REQUEST FOR PROPOSAL (RFP) NO. 21–002

PREPAREDNESS PLANNING, PROGRAM MANAGEMENT, ADMINISTRATIVE AND TRAINING & EXERCISE SERVICES

Addendum #1

September 18, 2020

These are all questions received prior to the deadline for questions on September 11, 2020.

Questions/**Answers in BOLD**

1. Under Section VII.A, the RFP states that the rates provided "will be the fully loaded hourly rates excluding any other direct costs associated with the project." Can COG please clarify whether travel is classified as an "other direct cost"?

    Travel is not classified as an "other direct cost". Travel rates can be provided, but travel shall only be charged if required for the service being provided AND pre-approved by the Participating Agency's Project Manager for the Task Order.

2. In Section XIII.B.5, the RFP requests resumes for "key project staff." Can COG provide a definition for "key project staff" for this purpose, or advise which labor categories (pp. 8-9) are to be considered "key"?

    COG will not provide a definition for "key project staff". Because of the diversity of task orders, Proposers should provide at least one "key project staff" resume for each of the labor categories at VIII. B-G.

3. The scoring criteria listed under Section XIV.B allocate 30% of points to "technical expertise" including "ability to provide the services at a sufficient level of technical proficiency." This qualification is distinct from "key personnel [and] qualifications" and "past performance." The proposal instructions (pp. 11-12), meanwhile, request sections on "team competence" and "resumes." Please advise the proposal content or category wherein vendors should demonstrate technical expertise.

    "Technical expertise" is intended to capture any products, software, services, or other tools that may make the Contractor's proposal attractive to the Technical Selection Committee and/or the Participating Agencies. This information can be included in either the "Executive Summary" or "Team Competence" sections.

4. Is it COG's intent that vendors provide qualifications on all requested services, or that we specify which of the solicited services we are proposing (i.e., of: preparedness planning (incl. stakeholder engagement and community outreach); training; exercise; disabilities and access & functional needs expertise; administrative support, program, & project management (incl. EMAP, CAPP, and ICS/NIMS compliance))?

Proposers should provide qualifications on the specific services they are qualified and willing to provide. COG's preference is to have Proposers demonstrate their own capabilities, vice that of any subcontractors.

5. Under which heading in the proposal organization described in XIII.B (pp. 11-12) should the content requested in XIII.A (pp. 11) be presented?

    Proposers shall provide the information requested in Section XIII.A in a logical manner throughout headers "Executive Summary", "Team Competence", and "Resumes of Key Project Staff".

6. Is COG open to negotiating the terms and conditions at the contract stage with awarded bidders?

    No. Proposers must indicate any exceptions to the Terms and Conditions with their submissions. No exceptions will be negotiated at the contract stage.

7. Would COG be willing to negotiate Section VII (Indemnification) with the awarded bidders?
    No.

8. Would COG be willing to negotiate Section XII (Ownership of Documents and Materials) with the awarded bidders?

    No.

9. Under Section XV, B, would COG be willing to provide a right to cure prior to any set off?

    No.

10. Under Section XX (Termination), would COG be willing to provide the contractor the right to terminate if COG is in default?

    Yes.

11. Will NCR local government representatives be on the source selection panel, or will it just be COG personnel?

    Local government representatives ill make up the majority of the Technical Selection Committee. Only in exigent circumstances will COG Staff act as a substitute representative on the technical selection committee.

12. Will the government consider adding page limits to RFP responses?

    MWCOG agrees to set a limit of fifteen (15) pages, excluding resumes, to the proposals.

13. Regarding the labor category qualifications, is it acceptable to substitute advanced degrees beyond the minimum education level for additional years of experience? Conversely, is it

acceptable to substitute additional years of experience beyond the minimum level in lieu of the required education level?

Both are acceptable.

14. What is the anticipated cap for the IDIQ over the three-year base period of performance?

    There is not an anticipated cap.

15. How will MWCOG allocate points to each contractor? Will MWCOG sum up every submitted rate in the three-year base period? Should contractors add a line to show the total for all rates for each year, and then to total all rates for all years? Will the lowest total of every submitted rate in the three-year base period receive all 20 points? How will the submitted rates judged not to be the lowest total be allocated a portion of the 20 points?

    The lowest overall cost will receive the maximum number of points; others will be allocated a proportion of the total point value.

16. Contractor travel is not discussed in the RFP. Will MWCOG reimburse contractor travel that is directed by MWCOG at the prevailing GSA rates in effect at the time?

    See Question 1, above.

17. How many and which contractors are incumbent on the current contract? How many awards to date have been made to each incumbent? What is the task order dollar amount, including modifications and/or extensions, awarded to each incumbent on the current contract?

    Ten proposals were accepted. The awardees were:

17-029-A	Hagerty Consulting, Inc.
17-029-B	The Cadmus Group, LLC (fka Obsidian Analysis Inc.)
17-029-C	Innovative Emergency Management, Inc. (IEM)
17-029-D	The Olson Group, Ltd.
17-029-E	ICF Incorporated, LLC
17-029-F	Ernst & Young LLP
17-029-G	CNA Corporation, Inc.
17-029-H	Wood Environment & Infrastructure Solutions, Inc. (fka AMEC Foster Wheeler)
17-029-I	Tetra Tech, Inc.
17-029-J	Hassett & Willis Associates, LLC (HWC)

    Past awards do not necessarily define future opportunities, and as such COG declines to answer the remaining parts of this question.

18. What Learning Management System (LMS) does MWCOG use? If there is not one, do we need to propose a solution or house content?

   COG does not use a Learning Management System. A Learning Management System is not a requirement given in the RFP.

19. Can you please elaborate on the requirement to carry $500,000 for property damage? In speaking with my insurance company, I was informed that my General Liability policy covers property damage under the $1,000,000 per occurrence and $2,000,000 general aggregate clauses. Is COG requiring vendors to carry a $500,000 property damage policy in addition to the General Liability policy?

   Proposers can provide their policies and list any deviation from the requested amounts as an exception.

20. In addition to the 49 CFR DBE certification, for task order competitions, will COG accept other comparable certifications for disadvantaged firm participation (e.g., SWAM, SBA, WBE, 8(a), SDVOSB, etc.)?

   COG only accepts 49 CFR DBE certifications.

21. Will these trainings directly follow the National Standard Exercise Curriculum?

   In addition to HSEEP guidance, we expect all Contractors to abide by current and future US Department of Homeland Security standards or requirements for training, testing, and exercises as they are adopted and approved.

22. Please clarify how will the cost points be awarded. What is the formula or methodology that MWCOG will utilize to award the 20 cost evaluation points?

   See Question 15, above.

23. Would the Government permit bidders to define key personnel for our internal staffing plan to manage the program and task orders--in addition to the required Labor Categories?

   Yes, and see Question 2, above.

24. Do prospective contractors need to be able to show technical expertise in all functional areas, or can the contractor select which functional areas the firm would like to bid on?

   See Question 4, above.

25. Are contractors able to submit for some, but not all of the functional areas listed or do we need to show experience in all 5 areas? Or if not experience, at least an approach to providing services in those areas?

   See Question 4, above.