



# Department of Property & Procurement

Government of the United States Virgin Islands

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**July 1, 2020**

## **Amendment 1- RFP-041-T-2020 (P) – Territorial Emergency Operating Plan**

**Questions/Answers:**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

**BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID  
PROPOSAL**

Based on the questions submitted, the responses are as followed below:

1. RFP Section J.7 Cost Proposal (Page 7 of 21)

The RFP states “Cost Proposal (one (1) original and four (4) copy sets of the proposals) must be submitted in a separate sealed envelope.”

Per Section E (Page 4) of the solicitation, proposal can be submitted electronically via email.

Can you please verify that cost proposals can also be submitted electronically?

- **Based on the policies of the Department of Property and Procurement, it can be submitted electronically.**

2. Will the territory accept remote meetings and work sessions due to Covid-19 restrictions?

**Yes. Preference is MS Teams or Zoom.**

3. Section II of the SOW Summary mentions an “update” to the 2019 Territorial Emergency Operations Plan (TEOP), but then states, “going forward with this update, the agency would like for the plan to have a more Comprehensive planning scope”.

- Is this an update to an existing plan or a detailed planning review and a rewrite of the 2019 TEOP?

- **No, it is not. The purpose of this RFP is to rewrite the plan for this year’s update in its entirety.**

3. Or is the “comprehensive planning scope” limited to incorporating the FEMA lifelines throughout the plan?

**The comprehensive planning scope is not solely limited to incorporating FEMA lifelines, but also stated the EMAP standards and other mechanisms associated with the agency's goal in attaining accreditation.**

4. Section II of the SOW Summary states, “The consultant will also be tasked with addressing the Emergency Operations Plan and the Continuation of Operations Plan within this document.” However, the scope for services does not mention the Continuation of Operations (COOP) Plan.

- Should updating or creating the COOP Plan be included in the bid?

- **No.**

- Is there an existing COOP Plan?

- **Yes, There is a current COOP plan.**
  - Is the COOP Plan seen as a separate plan from the TEOP, with a separate planning effort?
    - **It is seen as an Annex to the TEOP.**
  - Is there a desired format for the COOP Plan?
    - **As stated earlier, the standards of the EMAP should be taken into consideration for each plan.**
5. Section II of the SOW Summary states, “The consultant will assist with the implementation and management of the plan.” This statement is not mentioned in the scope for services. Does VITEMA expect the Consultant to assist with ongoing TEOP implementation and maintenance activities?

**Yes, the Consultant will assist with the implementation and management of the plan. The Period of Performance (POP) is a six (6) month base award with one renewal option.**

6. Section III.c. of the SOW Summary addresses 7 incident-specific annexes to be more fully developed. The Territorial Tsunami Incident Annex is posted online. Do any of the other annexes exist?

**No other annexes exist presently.**

7. Section III.d. of the SOW Summary states, “it is imperative that the project plan data can be exported and is compatible with intake within GVI tools.” What specific tools does the GVI use for project management?

**Microsoft 365 applications (Word, Power Point, Excel), Adobe Reader (PDF), and / or MS Project.**

8. Section III.f. of SOW states: “To support the development and management of the planning team, additional deliverables to include, but not limited to, hierarchical charts, responsibility assignment matrix, RACI charts, and resource leveling in the Project Plan should be developed.”

- Please provide clarification on what is expected for the “resource leveling” deliverable.
  - **Resource Leveling may be addressed using MS Project , Power Point, Word or Excel**
  - **Responsible, Accountable, Consulted, and Informed (RACI) – MS Project, Power Point, Word or Excel**

9. Do any functional annexes (such as an Evacuation Annex or Sheltering/Mass Care Annex) to the TEOP exist?

**VITEMA has an Evacuation Plan for each district, but a territorial Evacuation annex does not exist.**

10. Does VITEMA see the need for functional annexes as part of the TEOP?

**Yes, we do.**

11. If so, which Functional Annexes would need to be developed?

**The only annexes to be developed are:**

- i Active Shooter**
- ii Hazmat-Release Chemicals**
- iii Cyber Attack**
- iv Hurricane/Tropical Storm and Flooding**
- v Earthquakes**
- vi Pandemic-Human**

**No other functional annexes are needing to be developed.**

12. Can a consultant use VITEMA as a certified project reference?

**Question unclear. However, if the question is posed to inquire if the Consultant can use VITEMA as a certified project reference to submit for this RFP, the answer is yes.**