will human-created crises be components of the EOP, such as the influx of migration to the County?

Answer: Yes.

- 10. Question. General** - How many unique stakeholder groups are envisioned to be involved in the planning process?

Answer: Stakeholder engagement is expected; however, the number of unique stakeholder groups is unknown at this time.

- 11. Question. General** - To what extent does the county wish to engage interagency/intergovernmental partners outside of the County?

Answer: Stakeholder engagement is expected; however, it is unknown to what extent at this time.

**12. Question. General** - Which stakeholders must review and approve the final EOP and Annexes prior to adoption, and are there any expectations associated with the review and approval timeline?

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.

**13. Question:** If the cost proposal scoring is based on the total price, is it necessary to provide a breakout for each line items on the pricing sheet? If so, can you please explain what is Operating vs what is indirect, and how that should be calculated?

Answer: Yes, it is necessary to provide a breakout for each line item. Operating costs include costs associated with completing the activities of the scope of work. Indirect costs are incurred for the benefit of multiple functions or other cost objectives and therefore cannot be specifically identified with a particular program or other cost objective. Typically, indirect costs include items such as, but not limited to legal services, accounting, data processing, administration, janitorial, etc.

**14. Question:** The RFP states, "the applicant shall also coordinate, as appropriate, with the consulting firm(s) working with Imperial County on its COVID-19 After Action Report and Implementation Plan and other relevant work." Is conducting a COVID-19 AAR/IP a deliverable expected from the consultant for this project?

Answer: No. The COVID-19 After Action Report and Implementation Plan will completed by another firm.

**15. Question:** Has the County conducted preplanning and coordination in regard to response structure, department/function responsibilities, and the like, or is the contractor expected to facilitate these processes?

Answer: The contractor is expected to facilitate the process(es).

**16. Question:** Would the county please confirm if bidders are allowed to note exceptions to terms and conditions and/or sample contract agreement?

Answer: Exceptions to terms and conditions may be noted in the proposal.

**17. Question:** Would the County please confirm that the NTE amount for this contract is \$380,000.00?

Answer: A maximum of \$380,000.00 is available for funding.

**18. Question:** Can the County please clarify the difference between the EOP and the All-Hazards Preparedness and Response plans?

Answer: The EOP is a general county plan, while the All-Hazards Preparedness and Response Plan is a requirement for ICPHD under the Public Health Emergency Preparedness and Hospital Preparedness Programs. The desired content of the All-Hazards Preparedness and Response Plan must meet the minimum requirements for building and/or sustaining public health preparedness and response capabilities.

**19. Question:** Do any of the requested plans need to be written in multiple languages? If so, which plans?

Answer: No.

**20. Question:** Are these operational area plans or County unincorporated plans?

Answer: Operational plans.

**21. Question:** Would the County permit 11"x17" or 8.5"x14" page size for graphs or timelines?

Answer: All proposals are limited to 8 pages for the narrative section. This page limit does not include the checklist, cover sheet, table of contents, cost proposal, exhibits, or attachments. Attachments in 11"x17" or 8.5"x14" page size for graphs or timelines are permitted.

**22. Question:** Can the County confirm whether font smaller than 12pt permitted for tables and graphics?

Answer: A smaller font size is permitted for tables and graphics.

**23. Question:** Will the County permit a cover letter outside of the page restriction?

Answer: All proposals are limited to 8 pages for the narrative section. This page limit does not include the checklist, cover sheet, table of contents, cost proposal, exhibits, or attachments.