



**RFP 21-011  
MILITARY INSTALLATION RESILIENCE REVIEW**

**ADDENDUM 5**

**This addendum answers questions received as of January 27, 2021.**

Questions follow. Answers are in **bold** text.

1. Will a Clearance be required by the Key Personnel to be assigned to this project?
  - a. **No, all work will be in the unclassified realm.**
  
2. What measures are put in place for personnel to work remotely due to COVID?
  - a. **For the most part, COG is working remotely during the COVID pandemic. Extensive use of on-line communication and collaboration tools are being used, and it is envisioned that much of the work on this project will need to be done remotely. COG uses Microsoft Outlook, Sharepoint, Teams, Onedrive, Webex, Conference call services, etc. COG will communicate to any contractors or on-site visitors about workplace policy changes that are made to help control the spread of SARS CoV-2, and ensure that they have the information and capability to comply with those policies.**
  
3. Will you be providing a GFE/Secure Portal for the team to upload secured documents to the COG?
  - a. **COG can work with the selected Contractor to establish a way to share documents in a secure way.**
  
4. In RFP Section III (Project Overview and Background) page 4, the RFP states: "COG anticipates the focus of the MIRR project will involve an all hazards approach in terms of screening threats, risks, and vulnerabilities (either natural or manmade, including from the effects of climate change), to identify and prioritize areas of concern that should be the subject of further study and evaluation." Please confirm that this scope does not include intentional, manmade threats inclusive of terrorist attacks, criminal acts, military threats, or civil unrest.
  - a. **Correct, the scope does not include intentional, manmade threats inclusive of terrorist attacks, criminal acts, military threats, or civil unrest.**

5. RFP Section IV (Scope of work), Section C, Task 3 (page 6) includes a task on “Presentations on technical materials from research and report tasks.” Please indicate how many presentations are likely be needed and to whom.
  - a. **COG requests that you include your approach to handling these technical presentations as part of your proposal.**
  
6. RFP Section IV (Scope of work), Section Task 4 references several stakeholder interactions/workshops (D.2.b.iv, D.2.f.ii, D.2.f.iv). Please confirm that these interactions are part of the four stakeholder workshops in Task 5 (Section E).
  - a. **Please see response provided in Addendum 4. They can be unique or merged depending on the proposed approach.**
  
7. RFP Section VIII, “Content of Proposal,” Section A (Format) mandates a proposal format with the following sections: (1) Qualifications of the firm and key personnel; (2) proposed Method to Accomplish the Work; and (3) Staff Availability and Past Performance; and (4) Cost Proposals. However, Section B (Proposal Document Organization) mandates that proposals be organized according to 8 headings, not entirely consistent with Section A. Please identify which Section (A or B) should be followed to format the proposal.
  - a. **The organization should follow Section B. The proposal must include all the requested content from Section A. For the Staff Availability item which is not mentioned in Section B, please include that information in any section you deem appropriate.**
  
8. RFP Section VIII, “Content of Proposal,” Section A (Format) mandates that the Past Performance section should include a matrix of project work in the past three years (defined in Q&A as being limited to “relevant” projects”). However, Section B (Proposal Document Organization) mandates the Past Performance section should include Attachment C, which requires specific information on 7 projects. Please confirm that the Past Performance section should include two separate lists: both the matrix of project work in the past three years and the required seven projects from Attachment C. If so, can the projects in the matrix include those addressed in Attachment C?
  - a. **At a minimum, respondents should include all of the details for each project listed in Attachment C. Note Attachment C is not limited to only 7 projects. If you wish to provide additional details on past performance in the main body of the proposal, that is acceptable. Whether the information you include in the main body of the proposal is identical to the information provided in Attachment C is at your discretion.**

9. RFP Section V, "Statement of Qualifications" indicates that "If the proposal involves partnering with another contractor qualifications for both the Offeror and subcontractor should be included as well as a reference sheet for each subcontractor." Please confirm that the first part means that the section on "Qualifications of Firm and Key Personnel" should cover both prime and subcontractors.
  - a. **Correct, the section on "Qualifications of Firm and Key Personnel" should cover both prime and subcontractors.**
  
10. RFP Section V, "Statement of Qualifications" indicates that "If the proposal involves partnering with another contractor qualifications for both the Offeror and subcontractor should be included as well as a reference sheet for each subcontractor." Please define "reference sheet" for each subcontractor and describe (1) what information is needed and (2) where the reference sheet(s) should be included in the proposal.
  - a. **The reference sheet for each subcontractor should be the same framework and content of Attachment C.**
  
11. May we have permission to use MWCOG's logo in our proposals?
  - a. **No.**
  
12. Please clarify if the resumes should be included in an Appendix to the Written Proposal.
  - a. **Correct, resumes should be included as an attachment to the proposal.**
  
13. Please clarify the preferred location of the Proposal Response Form and the Attachments.
  - a. **They should be included in Electronic File #1.**
  
14. Addendum 1: the link ([https://www.oea.gov/files/Terms\\_and\\_Conditions/2019-10-1\\_OEA\\_General\\_Terms\\_Conditions-FINAL%20DRAFT\\_0.pdf](https://www.oea.gov/files/Terms_and_Conditions/2019-10-1_OEA_General_Terms_Conditions-FINAL%20DRAFT_0.pdf).) appears to have an error. We received a "Sorry, we can't find that page" message. Could you please confirm the URL?
  - a. **<https://www.oea.gov/resource/general-terms-and-conditions-october-2019>**