



**ADDENDUM #2**  
**February 5, 2010**

**NAME OF PROJECT:** R10-013HLS

**SUBMITTAL DATE AND TIME:** Remains February 18, 2010 Close of Business

This document shall become as fully a part of the above named Proposal and Contract Documents, as if included, and shall take full and complete precedence over anything stated or shown to the contrary in them. Acknowledgment: Each respondent shall acknowledge receipt of this Addendum. Each and every respondent, subcontractor, and material supplier shall be responsible for reading each and every item in this Addendum to ascertain the extent and manner to which it affects the work in which he or she is interested.

**General Information:**

**The following questions have been received and are answered as follows:**

1. The RFP states the vendor/contractor will assist SCR jurisdictions in developing plans and testing plans. Will testing include all four types of Discussion-based Exercises, and all three types of Operations-based exercises for each jurisdiction as defined by HSEEP below for a total of 42 separate exercises?

Types of Discussion-based Exercises include:

- *Seminar.* A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedures (e.g., a seminar to review a new Evacuation Standard Operating Procedure).
- *Workshop.* A workshop resembles a seminar but is employed to build specific products, such as a draft plan or policy (e.g., a Training and Exercise Plan Workshop is used to develop a Multi-Year Training and Exercise Plan).
- *Tabletop Exercise (TTX).* A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.
- *Games.* A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedure designed to depict an actual or assumed real-life situation.

Types of Operations-based Exercises include:

- *Drill.* A drill is a coordinated, supervised activity usually employed to test a single specific operation or function within a single entity (e.g., a fire department conducts a decontamination drill).
- *Functional Exercise (FE).* A functional exercise examines and/or validates the coordination, command, and control between various multi-agency coordination centers (e.g., emergency operation center, joint field office, etc.). A functional exercise does not involve any "boots on the ground" (i.e., first responders or emergency officials responding to an incident in real time).
- *Full-Scale Exercises (FSE).* A full-scale exercise is a multi-agency, multi-jurisdictional, multi-discipline exercise involving functional (e.g., joint field office, emergency operation centers, etc.) and "boots on the ground" response (e.g., firefighters decontaminating mock victims).

**No, 42 separate exercises are not required. It is expected that the vendor will provide a proposal for what their respective firm believes would be most be most reasonable and beneficial to the project.**

2. Under 2.3 Deliverables, the RFP states that *the vendor/contractor will assist SCR jurisdictions in developing plans that address key elements related to successful planning.....* Does this indicate that the selected vendor will project manage SCR personnel as they build plans in the selected toolset or is it expected that the vendor will actually develop the plans in the selected toolset?

