

Answers to Questions
RFP for Continuity of Operations Planning Services
for Health Care Coalition Facilities

1. Page 6-7: Submission of Proposals - Do you require one copy to be marked original?

Answer - No

2. Page 6-7: Submission of Proposals- Do you require an electric thumb drive of the proposal?

Answer – a thumb drive is not required but it is acceptable to use to submit

3. What is the budget for the scope of work provided?

Answer - There is no pre-determined budget.

4. “FIRM” is the top provider of COOP services in the US, we currently work with and include as part of our team a minority owned firm. Does this qualify under section H of the RFP? Is there a set amount to be considered for the minority owned firm?

Answer - Only if the proposal is submitted by the minority owned firm.

Answer - There is no set amount to be considered for the minority owned firm.

5. Page 7: Proposal Evaluation- In the RFP’s evaluation criteria, there is no mention of a technical approach. Is a technical approach desired? If so, how many points will it be worth and what section of the RFP should it be added to?

Answer – As stated on Page 4: Scope of Services – Participating members should walk away from the workshop with a draft Continuity of Operations Plan. While a technical approach might be the most advantageous, other delivery styles will be considered.

6. Page 5: Price- In the RFP, it says, “The pricing information should be given in a separate sealed envelope.” Would it be acceptable to provide the pricing information in the same box as the technical approach, so long it is sealed in its own envelope within said box?

Answer - Yes

7. When will the answers to questions be posted? The answers to these questions will greatly affect our response so we will need time to write in response to the received answers.

Answers to all questions will be posted to www.nefrc.org as soon as they become available, after 4:00 p.m. on January 3, 2019.

8. Page 4: Scope of Services- Is there an expectation regarding the duration of each workshop? (1/2 day, full day, 2-day, etc.)

Answer – The workshop should be no longer than an 8-hour delivery (one day)

9. Page 4: Scope of Services- How many participants are expected to attend each workshop?

Answer – The Coalitions have access to numerous training facilities. Venues range from 15 to 50 people. We will do our best to maximize the attendance numbers.

10. Page 4: Scope of Services- Will the venue be provided to conduct the workshops or will the contractor be expected to secure the venue?

Answer – Yes, the Coalitions will provide the training space and audio visual equipment.

11. Page 4: Scope of Services- What percentage of healthcare coalition members currently have a COOP plan?

Answer – a formal survey has not been conducted across the 18 county region to make a determination.

12. Page 4: Scope of Services- Will assistance be provided to contractor in scheduling healthcare coalition members attending COOP workshops?

Answer – Yes, the Coalitions will advertise to their membership and coordinate the registration process.

13. Page 4: Scope of Services- Once healthcare coalition members have attended COOP workshop and have completed a draft COOP plan, how much technical assistance should contractor anticipate providing to each member post-COOP workshop?

Answer – That is up to the contractor to determine. A cutoff date for technical assistance can be provided in the response.

14. Page 4: Scope of Services- How many additional COOP workshops are anticipated after initial workshop?

Answer – This is unknown. Decisions will be made on the quality of the first delivery by the participating members. If they find value in the delivery, more classes will be scheduled for delivery across the region before June 30, 2019.

15. Page 4: Scope of Services- What is the anticipated period of performance for this effort after the June 30th COOP workshop?

Answer – Additional COOP Workshops have been included in the Coalition’s Training and Exercise Plan (TEP) for FY 2019-2020. Decisions to fund courses located on the FY 2019-2020 TEP will come after July 1, 2019 by the Coalitions.