

Addendum No. 1
Inquiries and Responses
RFP Solicitation No. 3000002903
Emergency Planning, Exercise, Response and Cost Recovery
Statewide

1. **Section 5.2 Corporate Background and Experience.** Can you please clarify how many references contractors are required to submit?

A customer references listing for related work completed in the last twenty-four (24) months. There is not specific number of references required. The number will be based on the contractor's projects.

2. **Section 5.3 Proposed Project Staff.**

- a. "Customer references (name, title, company name, address and telephone number) should be provided for the cited projects in the individual resumes." Does this mean that the contractor needs to submit a reference for every project cited in individual resumes or that all of the references on the resume must be for cited projects?

This means that for each individuals resume, customer references should be included for each project listed on the resume.

- b. "Interested candidates should submit cover letter, resume, and list three professional references (with contact information for each) for key personnel." Can you please clarify what this means? Do contractors need to submit a cover letter for each proposed key staff person? If so, can you please indicate what the cover letters should contain?

Proposers are considered interested candidates. Proposers should submit one cover letter. Cover letter is the transmittal letter for the proposal that contained the requested information in section 5.3. Proposed Project Staff

3. **Section 5.4 Approach and Methodology.** "A proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing." As this is contract that will have task orders issued on an as-needed basis, can you please clarify how to approach this particular requirement?

The Scope of Services is identified as Attachment I. Task orders will be issued as necessary and will be for any of the Goals 1, 2, 3 or 4. Tasks may be issued for multiple goods if necessary. The contractor should be able to provide a work plan demonstrating their approach and methodology, tasks and services to be performed, deliverable, timetable, and staffing for each goal.

4. With regards to the Request for Proposal Form that was separate from the rest of the RFP, can you please confirm that contractors are to submit the form along with their proposal package, and if so, should we submit one form or should we submit a copy with each proposal copy? Can you also clarify what information goes into the “Extended Amount” column since contractors are instructed to only provide rates for their cost information?

Please see section 4.2 and Attachment II Price Proposal:

4.2 Proposal Format

Proposers should respond to this RFP with a Technical Proposal (as specified in Section 5, Proposal Content) and Cost Proposal (as specified in Section 5.5, Cost Information). No pricing information should be included in the Technical Proposal.

ATTACHMENT II

PRICE PROPOSAL

NOTE: Total Cost Summary is the sum of all billable hourly rates for all classifications. **The Total Cost Summary will be the cost used for evaluation purposes described Section 6.5.**