



CITY OF HOUSTON
FINANCE DEPARTMENT
 Strategic Procurement Division

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Mayor

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February 8, 2016

SUBJECT: Letter of Clarification No. 4
REFERENCE: RFQ: S69-Q25677 Exercise Planning and Support
TO: All Prospective Respondents

CLARIFICATION NO. 4

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.**

1. To Add Pre-Submittal Conference Attendance Sheets.
2. 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

Question 1:	Is the City of Houston was looking to follow HSEEP guidelines in terms of planning meetings, evaluation, etc. for the Rehearsal of Concept?
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COH Response:	<i>We are intending to follow the appropriate HSEEP steps for the tabletop exercise. While a rehearsal of concept is less formal, we do anticipate at least one planning meeting and an after-action meeting in addition to the rehearsal of concept itself. We also anticipate needing facilitation and scribe support.</i>
Question 2:	From our past experiences, the program management of facilitating table top exercises may range from \$25,000 to \$750,000. Would it be acceptable to provide a range of price support with cost justifications?
COH Response:	<i>Yes. Since we cannot provide the price target at this time, we encourage the vendors to submit a range of cost estimates with appropriate justification for support.</i>
Question 3:	Is it possible to get a list of all meeting attendees??
COH Response:	<i>Yes. We will post the attendees listing on E-Bid no later than Tuesday, February 9, 2016.</i>
Question 4:	Will the UASI need assistance in submitting grant reporting documents?
COH Response:	<i>No.</i>
Question 5:	Will any videotaping of the TTX be required?
COH Response:	<i>No.</i>
Question 6:	Will the Vendor be provided the emergency response plans for review prior to the TTX so that a good assessment can be provided?
COH Response:	<i>Yes.</i>
Question 7:	Is the TTX for senior and middle Management and first responders (boots on ground personnel)?
COH Response:	<i>The TTX participants would primarily be senior and middle management, i.e., leadership.</i>
Question 8:	Will the exercise be strictly tabletop, or will there also be a live drill element?
COH Response:	<i>This is only a tabletop. There will be no live drill element.</i>
Question 9:	Can you disclose an associated budget with this project?
COH Response:	<i>No. We do encourage you submit cost proposals with a range of support.</i>
Question 10:	Can you identify the federal grant responsibility for funding this project?
COH Response:	<i>This project is funded with FY2015 Urban Area Security Initiative funds.</i>
Question 11:	Any requirement for HUB utilization?
COH Response:	<i>No.</i>
Question 12:	Will there be separate planning teams and planning processes for TTX & ROC discussion?
COH Response:	<i>Yes.</i>
Question 13:	How many copies of the price are needed?
COH Response:	<i>The separate sealed envelope that contains your price proposal can be in the form of either (1) thumb drive or (1) hard copy. (Part IV-Submission Requirements, Page 6, Item #11. Packaging and Labeling).</i>
Question 14:	Desired date for timeframe for the TTX or ROC?
COH Response:	<i>TTX: Fall 2016. ROC: Early Winter 2016/2017.</i>
Question 15:	You mentioned the number of people and estimated jurisdictions participations; could you please give us a sense of the disciplines that will likely be represented?
COH Response:	<i>Emergency Management, Homeland Security, Law Enforcement, Fire, EMS, Hospitals, Public Health.</i>

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END OF CLARIFICATION NO. 4

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

Sincerely,

Regina Spencer

Regina Spencer
Sr. Procurement Specialist

CH/rs

cc: File

Partnering to better serve Houston

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