



Henderson County Finance

113 N. Main St

Hendersonville, North Carolina 28792

Memorandum To: Potential Respondents

From: Doug Guffey
Purchasing Agent

Subject: Addendum 2: RFP for Comprehensive Disaster Recovery Management Services

Date: October 21, 2024

This addendum forms a part of and modifies the bidding requirements, contract forms, contract conditions, and/or the specifications for the Request for Proposals: Comprehensive Disaster Recovery Management Services. Respondents shall acknowledge receipt of the Addendum by signature and date below. The signed addendum shall be submitted as a part of your proposal. Failure to do so may subject the Bidder to **disqualification**.

The following clarifications, modifications, and/or additions are to be made to the scope of work:

Q1: Will the county accept electronic submissions for the proposal?

A1: No, proposals will be required to be sealed.

Q2: In Section 6.1 Proposal Format, the RFP limits the proposal to 40 pages. Will Henderson Co. exclude the cover letter, table of contents, resumes, required forms (Appendices A – D), and the insurance certificate and riders from the 40-page limit?"

A2: Yes. The Cover Letter, Table of Contents, Resumes, Appendices, Certificate of Insurance and proposed contract will be omitted from the 40-page limit.

Q3: Section 6.1 Proposal Format calls for no less than 12-point font. Will Henderson Co. allow for slightly smaller graphics and table fonts, as many already exist in readable fonts smaller than 12-point.

A3: Yes, font cannot be less than 10 points.

Q4: Within Addendum 1 of the RFP for Comprehensive Disaster Recovery Management Services, section 4.G.2 refers to assisting Buncombe County. Can you clarify if the scope of this RFP and addendum includes work to be performed in both Henderson County and Buncombe County?

A4: The scope will be limited to Henderson County and other activating entities within Henderson County as described in the RFP.

Q5: Can you please describe the general work environment, related to disaster austerity conditions? Will the awarded contractor be expected to work onsite, remote, or a combination of both?

A5: A small portion of the County is practically inaccessible. The majority of the County is operating under normal business conditions. The contractor will be expected to work onsite and remote as needed to perform the services required.

Q6: Can signatures be electronic?

A6: Electronic signatures are allowed.

Q7: Under Qualifications of Personnel, key personnel are listed. All of these key personnel are shown on the Appendix A. Cost Proposal except for the Project Accountant. Do you want us to show the hourly rate for the Project Accountant?

A7: Yes. The cost for any other personnel may be provided within Appendix A.

Q8: Does Insurance Certificate need to be included in the Proposal or at time of Contracting?

A8: It may be provided within the proposal but will have to be provided before the time of contracting.

Q9: Under section 6.3, there is a statement that "The qualifications of the prime contracting firm must include, at minimum, the following:" We want to confirm that these qualifications can be supported as the whole prime team, including subs.

A9: Yes

Q10: What systems does the County currently use for financial systems? Are you currently able to track employee straight time and overtime accurately?

A10: The County utilizes Munis (Tyler Technologies) as their ERP System and UKG (Kronos) as their time keeping system. Yes, the County is able to track employee straight time and overtime accurately.

Q11: Are you currently able to track usage of Force Account equipment and materials being used for response and recovery operations?

A11: Yes, to a reasonable extent under the conditions of the emergency.

Q12: Can the staff provided in response to the RFP be modified after the contract award?

A12: Yes.

Q13: How many copies of the proposal are required?

A13: 5 copies of the proposal will be required.

Q14: Pursuant to the non-appropriation clause on RFP page 12, please confirm that the County will not issue any work orders to Contractor without adequate funding and confirmation of the same. The county shall issue work orders up to and not exceeding the funding secured. Please confirm, that Contractor will be paid for all work ordered by County and performed prior to the County's notice of termination due to the lack of funding.

A14: Yes

Q15: Will County issue a single award or multiple awards?

A15: The County will issue a single award. However, activating entities can award at their discretion.

Q16: May the awarded firm refuse to accept NTP on tasks from Activating Entities outside of the core area services outlined in this RFP?

A16: No.

Q17: Services listed for FEMA PA Advisory include regulatory, first and second appeals to FEMA, advising on FEMA's policies and regulations, etc. Please confirm County's and Activating Entities understanding that professional services procured are strictly technical in nature and will not include, or be construed to include, legal advice.

A17: Yes.

Q18: RFP pg. 9 states that Respondents shall be required to sign a contract for services as approved by the Activating Entity." Please confirm that such contract's terms shall be negotiable.

A18: Yes.

Q19: Can the County of Henderson provide the period of performance

A19: The period of performance will be until completion of the FEMA appeals process.

Q20: Should we include a copy on a USB
A20: Yes

Signature: _____

Date: _____