



**CITY OF HOUSTON**  
**FINANCE DEPARTMENT**  
 Strategic Procurement Division

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**February 5, 2016**

**SUBJECT: Letter of Clarification No. 3**  
**REFERENCE: RFQ: S69-Q25677 Exercise Planning and Support**  
**TO: All Prospective Respondents**

**CLARIFICATION NO. 3**

**FOR**

**REFERENCE: SOLICITATION: S69-Q25677**  
**REQUEST FOR QUALIFICATIONS (RFQ) FOR EXERCISE PLANNING  
 AND IMPLEMENTATION SUPPORT**

**For which responses for clarification are scheduled to be received to the  
 Finance Department Strategic Procurement Division,  
 2:00 p.m., Central Time on February 12, 2015.**

**The following changes and/or revisions are incorporated into the above  
 referenced RFQ Document as noted. All other provisions and requirements as  
 originally set forth remain enforce and are binding.**

- The following questions and requests for clarification were submitted in accordance with the instructions provided, Communications between the City and Respondents. The City's response (*in bold italics*) follows each question or request for clarification in the table below:

**CLARIFICATIONS TO QUESTIONS**

<b>Question 1:</b>	Will you keep submitted vendor proprietary information confidential as identified from competitors?
<b>COH Response:</b>	<b><i>Yes. Please identify specific areas and/or pages within your submittal as proprietary and we will ensure that it remains protected.</i></b>

Question 2:	The one page limit on qualifications is insufficient to present the qualifications of our team. Can this be expanded to up to 10 pages?
<b>COH Response:</b>	<b><i>No. The one-page limit is for the summary statement of qualifications. One page is more than adequate for a summary. We expect that more information about vendor qualifications will be found in both the past performance and in the concept plan.</i></b>
Question 3:	Are we to base our pricing estimates on the assumption that all cities and city departments in the counties identified in the RFQ will be actively participating in the process?
<b>COH Response:</b>	<b><i>No. Please assume 50 participants for the exercise and rehearsal of concept each for pricing purposes.</i></b>
Question 4:	How many different responder groups do you intend us to include in each TTX?
<b>COH Response:</b>	<b><i>Refer to Response to Question 3. Our plans are multi-disciplinary and will include multiple organizations from multiple jurisdictions, but participation is voluntary.</i></b>
Question 5:	How many TTX(s) do expect the supplier to complete?
<b>COH Response:</b>	<b><i>One TTX and one rehearsal of concept.</i></b>
Question 6:	The consistency between different jurisdictional preparedness levels will either ease or complicate the integration of response activities. What level of variation in detail, completeness and currency exists between the existing response plans to be reviewed and analyzed should we assume for pricing this effort?
<b>COH Response:</b>	<b><i>We are testing regional plans; we are not testing individual jurisdiction plans.</i></b>
Question 7:	Have the different jurisdictional response plans been developed using a common plan template?
<b>COH Response:</b>	<b><i>Yes, but this is not germane to this project. We are testing regional plans.</i></b>
Question 8:	Is there a pre-identified standard or regulatory requirement that the City would like the supplier to use in evaluating existing plans, programs or capabilities in addition to HSEEP?
<b>COH Response:</b>	<b><i>No.</i></b>
Question 9:	Do the existing jurisdictional response plans contain linkages to other relevant plans or functions?
<b>COH Response:</b>	<b><i>Yes, but again, not germane to this project. We are testing regional plan.</i></b>
Question 10:	Is there a single overarching response plan that ties together all of the existing jurisdictional response plans that could be used to guide the entire TTX?
<b>COH Response:</b>	<b><i>There are multiple regional plans but the primary plan considered for this TTX is the Coordination of Multiple Incident Sites Concept of Operations for the H-GAC region.</i></b>
Question 11:	How many responding jurisdictions are in this group of area responders?
<b>COH Response:</b>	<b><i>The scenario will determine the number of responding jurisdictions. This will be determined through the HSEEP-guided exercise planning process.</i></b>
Question 12:	What is the anticipated scope and disaster scenario for the TTX?
<b>COH Response:</b>	<b><i>This will be determined through the HSEEP-guided exercise planning process.</i></b>
Question 13:	Will all or just some of the jurisdictions be participating in this exercise?
<b>COH Response:</b>	Some. Participation is voluntary. In past exercises we have had an average of 45 participants representing seven counties with some individual city participation.
Question 14:	Will the TTX be conducted in a single central location with representatives of each participating jurisdiction present, or be distributed with jurisdictions on the

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	phone or in communication from different locations?
<b>COH Response:</b>	<b>Single location.</b>
Question 15:	Will the TTX be conducted as a functional exercise focusing on specific functions such as decision-making, command-and-control, or communications, or is it expected to be an integrated exercise involving some combination of the above?
<b>COH Response:</b>	<b>It is a tabletop exercise (discussion-based), not a functional exercise (operations-based).</b>
Question 16:	What are the overall objectives for the TTX? <ol style="list-style-type: none"> <li>1. Planning and design meetings</li> <li>2. Appropriate exercise materials</li> <li>3. After Action Report(AAR)</li> <li>4. Improvement Plan(IP)</li> <li>5. Audit or compliance against a standard</li> </ol>
<b>COH Response:</b>	<b>Overall exercise objectives will be determined through the exercise planning process as are each of the components. The objectives for each item will be determined by the planning team.</b>
Question 17:	Would our support be for all HSEEP building block steps or subset of steps?
<b>COH Response:</b>	<b>We would be focusing only on a tabletop exercise and rehearsal of concept for this scope of work. In line with current exercise guidance, a progressive approach will be employed in later exercises, but not in this scope.</b>
Question 18:	Which of the FEMA Core Capabilities are being targeted or are all being targeted in this exercise?
<b>COH Response:</b>	<b>The primary core capability that drives our regional plans is Operational Coordination. The planning team will determine other capabilities to be tested, if necessary.</b>
Question 19:	Will Houston be following the common exercise methodology or a modified methodology, or should the supplier be prepared to propose a recommended methodology?
<b>COH Response:</b>	<b>We follow the HSEEP methodology.</b>
Question 20:	Will the TTX be a basic or complex exercise?
<b>COH Response:</b>	<b>Basic.</b>
Question 21:	Has the city performed prior TTXs, or is the first? Will the supplier have access to the results from prior TTXs, if performed?
<b>COH Response:</b>	<b>Yes. All regional plans have been tested, and the selected vendor will be provided copies of past after-action reports and related materials.</b>
Question 22:	Since February 15, 2016 the earliest date the City of Houston could reasonably respond with accurate information to questions submitted by the February 12 <sup>th</sup> deadline, that leaves a maximum of 2 days for the suppliers to complete the development of their solution and create the RFQ response document, with no time to mail the requisite hardcopy or thumb drive copies of their response. Would the City consider a date extension to give the suppliers more time to incorporate feedback from the City's response to questions in order to get a more accurate and thoughtful proposal?
<b>COH Response:</b>	<b>Every effort is being made to answer all questions the same day they are received. At this time, the City will not extend the deadline.</b>

**END OF CLARIFICATION NO. 3**

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Should you have any additional questions or request further clarification regarding this proposal, please contact Regina Spencer at [regina.spencer@houstontx.gov](mailto:regina.spencer@houstontx.gov) or (832) 393-8707.

Sincerely,

*Regina Spencer*

Regina Spencer  
Sr. Procurement Specialist

CH/rs

cc: File

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**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez  
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford  
Jack Christie **Controller:** Ronald C. Green