

Answers to RFP#19-02 THIRA Phase 3: Regional Planning Framework for Family Assistance Center Operations (FAC), and Joint Information Center (JIC)

12/14/2018

1. This RFP is titled "Phase 3". Does this task follow in subject matter from Phases 1 and 2? Do we need access to the material, findings, or other outcomes from Phase 1 and 2 to adequately respond to Phase 3?

*Phase 3 does follow in subject matter from Phases 1 & 2, specifically in the expansion of the areas of Family Assistance Center (FAC) and Joint Information Center (JIC) planning and coordination for the CVEMA region. The entire THIRA document (Phases 1 & 2) was completed in 2018. This document is available upon request, if needed.*

2. Is there an incumbent from Phase 1 and 2? If so, can you share that company name?

*Dewberry*

3. Can we know the ceiling value of the State Homeland Security Program (SHSP) grant?

*We are seeking a responsible and responsive bid that would encompass the tasks and timelines that we are proposing.*

4. Does the RRPDC have a preferred contract format (example: Firm Fixed Price or Time and Materials)?

*The RRPDC prefers a Firm Fixed Price format.*

5. Page 7, Letter H states that we are to provide "up to 3" project summaries. Are we required to submit 3 or can we submit more or less?

*We prefer no more than three (3) project summaries to be submitted. Fewer are acceptable.*

6. Can we submit a project summary that is relevant to this RFP but older than 24 months?

*We are open to reviewing any submitted summaries and are particularly interested in projects that that best illustrate the vendor's work product as it relates to our proposal.*

7. In reviewing the RFP, on page 6, Section 6 - Selection Criteria there is a reference to "overall weighting" but no percentages are provided in the list. Can you provide criteria weighting percentages?

*Please refer below for criteria weighting percentages:*

- Professional qualifications and experience of the individuals to be assigned to the project – **20%**

- Relevant projects in the proposer's and assigned individual(s)' portfolio of completed projects – **20%**
- Experience in regional (multi-jurisdictional) planning activities that require customization to meet local needs, priorities and practices – **30%**
- Knowledge and familiarity with the Virginia Department of Emergency Management, the Commonwealth's protocols and local authorities and responsibilities for FACs and JICs – **10%**
- Capacity of the proposer's ability to perform the required work activities within the time and budget constraints, taking into account current and anticipated workload during the first quarter of calendar year 2019. **20%**