



ADDENDUM

for

LOCAL AND REGIONAL JAIL EXERCISE

**RFP NO.
EM-RFP-2013-03**

January 8, 2013

THE FOLLOWING QUESTIONS WERE SUBMITTED FOR CLARIFICATION BY THE JANUARY 2, 2013 DEADLINE. DUPLICATIVE QUESTIONS WERE COMBINED FOR THIS ADDENDUM.

Please clarify the project time.

Proposals are due no later than 3:00 pm on January 18, 2013 and project must be completed by August 31, 2013. Due to the limited timeline the Hampton Roads Planning District Commission (HRPDC) will work to expedite the proposal review and contract award period. It is anticipated that a contract would be awarded by March 1, 2013; however, the HRPDC reserves the right to extend this timeline if needed.

Please clarify the funding available.

The maximum contract award amount for this project is \$30,000. This amount would be inclusive of the awardee's time and material costs.

Please clarify the number of the RFP statement "to provide a training and exercise series to evaluate and enhance the capabilities of the 11 local and regional jail facilities."

As part of this project each jail facility needs to take part in the HSEEP compliant training and exercise series. It is up to the individual proposers to recommended concepts (i.e., regional exercise, individual jail exercises, etc.). Proposal methodology is one of the evaluation criteria.

Please clarify the term "exercise series."

Similar to the previous question, each jail facility needs to take part in the HSEEP compliant training and exercise series. It is up to the individual proposers to recommended concepts (i.e., regional exercise, individual jail exercises, etc.). Proposal methodology is one of the evaluation criteria.

Please clarify the evaluation criteria of "knowledge of the Hampton Roads area" and "Knowledge of Virginia Corrections Standards." Is this a mandatory for proposal submission?

This requirement is not mandatory for submission. All proposals will be evaluated against the identified ten independent criteria and evaluated accordingly.

Please clarify the qualifications of "local adult corrections, Virginia correction standards, and Jail Emergency Response Operations.? Is this a mandatory for proposal submission?

This requirement is not mandatory for submission. However, proposals that demonstrate an understanding and experience in these areas will be evaluated accordingly.

Please clarify the insurance requirement. Does a certificate of insurance need to be included in the proposal?

Yes, proposers should submit a certificate of insurance with their proposal submission.

Please clarify the list of other obligations (Section IV.B.3). Does this requirement need to be listed for the company or for the individuals whose resumes are submitted?

The HRPDC is requesting that a list of current obligations for individuals whose resumes are submitted be included in the proposal. The HRPDC does not need a general list from the company.

How many references should be included in the proposal?

Each proposer must provide a minimum of three references.

Please clarify the weighting that is assigned to the proposal evaluation criteria.

Specific weights have not been assigned. Each proposal will be evaluated against how well they demonstrate the evaluation criteria categories.

Please clarify small business participation, is additional consideration given if a small business or Virginia-based small business is included in the proposal?

There is no SWAM requirement; however, additional consideration will be given to those vendors who are, or who will partner with, SWAMs.

Please clarify the criteria of "Ownership of firm by minority or participation of minority personnel, or subcontractors on the project."

Only the company (primary or subcontractor) registered as a SWaM or DBE needs to be identified. This requirement does not include the identification of individual minority personnel. Lack of minority participation is not an automatic disqualification.

Please clarify if the one-page descriptions of previous projects are exclusive of the reference listing.

The one-page descriptions and references can be the same, but are not required to be. If they are the same, they need to be listed separately in accordance with the requested proposal format.