

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

May 3, 2018

**ADDENDUM NO. 1**  
UPDATE TO STATE OF HAWAII EMERGENCY OPERATIONS PLAN,  
STATE OF HAWAII, DEPARTMENT OF DEFENSE  
HAWAII EMERGENCY MANAGEMENT AGENCY  
RFP-CA-1814

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.

**The Proposal due date has been changed to May 18, 2018 at 2:00PM.**

The remaining estimated dates in the RFP Schedule and Significant Dates shall be changed to:

Proposal Evaluations – May 21, 2018

Estimated Notice of Award – May 29, 2018.

**Questions submitted**

1. Can the State disclose the budget allocated for this project?  
*A: The range for RFP-CA-1814 is \$150,000 - \$200,000.*
2. Will GIS support, if needed, be available from State agencies to support this project?  
*A: GIS support is not an anticipated need.*
3. Is there a budget or anticipated funding amount for these two projects?  
*A: The range for RFP-CA-1814 is \$150,000 - \$200,000.*
4. As there would be cost saving for the same contractor to preform both the updates to the Operations Plan and develop the Strategic Plan – would HI-EMA be accepting of optional price proposals for the proposing vendor to complete both projects?  
*A. No. The projects are being processed as separate contracts.*
5. For RFP-CA-1814, Evaluation Criteria on Page 23 indicates that 10 points will be awarded based on the quality of a previous work sample submitted. Is it required that the work sample be printed (4 copies) or may the vendor submit an electronic copy of a work sample or limit the work sample to one copy?  
*A: Four Printed copies of work samples are required.*

6. RFP states the HI EOP was released in May 2015 however there is a HI EOP dated May 2017, which plan should we reference and work off?  
*A: The current Base Plan of the HI-EOP was released in May 2017. This project is to develop Annexes to the HI-EOP 2017 Base Plan.*
7. Who developed the HI EOP promulgated in May 2015 and/ or May 2017?  
*A: The current Base Plan of the HI-EOP was released in May 2017. It was developed in-house by HI-EMA planners. This project is to develop Annexes to the HI-EOP 2017 Base Plan.*
8. Will contractors need any Secret or TS clearances to develop portions of these annexes?  
*A: Yes, as stated in the RFP, the contractor must be able to provide personnel with secret security clearances.*
9. Will the annexes be available to the public or considered "SSI" or a higher level of security classification?  
*A: This project involves the development of four (4) Annexes to the HI-EOP Base Plan. Each Annex will be evaluated when complete to determine what content can be made publicly available. Some content may be restricted for official use only.*
10. Are there prescribed assessment forms for CBRNE, Oil and Hazmat, and SAR that must be followed or will the contractor (and HI-EMA support personnel) be responsible for developing the assessment criteria?  
*A: Some assessment forms and protocols already exist while others may need to be developed or modified by the contractor. Working with stakeholders to determine existing resources and gaps is part of the scope of work.*
11. Will review of state capabilities, for each annex require a review including Federal, State, County, and industry (or private sector) resources?  
*A: A review of state and county capabilities will be required for each Annex. The capabilities of private sector companies and non-profit agencies currently operating in Hawaii may be required.*
12. The level of effort required to complete the outlined task can vary exponentially depending upon the budget and the State's intentions. To ensure that all proposers are providing equivalent proposals, will the State disclose a budget for this project or a range that it finds acceptable?  
*A: The range for RFP-CA-1814 is \$150,000 - \$200,000.*
13. How will the 10 points for cost be apportioned between proposals with different budgets? Is there a formula?  
*A: The Offeror's proposed (cost) price will be scored using an SPO numerical rating system. Of the proposals scored, the one with the lowest price will be awarded the maximum possible points for this component. Other proposals will be awarded points for this component equal to the lowest proposed price multiplied by the maximum possible points for this component, divided by the*

*Offeror's proposed (higher) price. Scoring for price formula is: Lowest proposal price received (\$) multiplied by 10 points (maximum no. of score points) divided by Offeror's Proposal (\$) Amount.*

14. The RFP outlines sections for a "Scope of Work" and for a "Work Plan". There seems to be significant overlap with both specifying detailed narratives and description of the project approach, tasks and subtasks. If possible, please identify how these sections should differ and if they are designed to highlight specific elements of the proposal? If possible, can respondents combine these sections to provide a single detailed work plan with a strategic overview and subsections outlining project tasks and subtasks?

*A: Yes, these sections may be combined into a single section that provides a strategic overview of the Offer's approach to completing the Scope of Work followed by a detailed work plan and schedule.*

15. The section for Scope of Work specifies "fixed inclusive cost" to complete each task whereas the section for Work Plan specifies "estimated budgets". Please confirm whether pricing should be developed as fixed firm price or as time and materials with estimated pricing. Also, please advise whether or not pricing information should also be included in these sections or if all pricing should remain on the Pricing Form?

*A1: Pricing should be fixed firm price. All pricing should remain on the Offer Form.*

*A2: Section 3.10.5.d, Work Plan and Schedule, i. Replace the sentence "Estimated budgets for tasks and subtasks must be included in the Offeror's budget." with "Lump Sum cost for tasks must be included in the Offer Form."*

Forms Changes:

Please replace form OF-2, Attachment 2, page 33 with the attached OF-2 (REV).

Arthur J. Logan  
Major General  
Adjutant General

Posted: May 3, 2018