



BPHC Emergency Operations Plan (EOP) Update Vendor Questions and Answers

- 1. RFP II.2.g.ii: The vendor will conduct a minimum of two (2) HSEEP-compliant drills and at least one (1) tabletop exercise for BPHC staff on key components of the EOP. Will BPHC please provide additional detail regarding the scope of the drills and tabletop exercise, including the expected scope of each event, duration, and number of participants?**

The specific scope of the drill and the tabletop exercise will be determined once the EOP update is completed. The drill and tabletop are intended to ensure that key BPHC staff are aware of the plan and their expected role. The duration and number of participants will depend on the component of the plan that is chosen to be exercised.

- 2. RFP IV.b: Brief description of two projects of relevant experience related to this project (1 page), including samples of work. Will BPHC please confirm that the work samples are not included in the page limit, and that the page limit applies to the brief descriptions of both projects?**

The work samples are not included in the page limit. The page limit only applies to the brief description of the two relevant projects.

- 3. Has BPHC completed a COVID-19 After-Action Report?**

BPHC has not completed a full after-action report for COVID-19.

- 4. Does BPHC have an existing Integrated Preparedness Plan that could be shared at this time?**

BPHC has an existing public health emergency preparedness (PHEP) integrated preparedness plan (IPP). This plan will be shared with the awarded vendor.

- 5. What is the expectation of on-site vs remote work?**

The majority of this work can be completed remotely. It is expected that there may be occasions when on-site work is required such as community partner meetings and the stakeholder review in September 2023. The most beneficial format for these sessions will be agreed upon by BPHC and the awarded vendor.

- 6. Can BPHC provide clarity on the number of stakeholder/key informant engagement session it would like to conduct? Does BPHC have an existing/preferred method for community engagement, such as preexisting community committees, or attending standing community group meetings? Is it BPHC's preference to conduct these engagement sessions in person, virtually or some combination of both?**

Proposals should include the sessions that the vendor proposes to conduct. BPHC does not have a set number of sessions that we would like conducted at this time. BPHC does have several existing standing forums that can and should be used for engagement, however the appropriate engagement process will be determined and agreed upon during the project period. These sessions can be conducted in a combination of both virtual and in person sessions.

- 7. Can BPHC provide clarity on the number and type of job aids and response tools that are being requested?**

BPHC does not have a set number of job aids and response tools that are being requested at this time.

- 8. Does BPHC have an online learning management system? Are the trainings to be designed for and provided in an online environment or a classroom setting?**

The Office of Public Health Preparedness has an online learning management system through our DelValle Institute for Emergency Preparedness. Most trainings will be designed for an online environment. BPHC's new hire orientation is a 2-day in person session.

- 9. Is the vendor responsible for providing all facilitation/control/evaluation staff for the exercises or will BPHS support exercise staffing?**

The facilitation/control/evaluation staff for the exercises will be a combination of vendor and BPHC staff. Proposals should include the proposed number of vendor staff and BPHC staff that would be needed for the exercises.

10. Is the vendor responsible for any of the logistics costs associated with the exercises, such as facility space, refreshments, etc.?

No, BPHC will cover any logistics costs associated with the exercises separate from this RFP.

11. Regarding the brief description of two projects, is the page limit one page per project description, or one page total for both project descriptions?

The page limit is one page per project description.

12. Do the BPHC Standard Contract Forms need to be included in the submission of the proposal, or are they required to be submitted upon notice of being awarded the contract?

The BPHC Standard Contract Forms must be included with the submission to help expedite the contract execution for the awarded vendor.

13. Overview: The RFP states on page 2 in Section I-Overview that, "As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresented businesses that includes Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Service-disabled Veteran-owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to apply to this RFP" What is the percentage allocated to this part?

There is no specific percentage allocated. An evaluation team will score the proposals received in accordance with the terms of this RFP in the following manner:

Qualifications, Experience and References: (60 Points)

Pricing / Rate Proposal: (20 Points)

Work Plan and Schedule: (20 Points)

14. Scope - 2.b Stakeholder and Key Informant Information Sessions. The RFP states on page 3 in Section 2 Project Deliverables that, "The selected vendor will attend and facilitate all sessions." Are these expected to be in-person sessions, virtual, or hybrid?

These meetings will be a combination of in person and virtual, however it's expected that most can be conducted virtually.

15. Scope 2.d Draft Plan The RFP states on page 4 in Section 2 Project Deliverables that, "The draft plan will include a base plan along with a minimum of ten (10) functional

and hazard-specific annexes to be agreed upon between the vendor and the BPHC planning team.” Is that 10 total annexes, or 10 functional and 10 hazard annexes, for a total of 20 annexes?

This would be 10 total annexes, a combination of functional and hazard-specific annexes.

16. Proposal Requirements b. Brief Description of Two Projects. The RFP states on page 5 under Proposal Requirements to submit a “Brief description of two projects of relevant experience related to this project (1 page), including samples of work.” Can BPHC clarify if the two projects can be the same as the references?

Yes, the two projects can be the same as the references.

17. Proposal Requirements b. Brief Description of Two Projects. The RFP states on page 5 under Proposal Requirements to submit a “Brief description of two projects of relevant experience related to this project (1 page), including samples of work.” Can BPHC clarify what kind of samples to provide?

Samples of work may include previous EOPs written, exercise design documents, training design documents or any other final products that demonstrate experience in completing work similar to the deliverables outlined in this RFP.

18. Section I of the RFP (Overview, page 2) states that vendors will “...work with OPHP staff to develop and deliver training, drills, and/or information sessions to BPHC staff about the EOP.” Will the vendor be expected to deliver/conduct the training and/or information sessions? Or is it the expectation of the client that the vendor develops training and talking points for delivery by the staff of the DelValle Institute Learning Center?

Delivery of the trainings and information sessions will be a combination of vendor and BPHC staff.

19. Section II of the RFP (Scope of Work, page 3) describes a core project team and a steering committee to help guide the project. Is it a reasonable expectation that these will be comprised of staff from BPHC, OPHP, and external stakeholders?

Yes, this is a reasonable expectation.

20. Section II of the RFP (Scope of Work, page 4) describes four target audiences for training on the EOP. Is it a reasonable expectation that these will require four separate training presentations (with similar content but varying depth)?

Yes, this is a reasonable expectation.

- 21. Section II of the RFP (Scope of Work, page 4) describes the creation of job aids and response tools.** Can you clarify the expectation regarding what these will look like (e.g., response binders, online files, or a combination of both)?

These will likely be online files so that they can be adapted by BPHC in the future. The awarded vendor and BPHC will coordinate on the best format for these during the project period. Any printing costs associated with the job aid and response tools will be covered by BPHC outside of the scope of this contract.

- 22. Section II of the RFP (Scope of Work, page 4) describes target audiences for training on the EOP.** Can you clarify how these trainings will be delivered (e.g., in-person, online-synchronous, or online-asynchronous)?

This will be determined between BPHC and the awarded vendor based on the specific content to be delivered.

- 23. Section II of the RFP (Scope of Work, page 5) states that “the vendor will conduct a minimum of two (2) HSEEP-compliant drills and at least one (1) tabletop exercise for BPHC staff on key components of the EOP.** Can you clarify the expectations regarding the after-action reporting/improvement planning (e.g., one comprehensive report covering all exercises, or multiple smaller reports)?

The expectation is that there will be multiple smaller reports, one for each exercise.

- 24. Section II of the RFP (Scope of Work, page 5) describes the need to incorporate a T&E Schedule into the BPHC PHEP Integrated Preparedness Plan.** Can you provide clarification as to whether this IPP exists currently, or whether it will be developed in conjunction with the deliverables of this RFP?

BPHC has an existing PHEP IPP.

- 25. Section VI of the RFP (Period of Performance and Location, page 6) describes the location as “remote and occasionally in person”.** Can you confirm that exercise planning meetings (as outlined by HSEEP) can be conducted virtually?

Yes, the exercise planning meetings can be conducted virtually.

- 26. Section II (Scope of work page 3) refers to stakeholder and key informant information sessions. It states that the vendor is to hold meetings with programs, departments, community partners and agencies to gather necessary information.** Will these be held in person or virtually? If in person, is there an expectation for the vendor to be in person for all, some, or none of the meetings?

These sessions can be conducted in a combination of both virtual and in person sessions, with the majority being virtual. The vendor is expected to attend and support all stakeholder and key informant information sessions. These will be scheduled at a mutually agreed upon time between BPHC and the awarded vendor.

27. Section IV (Proposal Requirements) requests 2 project descriptions of relevant information related to this project in maximum of 1 page; however, there is also a request for samples of work. Is there a max number of pages for the samples of work?

There is not a max number of pages for the samples of work. These are not included in any page limits outlined in the RFP.