



**State of Rhode Island
Department of Administration / Division of Purchases
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**Solicitation Information
November 1, 2013**

ADDENDUM # 1

RFP# 7524367

TITLE: Emergency Management Coordinator Retainer Services

Submission Deadline: Wednesday November 13, 2013 at 11:00 am (Eastern Time)

Notice to Vendors:

See attached questions received with responses. No further questions will be answered.

**Thomas Bovis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

RFP # 7524367

TITLE: TITLE: Emergency Management Coordinator Retainer Services

Questions:

1. Page 4, Section 3 General Scope of Work

- a. In paragraph (1), what is meant by the hiring of a provider of services that will reduce CCRI's overall costs?

To lower the overall costs of emergency preparedness services not only by providing the necessary subject matter expertise on a wide range of preparedness issues, but also by eliminating the need for CCRI to enter a RFP process for each individual service desired and potentially avoiding the need to add additional personnel.

- b. In paragraph (2), in what way should the vendor provide routine consulting without added cost? Does this mean without added costs over and above the value of this contract?

It means not to exceed the value of the contract unless an item is substantially outside the scope of services identified in the RFP, which would be open to negotiation. It does not include direct expenses such as travel, lodging, etc.

2. Page 4, Section 3

- a. a) 4 Ongoing Support – Can you disclose what officials attend the College's regularly scheduled emergency management meetings?

Police Chief and two Captains, Director and Associate Director of Physical Plant, Director of Administration – the goal is to expand this once a contract has been entered into and the process of developing this area begins.

b) Annual Deliverables

3.

- i. Is the annual exercise to be a tabletop, functional or full-scale exercise?

To be determined by CCRI in consultation with the vendor.

- ii. Are the exercise and after action report to meet the HSEEP standard?

Yes and other applicable standards required by the state of Rhode Island.

b.

- i. Will there be a process to enable the provider to “penetrate” the college’s departments and administration in order to ensure the alignment sought?

Efforts will be made to make College officials available as needed to complete the scope of work.

4. Page 4-5, Section 3 Activities/Tasks a-d
 - a. Is the College open to the policies, procedures, materials, information and documents that are required, to be developed as elements of a comprehensive, standards-based emergency management portal, where they are part of single dashboard for emergency management?

I am unclear as to the specific question that is being asked here. If it is whether we want to be part of a system in Web EOC or similar, then the answer is no.

- b. Has the College ever implemented any form of the Incident Management System (ICS) in its emergency management organization?

There has been some training in the College Police Department, but no formal implementation has taken place.

5. To whom, what department or what committee or council will the services provider report and coordinate activities and deliverables?

College Police and Director of Administration – this may change as establish and develop this area.

6. Is it the College’s intention that all services be accomplished within a single or specific number of years, or is it your preference to maintain this retainer relationship over the long term, in lieu of hiring a permanent Emergency Management Coordinator or Director?

There are several annual deliverables as part of the retainer RFP, so those must be met as specified, however the institution would evaluate the service provided vs. annual cost and quality to determine if a longer relationship best meets the needs of CCRI.