

User Guides RFP  
Questions and Responses  
May 17, 2013

1. Were the RCPGP products to date (the Regional Catastrophic Disaster Coordination Plan and the various annexes, etc.) developed in conjunction with a consultant?

Consultants were used for many but not all of the products.

2. If so, what is the name of that firm(s) please?

Many consultants were involved, some as primes and others as subs. The following list may not be complete:

Berk & Associates  
BDR (prior to purchase by SAIC)  
Eric Holdemann  
John Anthony Consulting  
Kask Consulting  
Karen Reed Consulting  
Kathy Gleaves  
KPFF  
PRR  
Richard Gelb  
Russell Phillipps & Associates  
SAIC  
Tom Miner  
Witt O'Brien

3. Is this a full and open competition, or will your search be focused on consulting firms that have previously worked with Puget Sound RCPGP products as might be suggested by Section 4.6 in the RFP?

We are doing a full and open RFP process; "demonstrated familiarly with the Puget Sound RCPGP products and other national RCPGP products" is included in the RFP as a desirable qualification.

4. Regarding section 5, Scope of Work and Budget, Task 5:

- a) How many agencies are members and how many copies per member agency are required?

We have 22 member agencies and we would provide them each 1 copy of each product.

- b) Are you expecting professionally printed guide books? If so, what is the preferred finishing (e.g., type of paper (glossy vs. matte); type of binding (comb, wire, tape?); full color vs. black and white; etc.)?

I am looking for a professional looking product but do not have further specifications at this time.

5. Depending on the number of total copies and finishing requirements, this requirement can represent a sizeable portion of the budget that might otherwise be used for labor hours. Would the City be willing to accept a print-ready electronic file instead for the City to use in printing?

No. I will need a minimum of 1 set of copies for each RCPT member agency and an electronic file for future reproductions.

6. The Coordination Plan lists an annex titled, "Medical Evacuation & Patient Tracking Plan for Nursing Homes," but I cannot locate that plan on the Seattle website with the other Annexes. Is it maintained separately? If so, how can I access that document?

That's is also known as the Long Term Care Mutual Aid Plan which is not posted on the website

7. The proposal is due May 27th, which is Memorial Day. There will be no mail delivery that day, and I imagine city government offices will be closed. That being the case, is May 28th a possible due date?

I will post an amendment to the RFP noting that May 28 is the due date.

8. We noticed that the chosen contractor may need to have a state and a city business license. Do you anticipate these will be required for all out-of-state bidders?

The licenses will be required prior to execute the contract but not as a condition of bidding. The RFP states that "...the Consultant must execute the contract and provide all requested documents within ten (10) business days."

9. In the RFP for the RCPT User Guides, Item 5, Task 5, says, "Print hard copies for RCPT member agencies..." How many member agencies are there in the RCPT and will all agencies want copies of all documents?

We have 22 agecny representatives on the RCPT. You should assume they will all want hard copies of all docs and we will build from there as needed.