

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott
Governor

Celeste Philip, MD, MPH
State Surgeon General

Vision: To be the **Healthiest State** in the Nation

Addendum # 4
ITB DOH17-004
Region V Medical Countermeasure Exercises

DATE: September 27, 2017
TO: Prospective Vendors
FROM: **Tamara Harrington**, Department of Health
Purchasing
SUBJECT: Addendum 4 to DOH17-004

This addendum serves as notice of the changes in the sections listed below and to provide answers to questions submitted per **Section 2.4 Timeline**, of the solicitation:

Deletions are indicated by “~~strikethrough~~” or reference. Additions, updates or replacements are indicated by **highlighting**.

1. **Section 1.1 Statement of Purpose**

The purpose of this Invitation to Bid (ITB) is for the Department of Health to obtain competitive prices for the planning and implementation of a Point of Dispensing (POD) ~~Functional Exercise~~ **Full-Scale Exercise** for the Florida Department of Health in the nine counties of Region V.

2. **Attachment A Scope of Services, Section B, Task 4**

Create all exercise documentation within the HSEEP Guidelines and timelines. For each county participating in the Full-Scale Exercise, develop, print, and provide exercise documents including:

- a. Exercise Plan
- b. ~~Situational Manual~~
- c. Master Scenario Exercise List
- d. Exercise Participant Sign-in Sheets
- e. ~~Evaluator Handbook~~
- f. Controller & Evaluator Handbook
- g. Exercise Evaluation Guides
- h. Participant Exercise Evaluation Form

3. **Attachment A Scope of Services, Section B, Task 1**
Conduct Initial Planning, Midterm Planning, Final Planning Meetings and additional meetings **in person** as determined to meet the planning needs. Provide agendas, sign-in sheets and meeting minutes of Initial Planning, Midterm Planning, Final Planning and any other meetings related to the exercise planning for each Region V county within the assigned timeframe.

4. **Attachment A Scope of Services, Section B, Task 3**

Volunteer management to include recruitment and vetting of volunteers to meet the age, agency affiliation requirements and quantities required for each Region V county. Coordinate the collection of volunteer forms such as photo release and under age parental approval forms. Provide volunteer briefing, ~~transportation to the exercise site~~, track volunteer movement through the exercise, **and** debrief volunteers immediately after the exercise.

5. **Attachment A Scope of Services, Section B, Task 8**

Conduct After-Action Conference **in person** within 30 days from the conclusion of each county's Full Scale Exercise. Provide agendas, sign-in sheets and meeting minutes.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Questions and Answers
ITB DOH17-004
Region V Medical Countermeasure Exercises

Q1) The Invitation to Bid (ITB) uses the term Functional Exercise (Page 3, Section 1.1 Statement of Purposes) and Full-Scale Exercise in the remainder of the ITB. Please confirm the desired exercise type is nine (9) Full-Scale Exercises.

A1) Refer to #1 on page 1 of this addendum.

Q2) Is there an expectation that the nine (9) Full-Scale Exercises in Region V will be conducted simultaneously or on separate dates at the discretion of the FDOH Region V Planners?

A2) No, there is not an expectation that the nine full-scale exercise will be conducted simultaneously. The dates of the exercises are at the discretion of the FDOH Region V Planners.

Q3) Is it possible to identify how many exercises will be Drive-Thru and how many will be Walk-Thru?

A3) The use of drive-thru and/or walk-thru PODs will be determined by each county throughout the planning meetings.

Q4) Page 16, Tasks #4 b. Situational Manual is used for Discussion-Based Exercises and not Operations-Based Exercises. Is this a typo in document deliverables?

A4) Refer to #2 on page 1 of this addendum.

Q5) Page 17, Tasks #10 Is the deliverable expectation of professionally produced video or is compiled video footage from documenting the history of each exercise along with organized still photos acceptable?

A5) No. Photos and videos do not need to be professional produced.

Q6) Page 20, Attachment C: Reference Form - The Department of Health will not be accepted as a reference for this solicitation. Does it apply solely to FDOH-Central or does this extend to the DOH County level as well?

A6) It extends to the counties as well. DOH may not be used as a reference, regardless of location.

Q7) Is the awarded firm responsible for providing refreshments and/or lunch for exercise participants?

A7) No.

Q8) Is the awarded firm responsible for providing t-shirts to exercise volunteer and exercise players?

A8) No.

Q9) Is the awarded firm responsible for any rental space for exercise meetings and/or exercise conduct?

A9) No. The vendor will not be responsible for rental space, chairs, tables etc.

Q10) Is this one exercise in nine locations on a single day with multiple agencies participating, or should this be treated as 9 separate exercises on nine different days?

A10) See answer #2.

Q11) Will multiple locations within each county be participating, or will there be one POD per county? Please expand on the scope of participation.

A11) See answer #2.

Q12) Is the intent to drill each POD for throughput capacity or more of a scripted full scale exercise with injects and a Master Scenario Events List (MSEL)?

A12) The intent is to have one master scenario for all 9 counties but to test dispensing throughput in each POD that is open for the exercise

Q13) Is there an opportunity to consolidate planning and post-exercise meetings with the participating counties or is it the intent to conduct 27 planning meetings (3 per county), nine exercises, and nine after action meetings?

A13) All planning meetings can be conducted together but there will be 9 exercises and 9 after action meetings.

Q14) What is the amount of the grant award that is funding this project?

A14) The budget for the exercise will not be disclosed.

Q15) Are the exercises to take place concurrently in each county or separate exercise dates?

A15) See answer #2.

Q16) Will the scenario and planning take place as one group or will each county have their own planning committee?

A16) Scenario and planning will take place as a group. Some planning may be necessary for the individual counties based on the scenario.

Q17) Task 1 – Are planning meetings expected in person or virtual?

A17) Refer to #3 on page 2 of this addendum.

Q18) Task 2 – Are the items listed for exercise logistical support for exercise staff or players? For example would the contractor be expected to provide radios to exercise participants for their roles or just for controllers for exercise control communications?

A18) Logistical support is for the exercise participants, controllers, evaluators, volunteers, etc. For example, everyone should have a badge/shirt/vest as appropriate identifying their role in the exercise.

Q19) Has funding for this project has been approved, and if so how much is available?

A19) See answer #14.

Q20) Task 3 –By volunteers, do you mean the people who will go through the POD?

A20) Yes.

Q21) Do you have access to volunteer groups / contacts in each county that we can coordinate with?

A21) Yes. Many of the counties have contacts for groups that have been used in the past.

Q22) Is the expectation to have about 60 volunteers per site?

A22) No. The number of volunteers per site will be based on the needs of each county. That can be determined during the planning process.

Q23) What is the vetting process you are looking to use?

A23) The vetting process is usually based on organizational affiliation. Volunteers will need to complete a registration form determined during the planning.

Q24) What is the expectation on transporting volunteers to the exercise site?

A24) Refer to #2 on page 2 of this addendum.

Q25) Task 4 – A situation manual is not typically used for a FSE. Is there a need for a situation manual for this exercise?

A25) Refer to #2 on page 1 of this addendum.

Q26) What is the difference between an Evaluator Handbook and a Controller & Evaluator Handbook?

A26) There is no difference, this was a typo. The correct name of the handbook is the Controller & Evaluator Handbook.

Q27) Task 8 – Will the After Action Meeting take place in person?

A27) Refer to #5 on page 2 of this addendum.

Q28) One After Action Meeting for each county or all together?

A28) Each county will have an After-Action meeting and the information will be rolled into the final After-Action report.

Q29) Task 10 – What is the intended use of the photos and video?

A29) Photos and videos will be used to document the exercise.

Q30) Do you need the vendor to edit or just shoot video and photos?

A30) No. Photos do not need to be edited prior to releasing them to the counties.

Q31) Can the region share a budget with the proposers?

A31) See answer #14.

Q32) Do you have an exercise date (or dates) in mind?

A32) No, however, all full-scale exercises must be completed by April 5, 2018 per section B of Attachment A.

Q33) Would DOH consider extensive experience successfully developing and conducting HSEEP exercises in lieu of a master exercise practitioner certification?

A33) No. Per program guidance, a Master Exercise Practitioner must develop the exercise.

Q34) We understand that a MEP certification is a nice-to-have but this requirement would exclude many other qualified firms and potentially increase the cost, thereby reducing competition and cost-efficiency. Would DOH please consider removing this requirement and replacing it with an experience and/or references requirement?

A34) See answer #33.

Q35) To understand the number of controllers and evaluators and dispensing timer needed, can you please clarify the following scope questions:

- a) The number of exercise sites should we estimate?
- b) Should we anticipate that the region will provide controllers, evaluators, and/or dispensing timers?
- c) Are any additional exercise sites participating in the exercise and require control and evaluation, for example, Emergency Operations Centers? Facility Operations Centers?
- d) Will the exercise be conducted simultaneously in all nine counties? Or is it possible to split the exercise over multiple days?
- e) How long would you like exercise play to last?

A35) See below for responses to each question.

- a) **At minimum, there will be 9 sites. Some counties will have multiple sites open during exercise play.**
- b) **No. The vendor will need to coordinate any existing resources and provide additional to meet the needs of the counties.**
- c) **Yes. Some counties are opening additional sites.**
- d) **See answer #2.**
- e) **This will be based on the individual counties and will be determined during the planning meeting.**

Q36) Please clarify the volunteer management requirements

- a) Will the vendor be responsible for working with local volunteer groups to coordinate volunteers?
- b) The RFP states that vendor is responsible for providing transportation for volunteers. Please confirm we should include an estimate to pay for commercial transportation, or if it is acceptable to estimate that the vendor will coordinate with local transit agencies to arrange for transportation for volunteers using county transit at no additional cost to the Region. If we are required to include an estimate for paying for transportation, please provide an estimate that proposing vendor should include. (By providing all vendors with this estimate, it allows you, the RFP evaluation team, to better compare proposals responses.)

A36) See below for responses to each question.

- a) **Yes**
- b) **Refer to #4 on page 2 of this addendum.**

Q37) Please confirm that the exercise locations will not need to be rented and will come with appropriate infrastructure to support an exercise of this magnitude (e.g. bathrooms, lights, chairs, tables, etc.)

A37) See answer #9.

Q38) Given the geographic size of the region, should the exercise planning meetings be conducted in person or virtually?

A38) See answer #17.

Q39) For cost-efficiency would the region consider conduct some of the exercise planning meetings using webinar and teleconference capabilities?

A39) See answer #17.

Q40) Please better describe the video and photo requirements for the exercise?

A40) See answer #5.

Q41) Some counties have local PIO and television stations that might provide professional video and photo services and thereby reducing the cost of the exercise. Are we able to access these services?

A41) Yes

Q42) To help guide our solution and understand the level-of-effort being sought, can DOH please provide an estimated budget or not-to-exceed amount for this effort?

A42) See answer #14.

Q43) What is the basis for evaluation of bids which will be used by DOH?

A43) Refer to section 2.7 of the ITB.

Q44) Based on the information contained in the solicitation, does DOH only require bidders to submit Attachment B, C, and D, along with evidence of Master Exercise Practitioner certification or does DOH also seek a technical approach, firm information, and information regarding personnel?

A44) Refer to sections 3.6 - 3.8 of the ITB.

Q45) Has an agent been identified for the stimulus of this POD operation, or will that be determined during the planning meetings?

A45) It will be determined during the planning meeting.

Q46) At what phase of the SNS operations will the FSE begin - CDC delivery of prophylaxis to state warehouse; prior to POD activation; at POD activation; other?

A46) The starting phase will be decided during the planning meetings. The state warehouse will not be participating in the exercise therefore the exercise will start after the delivery to the counties.

Q47) When was the last state or regional SNS/POD exercise conducted in Region V and within any of the region's counties?

A47) The last regional SNS/POD exercise took place in 2012 across 5 counties.

Q48) Will the selected contractor be provided with all available after-action reports from previous regional SNS activations and/or exercises? Who developed/managed those exercises?

A48) Yes, we will provide them. The county planners developed the exercise with assistance.

Q49) Can staffing for the FSE be supported from regional coalition members within Region V? If not, can they be drawn from regions other than Region V?

A49) The vendor will be responsible for coordinating and providing any additional staffing needed. The resources needed will be determined during the planning meetings.

Q50) What are the maximum number of POD locations per county anticipated to be active during the exercise?

A50) No more than 5 sites per county will be active during the exercise.

Q51) Will PODs be closed or public, or will that be determined during planning?

A51) The focus of this exercise will be on Open PODs though some Closed POD partners may also participate.

Q52) Will locations for the exercise PODs, SIMCELL, Hot Washes, and AAR Conference be provided by DOH or is this a contractor responsibility?

A52) The sites used in this exercise will be determined by each county per their plans and available resources. The contractor should be prepared to assist in this process, but only as needed.

Q52) Is the FSE to occur on a single day for all PODs in the 9 counties, or can it be scheduled for individual or groups of counties over multiple days?

A52) See answer #2.

Q53) Is this FSE a component of other related exercises which have occurred in the past or are scheduled to occur in the future?

A53) This exercise is part of a progressive series of exercises. A tabletop exercise was conducted in August and functional exercises will be completed in late 2017. The intention is not to combine the Region V MCM FSE with any other FSE conducted by other community partners at the same time.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.