

## ADDENDUM NO. 2

**NAME: Emergency Management Consulting Services – RFP- TNH129-2015**

**DATE: September 18, 2015**

**TO: All Prospective Proposers**

This amendment is being issued to answer questions that have been asked of the Town regarding the RFP:

### *Questions/Answers*

1. Can proposers view online the Town's latest approved CEMP, or can a copy be emailed to proposers for review?

**Answer- A copy can be requested through a FOIL request to the Town.**

2. Is the Town going to make available evaluation rankings to individual proposers, and distribute the final award ranking to all proposers?

**Answer- award notices will be sent to all proposers. Rankings will not be disclosed.**

3. On page 2 of the pdf bullet item #3 it mentions that copies of the proposal must be submitted, however, it does not mention how many copies are required to be mailed.

**Answer- 3 copies**

4. Provide advice and counsel to the Town regarding public safety, homeland security and emergency management issues.

Can you please clarify what the Town means by "provide advice and counsel to Town regarding public safety, homeland security and emergency management issues"? Should this be considered as hourly services as needed in addition to planning items identified in 3, 4, and 7?

**Answer- The Town will expect the successful proposer to counsel the Town in all areas and issues related to emergency management, public safety and homeland security when requested. As such, a diverse knowledge of these areas will be required. All service will be paid on an hourly basis.**

5. Identify potential governmental funding and grants related to public safety, homeland security and emergency management.

Does the Town foresee the application to identified grants being part of this scope of work?

**Answer- Yes**

Does the Town already receive grants related to these service areas? If so which ones?

**Answer: The Town has received multiple grants over the years in the areas of public safety, homeland security and emergency management.**

1. Division of Criminal Justice Services (DCJS) Bullet Proof Vest Reimbursement Program.
2. DCJS Legislative Grants for Speed Radar Signs
3. FEMA 404 Hazard Mitigation Grant
4. FEMA 406 Public Assistance Grants
5. NYS EFC CVAP – Pumpout Boat
6. As well as some miscellaneous funding for an ultra-lux camera for the patrol boat, vans, patrol boat, etc.

6. Advice on updating the Town's Comprehensive Emergency Management Plan (the "CEMP") and hazard mitigation plan.

When was the last update of the Town CEMP? Can you please provide the Town CEMP table of contents? What are the specific annexes and/or appendices included in the Town CEMP and are these items part of the review process?

**Answer: The CEMP is being updated now. Once the update is finished we will be able to provide it to the winning vendor.**

7. Assist the Town in preparing and running a table top or other appropriate exercise to test the CEMP.

How many participants will be at the tabletop (TTX)? How many facilitators would the Town like at the TTX? Is the consultant only to provide hourly professional services? Will the Town provide the facility to host the TTX or will the consultant be asked to secure meeting space for the TTX? Is the Town going to provide refreshments and other logistical resources?

**Answer- These items will be determined at such times as table tops are organized.**

8. Advise the Town in coordinating with related public safety entities for public safety and emergency management.

Please expand on what the Town means by “advise the Town in coordination with public safety entities for public safety and emergency management”? Does the Town anticipate the selected contractor will be on-call to respond to local public safety and emergency management incidents, such as EOC activations, field responses, etc.?

**Answer: the Town expects that the contractor will provide policy assistance and coordination with others agencies in emergency and non-emergency situations.**

9. Advise the Town on public health threats and disseminating information on public health threats.

Can you please clarify what the Town means by “advise the Town on public health threats and disseminating information on public health threats”? Can the Town provide specific examples of expected actions in order for respondents to include qualified individuals in the proposal? Will these services be on-call services or are there specific projects that require assistance?

**Answer: Services will include providing information on threats, forming outreach and response strategies, advice when coordinating with federal, state and local emergency management agencies. Services will be on call.**

10. Assist the Town in evaluating the Town’s Point of Distribution plans, readiness, and locations. How many plans does the Town have relating to Points of Distribution?

When was the last update of these plans? How does the Town anticipate evaluating the readiness of POD locations (exercises or evaluation against national guidance)?

**Answer: The CEMP is being updated now. Once the update is finished we will be able to provide it to the winning vendor.**

11. Assist the Town in reviewing the safety of the public and its workforce at all Town locations.

Can you please expand on what the Town means by “reviewing the safety of the public and its workforce at all Town locations”? Does the Town anticipate a Town-wide risk assessment following workplace safety standards to be conducted?

**Answer: yes**

Can you please define how many “locations” and what these location include (schools, police departments, public works facilities, etc.)? Is there a current safety assessment that requires update or is this a new initiative?

**Answer: This is a new initiative. Town facilities include parks, DPW facilities and Town administrative buildings.**

**12.** Be on call to provide the Supervisor, emergency management personnel, and other Town representatives with information and consultation during an emergency.

Does the Town anticipate that respondents will provide these services in person?

**Answer: These services will be provided in person, by telephone or in writing, as needed by the Town.**

Is the Town seeking to engage specific categories of individuals or response resources such as an incident management teams? An emergency is a broad term, can you please provide specific examples of when the Town may call upon the respondent to provide consultation?

**Answer: All types of emergencies.**

**13.** The Town will require that the Services be performed on an hourly fee basis.

Should the hourly fee be all-inclusive to encompass travel and other direct and indirect costs or will costs be itemized?

**Answer: All inclusive**

**The “ADDENDUM NO. 2 RECEIPT ACKNOWLEDGEMENT FORM” on the last page of this Addendum No. 2 must be signed and dated in the spaces provided and submitted with your Proposal. All Proposers must submit this form with its Proposal regardless of the content contained in each Addendum.**

## ADDENDUM NO.2 RECEIPT ACKNOWLEDGEMENT FORM

### REQUEST FOR PROPOSALS FOR Emergency Management Consulting Services (TNH129-2015)

By signing this Acknowledgement and submitting same with its Proposal submission, the undersigned Proposer acknowledges receipt of this Addendum No. 2. Proposer further acknowledges that it has read and reviewed the information contained herein, understands same, and that its questions, if any presented, have been answered satisfactorily. Proposer agrees that it shall incorporate/consider the information contained in this Addendum No. 2 in preparing and providing its proposal price. In addition, this Addendum No.2 Receipt Acknowledgement Form must be signed and dated and attached to the proposal submittal.

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Proposer Acknowledgement Date: \_\_\_\_\_

Print & Sign Company Principal Name & Title: \_\_\_\_\_

\_\_\_\_\_