

Addendum 2

Responses to additional questions related to RFP *To Plan, Conduct, and Evaluate a Regional Disaster Debris Tabletop Exercise*

(responses to questions 1 – 13 are included in Addendum 1)

Q14. *Please confirm that a DBE registered with the Virginia Department of Minority Business Enterprise would be recognized as being certified by another state agency as a Disadvantaged Business Enterprise and would meet the BMC subcontract participation goals.*

A14. BMC will recognize a DBE registered by another state as being a certified Disadvantaged Business Enterprise and would meet the BMC subcontract participation goals.

Q15. *Page 9, Required Terms and Conditions: May bidders review the contract terms during the proposal phase or is this only available for review if selected for contract award?*

A15. Bidders may review the standard BMC contract. It is currently being updated and will be posted on the BMC web page by 5 PM Tuesday, March 15th.

Q16. *Will Government Furnished Equipment (GFE) be provided for this contract?*

A16. Note that the Baltimore Metropolitan Council is a private, non-profit, quasi-government agency. The Baltimore Metropolitan Council will secure rooms for all project meetings. If needed, BMC will also provide a laptop and projector for use during the meeting. Other equipment needed for the project should be provided by the contractor.

Q17. *Will the work be conducted on the Government's site?*

A17. Note that the Baltimore Metropolitan Council is a private, non-profit, quasi-government agency. It is anticipated that the selected contractor will conduct most work at its site. Project meetings will be held at a location secured by BMC, but not necessarily at the BMC offices.

Q18. *What are the requirements for the audio/visual component to support the TTX (reference in Products under Task 2)?*

A18. There are no requirements for an audio or video component to support the TTX; however, these tools may be used to support the TTX if deemed appropriate.

- Q19. *What are the requirements for the camera-ready version of the AAR/IP referenced under the General Product Requirement section?*
- A19. The camera-ready version would not be bound.
- Q20. *If a prescribed product is the TTX scenario, how much flexibility is provided to enhance or deviate from the 2009 scenario?*
- A20. There are no requirements for the TTX 2011 scenario to be similar to the 2009 scenario. The scenario should be developed from input provided by all participants during the planning meetings.
- Q21. *Is the required situation manual a scene-setter or an event/incident list that plays out the 2009 TTX scenario?*
- A21. The situation manual will be developed for this TTX and does not need to reflect events or incidents from the 2009 TTX. The SitMan, all exercise documentation and the exercise as a whole are expected to follow HSEEP guidelines as appropriate. Refer to HSEEP Volume II for guidelines on exercise documentation.
- Q22. *Where, when and how can the 2009 TTX scenario be accessed?*
- A22. The details from the 2009 TTX will be provided to the selected contractor upon start of work.
- Q23. *Are there requirements for local subject matter experts to be involved in the evaluation? Is there a designated senior evaluator? Is there a designated rehearsal requirement?*
- A23. Evaluators should be subject matter experts. There is not a designated senior evaluator. There is not a designated rehearsal requirement.
- Q24. *Timeline:*
- a. *Can the after-action conference follow on the heels of the TTX?*
 - b. *If the after-action conference can be held on the heels of the TTX, is it permissible to provide the final after action/IP after January 4 in order to obviate a holiday scheduling issue?*
- A24. a. The After Action Conference should be held after completion of the draft After Action Plan / Improvement Plan.
b. If significant schedule issues are anticipated related to holiday schedules, BMC will work with the selected contractor and adjust / extend the project schedule.
- Q25. *Who, if anyone, will be out-briefed on findings and recommendations? Who will conduct the out-briefing? What role do the evaluators play in the out-briefing?*

- A25. BMC may request the contractor to present at one meeting not itemized in the Contractor Duties. The presentation may be made to the Disaster Debris Planning Task Force, Baltimore Urban Area Homeland Security Work Group, or other relevant stakeholder group. There is no requirement regarding who makes the presentation. There is no required role for the evaluators.
- Q26. *What are the follow-on requirements, if any?*
- A26. There are no follow-on requirements.
- Q27. *You clarified that BMC may be able to arrange for additional exercise facilitators for small groups. Does BMC anticipate arranging for exercise evaluators, or is the contractor expected to provide evaluators?*
- A27. If the contractor needs BMC to provide exercise evaluators, that should be stated in the proposal. It is preferred that the contractor provide at least half of the needed evaluators.
- Q28. *Will DBE requirements be fulfilled by food and / or reproduction?*
- A28. The DBE participation rate is a goal not a requirement. Yes, this can be fulfilled by food and / or reproduction.
- Q29. *Will additional meetings with UAWG require the contractor to present in person, or will remote meetings be accepted to reduce contract cost?*
- A29. The contractor may be requested to make one additional presentation. It is possible that the presentation could be made using remote meeting technology.
- Q30. *Does BMC maintain pre-disaster debris management/monitoring contracts, pre-disaster debris removal contracts, or both?*
- A30. BMC does not maintain any debris-related contracts. Any contracts related to debris would be maintained by the local jurisdictions and the state. The state, through the Department of General Services, has debris contracts that can be used by state agencies or local jurisdictions (refer to http://dgsweb.dgs.state.md.us/activebpo/Comm_Emergency.html). The selected contractor will be briefed on the details of all contracts upon start of work.