

Brunswick County EOP and COOP Update RFP

Addendum #2 5/17/2022

The following questions received by Emergency Services Director Conrow on May 16, 2022, via email. In accordance with the RFP, the questions and answers are being posted as an addendum to the RFP with the original RFP for all interested parties to access/view; Addendum #2 posted May 17, 2022.

1. On Page 3, Section 3 Scope of Work, the RFP requires functional annexes under EOP Task – 1 Project Management, Coordination, Expectations.

How many functional annexes does Brunswick County expect to create in the transition from ESFs to a more traditional functional hybrid format?

o Emergency Sheltering Plan

o Evacuation Plan

o Debris Management Plan

o Donations and Volunteer Management

o Plan Point of Distribution Plan

o Community Feeding Plan

o Communicable Disease Plan

o Family Assistance Center/Family Reunification Center Plan

o Joint Information Center Plan

o Emergency Shelter Plan

Hazard Specific Annexes to include but not limited to:

o Hazardous Materials

o Flooding

o Aircraft Accidents

o Resource Shortage

o Water Contamination

o Winter Weather

o Terrorism/Acts of Violence

o Hurricane

o Heat

o Radiological Emergencies *

o Earthquake

o Wildfire

2. On Page 3, Section 3 Scope of Work, the RFP mentions working groups under EOP Task – 1 Project Management, Coordination, Expectations.

Will working group meetings be in-person or virtual?

Meetings will be in person along with virtual / hybrid.

3. *Will any recent after-action reports and improvement plans be made available to the selected vendor to assist in developing any needed plan components?*

The after-action reports for Hurricane Florence and COVID 19 response are available.

4. There are multiple references to CPG 201 (THIRA and SPR Guide) on page four under Section 3 Scope of Work EOP Task 2 – Integrated Emergency Plans.

Does Brunswick County want a THIRA completed in addition to the EOP update, or will the hazard identification and risk assessment from the mitigation plan be acceptable in informing the risk assessment/situation section of the plan?

The hazard identification and risk assessment from the mitigation plan will be acceptable.

5. *Do the 22 departments currently have COOP plans? If yes, when were they last updated?*

This scope of work will only require the COOP for county government to be included.

6. Regarding the tasks outlined in Section 3 Scope of Work COOP (Continuity of Operations Plan) Project starting on page 6, do the current COOP plans follow FEMA's Continuity Guidance Circular (CGC) guidance?

The current plan was completed in 2011 using FEMA Continuity Guidance Circular 1 from January 2009 and has not been updated since adoption.

7. *Regarding Section 3 Scope of Work COOP (Continuity of Operations Plan) Project, what is the anticipated level of effort expected to update COOP plans?*

Completion of a County Government COOP plan to encompass essential service provided by county government.

8. Regarding Section 3 Scope of Work COOP (Continuity of Operations Plan) Project, can the vendor be expected to do a total re-write of existing plans?

Yes for county government.

9. Regarding Section 3 Scope of Work COOP (Continuity of Operations Plan) Project, do any of the 22 departments have multiple divisions within them that would require additional meeting and COOP plan development?

For example, does the County Commission & Clerk have divisions such as Board Records, Court Processing (Civil and Criminal), Court Services, Finance, HR, Public Access and Jury, Records

Management, Recording Services, etc. Does the Sheriff's Department have Accounting, Personnel, Coroner, Dispatch, Jail, Property Room, Public Administrator, Crime Analysis, Records

Administration, Animal Services, Board of Elections, Building Inspections, Central Permitting, Code Enforcement and Fire Marshall, Communications, Cooperative Extension, Economic Development, Commission, Emergency Management, Emergency Medical Services, Engineering, Fiscal Operations, Food Services, Health Department, Human Resources, Library, GIS, MIS, Operation Services, Parks and Recreation, Planning, Public Housing, Public Utilities, Register of Deeds, Revenue, Senior Resources, Sheriff's Department, Soil and Water Conservation, Social Services, Tax Administration, Transportation, USDA-Farm Service Agency , Veteran Services

10. Regarding Section 3 Scope of Work COOP (Continuity of Operations Plan) Project, will the vendor be expected to schedule meetings with departments or will PM handle that aspect?
The vendor and PM will coordinate the scheduled meeting with partnering agencies and departments.

11. Will the COOP/COG data gathering meetings be conducted virtually or in-person?

Meetings will be held both in-person and in a virtual hybrid setting.

12. The RFP states that the proposal must include "Detailed project pricing" on page eight in section 4.2.

Does the county have a preferred pricing format, or form, to facilitate uniform evaluation of all contractors pricing?

The current RFP does not have a standard or preferred pricing format.

13. Please confirm pollution liability insurance is not required to be compliant with the minimum insurance requirements.

Pollution liability insurance is not required for this scope of work.

14. Are digital signatures acceptable?

Digital signatures are acceptable for the RFP submission.