



North Carolina Department of Public Safety

Purchasing and Logistics

Roy Cooper, Governor
Eddie M. Buffaloe Jr., Secretary

Casandra Skinner Hoekstra, Chief Deputy Secretary
Melissa Earp, Chief Financial Officer
Tymica Dunn, Director

Purchasing & Logistics

IMPORTANT BID ADDENDUM

BID Number: 19-IFB-764256463-PTW

COMMODITY/SERVICE: 861018 In Service
Training and Manpower Development

ADDENDUM Number: 02

USING AGENCY: NCDPS: NC Emergency
Management

PURCHASER: Tim Pendergrass

OPENING DATE/TIME: September 29, 2023, at
2:00pm, ET

QUESTIONS AND ANSWERS:

Question 1	What roles do you anticipate the consultant filling during the execution of the three quarterly exercises?
Answer	The vendor will suggest, consult, and/or receive the overall intent of each quarterly exercise from NCEM Leadership and the Exercise POC. Once the scenario is determined, the vendor will meet with Emergency Support Function (ESF) Leads to provide leadership intent and understand their intended objectives or capabilities which need testing during each quarterly exercise. The vendor will then write injects, if needed, to ensure both staff and State Emergency Response Team (SERT) partners' points of emphasis are addressed. Prior to the exercise, the vendor will share injects with the Exercise POC and the respective ESF Lead (if applicable) for review. Following each exercise, the contractor will then create an After-Action Review report for the functional exercise based on the after-action results and EEGs and submit to the Exercise POC sixty (60) days after the AAR.
Question 2	Does a budget ceiling exist for this project?
Answer	There is set allocation for this project. If the selected vendor submitted a bid over the set amount, NCEM will review the line item cost for each exercise part and work with the vendor to reduce the original amount of exercises in order to stay within budget.
Question 3	Is there a preferred exercise type for the three quarterly exercises?

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Answer	The three quarterly exercises are in a functional exercise format. Staff and SERT partners are in person at the SEOC, with staff also in person at the Regional Coordination Centers during the exercise. Other staff, SERT partners, and county emergency management agencies may also participate in the exercise virtually.
Question 4	Are any other in-person planning meetings expected for the Functional Exercise monthly connects beyond the After-Action Meeting?
Answer	Meetings will be conducted in a hybrid format between in person and online.
Question 5	Is there an estimated number of participants for the quarterly exercises (including Functional Exercises)?
Answer	Historically, approximately 275 individuals participate at the SEOC and the NCEM Regional offices for the functional exercises with slightly less participation for the quarterly exercises. This equates to approximately 65 to 80 total participants at the four different venues.
Question 6	Are we constrained to State per diem rates?
Answer	Not applicable as vendor support is not needed for feeding.
Question 7	Page 11 – 1. Technical B third bullet "...as verified through four references demonstrating positive presentation performance within the last twenty-four months." But the reference form only contains three blanks. Are four references requested?
Answer	Four references are requested.
Question 8	Page 16 – Are the quarterly exercises to be designed as Tabletops or Functional Exercises? To confirm the quarterly exercises (except the two-day functional) are for design only, then information collected from state-provided evaluators will be used by the contractor to develop the AAR?
Answer	The quarterly exercises should be designed as functional exercises. Following the exercises, the contractor will then create an After-Action Review report for the functional exercise based on the after-action results and EEGs and submit to the NCEM Exercise POC sixty (60) days after the AAR.
Question 9	Is the contractor responsible for any refreshments or printing for any of the exercises?
Answer	The contractor is not responsible for refreshments. The contractor is responsible for printing exercise materials such as Situation Manuals, Exercise Plans, Exercise Evaluation Guides, and AAR documents.
Question 10	"Completed and signed version of all EXECUTION PAGES, along with the body of the RFP." Can the State please confirm if this is referring to pages 2 and 3 of the RFP documents. All other documents requiring execution appear to have a dedication section in the proposal response layout.
Answer	Yes, that is correct, They must fill out all vendor information requested on pages 2, 3 and 4.
Question 11	"Vendor's Proposal addressing all Specifications of this RFP." Please confirm what type of information response is required for Sections 5.1, and 5.2 of the "Specifications" section or if these sections

	are to be considered information / scope of work to support the response to Section 5.4 Technical approach.
Answer	I would consider this to be information/ scope of work to support the response to Section 5.4 Technical approach.
Question 12	"In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State." There is no prescribed section in 2.7 Proposal Contents or 5 Specifications for this information. Please confirm if Attachment E Customer Reference Form will be used to evaluate Vendor's experience.
Answer	Vendors experience does not rely solely on Attachment E/References. The contents outlined in 2.7 should be included along with the vendors proposal. Vendor experience should be addressed within the narrative of the proposal. In addition, the proposal should address all specifications outlined in 5.0. The State does not have a prescribed template for vendor proposals.
Question 13	In the event of default where Vendor has failed to fulfill in a timely and proper manner the obligations under the Contract, will the State consider allowing ten (10) days for the Vendor to remedy the default?
Answer	That is correct
Question 14	As is, the indemnity statement holds Vendor liable for the actions of others for whom it is not directly responsible. Will the State please consider revising in the following manner? a) The Vendor shall indemnify, defend and hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, Services, materials, or supplies in connection with directly caused by the Vendor's actions in the performance of the Contract, and also from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Vendor in the performance of the Contract that are attributable to the negligence or intentionally tortious acts of the Vendor, provided that the Vendor is notified in writing within 30 days from the date that the State has knowledge of such claims. b) The Vendor, at its own expense shall defend any action brought against the State, under this section. The Vendor shall have the sole control of the defense of any action on such claim and all negotiations for its settlement or compromise, provided, however, that the State shall have the option to participate in such action at its own expense. c) The Vendor represents and warrants that it shall make no claim of any kind or nature against the State's agents who are involved in the delivery or processing of Vendor deliverables or Services as part of this Contract with the State.
Answer	No, this is part of the State's Terms and Conditions and cannot be revised

Question 15	Question 2, states: RFP page 11 of 28 states, "The ability of the Proposer to perform the requested services as reflected by: ... [bullet 2] Completeness, accuracy, and attractiveness of exercise materials utilizing HSEEP exercise templates through submission of situation manuals, exercise plans, controller/evaluator handbooks, and after-action review documents." Is the State requesting to review past HSEEP exercise materials developed by our firm included with the proposal?
Answer	Sample pages from previous projects maybe submitted.