North Central Texas Council of Governments (NCTCOG)
Mass Fatality Table Top Exercise
Request for Proposals
RFP #NCT-2015-01
March 16, 2015

Questions and Responses

Question #1: Does NCTCOG EP expect the vendor to procure food/refreshments for the tabletop exercise?

Answer #1: Our funding does not allow food or refreshments.

Question #2: Does NCTCOG EP have an estimated number of participants for the tabletop exercise?

Answer #2: We are expecting around 100 participants for the exercise.

Question #3: Traditionally, we like to use evaluators for the organizations participating in the exercise because these individuals best understand the plans, policies and procedures being exercised. Does NCTCOG EP anticipate that the evaluators for the exercise will be representatives from the local governments or should the successful vendor plan on providing the evaluators?

Answer #3: NCTCOG and DSHS will recruit evaluators from local governments and agencies. The selected vendor is welcome to supply evaluators as well.

Question #4: RFP Page 5, Number 2 lists the following requirements, “Design, Develop, and Conduct an HSEEP compliant tabletop exercise by May 31, 2015…” Is May 31, 2015 deadline for just the actual exercise conduct, or for the entire project including the development of the After Action Report/Improvement Plan?

Answer #4: The final After-Action Report and Improvement Plan needs to be completed by June 15, 2015.

Question #5: Due to the very short time allotted for final submission of questions regarding the project and the due date of the proposal, would NCTCOG consider extending the date of proposal responses from March 20 to March 24?

Answer #5: Yes, we have extended the deadline to March 24. The addendum can be found at http://www.nctcog.org/aa/RFP.asp.

Question #6: How soon after submission can we anticipate that answers to questions will be posted to the web site?

Answer #6: Answers to questions will be posted by 5pm on Monday, March 16, 2015.

Question #7: What is the anticipated date of contract award?

Answer #7: We anticipate making the selection by March 31, 2015.
Question #8: Do any of the jurisdictions and/or major stakeholder agencies within NCTCOG and DSHS Regions 2/3 currently have an approved or final draft mass fatality plan?

Answer #8: Yes, some have plans. Those that do will make them available to potential contractors.

Question #9: Will the winning contractor be provided access to all key stakeholders plans, annexes, or appendices which address aspects of mass fatality operations in order to analyze for TTX development?

Answer #9: We have requested permission from local jurisdictions to let us use their plans.

Question #10: Please confirm that it is the intent of the TTX to assess capabilities of all stakeholders (local, state, federal) across the NCTCOG within DSHS Regions 2/3.

Answer #10: We do not need to include federal. This exercise is more to assess capabilities of local and regional partners.

Question #11: Is there a desired maximum/minimum duration for the TTX?

Answer #11: 4 hours.

Question #12: Is it a requirement of the contractor to design and deliver the exercise, providing Controller/Evaluators/Facilitators, or simply design and manage the exercise control/simulation cell?

Answer #12: The selected contractor will be responsible for design, development, and delivery of the exercise including control and facilitation. NCTCOG and DSHS will provide evaluators, but the contractor is welcome to provide evaluators as well.

Question #13: What is the project’s budget range?

Answer #13: The budget for the project will be based on responses to the RFP.

Question #14: Who will manage TTX participant recruitment?

Answer #14: Participants will be recruited by NCTCOG and DSHS.

Question #15: Will NCTCOG manage participant registration or is this a vendor responsibility?

Answer #15: NCTCOG will partner with DSHS to manage participant registration.

Question #16: Tab F states that an Affirmative Action Plan should be included if applicable. Are you requesting that it be included?

Answer #16: You do not have to include an Affirmative Action Plan.

Question #17: Section 4 (General Terms and Conditions) states in Section S “At all times during the term of this contract, the contractor shall procure, pay for, and maintain, with approved insurance carriers, insurance in an amount to be approved by NCTCOG.” Is insurance required for this project, and if so, at what limits?
Answer #17: NCTCOG reserves the right to waive or modify insurance requirements at its sole discretion.

1. Workers’ Compensation: Statutory limits and employer’s liability of not less than $100,000 for each accident.
2. Commercial General Liability:
   a. Minimum Required Limits:
      $1,000,000 per occurrence;
      $1,000,000 General Aggregate
   b. Commercial General Liability policy shall include:
      (i) Coverage A: Bodily injury and property damage;
      (ii) Coverage B: Personal and Advertising Injury liability;
      (iii) Coverage C: Medical Payments
      (iv) Products: Completed Operations
      (v) Fire Legal Liability
   c. Policy coverage must be on an “occurrence” basis using CGL forms as approved by the Texas State Board of Insurance
   d. Attachment of Endorsement CG 20 10 - additional insured
   e. All other endorsements shall require prior approval by the NCTCOG.
3. Comprehensive Automobile/Truck Liability: Coverage shall be provided for all owned, hired and non-owned vehicles. Minimum required Limit: $500,000 combined single limit.
4. Professional Liability:
   a. Minimum Required Limits:
      1. $1,000,000 Each Claim
      2. $1,000,000 Policy Aggregate