

**COUNTY OF SOLANO
REQUEST FOR PROPOSAL (RFP) NO.: 990-0912-23
COUNTYWIDE EMERGENCY OPERATION PLAN & ANNEXES**

QUESTIONS AND ANSWERS FORM

Any questions regarding this solicitation shall be submitted according to the process outlined below and as specified in the solicitation document. The county’s response to questions will be as specified in the solicitation documents.

1. Submit questions or concerns on the form provided.
2. State your question(s) in the table and reference the section of the solicitation (if applicable).
3. Submit the form (Microsoft word only) via email to solicitation coordinator at UWright@solanocounty.com, or via Bonfire website at <https://solanocounty.bonfirehub.com>. Please contact the IFB coordinator with any questions regarding this process, via email.

QUESTIONS AND ANSWERS

NO.	REFERENCE SECTION OF SOLICITATION	QUESTIONS / COMMENTS	COUNTY RESPONSE (FOR COUNTY USE ONLY)
		Can a school safety & dismissal platform apply for this RFP for the Annexes applicable to school districts?	No, school district annexes are not included in the EOP.
	Page 4, Section 3.0 A. Project Objectives	Can the County confirm if Access and Functional Needs, Animal Care, Earthquake, Flood and Tsunami, Mass Care and Shelter, Mass Evacuations and Transportation, Mass Fatality and Reunification, Mental Health, Public Information, Recovery, and Terrorism Annexes are not new annexes and need updating only?	This RFP is for a new EOP including all annexes, not an update.
		Can the County advise if the Debris Removal and Donations Management are new annexes to be completed as part of this project?	Yes, this RFP is for a new EOP including all annexes, not an update.
		Does the County want additional annexes developed as part of this project? If yes, what annexes are desired?	Transportation, extreme temperature, debris removal, and donations management

		Is Cyber Liability insurance required as part of this contract since this project is not technologically related?	No the cyber liability for this contract will be waived.
		Has the County identified the number of functional and hazard areas they wish to see addressed in addition to those listed in the RFP? If so, can the County advise which functional and hazards and the number?	At this time, the County has not identified the number of functional and hazard areas.
		Can the County advise the status of the 2021 Hazard Mitigation Plan update?	The 2021 Hazard Mitigation Plan update has been Adopted and is available on the County website.
	Page 5, Section 3. Plan Review and Revision for Plan Adoption	The Contractor will provide a draft plan to the County Planning Team for review within nine (9) months following contract execution. Is this draft plan inclusive of all annexes or just the base plan?	The draft will be the base plan.
	Page 5, Section C. Project Management and Page 6 Section D.1 Solano County Points of Contact	The RFP states, "The Contractor shall assign the County a dedicated Project Manager". Does the County require that the vendor assign a project manager full-time to this project?	No, so long as the vendor can meet the desired milestones on time.
		Is the County Project Manager and County Project Lead the same or different roles?	They are the same.
	Page 6, Section D. 4. Meetings	Can the County please confirm that the required in-person meetings are: Project Kickoff Meeting, Initial Monthly Project Management Meeting, Project Management Closeout Meeting, and the County Board of Supervisors Plan Adoption Meeting? Are all other meetings permitted to be virtual?	The County confirms.
	Page 6, Section D. 5. Milestones & Schedule	The project milestones indicate that the period of performance will conclude 12/15/2023, but the contract duration is 2 years. Is additional work intended to be added to the contract? If yes, what work will be added?	No additional work to be added, however the Contractor will be required to accompany County staff at the Board of Supervisors meeting to be set at a later date.

	Page 7, Section E. 2. Confirmation Notices	Can the County please specify what detail are to be included in the confirmation notices?"	In addition to the items detailed in the RFP confirmation notices shall include facilitator names, dates, times, attendees and any additional relevant details.
	Page 9, Section 5.0 Schedule of Events	It shows the Intent to Propose should be submitted on October 12, 2022. Did the County intend to say September 12, 2022? What should be submitted to indicate the intent to propose.	No, the intent to propose date is correctly stated at October 12, 2022 please complete the Attachment 1 within the RFP.
	Page 9, Section 6.0 Instructions to Proposers	Please confirm if the following count toward the 25 page limit: Attachment 1: Intent to Propose Form, Attachment 3: Budget Worksheets, Attachment 4: Signature Page, Attachment 5: Questions and Answers Form, Attachment 6: Agency Reference Sheet, Attachment 7: for each key team member, Attachment 11: Drug Free Workplace Certification, Attachment 13: Debarment Certification, Attachment 14: Sample Contractor Assurances, Attachment 15: Solicitation Checklist	None of the completed attachments count toward the 25 page limit.
		Is the "Additional Relevant Information" section considered outside the 25 page limit?	No, all relevant information must be within the 25 page limit.
		Is the "Detailed Documentation of Financial Resources" and County Contract section considered outside the 25 page limit?	
	Page 10, Section 6.c (Approach and Management Plan) states: "Proposers also are to describe the organization's intended approach to collaboration and coordination with other organizations providing similar services in the County. This should include, but not necessarily be limited to, steps that would be taken to explore	Could the County clarify what is mean by the second sentence? When the County states "organization", are they referring to Solano County or the Contractor?	The County is referring to the Contractor.
		When the County refers to sharing resources and avoiding duplication of services, is the County referring to Solano County resources and services or project/contractor resources and services?	This statement applies to both the County and the Contractor resources.

	the potential for sharing resources and avoiding duplication of services.”		
	Page 12, Section 7.0 Evaluation of Proposals	Interview/Presentation/Demonstration is listed as a category in the evaluation table, but this is not mentioned elsewhere in the RFP. Is the intent to conduct interviews following the receipt of proposals? If so, how will vendors be selected for interviews?	Please see Addendum 1 for updated language on Interviews.
	Page 11, Section j. Detailed Documentation of Financial Resources	Would the County accept independently reviewed statements in place of independently audited statements? As a small business, we have not pursued independent audits due to the cost associated.	As stated on page 11, <i>“In lieu of audited financial statements, the County may accept, on a case by case basis, the following: a current written bank reference, in the form of a standard business letter, indicating that the Proposer’s business relationship with the financial institution is in positive standing.”</i>
	Page 11, Section 6.i .b states <i>“Any other resources, including in-kind, that will support the proposed project.”</i>	Is the County referring to in-kind resources that are provided by the County meaning (staff hours, etc.) or from outside sources?	The County is referring to any and all in-kind resources.
	Page 16, Attachment 2 Item B. Fringe Benefits	Are proposers required to itemize fringe benefits cost in the narrative, or would providing a Federally Approved fringe indirect rate percentage be considered a compliant submission?	Attachment 2 is a sample document. The proposer is not required to strictly follow the sample so long as the submission includes enough detail to justify the project budget.
	Page 18, Attachment 3	The attachment states: “The total cost on the Budget Worksheet must equal or be less than the amount of the annual budget listed in the RFP as described on page 7.” There is no annual budget amount listed on page 7, or any other pages, will the County provide the NTE annual budget amount?	Please see Addendum 1 for updated language on budget.

		<p>The annual Budget Worksheet tables appear to request an FTE count, or %, and Notes for each line item.</p> <p>Can the County clarify what information is required to ensure a compliant submission for uniform evaluation of proposers' cost? Should there be totals on these tables?</p>	<p>FTE is a number, benefits are also a number. The percentage rate should be detailed in column three along with any additional comments.</p>
	<p>Page 23 Attachment 6 & Page 24 Attachment 7</p>	<p>May proposers use the same references in Attachment 6 for the Attachment 7 references required for each key team member?</p>	<p>Yes, if the Key Team members are also Agency Principals.</p>
		<p>Please confirm that three references (Attachment 7) are required for each key team member, not just for the responding organization.</p>	<p>The County confirms, that references are required for both key team members and the responding organization.</p>
	<p>Page 34 – Attachment 15</p>	<p>Please confirm that the table of contents is limited to 1 page and that the organization overview is limited to 2 pages.</p>	<p>The County confirms.</p>
	<p>Page 40 - Exhibit C. Item 7. Insurance</p>	<p>Will a blanket additional insured endorsement suffice for the Additional Insured Endorsement requirement?</p>	<p>Yes, the blanket will be sufficient.</p>