



ADDENDUM II

SUBJECT: Multi-Year Emergency Management Strategic Planning Services (RFP 24-115, RFx 6100018208), Scheduled to Close: Monday, July 8, 2024; Date of Issue: Friday, May 31, 2024

FROM: Stacey L. Czachor, NIGP-CPP, CPPB
Procurement Administrator

DATE: July 5, 2024

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I – TO THE ABOVE REFERENCED
REQUEST FOR PROPOSALS**

THE ABOVE-MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

- 1. Modify:** The submission deadline has been extended to **July 19, 2024, 11:00 a.m. Central Time.**
- 2. NOTE:** Additional questions submitted in accordance with Section 011, **RESTRICTIONS ON COMMUNICATIONS** will be answered in Addendum No. III to be released at a date not yet determined.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On Friday, June 7, 2024, the City of San Antonio (The City) hosted a Pre-Submittal Conference to provide information and clarification for the Multi-Year Emergency Management Strategic Planning Services. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: What types of insurance is required for this solicitation?

Response: Insurance Requirements are listed in the RFP under Exhibit 2.

Question 2: Where are the details of the Local Preference Program listed for this solicitation?

Response: The Local Preference Program form contains instructions for determining a respondent's qualifications for the Program. This form is included in the RFP package as Attachment F and must be filled out by each respondent whether or not a respondent qualifies for Local preference.

Question 3: May respondents submit questions about the solicitation through the vendor portal in SAePS?

Response: Yes. Questions can be submitted through the vendor portal or emailed to the Procurement Specialist overseeing this solicitation at peter.farley@sanantonio.gov

Question 4: Is the City only seeking those respondents with expertise in the emergency management field or will respondents with general consulting, planning and training expertise in other areas be considered?

Response: The City is seeking only those respondents with expertise in emergency management.

Question 5: Could clarification be given regarding the difference between the effective date of the contract and the period listed with the \$50,000 limit?

Response: The contract may begin before the council awarded date as long as the work performed remains under \$50,000. If this option is to be exercised, it will be discussed and agreed upon with the successful vendors beforehand.

Question 6: May respondents bid on less than the full scope of services or portions of one of the service areas?

Response: Yes.

Question 7: Will this project be funded through UASI?

Response: Funding for this project will include UASI and SHSP (Urban Area Security Initiative and State Homeland Security Program)

Question 8: What will be the length of the awarded contracts?

Response: Contracts for this project will be for three (3) years with the option for two (2) one-year renewals.

Question 9: How many contracts will the City award for this project?

Response: The City will award up to six (6) contracts for this project.

Question 10: How do respondents qualify for Local Preference Points?

Response: Please refer to the answer to Question 2 of this addendum.

Question 11: Will there be clarification provided for the certifications required for SBEDA, LPP, and VOSBPP? Are federal qualifications required and/or accepted?

Response: The City of San Antonio accepts certifications from the South Central Texas Regional Certification Agency (SCTRCA) only; while the Small Business Office encourages vendors to obtain other agency's certifications (Texas HUB/HUBZone, US Department of Transportation DBE, SBA 8a, etc.), those certifications do not count towards eligibility for the Small Business Economic Development Advocacy (SBEDA) Program. To be eligible for the SBEDA Program, a respondent must meet the following criteria:

- A respondent must be certified by the SCTRCA as a Small Business Enterprise (SBE).
 - Additional certifications are available and sometimes necessary to earn Prime Contract Program evaluation preference points and/or to meet subcontracting requirements.
- A respondent must be headquartered in or must have a significant business presence in the San Antonio Metropolitan Statistical Area (SAMSA).

- A significant business presence is defined as 20% of your organization's workforce being located in SAMSA for at least one year per the solicitation due date.
- SAMSA is defined as Atascosa, Bexar, Bandera, Comal, Guadalupe, Kendall, Medina, and Wilson Counties.

The forms for the Local Preference Program and the Veteran-Owned Small Business Preference Program (Attachments F and G respectively) contain instructions for determining a respondent's qualifications for each program. These forms must be filled out by each respondent whether or not a respondent qualifies for the corresponding preference.

Question 12: Is there a subcontracting requirement for this project?

Response: Yes. The respondent agrees to subcontract or self-perform at least **eleven percent (11%)** of its prime contract value to certified M/WBE firms headquartered in or having a significant business presence within the San Antonio Metropolitan Statistical Area (SAMSA). If the respondent is a certified M/WBE firm, then the respondent is allowed to self-perform up to the entire M/WBE subcontracting goal percentage with its own forces. To the extent that the certified M/WBE respondent does not self-perform a portion of the M/WBE subcontracting goal, it shall be responsible for complying with all other requirements of this API for that portion of work that is subcontracted.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

Question 13: May a respondent submit a proposal including ESBE, M/WBE, LPP and VOSBPP members as a team (as opposed to having to be a single company submitted as one or the other) and if so, is it possible to get a list of vendors the City has identified for the non-VOSBPP categories?

Response: Subcontracting is required if the respondent is not a SBEDA eligible M/WBE; see answer to question 12. There is no vendor list being provided with this solicitation.

Question 14: Does the respondent need to be a locally established business referenced by the ESBE Prime Contract Program and M/WBE Prime Contract Program? (Ref: 012 - EVALUATION OF CRITERIA, D. Small Business Economic Development Advocacy Program (SBEDA), pg15)

Response: To earn the Prime Contract Program points offered by the SBEDA Program, a vendor must meet the SBEDA Program eligibility criteria listed in the answer to question 12. In addition to meeting these criteria, a respondent must be certified as an M/WBE and/or and ESBE to earn these points.

Question 15: Do these criteria disqualify a respondent if they do not meet the criteria? (Ref: 012 – EVALUATION OF CRITERIA, D. Small Business Economic Development Advocacy Program (SBEDA), “No evaluation criteria points will be awarded to non-SBE or non-M/WBE Prime CONTRACTORS through subcontracting to certified SBE or M/WBE firms”, pg15)

Response: A vendor's response will not be deemed non-responsive by the Small Business Office for not meeting the requirements to earn SBEDA Program Prime Contract Program points.

Question 16: If a respondent does not have a locally established business as per the reference does this disqualify the respondent? (Ref: 012 - EVALUATION OF CRITERIA, E. Local Preference (LPP) Ordinance, - 10 evaluation points for local businesses headquartered for one year or more within the incorporated San Antonio City limits, OR; 5 evaluation points for a business with an office within the incorporated limits of the city, which has been established for one year or more, from which at least 100 of its employees OR at least 20% of its total full-time, part-time and contract employees are regularly based, pg16)

Response: The Local Preference Program provides additional evaluation points for respondents who qualify. It is not a requirement for submission to this solicitation. However, the Local Preference Program form (Attachment F) should be completed by all respondents and submitted as part of a complete response.

Question 17: If the respondent will not be using an automobile to provide / deliver the services outlined in the Scope of Work, can this coverage be excluded? (Ref: RFP EXHIBIT 2, INSURANCE REQUIREMENTS, 6. Business Automobile Liability, pg21)

Response: As there will be an onsite component, automobile coverage cannot be excluded.

Question 18: Is all the outlined Scope of Service expected to be performed on physical site premise or a remote / hybrid agreement? (Ref: 004 - SCOPE OF SERVICE)

Response: There will be some aspects of the Scope that can be fulfilled remotely as part of a remote/hybrid agreement with the vendor.

Question 19: Is there a link for the respondent to register with the Texas Secretary of State and Texas Comptroller of Public Accounts? (Ref: 010 - SUBMISSION OF PROPOSAL, Correct Legal Name, "These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts", pg13)

Response: For the Texas Secretary of State, it is recommended to look at their Frequently Asked Questions list to determine what type of registration is appropriate. Here is that link: [Frequently Asked Questions \(state.tx.us\)](https://www.state.tx.us) For the Texas Comptroller of Public Accounts, new permit applicants can register here: [Texas Online Tax Registration Application](https://www.texas.gov) .

Question 20: If a respondent is not local to the State of Texas, is the respondent required to register with the Texas Secretary of State and Texas Comptroller of Public Accounts? (Ref: 010 - SUBMISSION OF PROPOSAL, Correct Legal Name, "These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts", pg13)

Response: While it is not a requirement for respondents to be registered in order to submit a response to a City of San Antonio solicitation, all vendors awarded contracts must be registered with both the Texas Secretary of State and the Texas Comptroller of Public Accounts. These registrations do take some time so it is recommended that all unregistered respondents begin registration as early in the solicitation process as possible.

Question 21: In lieu of a Dun and Bradstreet financial report – what other documents may be

acceptable? (Ref: 008 - PROPOSAL REQUIREMENTS, FINANCIAL INFORMATION. Submit a recent copy of a Dun and Bradstreet financial report, or another credit report, on Respondent and its partners, affiliates, and subtenants, if any, pg12)

Response: A Dun & Bradstreet financial report is preferred but the City will accept any recent business or commercial credit report as a substitute.

Question 22: Will the respondent be disqualified if their field experience exceeds the stated “within the last 3 years”, i.e., the capabilities were performed before the last 3 years? (Ref: RFP ATTACHMENT A, PART TWO - EXPERIENCE, BACKGROUND, AND QUALIFICATIONS, pg39, item 1)

Response: Please include dates and details in this case so that the evaluation committee can consider this aspect of any provided experience. This will not result in a vendor proposal being deemed non-responsive.

Question 23: Is there a specific format of the proposal such as font size, line spacing, total number of pages including cover page? (Ref: 008 - PROPOSAL REQUIREMENTS, pg12)

Response: There are no font size, line spacing, or page total requirements for a response to this solicitation. Guidance is provided in Section 008 as to the submission of one (1) complete copy of the response including all Attachments then submission of each component of the response as individual documents.

Question 24: What is the total number of SAFD and SAOEM / City departments / stakeholders to be covered in the Scope of Services? (Ref: 004 - SCOPE OF SERVICE, pg3, section A - planning)

Response: This cannot be enumerated until specific projects are identified.

Question 25: What is the total number of City resources expected to be covered in the Scope of Services? (Ref: 004 - SCOPE OF SERVICE, pg3, section A - planning)

Response: This cannot be enumerated until specific projects are identified.

Question 26: Are there any internal SAFD and SAOEM/City resources expected to participate in the Scope of Services? (Ref: 004 - SCOPE OF SERVICE, pg3, section A - planning)

Response: Yes, internal resources may be available to guide vendors through proposed scope of services.

Question 27: Are the Scope of Services expected to be SAFD and SAOEM/City or county-centric? (Ref: 004 - SCOPE OF SERVICE, pg3, section A - planning)

Response: This will not be known until specific projects are identified.

Question 28: How many disaster response plans are expected to be created? (Ref: 004 - SCOPE OF SERVICE, pg3, section A - planning)

Response: This cannot be enumerated until specific projects are identified.

Question 29: Are Law Enforcement offices expected to be covered under the Scope of Services? (Ref: 004 - SCOPE OF SERVICE, pg3, section A - planning)

Response: Assuming the respondent has the experience in this area, Law Enforcement offices would be covered.

Question 30: Does the City anticipate more than 250 people to be trained at a time? (as indicated in RFP ATTACHMENT B - PRICE SCHEDULE)? (Ref: 004 - SCOPE OF SERVICE, pg3, section B - training)

Response: No.

Question 31: Please clarify the following statement: "Financial assistance in the wake of a disaster"? (Ref: RFP ATTACHMENT B - PRICE SCHEDULE, pg41, section D – Response \$ total)

Response: Respondents would assist the City through the financial reimbursement process for State or Federally identified disasters.

Stacey L Czachor

Stacey Czachor, NIGP-CPP, CPPB
Procurement Manager
Finance Department - Procurement Division