

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

March 25, 2020

ADDENDUM NO. 1
DISASTER STAFFING FOR THE
STATE OF HAWAII
DEPARTMENT OF DEFENSE
HAWAII EMERGENCY MANAGEMENT AGENCY
RFP CA-202002

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 page "Attachment 2 (R)" of the RFP packet.

Due date and time have been changed to
May 1, 2020 at 4:30pm.

Corrections

1. Please replace the page "Attachment 2" with the attached revised "Attachment 2 (R)".
2. On page 2, Section 1.04 "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	March 11, 2020
Deadline to Submit Written Questions	March 20, 2020, 4:30PM
State's Response to Written Questions	March 25, 2020
Proposals Due	May 1, 2020, 4:30PM
Proposal Evaluations	May 4, 2020
Discussion with Priority Listed Offerors If required	N/A
Request for Best and Final Offer (Est.)	May 5, 2020
Best and Final Offer (Est.)	May 11, 2020
Estimated Contract Award	May 12, 2020
Estimated Contract Start Date	July 1, 2020

Questions Submitted

1. Is there an incumbent for this RFP or with similar scope of work? If, yes, please list the current contractor and describe the task current contractor is assigned.

A. The current contractor is Adjusters International, Inc. The current contract work is similar to this RFP.

2. Does the State only require one copy of our submission?

*A. See page 12, section 3.12, 3rd paragraph of the proposal packet. "Offeror shall submit one (1) original proposal marked "ORIGINAL" and three (3) **copies** of the original marked "COPY"."*

3. Due to the current state of the U.S. situation regarding COVID-19, including the possible risk of infection involved when printing, shipping, and receiving packages, will the State consider receiving responses to this RFP via electronic submission (email) only?

A. Section 3.13, The submittal requirements have not changed. Please follow the instructions in the RFP packet.

4. Are you currently partnered with a labor agency for on-demand labor? If yes, who?

A. No, we are not partnered with a labor agency for on demand labor.

5. What has your annual spend been with your current labor vendor?

A. This question is not essential to the RFP.

6. How many workers do you require for this opportunity?

A. The number of workers is dependent to the number of disasters. As stated in Section 2.02 of the RFP the number of positions required may be different with each disaster.

7. What are the OT and DT multipliers?

A. This RFP is for a flat rate

8. Are these requirements for a single job or are they sub-jobs? Page 3-4, Section 2.02.

A. There will be a requirement for multiple jobs as outlined in the RFP

9. Is this job description in reference to a need for contingent labor to assist in clean up after a disaster? P.4, Section 2.02, Paragraph J.

A. This requirement is to provide disaster staffing services, such as public assistance plans, to the State of Hawaii Emergency Management Agency equivalent to the State of Hawaii Program Specialist VI

10. Do you require all dispatched workers have all listed requirements? P.5, Section 2.03.

A. Yes, all must meet those requirements.

11. Is the requested five years' experience with FEMA in reference to the supplier, People Ready, or the associates we dispatch to the disaster site? P.5, Section 2.03, Paragraph A.

A. The supplier and all project personnel are required to have a minimum of five years of verifiable professional experience in working federally declared disasters.

12. Is Microsoft Office proficiency required for all labor associates dispatched to a disaster site? P.5, Section 2.03, Paragraph E.

A. Yes, all personnel dispatched are required to be proficient in Microsoft Office.

13. Given recent CDC recommendations to limit the spread of COVID-19, would you prefer we submit our proposal electronically instead of sending hard copies? P.13, Section 3.16.

A. Section 3.13, The submittal requirements have not changed. Please follow the instructions in the RFP packet.

14. Can we get the job description for Project Officer (Program Specialist VI)? P.33, OF-2.

A. You can acquire the job description from the State of Hawaii Human Resources website. <https://www.governmentjobs.com/careers/hawaii?page=20>

15. Are there any other jobs being requested as part of this opportunity? P.33, OF-2

A. No, there are not any other jobs associated with this opportunity.

Stephen F. Logan
Colonel
Acting Adjutant General

Posted: March 25, 2020