



## ADDENDUM TWO

**DATE:** January 11, 2021

**TO:** All Bidders

**FROM:** Sheila Brown, Interim Procurement/Contract Administrator

**RE:** **ADDENDUM #2 Questions and Answers**

#	RFP/SOW Page Number	RFP/SOW Section Reference	Question
1	N/A	General	<p>Would MHA please specify if a budget ceiling been established for performing this work? <b>MHA Response: \$50,000</b></p> <p>If so, would you please provide it?</p>
2	N/A	General	<p>Would MHA please specify if the work is being funded by a state or federal grant? <b>MHA Response: Capital Funds</b></p> <p>If so, please advise on the grant type and source.</p>
3	3	Section 1.2	<p>Section 1.2 of the RFP lists services to be provided, including, “assessing capabilities and risks, developing plans, providing strategic guidance, and hosting training operations.”</p> <p>However, the requirement for “hosting training operations” is not detailed in Part IV of the RFP at all.</p> <p>Please advise what MHA would like Respondents to provide in the proposal as a result. <b>MHA Response: Yes</b></p> <p>Is a description of experience and capability to develop and deliver customized training support what is primarily desired at this time? <b>MHA Response: Yes</b></p>

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4	4	Section 2.4	Would the MHA please consider extending the due date for proposals to provide at least 7 working days to adjust proposals following answers to questions and get the proposal shipped? <b>MHA Response: Yes</b>
5	7	Section 3.1.2	Would bidders be permitted to submit a board resolution showing the signatory's signature authority in lieu of submitting the Certificate as to Corporate Principle Form? <b>MHA Response: Respondent may submit. Please Indicate N/A on form</b>
6	7	Section 3.1.2	If bidders have no lobby activities to report, are they still required to submit Form HUD SF-LLL Disclosure of Lobbying Activities? <b>MHA Response: Yes. Indicate N/A</b>
7	7	Section 3.1.2	If bidders are not requesting mortgage or rental assistance, are they still required to submit Form HUD 2530 Previous Participation Certification? <b>MHA Response: Yes. Please indicate N/A on form</b>
8	10-11	Part IV, Scope of Services - Part IV, Deliverables	As currently written, it is difficult for bidders to align the described Scope of Services with the bulleted list of Deliverables provided in Part IV of the RFP.  To ensure we understand MHA's expectations of deliverables for costing purposes, as well as for developing the approach for performing the work, it would be helpful if MHA would crosswalk the two lists.
9	10-11	Part IV, Deliverables	In general, the deliverables described cannot be accomplished with any level of quality or use of planning teams to inform the work, a critical component of both plan / procedure development as well as for exercises in accordance with DHS HSEEP Guidelines, within the anticipated 120-day contract period described in the immediately following "Contract Terms" paragraph.  For example, a tabletop exercise following HSEEP guidelines typically takes 3-6 months to plan and execute following completion of plan and procedure development.  Would MHA clarify and/or amend the projected timeline to account for the appropriate guidelines? <b>MHA Response: Yes, we are open to modifying deliverable timelines</b>

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10	10-11	Part IV, Deliverables	<p>Part IV, Deliverables states that bidders will, “Develop plans and coordinate the testing of the 32 core capabilities identified in the FEMA National Preparedness Goal. This includes executing tabletops, full-scale disaster simulations, or workshops as deemed appropriate. Extra emphasis will be placed on focusing on disasters that the MHA/City of Montgomery, Alabama would likely face such as flooding, tornadoes and railway disasters, etc.”</p> <p>Within additional details, it is difficult to price or staff the above requirement.</p> <p>Would MHA provided additional details to aid bidders in developing their responses? Specifically, would MHA provide an estimate as to the number of plans, number of procedures, number of exercises, types of exercises, etc.?  <b>MHA Response: Number of Plans is To be determined by respondent. “deem appropriate upon assessment”</b></p>
11	10-11	Part IV, Deliverables	<p>Part IV, Deliverables states that bidders will, “Develop protocols, plans, procedures, mutual aid agreements, MOUs, to establish strategies to mitigate hazards; prepare for and respond to emergencies; and recover from their effects.”</p> <p>Within additional details, it is difficult to price or staff the above requirement.</p> <p>Does MHA intention for an MHA-specific mitigation plan to be developed? <b>MHA Response: Yes.</b></p> <p>In either case, would MHA permit bidders to provide a list of assumptions to guide the evaluation of these requirements? <b>MHA Response: Yes</b></p>

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12	10-11	Part IV, Deliverables	<p>Part IV, Deliverables states that bidders will, “Complete a Threat and Hazard Identification Risk Assessment (THIRA) to assess all core capabilities for prevention, protection, response, recovery and mitigation mission areas of the political subdivision, identify shortfalls in core capabilities and develop strategies to alleviate shortfalls in planning, organization, equipment, training and exercises.”</p> <p>Would MHA please advise if a THIRA fully consistent with DHS guidance for THIRAs (FEMA CPG-201) is desired or primarily an assessment of core capabilities for MHA is desired since a description of the top 10 hazards is a separate deliverable?</p> <p>A THIRA for MHA and its properties is also a more limited project than for the City of Montgomery as a whole.</p>
13	10-11	Part IV, Deliverables	<p>Part IV, Deliverables states that bidders will, “Provide a written evaluation of primary and secondary EOC and recommendations for improvement.”</p> <p>Does MHA currently have an established primary and secondary EOC along with operating procedures for use during disaster response and recovery? <b>MHA Response: MHA has an old plan that can be assessed</b></p> <p>If not, please clarify what is intended for this deliverable. <b>MHA Response: Assess existing plan</b></p>
14	10-11	Part IV, Deliverables	<p>Part IV, Deliverables states that bidders will, “Provide hard copies and word versions of the final Continuity of Operations/Disaster Readiness Plan.”</p> <p>We are very familiar with Continuity of Operations planning (COOP) and have extensive experience developing them. Based on that, we are confused by the addition of Disaster Readiness Plan in describing the desired deliverable.</p> <p>Would MHA please clarify how this plan is intended to be different than a local agency COOP plan as defined in FEMA guidance, <a href="https://www.fema.gov/emergency-managers/national-preparedness/continuity/toolkit">https://www.fema.gov/emergency-managers/national-preparedness/continuity/toolkit</a>? <b>MHA Response: MHA cannot clarify the difference</b></p>

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15	15	Cost Proposal Form	<p>Would MHA please clarify what sort of contract they are contemplating for this work?</p> <p>This will affect how we complete the cost proposal form and breakdown we provide. Our assumption is that in asking for a “cost breakdown showing expenditures” that a fixed price by deliverable is desired.</p> <p>If that is the case, then we are happy to provide that assuming open scope deliverable descriptions are modified.</p> <p>If not, would MHA entertain a T&amp;M contract? <b>MHA Response: T&amp;M not to exceed a certain amount.</b></p>

**We are grateful for your interest in doing business with our Agency and we look forward to receiving a bid from your company.**