



Date: July 25, 2014

From: Rich Cannon, Purchasing and Contracts Manager

Subject: CATA Response to Questions Received on RFP 2014-R01, Continuity of Operations Plan

The following questions were received:

1. Bid cover page block 9 indicates that an original and 3 copies should be submitted. Page 2, item 10 states an original and 5 copies. Can the CATA please clarify the number of copies that should be submitted?

CATA Response: Submit an original and three (3) copies.

2. What type of funding is being used for this purchasing agreement?

CATA Response: Operating funding will be used.

3. If grant funding is being used, are there any specific reporting requirements that the vendor needs to be aware of?

CATA Response: Grant funds will not be used.

4. Is there a not to exceed amount for the overall total project budget?

CATA Response: No.

5. What is the scope of the first task order to be issued under this purchasing agreement? What is the value or budget for the first task order?

CATA Response: CATA will negotiate the Task Orders with the Contractor. Each Task Order will contain a scope of work, cost, completion date and deliverables.

6. When will the first task order be issued?

CATA Response: After the Contract has been awarded.



7. Please indicate the total number and type (e.g. tabletop exercises, full-scale exercises, functional exercises, workshop, seminar, etc.) of exercises to be conducted.

CATA Response: A minimum of One (1) table top exercise would be conducted with other tabletop exercises planned out in detail that can be conducted at a later time as decided by CATA.

8. Please indicate the duration in hours and the number of participants anticipated for each exercise to be conducted.

CATA Response: Approximately 10-13 participants, the duration would be contingent on the exercise.

9. Do the exercises need to be HSEEP compliant?

CATA Response: No

10. Has a vendor assisted CATA with COOP planning in the past? If so, what was the name of the vendor(s)?

CATA Response: No

11. Has a vendor assisted CATA with emergency management or COOP exercises in the past? If so, what was the name of the vendor(s)?

CATA Response: No

12. Exhibit C of the RFP provides a listing of the evaluation criteria. Are there any specific point value or weighting being given to each criterion?

CATA Response: No.

13. Invitation to Bid Cover Page Item 9. SUBMIT WITH OFFER: states “Original offer and 3 photocopies” – Exhibit A Submission of Proposals Item 10 states “The Proposer must submit to CATA one original and 5 copies of its Proposal – Please clarify.

CATA Response: Submit an original and three (3) copies.

14. When does CATS expect to award the contract?

CATA Response: In August 2014

15. Has a budget been established and approved for this project?

CATA Response: Yes

16. When do you anticipate awarding the contract?

CATA Response: In August 2014

17. Have you established the start and completion dates for this project?

CATA Response: This will be negotiated with the Contractor selected.

Exhibit B – General

18. Can you provide a CATA organization chart to the Department Level?

CATA Response: Yes upon award of contract

19. Can you describe how CATA is currently organized for emergency response?

CATA Response: Yes upon award of contract

Exhibit B – Item 1.3

20. Has a risk assessment and Business Impact analysis been performed?

CATA Response: Yes

If not are these items considered in the scope of this RFP?

CATA Response: Yes

Exhibit B – Item 1.5 - Vital Records and Database

Identify mission critical records, including emergency operating records, legal and financial records.

21. Has any prior work been done in this area, i.e. Business Impact Analysis by department or for the entire CATA organization?

CATA Response: Yes

Identify and provide for the protection and/or backup of vital records, systems, data management software and equipment, including classified and sensitive data, records necessary to perform essential functions and activities and records needed to reconstitute normal agency operations after an emergency.

22. Are you addressing emergency response situations as part of the COOP?

CATA Response: Yes

23. Is there an existing records management policy/procedure for current operation? If not, is the development of these policies/procedures in the scope of this Project?

CATA Response: Yes, and it is also in the scope of this project.

Incorporate measures to address security of vital records

24. Are you requesting this incorporation in the context to the COOP or overall CATA policy/procedures?

CATA Response: COOP

Exhibit B - Item 1.7 – BRT Emergency Preparedness

25. Has the BRT project been completed?

CATA Response: No

26. How many drills are included in the scope of this RFP?

CATA Response: A minimum of One (1) table top exercise would be conducted with other tabletop exercises planned out in detail that can be conducted at a later time as decided by CATA.

27. How many tabletop exercises are included in the scope of this RFP?

CATA Response: A minimum of One (1) table top exercise would be conducted with other tabletop exercises planned out in detail that can be conducted at a later time as decided by CATA.

Exhibit B – Item 1.8 IT Emergency Preparedness

28. Is there an existing ITS Disaster/Recovery Plan?

CATA Response: Yes

29. When was it last updated?

CATA Response: 2011

30. Is the ITS plan development, revision/update within the scope of this project?

CATA Response: Yes
Exhibit B – Item 1.9 Public Awareness

31. Please indicate where PMP Section 5 is contained in the RFP?

CATA Response: Are you intending page 5 section 5.0 to be section 5? I understand why this would be a question.

Exhibit B – Phase II – Item 2.0 COOP Deployment/Implementation

32. “within the least amount of time after activation” Have any RTO’s been established based on a completed Risk Assessment/BIA?

CATA Response: No

Exhibit B – Phase II – Item 2.2 Training and Exercise

Functional Exercise in our context means a fully simulated interactive exercise that tests the capability of an organization to respond to a simulated event. This exercise focuses on the coordination of multiple functions or organizations and typically takes place in an Emergency Operations Center. The Functional Exercise strives for realism, short of actual deployment of equipment and personnel.

33. Is this context consistent with what would be the deliverable for this RFP?

CATA Response: Yes