

# Minutes of E-mail questions

## *Final Q & A*



**REQUEST FOR PROPOSALS (RFP) #UASI 18-02**

## **UASI Regional Training and Exercise Program Administration**

**E-Question period:  
July 17, 2019 – August 2, 2019, 12:00 P.M.**

**Proposal Due: August 27, 2019  
On or Before 12:00 P.M.**

1. Please confirm that the goal is to have representatives from ALL of the agencies, organizations and disciplines listed in A.1. participate in the Training and Exercise Workgroup meetings.

**Answer:**

Confirmed. These agencies, organizations, and disciplines may be represented by liaisons as appropriate. It is the intent of the Program to conduct an inclusive and transparent process with Bay Area stakeholders to prioritize training courses and exercises as funded by the Program.

2. Can you provide a copy of the current Bay Area UASI Training and Exercise Plan?

**Answer:**

See attached "RFP UASI 18-02 QA#2" for the latest Multi-Year Training & Exercise Plan.

3. Who is responsible for completing the Environmental Historic Preservation requests and ensuring EHP permissions are in place before an exercise conduct?

**Answer:**

The selected proposer (Program Administrator) shall be responsible for completing the Environmental Historic Preservation (EHP) requests on behalf of the Bay Area UASI, and must communicate and work with the UASI Compliance Officer and the designated UASI Program Manager in a timely manner in ensuring the EHP permissions are in place before an exercise is conducted.

4. The first bullet of Paragraph 4. Administration of regionwide exercises states, "*Per HSEEP and the regional multi-year training and exercise plan, establish exercise planning teams for each identified exercise. Members for these exercise planning teams should come from the Regional Training & Exercise Work Group and be augmented as appropriate based on the focus of each exercise*". How and by whom will the design, development, conduct, and evaluation be accomplished for these exercises?

**Answer:**

Proposers are invited to submit this information. Design, development, conduct, and evaluation may be accomplished by the selected Proposer's (Program Administrator's) team and/or a subcontracted entity(ies) as appropriate.

5. Please confirm the selected consultant firm is responsible for providing the staff to facilitate exercise planning meetings, design, conduct, and evaluation of at least one major regionwide multi-discipline exercise to test Bay Area wide training and exercise objectives. Does this requirement assume that the selected consultant firm will provide ALL of the control staff (e.g. controllers, evaluators, and simulators) to conduct the regionwide exercise?

**Answer:**

Proposers are invited to submit this information. Design, development, conduct, and evaluation may be accomplished by the selected Proposer's (Program Administrator's) team and/or a subcontracted entity(ies) as appropriate. The Program Administrator will be expected to work with the exercise planning team, to ensure all exercise needs / logistics are met.

6. Paragraph 7.b states *Describe in detail how allocated dollars are proposed to be utilized?* Please explain what information is being requested?

**Answer:**

Please refer to "4. Budget Proposal" (page 13) of the RFP for the evaluation criteria. The proposer is expected to provide a detailed budget worksheet of estimated costs for each of the

six (6) service areas identified in Section II. Within the service areas, a detailed description of budget narrative shall explain how the budget funding is utilized. The selected Proposer (Program Administrator) will be expected to work with the Training and Exercise Workgroup to define a balanced approach to utilizing the total proposed budget across multi-discipline public safety training, community preparedness activities, and exercises. Once the proposal is accepted, the proposed budget will be open for negotiation and susceptible to change based upon conversations with the Workgroup.

7. Who will issue contracts or purchase orders for approved preparedness training courses? Who will pay the consultants that provide preparedness training courses?

Answer:

The UASI Regional Training and Exercise program is funded by a reimbursement-based grant. The selected proposer (Program Administrator) shall issue contracts and/or purchase orders for approved preparedness training courses and disburse payments accordingly. In turn, the Program Administrator shall invoice the Bay Area UASI for the expenditures along with the required supporting documentation.

8. We are interested in potentially teaming for this effort. Is there a list of pre-qualified firms that are eligible for this opportunity that we may be able to see?

Answer:

There is no list of pre-qualified firms for the services outlined in this RFP. This program definitely encourages collaborative work. The proposal may include anticipated tasks that are to be rendered through subcontract(s).

9. Is client open to negotiate the terms and conditions at the contract stage with the awarded Bidder/Contractor?

Answer:

Once a proposer is selected, the contract sections specifically Appendix A – Scope of Work and Appendix B – Calculation of Charges are open for negotiation. Some parts of the contract are not negotiable due to the requirements set by the Federal funding agency.

10. Will client waive any liquidated damages requirement, if a performance or payment bond is agreed between the parties?

Answer:

The liquidated damages requirement (Appendix C –Grant Terms) cannot be waived since it is part of the Federal requirements.

11. (RFP page 4: Section II. B. 1, Services - Regularly convene and facilitate the Regional Training & Exercise Program Work Group as noted in the above guiding principle A.) Is it the UASI Region's intent that the contractor will handle any/all of the following related to the various **planning and process meetings and interactions requested**: logistics, invitations, refreshments, securing rooms/space, etc.?

Answer:

Yes, with the exception of refreshments. Food and beverages for planning or work group meetings are not grant reimbursable items. The UASI management team and/or work group

members may be able to assist with securing venues to host in-person meetings, but it is the ultimate responsibility of the Program Administrator to ensure the meetings are conducted successfully.

12. (RFP page 5: II.B.3, Services - Administration of training courses) Is it the UASI Region's intent that the contractor will handle any/all of the following related to the **trainings**: logistics, invitations, refreshments, securing rooms/space, etc.?

**Answer:**

Yes, with the exception of refreshments. Food and beverages for training classes are not grant reimbursable items. The local jurisdictions that host the training classes may be able to assist with securing venues and coordinating logistics, but it is the ultimate responsibility of the Program Administrator to ensure the training classes are conducted successfully.

13. (RFP page 5: II.B.3, Services - Administration of training courses) Are all **training** resources (i.e., instructors) intended to be provided by the contractor, or do some member jurisdictions have qualified staff available to support?

**Answer:**

The Program Administrator is expected to procure via contract or other agreement the agreed upon training courses based on input from the Work Group, what is documented in the Multi Year Training & Exercise Plan, and other sources as appropriate (i.e. the Bay Area THIRA / SPR). It will be important that training course offerings provide the necessary certificates / continuing credits for participating stakeholders.

14. (RFP page 5: II.B.4, Services - Administration of regionwide exercises). Is it the UASI Region's intent that the contractor will handle any/all of the following related to the **exercise venues**: logistics, invitations, refreshments, securing rooms/space, etc.; as well as securing volunteers/actors, moulage etc. as needed, etc.?

**Answer:**

Yes. Please note food and beverages may only be provided with UASI funds for full day exercises where there is no opportunity for participants to break and get their own food. Advance permission must be received from Cal OES for this reimbursable allowance. The Exercise Planning Team members may be able to coordinate logistics, venues, and support recruitment of volunteers. It is ultimately the responsibility of the Program Administrator to ensure the Exercise Planning Team has the design, conduct, and evaluation support necessary for a successful exercise.

15. (RFP page 5: II.B.4, Services - Administration of regionwide exercises) Are all exercise resources (i.e., evaluators, controllers, etc.) intended to be provided by the contractor, or do some member jurisdictions have qualified staff available to support?

**Answer:**

The Exercise Planning Team members may be able to provide qualified staff to support exercise conduct. It is ultimately the responsibility of the Program Administrator to ensure the Exercise Planning Team has the design, conduct, and evaluation support necessary for a successful exercise.

16. (RFP page 6: II.B.5, Services - Administration of community preparedness activities) Is it the UASI Region's intent that the contractor will handle any/all of the following related to the **community workshops/seminars**: logistics, invitations, refreshments, securing rooms/spaces, etc; as well as childcare, security / crowd control as needed, and translation/ASL services?

**Answer:**

It is intended that the Program Administrator will work with a UASI pre-qualified provider for conducting community preparedness activities. The provider (selected by the UASI Management Team) will take direction from the Program Administrator to conduct selected / prioritized community preparedness activities as agreed upon by the Work Group, as documented in the Multi Year Training & Exercise Plan, and per other sources as appropriate (i.e. guidance from the UASI Management team and the Bay Area THIRA / SPR).

17. (RFP page 10: III.6, Submission Requirements - Proposer Qualifications) The RFP states "Present the anticipated time commitment (hours per week) for each staff member **assigned a responsibility in administering the program**" (emphasis added). Can you provide guidance on which staff are implicated by the term "administering" (i.e., how far down into the organizational structure you wish to be provided this staffing data)?

**Answer:**

This will depend on the proposed organizational structure. Please provide the estimated cost for administration of the program separate from costs expected to be directly spent on training courses, community preparedness activities, and exercises.

18. (RFP page 11: III.7.a, Submission Requirements – Budget Proposal) The RFP requires "Total estimated cost" by scope element/ service, but the scope does not provide specific quantities of trainings (cf II.B.3); nor type, quantity, or scale of exercises (cf II.B.4) for pricing/estimating purposes. Can you please provide guidance regarding the intended approach to pricing these deliverables?

**Answer:**

Proposers are invited to submit this information. Also refer to the answer for Question #6. The proposer is expected to provide a detailed budget worksheet of estimated costs for each of the six (6) service areas identified in Section II. Within the service areas, a detailed description of budget narrative shall explain how the budget funding is utilized. The Program Administrator will be expected to work with the Training and Exercise Workgroup to define a balanced approach to utilizing the total proposed budget across multi-discipline public safety training, community preparedness activities, and exercises. Bidders are encouraged to propose a recommended strategy of balancing the funds across these needs.

19. (RFP page 13: IV.4, Evaluation and Selection Criteria – Budget Proposal) None of the three criteria listed appears to address the overall price quote. Can you please confirm that overall price is not a selection factor in this procurement?

**Answer:**

The overall price is not a selection factor in this procurement. However, the total proposed budget shall not exceed the total estimated maximum fund of \$4,700,000 stated in page 2 of this RFP. Proposers should provide logical and reasonable budget amount supported by the concise descriptions of narratives as indicated under the scoring criteria of the Budget Proposal (page 13).

20. Appendix I includes a payment bond and performance bond obligation. Will these in fact be required under this contract?

**Answer:**

The payment bond and performance bond may be required if they are deemed to be necessary during the negotiation.

21. Can you please confirm that hourly rates are commercial rates inclusive of all personnel costs, overhead, and profit?

**Answer:**

Confirmed. Hourly rates are commercial rates inclusive of all personnel costs, overhead, and profit, subject to negotiation.

22. Will be vendor be expected to contract directly with training providers or will training providers contract directly with the UASI?

**Answer:**

The Program Administrator is expected to contract directly with training providers,. The UASI management team will contract directly with the selected community preparedness activity providers.

23. The solicitation includes references to procurement associated with logistics and execution of training courses. Will the selection of this support be executed by the UASI or will the vendor be expected to conduct an open procurement process in alignment with federal purchasing rules and regulations?

**Answer:**

The Program Administrator is expected to conduct an open procurement process in alignment with federal purchasing rules and regulations.

24. Appendix C, Section VI.C limits the amount of overhead and profit that the vendor can receive if the City terminates for convenience. This seems to imply there is a limit on the overhead and profit associated with the contract. Is there a general limit on the overhead and profit a vendor can include in their commercial hourly rates?

**Answer:**

There is no prescribed limit on the overhead and profit a vendor can include in their commercial hourly rates, but the negotiation will rely on reasonable and competitive industry rates.

25. Can the current status of the website or preferred system/vendor be identified (#23)? Are any capabilities beyond registration, marketing/awareness, and library of materials required?

**Answer:**

To date, the Regional Training & Exercise Program used a website that was built and maintained in-house. Proposers are encouraged to propose a comprehensive website solution with necessary features for managing all aspects of the Training & Exercise Program.

26. Does the UASI desire for this website to have a public and password protected component to support both public information and sharing documentation with the EPT?

**Answer:**

This concept may be proposed for consideration.

27. What is the funding apportionment between the training program, exercise program, and community preparedness program?

**Answer:**

Proposers are invited to submit this information on the funding apportionment.

28. Can minimum qualifications be met from the Vendor team? If so, can references be submitted for both prime and sub-consultants? If not, can prime vendors submit additional references above the 3 identified in the solicitation to validate requirements?

**Answer:**

Yes, the entire team will be considered for meeting minimum qualifications. References may be submitted for both prime and sub-consultants.

29. Will the UASI accept references for individual team members to support fulfillment of minimum requirements?

**Answer:**

Yes, proposers should make clear the role and commitment of the selected individual team members for which references are submitted.

30. What is anticipated attendance for the Regional Training and Exercise Work Group? What level of informal activity is required to facilitate outcomes between monthly meetings?

**Answer:**

The anticipated attendance for the Work Group meetings is yet to be seen as the work group will have expanded membership going forward. The Program Administrator should expect up to 40 people attending meetings in-person and additional participants via webinar. Any anticipated efforts for coordinating with Work Group members between monthly meetings may be included in the proposal.

31. Can the UASI share the current MYTEP? Is there an estimation of total number of events to be captured in the document?

**Answer:**

The latest Multi-Year Training & Exercise Plan was valid for 2016 – 2018 (see attached “RFP UASI 18-02 QA#2”). The MYTEP should capture all training courses, community preparedness activities, and exercises to be funded through the Regional Training & Exercise Program for the upcoming 3-year period. It should be updated annually.

32. Can the procurement requirements for the training courses (#22) be clarified? Will vendor be facilitating this process?

**Answer:**

The Program Administrator will be responsible for contracting directly with training providers to facilitate the courses. Program Administrator will be also responsible for obtaining all the required permissions such as Feedback Numbers (FB#s) and Environmental Historic Preservation

(EHP) when applicable. The Program Administrator must communicate and work with the UASI Compliance Officer and the designated UASI Program Manager in a timely manner in ensuring the all the required permissions are in place before training courses are conducted.

33. How many exercises are anticipated, by type (FSE, TTX, etc.), in the MYTEP and will result in coordination under item #23?

**Answer:**

Proposers are invited to make recommendations on this. It will ultimately be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, and other factors as appropriate.

34. Does the UASI anticipate the vendor will plan and execute multiple exercises under this contract? If so, what is that number by exercise type?

**Answer:**

Yes. The number and types of exercises will ultimately be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, and other factors as appropriate.

35. Will costs associated with exercise executed be paid through funding under this contract? If so, can the UASI share information regarding scope for vendors to be able to appropriately budget across the service areas.

**Answer:**

Costs associated with executing exercises will be paid through funding under this contract. Proposers are invited to submit this information regarding vendor services in alignment to proposed budget. Once the proposal is accepted, the proposed budget will be open for negotiation and susceptible to change based upon conversations with the Workgroup.

36. What is the anticipated level of participation for the "major region-wide multi-discipline exercise"? Should it be assumed that this is a FSE?

**Answer:**

Major region-wide multi-discipline exercises conducted through the Regional Training & Exercise program may vary from tabletop exercise series, to functional exercises, to full-scale exercises depending on the needs of the stakeholders within the region. One recent region-wide full scale multi-discipline exercise engaged almost 3,000 participants among 70+ locations throughout the Bay Area. Recent tabletop exercises have included from 30 – 200 participants.

37. As it relates to #24, how many CBOs will likely be included in the community preparedness activities? How many plans, seminars, workshops, trainings are anticipated?

**Answer:**

Proposers are invited to make recommendations on this. It will ultimately be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, and other factors as appropriate.

38. Please clarify, is the contractor expected to provide the instruction, or direct costs, for the items listed in #24 or simply coordinating and reporting based on the "separate competitive procurement process"?

**Answer:**

It is intended that the Program Administrator will work with a UASI pre-qualified provider for conducting community preparedness activities. The provider (selected by the UASI Management Team) will take direction from the Program Administrator to conduct selected / prioritized community preparedness activities as agreed upon by the Work Group, as documented in the Multi Year Training & Exercise Plan, and per other sources as appropriate (i.e. guidance from the UASI Management team and the Bay Area THIRA / SPR). The UASI management team will contract directly with the selected community preparedness activity providers.

39. Will the contractor be working with the Regional Training and Exercise Program Work Group to design each of the exercises or will some exercises be designed with local/jurisdictional planning teams?

**Answer:**

The Program Administrator will be expected to establish exercise planning teams for each identified exercise. Members for these exercise planning teams should come from the Regional Training & Exercise Work Group and be augmented as appropriate based on the focus of each exercise.

40. How many trainings were provided in 2018?

**Answer:**

141

41. How many discussion based exercises were provided in 2018?

**Answer:**

None (0)

42. How many functional and full scale exercises were provided in 2018?

**Answer:**

Numerous, through the Urban Shield exercise events.

43. How many trainings were provided in 2017?

**Answer:**

148

44. How many discussion based exercises were provided in 2017?

**Answer:**

Approximately 14

45. How many functional and full scale exercises were provided in 2017?

**Answer:**

Numerous, through the Urban Shield exercise events.

46. How many trainings were provided in 2016?

Answer:

156

47. How many discussion based exercises were provided in 2016?

Answer:

None (0)

48. How many functional and full scale exercises were provided in 2016?

Answer:

Numerous, through the Urban Shield exercise events.

49. What specific trainings were provided in 2018?

Answer:

Knowledge about the training courses is not part of the evaluation criteria. This massive information will be shared with the selected proposer at a later time.

50. What specific trainings were provided in 2017?

Answer:

Knowledge about the training courses is not part of the evaluation criteria. This massive information will be shared with the selected proposer at a later time.

51. What specific trainings were provided in 2016?

Answer:

Knowledge about the training courses is not part of the evaluation criteria. This massive information will be shared with the selected proposer at a later time.

52. What specific trainings would you like to be availed going forward?

Answer:

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

53. Are the trainings and exercises for 2020 currently scoped in the MYTEP? If so, how many trainings and exercises are identified and what capabilities are they aligned to?

Answer:

No. The latest Multi-Year Training & Exercise Plan was valid for 2016 – 2018 (See attached “RFP UASI 18-02 QA#2”).

54. For item B.4., how many discussion-based exercises would you like each year? How many participants would participate in each of the exercises? How many locations would you like for each exercise?

Answer:

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

55. For item B.4., how many operations-based exercises (e.g., drills, functionals, FSEs) would you like each year? How many participants would participate in each of the exercises? How many locations would you like for each exercise?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

56. For item B.4., bullet 2, how many locations should be planned for?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

57. For item B.4., how many exercises, per year, would you like the contractor to provide volunteer survivors for (if at all)? How many survivors should be planned for with each of these exercises?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

58. For item B.5., bullet 1, how many plans would you like?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

59. For item B.5., bullet 2, how many seminars/workshops would you like? How many participants should be estimated?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

60. For item B.5., bullet 3, how many trainings would you like? How many attendees should be estimated?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

61. For item B.5., bullet 4, how many trainings would you like? How many attendees should be estimated?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

62. For item B.5., bullet 5, how many trainings would you like? How many attendees should be estimated?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

63. For item B.5., bullet 6, how many trainings would you like? How many attendees should be estimated?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

64. For item B.5., bullet 7, how many trainings would you like? How many attendees should be estimated?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

65. For item B.5., bullet 8, how many trainings would you like? How many attendees should be estimated?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

66. For item B.5., bullet 9, how many trainings would you like? How many attendees should be estimated?

**Answer:**

This will be decided based upon discussions with the Work Group, the UASI Management Team, needs outlined in the Bay Area THIRA / SPR, the new Multi Year Training and Exercise Plan, and other factors as appropriate.

67. Is the total funding of the UASI grant used to cover the cost of hiring outside vendors to teach specific classes?

**Answer:**

Proposers are invited to submit this information to cover the cost of hiring outside vendors to teach specific classes within the estimated total of \$4,700,000.

68. Is the contractor responsible for the costs of logistics such as renting of facilities to host classes/exercises or for food during the same events?

**Answer:**

Logistical costs such as renting facilities and/or providing food are negotiable items that may be allowed as part of the contract, subject to certain pre-approval requirements. Note: Food and beverages are only an allowable expense, when pre-approved, for exercises lasting 8 hours or more and participants do not have an opportunity to procure their own meals.