



Purchasing and Central Services

Monroe County, New York

Maggie Brooks
County Executive

Dawn C. Staub
Purchasing Manager

ADDENDUM NO: 1

RFQ PROJECT: All Hazards Preparedness Training
Video Consulting Services

DATE: January 19, 2012

PROPOSERS PLEASE NOTE:

The attached document contains the RFQ clarifying questions and answers.

SIGN this Addendum below acknowledging receipt and understanding and INSERT in PROPOSAL packet.

PURCHASING & CENTRAL SERVICES

A handwritten signature in cursive script that reads "Dawn C. Staub".

Dawn C. Staub

The undersigned proposer acknowledges receipt and understanding of Addendum No. 1 to the All-Hazards Preparedness Training Video Consulting Services RFQ.

_____, 2012
Date

Name of Company

Authorized Signature

Title

**All-Hazards Preparedness Training Video Consulting Services RFQ
Clarifying Questions and Answers**

Q1: Can we have access to your emergency preparedness command center and County employees to re-enact an emergency response?

A1: Yes, access to the Emergency Operations Center (EOC) will be arranged. Five to ten staff members can be made available to re-enact an emergency response.

Q2: Will the reenactment be only interior at an EOC or also at exterior location(s)?

A2: The reenactment will be at the EOC, a medical warehouse, and possibly the Department of Public Health (at 111 Westfall Road, Rochester, NY 14620) or another facility.

Q3: How many day(s) will the "reenactment of a disaster response" be?

A3: Filming is expected to take place over 3-4 days. The County's preference is to film an already scheduled county exercise and use that footage in the video in place of a reenactment. Thus, a reenactment may not be necessary with the exception of the family preparing home and vehicle preparedness kits. There is an exercise scheduled for May 16-17th, which would be the most beneficial to have included. There are other exercises scheduled for April and June of this year as well. By filming an exercise, the need for script writing will be reduced.

Q4: Are there any training scenarios planned that simulate a disaster using first responders such as fire fighters, police officers, or other civil authorities that we could document on video?

A4: The County will inquire with the Public Safety Training Facility and various first responding agencies regarding planned drills that may be filmed.

Q5: When is it expected filming would take place?

A5: Aside from scheduled exercises noted above, at the convenience of the County and the vendor.

Q6: Can interviews with key leaders from County departments be filmed a single location in one day using a "Green Screen?"

A6: The County will attempt to make key leaders available at a single location on a single day, but it cannot be guaranteed.

Q7: Will the County provide personnel and props for "reenactment of a disaster response? Will County provide personnel and props for filmed sequences such as employee(s) and their families preparing home and vehicle disaster preparedness kits?

A7: Yes.

Q8: When would the completed video and booklet be due for delivery?

A8: Both will be due by July 15, 2012.

Q9: Will the County provide a first draft of the Video Facilitator's Handbook?

A9: Yes, a first draft will be provided, but it will be subject to change, based on the final script of the video.

Q10: Are the video and guidebook from the Contra Costa County, CA Health Services referenced at the following address, http://cchealth.org/topics/emergencies/video_disaster.php?

A10: Yes.

Q11: Can we use the Contra Costa County California Health Services materials as a reliable reference for both the content and production quality of the video and guidebook?

A11: It can be used as a guide. The terminology and requirements may vary from what is in their materials, based on differences between New York and California requirements.

Q12: Does being an out of state company preclude us from the bidding process? Will being an out of state company that has never done business with the State of New York, have any bearing at all in the selection process?

A12: Being an out of state company does not preclude a qualified company from submitting qualifications. Local Office is one of the evaluation criteria, so it could potentially impact the evaluation process.