



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.newarkde.gov

August 8, 2024

RFP NO. 24-01
EMERGENCY MANAGEMENT CONSULTANT SERVICES

ADDENDUM #1

PROJECT INFORMATION

- A. Name: Emergency Management Consultant Services
- B. Owner: City of Newark, Delaware
- C. RFP Number: 24-01
- D. Date of Addendum: August 8, 2024
- E. Questions Deadline: 5:00 p.m., Friday, August 16, 204
- F. Bid Submission Deadline: 2:00 p.m., Tuesday, August 27, 2024

NOTICE TO BIDDERS

- A. The Bidder shall acknowledge receipt of this Addendum with their submitted proposal.
- B. The date for receipt of proposals is unchanged by this Addendum.
- C. The question deadline remains unchanged by this Addendum.

RESPONSES TO QUESTIONS SUBMITTED VIA EMAIL

Question 1:	Can you confirm if the current EOP aligns with any aspects of the FEMA CPG 101 Version 3 guidelines?
Response 1:	Our current plan is pre-September 2021 when Version 3.0 was published.
Question 2:	If the City's EOP has not been updated since 2021 when the new CPG 101 was issued, will consideration be given for a rewrite of the EOP?

Response 2:	Yes, as needed.
Question 3:	Can we receive a copy of the City’s current EOP and possibly the County’s Comprehensive Emergency Operations Plan (CEMP), if allowable?
Response 3:	The City will provide these relevant documents to the selected vendor once a contract is finalized.
Question 4:	The RFP states a priority to update the EOP, create a Continuity of Operations Plan (COOP) from scratch, and facilitate training and a tabletop exercise for the staff within 10–12 months (similar projects take roughly 18 months to complete). Can these projects be run simultaneously to meet this tight deadline?
Response 4:	Yes, the City’s preference is that these tasks run simultaneously where feasible. However, the top priority for the City of Newark for the selected vendor will be updating the EOP.
Question 5:	Considering the extensive work required for the EOP update, will the City consider extending the deadline for this project?
Response 5:	The City’s preference is to complete the needed updates on the denoted timelines. However, where this is operationally unobtainable, the City will discuss timeline modifications with the selected vendor prior to award of a contract.
Question 6:	The successful completion of this project is dependent on a continuous flow of information and feedback from the City representatives. Will you consider an exception to the stipulated \$100 per day charge for contract extensions?
Response 6:	Liquidated damages shall only be assessed for delays resultant from the selected vendor. Regular progress reports will call out delays resultant from City staff as documentation of timeline constraints that are outside of the contractor’s control.

Question 7:	How will your City operate with an emergency management plan for the City and one for the Police Department?
Response 7:	The Police Department currently has a comprehensive set of written directives relative to critical incidents, both natural and man-made, from a law enforcement prospective. Police Personnel would then defer to a citywide plan for a more comprehensive emergency management plan outside of law enforcement operations for a protracted incident.
Question 8:	How does the City intend to integrate or align the Police Department's emergency operations plan with the City's EOP?
Response 8:	Same as Response 7.
Question 9:	Will the Police Department be involved in the development of the COOP, as well as the training and tabletop exercises?
Response 9:	Yes.
Question 10:	What role will the Police Department play in the overall emergency management framework of the City?
Response 10:	The Police Department is responsible for initial response and law enforcement operations as it relates to safety, security, and protection of property.
Question 11:	What are the specific expectations and objectives for the training and tabletop exercise component of this project?
Response 11:	In line with Police Department CALEA requirements, the City is looking for the following at a minimum:

	▪ documented annual training on the agency's All Hazards Plan, to include the Incident Command System (ICS) for affected agency personnel ▪ documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All Hazards Plan and the Incident Command System ▪ a documented annual review of policy and training needs exercising the COOP plan every four years
Question 12:	Can you provide details on the current level of emergency preparedness and training of the City's staff?
Response 12:	Several staff members have emergency management training pertaining to their job responsibilities. However, these trainings vary drastically. Determining which roles need which level of emergency preparedness training will be integral in the training portion of the contractor's responsibilities. The Police Department maintains records of all personnel and their NIMS/ICS training. Command and Executive staff members are required to maintain higher levels of certifications.
Question 13:	Are there any specific scenarios or threats that the City wants to prioritize in the training and tabletop exercises?
Response 13:	Hurricane/tropical storm preparation and response, train derailment, active shooter/college campus incident, protests, riots, cyber attacks, infrastructure terrorism, and others.

END OF ADDENDUM #1