



Solicitation Information
October 9, 2018

Addendum #1

RFP# 7596698

TITLE: Anti-Terrorism Program Coordinator – Rhode Island Army National Guard

Submission Deadline: October 15, 2018 at 2:00 PM (ET)

Attached are vendor questions with State responses. No further questions will be answered.

Gail Walsh
Chief Buyer

Vendor A

1. Who Is the incumbent to this contract?

There is currently an incumbent who will be retiring shortly after this bid is awarded. This individual will remain for up to two weeks for a transitional phase.

2. What is the historical workload associated with this requirement?

The typical workload is mostly office work with some field work. We have meetings internal weekly and with State and Federal partners on a monthly basis. There are a few major documents that must be updated quarterly/yearly, in a few cases documents will need to be developed. There are multiple field assessment/inspection projects throughout the year. Once a year we perform our budget requirements to ensure funding for the upcoming year. Occasionally, we must answer taskings from NGB for information or products. Travel is required and is often 2-3 times a year.

3. How many full-time people working during the hours of 0700 to 1700 from Tuesday through Friday is required?

The current office needs are one full time person

4. What are the M-day working requirements for the contract personnel to fill the position? Are there any weekend requirements for the ATO?

There are no specific M-Day requirements, this is to ensure the coordination of support in the event that the individual hired is in the Guard or Reserve service. If so we would need to coordinate activities in case there is a need to work on a drill weekend.

5. What is the anticipated travel or Other Direct Cost required for the contract personnel? Travel costs as related to, assessments, conferences, training seminars, etc.

There will be travel each year for required anti-terrorism conferences. Average annual conference will cost approximately \$2,500.00. Travel costs vary by carrier, time of year and location of event.

6. Acknowledge that there are potential additional emergency hours required and will be addressed in monthly reports are directed by AT program oversight.

Additional emergency hours may be required, but no overtime is allowed. Workweek can be adjusted to account for additional hours if necessary.

Vendor B

1. Is there an incumbent for this work, and if so, who is it?

There is currently an incumbent who will be retiring shortly after this bid is awarded. This individual will remain for up to two weeks for a transitional phase.

2. Is there an anticipated level of effort in terms of FTEs?

The typical workload is mostly office work with some field work. We have meetings internal weekly and with State and Federal partners on a monthly basis. There are a few major documents that must be updated quarterly/yearly, in a few cases documents will need to be developed. There are multiple field assessment/inspection projects throughout the year. Once a year we must perform our budget requirements to ensure funding for the upcoming year. Occasionally, we must answer taskings from NGB for information or products. Travel is required and is often 2-3 times a year.

3. Page 5, Item 12 states that "ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor's Commission on Disabilities." Our company is an MBE/WBE but not certified as such in Rhode Island. Do we need to be certified as an MBE/WBE at the time of proposal submission, or is certification prior to award acceptable?

Certification prior to award is acceptable.

4. How long does it typically take to become a certified MBE/WBE in the state of Rhode Island?

Please visit www.mbe.ri.gov for information regarding MBE/WBE certification.

5. May offerors use any vendor (USPS, UPS, FedEx, etc.) to submit their proposals, or is there a preferred vendor that should be used?

Any method for delivery of proposals is acceptable; however, timely submission is important because we cannot accept late bids for any reason.

6. Page 20, Item B.c states that "The cost proposal shall be typed using the formatting provided on the provided template." We have not been able to locate a cost template. Please provide additional information regarding where the cost template is to be found.

Please use your own preferred format.

Vendor C

Proposal instructions on page 17 under “Cost Proposal” states: “Bidders are to fill out attached Bid Sheet in its entirety.” And page 20 states, “The cost proposal shall be typed using the formatting provided on the provided template.” We cannot locate a bid sheet or pricing template as an attachment. Please clarify, or provide this attachment.

Please use your own preferred format.