

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 2 TO RFP NO. 16-0111-4

FOR: EMERGENCY MANAGEMENT PROGRAM AUGMENTATION FOR
CHATHAM COUNTY EMERGENCY MANAGEMEN AGENCY (CEMA)

PLEASE SEE THE FOLLOWING FOR ADDITIONS, CLARIFICATIONS AND/OR
CHANGES:

QUESTIONS RECEIVED:


1. Section 3.2, item b asks for the "qualifications of key personnel that will provide these services, including demonstrated knowledge and understanding of the types of services to be performed..."
 - a. Will the County please define key personnel as it applies to this contract? **A) Those personnel who will be have lead coordination responsibility.**
 - b. Will the County please define the relationship between key personnel and Section 2.10 specific to substitution of personnel? **A) The contractor has the right to substitute a staff member with someone of equal or higher qualifications. The County has the right to approve or reject the substitution.**
2. Specific to Section 3.2, item b, will the County please clarify what information should be presented to support personnel qualifications, both for key personnel and executive / senior management? Would the County prefer to receive summary qualifications, resumes, or both? **A) Both**
3. Specific to Section 3.2, item b, will the County please define support personnel? Are titles for support personnel specific to the County's labor categories or internal consulting firm titles? **A) Either. We simply need to be able to identify where that title falls in the overall organization. If the titles drastically conflict, an organization chart may helpful.**
4. Specific to Section 3.2, item f, should our proposal include acceptance that our firm may be required to attend a briefing with County officials, or should our proposal provide examples of similar briefings? **A) If the CEMA Director elects to have the contractor make a presentation, then the contractor will provide electronic and hardcopies to CEMA.**

5. Will the County please clarify this requirement as well as requirements specific to coordination of contact information with County personnel? A) 24-hour contact information should be provided to CEMA. This should include the 1st, 2nd and 3rd points of contact.
6. Specific to Section 3.3, expertise of staff, financial stability is included. Will the County please clarify the requirement associated with financial stability, and whether information required should be placed in the proposal format? A) Looking for you to provide copies of your firm's Annual Financial Report. The object of this requirement is to establish the financial strength of the firm. It should be submitted in the proposal format.
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PROPOSALS REMAIN DUE BY :

5:00 PM, WEDNESDAY, FEBRUARY 8, 2017

2/2/17
DATE



ROBERT E. MARSHALL
SENIOR PROCUREMENT SPECIALIST
CHATHAM COUNTY