

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICTATION:** Emergency Management Consultant, On-Call 12/20/2023

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**CHANGES TO ORIGINAL SOLICITATION**

1. Firms shall review and submit REVISED ATTACHMENT 2 – PRICING SHEET.

**QUESTIONS/RESPONSES**

Q1. Regarding Attachment 2 and Exhibit A, please confirm that Item 1 is intended to address all supported work tasks under Work Tasks 3.1, 3.2, 3.4 and 3.5.

R1. Confirmed.

Q2. Regarding Attachment 2 and Exhibit A, please confirm that Item 2 is intended to address all supported work tasks under Work Tasks 3.3.1.

R2. Confirmed.

Q3. Regarding Attachment 2 and Exhibit A, please confirm that Item 3 is intended to address all supported work tasks under Work Tasks 3.3.2.

R3. Confirmed.

Q4. Regarding the blended rates by type of service, would the County be willing to add line item for the Program Manager, since this individual is specifically called out as a requirement in the RFP Item 6.1.1 instructions?

R4. See Addendum 2.

Q5. Regarding the blended rates by type of service, would the County be amenable to vendors providing labor category and rates that align to levels of expertise/experience? For some services areas, especially exercises, there may be a very different set of skill sets required depending on the task. Allowing us to provide rates by staff experience would allow us to provide a more cost-effective approach to individual task pricing.

R5. See Addendum 2. The County will only consider pricing that is an hourly rate.

Q6. As part of the solicitation, REVISED Attachment 2 – Pricing Sheet is an Excel file. Should we upload the working Excel file, or is it acceptable to upload a PDF version of our pricing sheet?

R6. As stated in Attachment 2, firms should submit as an Excel file as it is a fillable form.

Q7. What is considered supporting documentation for proposed pricing? Is it requested or required?

R7. Any supporting documentation the firm wishes to submit regarding pricing.

Q8. Please confirm that, with the exception of On-Site Training and Exercises, all work will be remote.

R8. Some in-person consultation meetings may be requested.

Q9. Could you provide the percentage or point breakdown that will be used to evaluate the submittal requirements? While there is an evaluation criteria in Section 5.0, it does not specify points.

R9. A Selection Committee will evaluate all responses for compliance to the solicitation requirements.

Q10. Could you please clarify which project staff are required to have the CEM or FPEM designation?

R10. At least a lead project staff member must maintain a CEM or FPEM designation.

Q11. Would Lake County potentially use the resulting contract for response support, post-disaster recovery, or mitigation support? The latter two are in large measure specialized grant management assistance.

R11. No, this contract is not intended for response support or post-disaster recovery. However, mitigation support requests may be made in alignment with tasks outlined under Work Tasks 3.4 and 3.5.

Q12. Are there GIS requirements or tasks required of each contractor?

R12. GIS requirements may be included in requested projects and assignments for the vendor. (see Exhibit A, Section 2.6)

Q13. What licenses or certifications are required for the vendor profile section?

R13. See RFP Section 6.0, Delivery and Submittal Requirements.

Q14. Are offerors to provide a maximum of 5 references as stated in the reference form or are offers to provide a maximum of 3 references as stated in the RFP?

R14. Firms shall submit a proposal that best represents the firm.

Q15. Are offerors to provide fully-burdened rates with pricing or are travel and ODCs billed separately?

R15. Please review REVISED ATTACHMENT 2 – PRICING SHEET. Lake County will not accept nor authorize payment for travel time or expenses incurred for travel. The hourly rate must commence on the job site.

Q16. Please clarify what supporting documents for proposed pricing offerors are required to submit.

R16. See R7 above.

Q17. Are offerors allowed to submit a resume for additional team members or should offerors only submit a resume for the Project Manager?

R17. Resumes for additional team members may be submitted under Section 8, Other Information.

Q18. Are offerors required to submit Exhibit D and E with proposal responses and if so, are they to be submitted in Section 2, Forms?

R18. Offerors shall submit a completed Exhibit D under Section 8, Other Information.

Q19. Are offerors required to provide Certified Emergency Manager (CEM) certifications for only the Project Manager or for all the individuals that comprise the project team?

R19. At least the Project Manager should have a FPEM or CEM certification.

Q20. What are the certification/qualification requirements for training instructors?

R20. Training instructors should be recognized by the State and be qualified to conduct emergency management training in Florida. Trainers should have completed L-449 or equivalent adult education course requirements.

Q21. What are the software system compatibility requirements?

R21. See Exhibit A, 2., 2.4, and 2.5.

Q22. We request an exception to Exhibit C, General Terms and Conditions, Preparation of Proposals.

R22. Exhibit C is standard solicitation language and will not change. Awarded firm will submit invoices as stated in Attachment 2.

Q23. We request an exception to Exhibit C, General Terms and Conditions, Right to Audit.

R23. Exhibit C is standard solicitation language and will not change.

Q24. We request an exception to Exhibit A, General Terms and Conditions, Health Insurance Portability and Account Act (HIPAA).

R24. Exhibit C is standard solicitation language and will not change. Vendor will not be provided access to HIPAA protected information.

**ACKNOWLEDGEMENT**

Firm Name: Click or tap here to enter text.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: Click or tap here to enter text.

Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Primary E-mail Address: Click or tap here to enter text.

Secondary E-mail Address: Click or tap here to enter text.