

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

August 22, 2018

ADDENDUM NO. 1
EMERGENCY RESPONSE PLANNING SYNC MATRIX
STATE OF HAWAII, DEPARTMENT OF DEFENSE
OFFICE OF HOMELAND SECURITY,
JOB NO. RFP-CA-1818

The items listed hereinafter are hereby made a part of the contract for the above mentioned project and shall govern the work taking precedence over previously issued contract documents governing the items mentioned.

**The Proposal due date has been changed to
September 7, 2018 at 2:00 P.M.**

The following are questions submitted prior to the due date of August 20, 2018.

1. Given references on Page 5, Section 2.1 of the RFP to current HI-EOP revisions, and aligning the deliverable(s) to that document, can you please speak to the progress of those revisions?
 - a. *The EOP is being updated by HI-EMA and is due for its 2-year update. The plan update is ongoing.*
2. Given that the RFP calls for a "CCTA Plan, annex, checklist," can you please speak more to the nature of the expected product(s)?
 - a. *Based on what the counties required, we may be recommending a plan, a checklist, an annex – the type of document is contingent on the county planning and their need.*
3. Are you able to provide any information on budget preferences?
 - a. *We cannot identify our budget at this time. However, we are not looking for a 100 page plan.*
4. On page 15 of the RFP, under the Evaluation Criteria, paragraph 4 states "Past Performance on Projects of Similar Scope for Public Agencies or Private Industry in Hawaii" will be worth 45 points. We understand that you are going to be considering the allocation of points for this element, but regardless appreciate the importance of local knowledge and experience to the execution of this project.

Our question is: Will the State recognize and award full points for past performance by a subcontractor member of a team? Specifically, while we have

personnel with past Hawaii experience we do not have corporate qualifications. If we have a teaming partner/subcontractor with such qualifications, could our proposal potentially receive the maximum possible points for this evaluation element?

a. *We want to ensure the consultant has some familiarity with Hawaii and the counties. We will consider if sub contractors experience.*

5. What other activities (i.e., training, exercises, staffing, etc.) are being carried out and/or funded under the State's CCTA Grant?

a. *The CCTA requires a gap assessment as one of the requirements. This year we have the Joint Counter Terrorism Awareness Workshop(JCTAWS). We requested a full-scale exercise for 2020 however, we have not yet received confirmation. We use the DHS Training Consortium to assist with training opportunities and will continue these opportunities in 2019.*

Make the following changes to Section 1.4, RFP SCHEDULE AND SIGNIFICANT DATES.

<u>Line</u>	<u>Change to</u>
Proposals Due date/time	9-7-18 prior to 2:00P.M.
Proposal Evaluations	9-10-18
Discussion with Priority Listed Offerors (If necessary)	9-11-18
Best and Final Offer (if necessary)	9-18-18
Notice of Award	Est. 9-11-18
Contract Start Date	Est. 9-25-18

The following are replacement pages/sections and attachments.

Replace the Table of Contents page with the attached "REVISED Table of Contents".

Replace Page 15 (Section Four) with the attached "REVISED page 15".

See attached Pre-Proposal Attendance Sheet.

Arthur J. Logan
Major General
Adjutant General

Posted: August 22, 2018

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<ul style="list-style-type: none">• Attachment 1: OFFER FORM, OF-1• Attachment 2: OFFER FORM, OF-2• Exhibit A: OVERVIEW OF THE RFP PROCESS• Exhibit B: CONTRACT FORM AND AG GENERAL CONDITIONS• Exhibit C: ADDITIONAL GENERAL CONDITIONS	

SECTION FOUR

EVALUATION CRITERIA

Evaluation criteria and the associated points are listed below. The award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to the State based on the evaluation criteria listed in this section.

The total number of points used to score this contract is 100.

- 1) Competitiveness and Reasonableness of Price (10 points)
- 2) Previous experience, capability and proficiency in (35)
 - a. Offeror's Overall Project Approach/Business Solution (10)
The Offeror's approach and comprehensiveness of the proposal as it relates to the services requested in Section Two, Scope of Work including the development of the plan/annex/checklist and use of synchronization matrix as a method of planning.
 - b. Offeror Organization and Staffing (25)
Experience of key personnel assigned to the project (including professional work experience in Hawaii and years of hands-on experience with emergency management planning and specialized planning expertise in the sync matrix planning, complex coordinated attack planning and emergency management. Evidence that at least one person tasked to the project maintains a secret clearance.

Offeror experience working with federal, state, and private sector entities in areas related to CCCTA and plan development.
- 3) Sample projects and/or examples of written plans, organizational charts, contact trees, etc. (10)
- 4) Past Performance on Projects of Similar Scope for Public Agencies or Private Industry in Hawaii (25 points)
 - a. Number of years in the business and the number of years performing services specified in the RFP, to include specialized planning expertise in the areas of sync matrix planning, complex coordinated activities, and emergency management
- 5) Project Proposal (20)
 - a. Offeror's familiarity with CPG 101 and synchronization matrix as a planning tool
 - b. Demonstrated ability to complete awarded work within allotted time. (Has Offeror failed to complete any awarded work, e.g. terminated for default or failed to complete a contract in the last five (5) years.
 - c. Development of CCTA documents (plan, annex, checklist) based on state and county requirements.

PRE-PROPOSAL CONFERENCE ATTENDANCE LIST

DATE: August 16, 2018, 8:00am

PROJECT: Emergency Response Planning Sync Matrix, State of Hawaii

Department of Defense, Office of Homeland Security, Job No. RFP-CA-1818

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