

# **RFC: Homeland Security Training and Exercise Planning Services**

## **Addendum #1 Questions and Answers**

### **November 25, 2024**

#### **QUESTIONS & ANSWERS**

Please note that the questions may have been shortened, combined, or edited for clarity.

Question 1: Will the training, exercise planning, and response plan review services be conducted on-site, virtually, or in a hybrid format?

*Answer: Training and exercise services will be conducted on-site. Response plan review may be conducted off-site.*

Question 2: Does CRCOG require a FEMA certificate of training be provided for referenced emergency management specific training classes to first responders and municipal employees?

*Answer: Yes*

Question 3: How many jurisdictions utilize Salamander software systems in the COG?

*Answer: The majority of our member communities.*

Question 4: Is there a local firm preference?

*Answer: Yes*

Question 5: Does CRCOG require the winning firm to provide a single individual to work part time at the COG? In other words, is it required for the winning firm to provide support physically within the region 18-20 hours a week, or can the firm provide on the ground staffing for key meetings, exercises, training, etc. *as required* with other work being conducted remotely?

*Answer: CRCOG has a strong preference for a single individual to work on site.*

Question 6: If the winning firm is required to provide physical support 18-20 hours a week, will the CRCOG provide office space for the individual?

*Answer: Yes*

Question 7: Does the project have an approved budget, and if so what is the not to exceed amount?

*Answer: The project has been approved in an amount of up to \$60,000 per year.*

Question 8: Are the 18-20 hours per week, flexible time during the day or are there set hours?

*Answer: The hours are flexible.*

Question 9: How will billing be handled (e.g., weekly, monthly, by deliverable, etc.)?

*Answer: The contractor will submit invoices every two weeks.*

Question 10: What is the process for handling requests from the individual communities in the CRCOG who will be served by the contractor since it states that the contractor will develop and conduct TTX's for member municipalities on request. Is the expectation that each municipality will get their own TTX? How many TTX's are reasonably expected?

*Answer: The CRCOG Director of Public Safety and Homeland Security will handle the request process. Each municipality may get their own if requested but over a cycle of several years.*

Question 11: What regional emergency response plans are included beyond those listed in the RFC?

*Answer: At this point it would be those three plans listed.*

Question 12: What level and type of assistance is needed with Everbridge, WebEOC, and Salamander software systems? Does this involve IT support or maintenance?

*Answer: A working knowledge and basic assistance. No.*

Question 13: How many SME presentations are anticipated/expected? The RFC states "as necessary."

*Answer: The number is dependent upon requests from member communities.*

Question 14: Who will issue attendance certificates for the ICS 300/400 courses? Will it be the contractor, the CRCOG, or the state?

*Answer: CRCOG works with the State to issue certificates.*