

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

April 15, 2020

**ADDENDUM NO. 2**  
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.

**Questions Submitted**

1. The RFP states, "Listing of key personnel and associated resumes for those who will be dedicated to this contract. Provide awards, certificates, letters of appreciation, etc." I would like to know the definition of "dedicated" – does it mean the personnel that we will be offering to work at HIEMA as actual staff or those who will work to fill the required staff positions.
  - A. *The personnel working on this contract will be executing key tasks associated to the Hawaii Emergency Management Agency mission accomplishment. They will not be actual staff or filling staff positions.*
  
2. Is Transmittal Letter" the same as "Cover Letter"?
  - A. *The Transmittal Letter and Cover Letter are two different letters. Please follow the instructions in the RFP, Section 3.11 and any other references, on what is required in the Transmittal Letter. Follow the instructions in Section 3.16 and any other references, on what is required in the Cover Letter.*
  
3. Will there be any requirements for security clearance?
  - A. *There is no requirement for a security clearance. There is a requirement for a Hawaii Department of Defense background check.*
  
4. Regarding "Scope of Work", will each function such as Prevention and Mitigation require a separate individual?
  - A. *This depends on the amount of work the Hawaii Emergency Management Agency must accomplish and the capability of personnel provided through the contract.*

Stephen F. Logan  
Colonel  
Acting Adjutant General

Posted: April 15, 2020