

Addendum #1
Questions and Answers
RFP # 305PUR-DHHRFP-IMT-OPH-2015

1. On page 9 of the RFP under deliverables 1 Phase 1 number 3 it states that the contractors facilitator shall physically attend no more than 6 meetings to be held in Louisiana. How many days will each meeting be? One day, Two days, Three days etc? Is the contractor expected to provide refreshments and/or meals for training sessions or meetings?

Answer: Meetings will typically be one day, although there may be instances where a two day meeting may be required. The contractor is not expected to provide refreshments and/or meals for training sessions or meetings.

2. On page 9 of the RFP under deliverables 1 Phase 1 number 4c it states that current qualifications in a Type 2 or higher incident management team. Does this mean that this person must be a current member of a Type 2 incident management team? There are only about 34 Type 2 incident management teams in the US and most people that serve on incident management teams are government employees and it may be a conflict of interest for them to work on another government contract in the field that they work in for the government. Is it acceptable that a facilitator experience of working on a Type 2 incident management team and not be currently a member of an existing team?

Answer: The RFP is being amended to reflect that current or previous qualification in a Type 2 or higher incident management team will be accepted. See Addendum #2.

3. On page 9 of the RFP under deliverables 1 Phase 1 number 7 it states the contractor shall assist in the development of Standard Operating Guidelines/Procedures (SOG's/SOP's) for incident management teams. How many days will the contractor need to be available to assist with the development of these items?

Answer: The RFP states on page 9, deliverable 1, phase I, #3, that the contractor shall physically attend no more than 6 meetings to be held in Louisiana.

4. On page 9 of the RFP under deliverables 1 Phase 1 number 8 it states the contractor shall assist in the development of an on-going application, training, qualification, and operational readiness process for the incident management program. How many days will the contractor need to be available to assist with the development of these items?

Answer: The RFP states on page 9, deliverable 1, phase I, #3, that the contractor shall physically attend no more than 6 meetings to be held in Louisiana. The RFP does not impose any further requirement for the contractor's physical presence or availability in connection with the development of the on-going process described in item 8.

5. On page 9 of the RFP under deliverables 2 Phase 2 number 2 it states the contractor shall be on the Federal GSA Schedule under category 874, Mission Oriented Business Integrated

Services (MOBIS). Why is this required for this RFP? If a contractor does not have this established will they are they permitted time to acquire it to this from the federal government before being awarded the contract for the RFP?

Answer: The RFP is being amended to reflect that contractor **should** (rather than "shall") be on the Federal GSA Schedule under category 874, Mission Oriented Business Integrated Services (MOBIS), thus indicating that this is a preference rather than a mandatory requirement (See Addendum #2).

6. On page 9 of the RFP under deliverables 2 Phase 2 number 3 it states the contractor shall not subcontract services or training courses. Since most of the course in this training phase require a minimum of two instructors to four instructors by the Emergency Management Institute. Would the primary contractor be permitted to issue a sub contract (under 1099) to the additional instructors needed to deliver the course?

Answer: The RFP is being amended to include an exception permitting the contractor to subcontract only with specific individuals to work as instructors to lead training courses. See Addendum #2.

7. On page 9 of the RFP under deliverables 2 Phase 2 number 5 it states. All courses shall accommodate a minimum of 30 students. A minimum of 15 students must be registered for a course to take place. If 15 students are not registered within 2 weeks of the proposed course time, the course shall be postponed to a later date. If the course is postponed will the instructors cost and expenses be paid to the contractor for the course that is postponed?

Answer: No, the contractor will not be paid expenses for courses that are postponed. Payment will be rendered upon completion of the outlined deliverables upon proper receipt of the performance measures outlined on page 14 and 15 of the RFP.

8. On page 9 of the RFP under deliverables 2 Phase 2 number 6 it states. Contractor shall provide one or more, as required by DHH/BEMS, in-state All-Hazards Incident Management Team courses. Of the courses listed, the State will decide how many of the courses will be taught, and where, in the State. Is contractor responsible for costs of student and classroom course material? Will the contractor be expected to deliver one class for each of the fourteen classes listed in this RFP? Is the contractor expected to provide a venue for the training courses?

Answer: The vendor is responsible for the costs of the course material. It is up to the vendor to submit in their proposal how many courses can be provided within the limits of the budget. DHH/BEMS will work with the vendor to secure venues for the training.

9. On page 15 of the RFP under section E Technical Requirements it states. Unless explicitly stated to the contrary, the contractor shall be responsible for all expenses required to obtain access to DHH systems or resources which are relevant to successful completion of the requirements of this RFP. The contractor shall also be responsible for expenses required for DHH to obtain access to the Contractor's systems or resources which are relevant to the successful completion of the requirements of this RFP. Such expenses

shall be inclusive of hardware, software, network infrastructure and any licensing costs. What expenses referenced in this item would apply to this RFP? This is needed so that the contractor can determine the cost correct?

Answer: The RFP is being modified to remove this section.

10. Page 9, Section III, “Scope of Work, (B) “Deliverable 2, Phase II”, item (3) states:

“...Contractor shall not subcontract services or training courses...”, and

Page 16, Section III, “Scope of Work, (F) “Subcontracting”, item (1) states

“...The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. Proposers shall not enter into subcontractor arrangements to carry out the deliverables described here.

Question: We understand that the state wants to prevent “Company A” to subcontract the entire delivery of the phase I “consulting” or Phase II, “Delivery” or entire course deliveries to “Company B”, but wants one prime contractor who is responsible for all deliverables. However, for completing phase II, all companies do need to rely on hiring an instructor or two, who are Independent Contractors, to assist in instructing some portion of an individual course delivery. Can the last sentence be modified to permit that arrangement? As a suggestion language similar to;

“...Proposers may enter into subcontractor arrangements with individual instructors to carry out portions of the deliverables described in Phase II as long as all overall course deliveries are managed by and remain the responsibility of the one prime contractor selected...”

Answer: The RFP is being amended to include an exception permitting the contractor to subcontract only with specific individuals to work as instructors to lead training courses. The amendment includes much of your suggested language. See Addendum #2.

11. Page 9, Section III, “Scope of Work, (B) “Deliverable 2, Phase II”, item (6) states:

“...the State will decide how many of the courses will be taught, and where, in the State.”

Question: Can the State provide a list of likely locations for the courses so more accurate travel costs can be estimated?

Answer: Potential locations of the courses may be in New Orleans, Baton Rouge, Covington, Lafayette, Lake Charles, Alexandria, Shreveport, and Monroe.

12. Page 15, Section III, “Scope of Work, (B) “Deliverable 2 Phase II”, item (7) “Performance Measures” states:

“...Roster and CV of persons that meet required teaching qualifications....”

Question: Please clarify if you are requesting the CV for the instructors or the attending students?

Answer: We are requesting a CV for the instructors.

13. Page 15, Section III, “Scope of Work, (E) “Technical Requirements”, discusses the storage, encryption, and protection of “confidential” information and databases owned or operated by DHH. The first three bullet points are standard industry practices. Starting with bullet point four it references topics such as confidential information under HITECH and HIPAA part 164 and the necessity of obtaining written approval prior to using a flash drive or external media. We cannot foresee that this contract would ever include the use of any of that type of the data. Because the references are “all inclusive” of all contractor resources, flash drives, external drives, etc., whether or not actually used in the performance of the contract, an entire IT infrastructure could be considered within that inclusive statement.

Question: Can the last four bullet points be eliminated or can this section be clarified to indicate that only the resources or equipment utilized in the direct performance of the contract for storing data considered confidential under HITECH and HIPAA part 164, be required to meet this requirement? As it currently exists a literal interpretation could subject a contractor’s entire IT infrastructure system to those requirements simply because non-confidential email was stored on its server.

Answer: While we are not amending or deleting any of the actual language of the “Technical Requirements” provision, we are hereby clarifying that the correct interpretation and intent of that provision are as follows: The last four bullet points are intended to apply only to contractor owned or contractor utilized resources or equipment, if any, that are utilized in the direct performance of this contract for storing, transmitting, or receiving information that is confidential under HITECH and HIPAA part 164. They are not intended to apply to the contractor’s entire IT infrastructure.

14. Page 22, Section IV, “Proposals”, (P) “Proposal Contents”, item (3) contains language referencing the “provision of services, as outlined in Section II” (which is actually Administrative Information) and contains language that appears to be related to the application of information technology design and not be related to this RFP.

“...Proposals should define proposer’s functional approach in providing services and identify the tasks necessary to meet the RFP requirements of the provision of services, as outlined in Section II. Proposer shall clearly outline the solution’s technical approach as it relates to service oriented architecture. Details should include a description of capability and potential strategy for integration with future DHH wide enterprise components as they are established, specifically making use of an enterprise service bus for managing touch points with other systems, integration with a master data management solution and flexibility to utilize a single identity and access management solution. The Proposer shall clearly identify any systems or portions of systems outlined in the proposal which are considered to be proprietary in nature...”

Question: Can you please clarify this section of the RFP?

Answer: The RFP is being modified to remove this section.

15. Page 25, Section IV, “Proposals”, (P) “Proposal Contents”, item (8) “Additional Information” states,

“Additional Information

As an appendix to its proposal, if available, proposers should provide copies of any policies and procedures manuals applicable to this contract, inclusive of organizational standards or ethical standards. This appendix should also include a copy of proposer’s All Hazards Response Plan, if available.”

Question: The RFP includes the development of the referenced documents as deliverables. We believe this section is not necessary or not applicable. Can you please clarify the intent?

Answer: In the referenced provision, “policies and procedures manuals applicable to this contract” (such as “organizational standards or ethical standards”) and “All Hazards Response Plan” do not refer to documents that the contractor will produce as deliverables under the contract. Instead, they refer to existing manuals or response plans which the proposer already has available and which are applicable to this contract. Note that this provision expresses a preference and not a mandatory requirement, as indicated by the use of the words “should” and “if available”.

16. In order to have the response delivered via Federal Express we need a telephone number for the recipient.

Question: Can we be supplied with an appropriate telephone number that Federal Express can call if they experience issues with delivering the response?

Answer: Delivery calls can be made to the following number: 225-342-7761.

17. Names of countries that will be eligible to participate in this tender.

Answer: A proposer in any country that meets the qualifications outlined in the RFP can submit a bid proposal.

18. Information about the Tendering Procedure and Guidelines

Answer: The proposal guidelines can be found in the IMT RFP at <http://new.dhh.louisiana.gov/index.cfm/newsroom/detail/3509>

19. Estimated Budget for this Purchase

Answer: The cap for this project is \$250,000.

20. Any Extension of Bidding Deadline?

Answer: There is not currently an extension of any deadlines.

21. Any Addendum or Pre Bid meeting Minutes?

Answer: There are no pre-bid meeting minutes. Any addendum will be posted at <http://new.dhh.louisiana.gov/index.cfm/newsroom/detail/3509>.