

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

January 28, 2015

ADDENDUM NO. 2
DISASTER STAFFING FOR THE
STATE OF HAWAII
DEPARTMENT OF DEFENSE
HAWAII EMERGENCY MANAGEMENT AGENCY
RFP CA-1506

The items listed hereinafter are hereby made a part of the contract for the above mentioned project and shall govern the work taking precedence over previously issued contract documents governing the items mentioned. Receipt of this addendum is to be acknowledged on the Attachment 2 (R) page of the RFP packet.

Corrections

1. Please replace the Attachment 2 page with the attached revised Attachment 2 (R).
2. On page 7, Section 3.03 B. Replace the entire paragraph with the following: "Should the Offeror discover what it considers to be a discrepancy, ambiguity, omission or doubt as to the intent and meaning of the terms noted in this RFP, the Offeror shall submit all questions and inquiries on company letterhead by fax, to the number below, and by the date noted in the RFP *Schedule and Significant Dates*, as amended."
3. Section Four - Evaluation Criteria
 - a. Change "1) Cost of Services (40)" to read as "1) *Cost of Services (25)*" and add the following paragraph on the next line.
"Proposer with the lowest hourly cost shall receive a score of 25 points. The remaining proposers will receive a cost score based on the following formula: Lowest proposed hourly cost ÷ proposers hourly cost x 25 = cost score. Ex. 100 ÷ 200 = .5 x 25 = 12.5 points."
 - b. Change "2) Previous experience, capability and proficiency in FEMA Disaster Recovery Programs (30)" to read as "2) *Previous experience, capability and proficiency in FEMA Disaster Recovery Programs (35)*"
 - c. Change "3) Project proposal (20)" to read as "3) *Project Proposal (30)*".
4. In Addendum 1, Corrections #3 "RFP Schedule and Significant Dates". Replace the dates table with the following table. Please note that the dates have been changed.

Advertising of Request for Proposals	12/30/2014
Deadline to Submit Written Questions	1/09/2015 4:30PM
State's Response to Written Questions (Addendum #1)	1/13/2015
State's Response to Written Questions (Addendum #2)	1/28/2015
Deadline to Submit Additional Written Questions	2/02/2015 4:30PM
State's Response to Written Questions (Addendum #3 if needed)	2/06/2015
Proposals Due	2/18/2015 4:30PM
Proposal Evaluations	2/19/2015
Discussion with Priority Listed Offerors If required	N/A
Request for Best and Final Offer (Est.)	2/20/2015
Best and Final Offer (Est.)	2/27/2015
Estimated Contract Award	3/02/2015
Estimated Contract Start Date	4/06/2015

5. Section 2.04 TERM OF CONTRACT

Replace the entire second paragraph with the following:

"The initial term of the contract will be from the Notice to Proceed date through June 30, 2016. Contract may be renewed by mutual agreement for no more than four one-year renewal periods."

"Price may be renegotiated prior to the end of each period. Payment will only be made for services rendered when staff is required. Length of staffing requirements will be determined by each specific disaster."

Questions and Answers

The following are questions that were submitted by the deadline as listed in the RFP, 4:30PM, January 9, 2015.

1. Does HI-EMA intend to award to more than one qualified respondent?
 - a. *No, this contract will be awarded to one company.*

2. Will contract-related travel expenses (Airfare to and from Hawaii, daily hotel or temporary lodging, per diem, rental car) of the Program Specialist VI and any other technical or subject matter experts working under this contract be reimbursed for expenses separately from the hourly rate quoted in OF-2?

- a. See "Note" on Offer Form OF-2. "Pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services."

Section 3.10.c. Please add the following 2nd paragraph.

"Travel reimbursements will be made for airfare only, 1 roundtrip, economy airfare ticket to and from Hawaii. Any disaster related interisland travel, required and approved by the HI-EMA Director, economy airfare tickets."

3. What is the maximum number of hours per staff member contemplated by this RFP? What is the number of hours anticipated in a "normal" week of work?
 - a. A normal work week is 40 hours.
4. What is the maximum number of hours each staff member in this RFP is allowed to work without written authorization?
 - a. The maximum number of work hours allowed is 40 hours per week.
5. In order to meet the current workload, what is the expected number of staff required immediately upon "Notice of Award"?
 - a. Contractor awarded will not be required to start work until the contract has been completely signed and the "Notice to Proceed" has been issued.
6. In order to meet the current workload, what is the expected number of staff required within 30 days of "Notice of Award"?
 - a. Contractor awarded will not be required to start work until the contract has been completely signed and the "Notice to Proceed" has been issued.
7. In order to meet the current workload, what is the expected number of staff required within 60 days of "Notice of Award"
 - a. Contractor awarded will not be required to start work until the contract has been completely signed and the "Notice to Proceed" has been issued.
8. Is there an incumbent for these services, or a contractor who recently provided similar services to HI-EMA? If so, who is the contractor?
 - a. Presently, Adjusters International is providing similar services to HI-EMA under an emergency contract.
9. How many project worksheets are anticipated to be developed, worked on and/or closed under this contract?
 - a. The number of worksheets will depend on the complexity of the disaster and scope of work approved by FEMA.
10. Which specific individuals from HI-EMA will comprise the selection committee?
 - a. That information will not be provided at this time.
11. Where will changes/addenda to this RFP be posted?
 - a. All notices, changes and addenda are required to be posted on the State Procurement Office website at www.spo.hawaii.gov.

12. Offer Form OF-2 (Attachment 2) specifically and solely requests an hourly cost for the position "Project Officer (Program Specialist VI)." A typical disaster response utilizing technical assistance contractors requires additional staffing, skill sets, and positions. Please clarify whether the State would like additional staffing information (e.g., position titles and associated rates) incorporated separately into responses even if the Project Officer position/rate is the one used to evaluate cost OR if the rate quoted should be an average/median rate for services we anticipate will be required after a disaster.
 - a. *Consideration for costs related to the Project Officer position only.*

13. If travel expenses to/from Hawaii and for staff stationed in Honolulu are to be included in the rate, how will interisland flight costs be handled? (Typically with an FOB type of contract, intrastate travel for meetings, site visits, etc., are paid at cost when such intrastate travel is directed by Command.) If interisland flights are to be incorporated into Proposers' rate structure, please specify the number of such flights Proposers should assume so that rates may be fairly compared.
 - a. *See answer to question #2*

14. The RFP notes that "pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services." Please clarify two things:
 1. Does this include travel-related expenses, which are typically charged separately and at cost for these types of services?
 - a. *See answer to question #2.*

 2. Is the General Excise Tax (GET) applicable to services as well as commodities?
 - a. *Yes*

15. As noted in the RFP, the number of positions required for a disaster will vary, depending on the magnitude of the disaster and the needs of the applicants. Given this uncertainty, and the fact that 40% of the evaluation is based on price, what is the State's expectation with regard to a cost proposal? Are rates for specific labor categories sufficient?
 - a. *See "Changes to Section "4 above.*

16. Section 2.02 of the RFP refers to the Project Officer (Program Specialist VI). There is a bullet that says, "Experience in at least one of the following technical specialties." For purposes of submitting the qualifications, does the State want to see the qualifications of one person that meets this requirement? Or should the bidder submit resumes for several people demonstrating that the bidder meets all of these requirements?
 - a. *It is the contractor's responsibility to ensure that their employee(s) that will be assigned to our projects meet all requirements in Section 2.02, Scope of Work.*

17. What qualifications are required of a Program Specialist VI? This may include number of years professional experience, number of years disaster recovery experience, technical background, etc.
 - a. *Section 2.02-Scope of Work. Please add the following at the end of 2.02 as the last bullet.*
"- Experience of four to five years working on federally declared disasters including formulating and finalizing project worksheets, at least five disasters were \$10 million or more in obligated federal funding."

18. Will SDOD accept a cost proposal for a mix of skill classifications (and associated rates) to address a variety of projects, each requiring different qualifications? Note that less experienced staff may meet qualifications and will provide a cost savings.
 - a. *No.*
19. Is there a maximum length/duration of the contract to be extended in 180 day increments (i.e., 5 years)? We would like this information to account for annual rate adjustments to cover the full term of the contract.
 - a. *Section 2.04-Term of Contract. See Correction #5 above.*
20. Is there a page limit for the proposal? Are resumes included in the page limit or can they be submitted in an appendix?
 - a. *No, there is no page limit. Resumes may be submitted in an appendix.*
21. Is there a specified time frame (e.g., 5 years) for the client listing and/or references?
 - a. *Section 3.11.E.c.1) In the second line after the word "provided" add "within the past three years".*
22. Offer Form OF-2 requires that the bidder provide the hourly cost for the "Project Officer (Program Specialist VI)". Is the work period 8 hours per day, five days per week? We would also like to know how overtime will be handled.
 - a. *The work period is 40 hours per week. No overtime will be required.*
23. Has an overall budget been allocated for the RFP? If so, can the amount be disclosed?
 - a. *No.*
24. How many positions need to be currently filled? What is the estimated number of positions for this RFP?
 - a. *An estimated three Project Officers are currently needed.*
25. What is the range in experience levels HI-EMA is seeking for their support staff? E.g. all levels – Administrative through Project Management or just Program Specialist?
 - a. *Project Officer only.*
26. How many disasters affecting HI-EMA are open to date?
 - a. *To date, HI-EMA currently has 2 new federally declared disasters.*
27. How many project worksheets are open to date?
 - a. *Not applicable.*
28. What is the total eligible obligated amount associated with the open projects?
 - a. *Not yet determined.*
29. Should the proposed hourly rate be loaded to include expenses?
 - a. *See answer to question #2*
30. Will the contractor be working from an open JFO? If not, is there space for the contractor in State facilities?

- a. *As long as a JFO is open for the State's disasters, the contractor will be working in the JFO as the State's representative. Once the JFO is closed, space will be provided in the State's facilities.*
31. Will points be allocated in the evaluation for any small, woman-owned businesses?
a. *No.*
32. Is HI-EMA interested in services to aid community outreach?
a. *No, not at this time.*
33. Is HI-EMA interested in services related to NFIP, Hazard Mitigation, and CDBG-DR?
a. *No, not at this time.*
34. We understand in Sections 2.02 and 2.03 the State has described the division of labor between the contractor and State for disaster assistance staffing support. Currently, the State has only included one rate category (Project Officer) to provide the services listed in Section 2.02. Since varying levels of experience are required by personnel to perform these services, we would like the State to consider amending the rate table to include the additional positions as follows:
Technical Advisor/Subject Matter Expert
Senior Public Assistance Coordinator
Public Assistance Coordinator
Debris Specialist
Insurance Specialist
Senior Mitigation Specialist
Mitigation Specialist
Environmental & Historic Preservation Specialist
a. *Looking only for Project Officers.*
35. In Section 4 – Cost of Services, we understand that the lowest cost respondent will receive all 40 points. Please explain the methodology or the point allocation of the “cost of Service – 40 Points” to proposers who do not have the lowest cost.
a. *See Corrections #3 above.*
36. Many states soliciting similar services have chosen to award contracts to multiple vendors to ensure the availability of sufficient resources to the State (due to the potential for multiple open disasters and the competing demand from other states for such technical PA consulting resources nationally). Will the State consider multiple awards for this contract?
a. *No.*

Arthur J. Logan
Brigadier General
Adjutant General

Posted: January 28, 2015

OFFER FORM
OF-2

Hourly cost for "Project Officer (Program Specialist VI)" (\$_____).
_____ DOLLARS

Estimated air fare cost from Mainland to Hawaii and return for "Project Officer (Program Specialist VI)" (Not to be included in evaluation) (\$_____).
_____ DOLLARS

[BIDDER'S INSTRUCTIONS: Fill in the total hourly cost in numbers and write out the total hourly cost in words. Prices shall be written in ink or typed.]

Note: Pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services.

Receipt of the following addenda issued by the Department is acknowledged by the day(s) of the receipt indicated below:

Addendum No. 1 _____ Addendum No. 2 _____
Date

Addendum No. 3 _____ Addendum No. 4 _____

It is understood that failure to receive any such addendum shall not relieve the Contractor from any obligation under this Proposal as submitted.

Offeror _____
Name of Company