



July 31, 2018

To: All Potential Respondents

From: Julie Janssen, Purchasing Agent

Subject: RFP0319282001 National Incident Management Training

Addendum One

Please amend the subject RFP to include answers to the following received questions:

- Q1.** Section 1.4 references the development of high-quality emergency operations plans, but the code language referenced is from an early senate file 2253. I believe this should actually be referencing a later version of the bill SF2364, which was signed by the Governor. SF2253 refers to security plans while SF2364 refers to emergency operations plans. I want to confirm that the RFP is actually looking for assistance for EOPs and not security plans, as there is a difference between the two in emergency management language.
- A1.** The signed bill Senate File 2364 is for High-Quality Emergency Operations Plans for School Buildings which includes an active shooter and natural disaster component(s). Section 3 Form and Content of Proposals of the RFP remains the same.

Section 1.4 Background currently states the following:

1.4 Background

The Iowa Department of Education is seeking a Vendor(s) to provide training and technical assistance to public school districts and non-public schools (a.k.a., Local Education Agencies, or LEAs) for developing high-quality school emergency operations plans.

S.F.2253 Section NEWSECTION. **279.70 School district building security plans.**

"The board of directors of a school district shall establish a security plan for individual school buildings in the school district in which students are educated no later than June 30, 2019. The plan shall include but not be limited to responses to active shooter scenarios and natural disasters. The board shall consider any recommendations of the department of education relating to school security planning and shall consult with local law enforcement agencies and the local emergency management coordinator in the development of the plan. The board shall ensure that the plan is distributed to the parents or guardians of all students enrolled in the school district at least once per school year. Such distribution may be electronic. The board shall ensure that the plan is shared with students enrolled in the school district at a school assembly at least once per school year."

EXPLANATION The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly. This bill requires the board of directors of a school district to establish a security plan for individual school buildings in the school district in which students are educated no later than June 30, 2019. The plan shall include but not be limited to responses to active shooter scenarios and natural disasters. The bill requires the board to consider any recommendations of the department of education relating to school security planning and consult with

local law enforcement agencies and the local emergency management coordinator in the development of the plan. The bill requires the board to ensure that the plan is distributed to the parents or guardians of all students enrolled in the school district at least once per school year. The bill requires the board to ensure that the plan is shared with students enrolled in the school district at a school assembly at least once per school year.

The State is amending Section 1.4 Background to state:

"Senate File 2364

AN ACT REQUIRING SCHOOL DISTRICTS AND ACCREDITED NONPUBLIC SCHOOLS TO DEVELOP HIGH-QUALITY EMERGENCY OPERATIONS PLANS FOR SCHOOL BUILDINGS. BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA: Section 1. NEW SECTION.

280.30 High-quality school building emergency operations plans.

1. The board of directors of a school district and the authorities in charge of each accredited nonpublic school shall develop a high-quality emergency operations plan for the district and individual school buildings in which students are educated no later than June 30, 2019. The plan shall include but not be limited to responses to active shooter scenarios and natural disasters. The plan shall provide that any alert regarding an emergency situation that is transmitted to school personnel or students by electronic means shall also be transmitted to the employer of any individual who is not a school employee but who is required as a part of the individual's employment to regularly be present in a school building during the school year. The plan shall include publication of procedures for school personnel, parents, and guardians to report possible threats to the safety of students or school personnel on school grounds or at school activities. The board and authorities shall consider any recommendations of the department of education relating to the development of a high-quality emergency operations plan and shall consult with local emergency management coordinators and local law enforcement agencies in the development of the plan. The board and authorities shall review and update the plan on an annual basis. The plan shall be confidential and shall not be a public record subject to disclosure under chapter 22.
2. The board of directors of a school district and the authorities in charge of each accredited nonpublic school shall require that at least once per school year an emergency operations drill based on the emergency operations plan be conducted in each individual school building in which students are educated. The board and authorities shall determine which school personnel participate in the drill and whether students or local law enforcement agencies participate in the drill. The drill may include but is not limited to a table top exercise, walk-through, partial drill, or full drill. This subsection shall not be construed to affect the requirements of section 100.31, subsection 1."

[Link to Senate File 2364](#)

- Q2.** Also, Attachment 4 on page 30 requires the submission of 1 original and 2 copies with an electronic version. The RFP cover page makes no reference copies and only requires 1 original and 1 digital. Can you clarify the requirement for submission?
- A2.** Attachment #4 Response Check List currently states the following:

Attachment #4**Response Check List RFP REFERENCE RESPONSE INCLUDED**
SECTION**Yes****No**

One (1) original, two (2) copies of the Bid Proposal and One (1) electronic copy on digital media.

The State is amending Attachment #4 Response Check List to state:

Attachment #4**Response Check List RFP REFERENCE**
SECTION**Yes**

One (1) original, one (1) copies of the Bid Proposal and One (1) electronic copy on digital media.

Q3. Your email address is incorrect on the RFP cover page, please provide the correct address.

A3. The RFP Cover Sheet currently states:

State Issuing Officer:

Julie Janssen

Phone: 515-281-5602

E-mail: Julie.Janssne@iowa.gov

The State is amending the RFP Cover Sheet to State:

State Issuing Officer:

Julie Janssen

Phone: 515-281-5602

E-mail: Julie.Janssen@iowa.gov

Q4. Exhibit 13 - Emergency Operations Plan (EOP) Measures, the provided link does not work.

A plan is complete if it incorporates all courses of action to be accomplished for all selected threats and hazards and identified functions; integrates the needs of the whole school community; provides a complete picture of what should happen, when and whose direction; estimates time for achieving objectives, with safety remaining as the utmost priority; identifies success criteria and a desired end state; and conforms with the planning principles outlined in the Guide for Developing High-Quality School Emergency Operations Plans (available at <http://rem.s.ed.gov/EOPGuides>).

A4. The State is amending the Exhibit 13 - Emergency Operations Plan (EOP) Measures to state:
A plan is complete if it incorporates all courses of action to be accomplished for all selected threats and hazards and identified functions; integrates the needs of the whole school community; provides a complete picture of what should happen, when and whose direction; estimates time for achieving objectives, with safety remaining as the utmost priority; identifies success criteria and a desired end state; and conforms with the planning principles outlined in the Guide for Developing High-Quality School Emergency Operations Plans (available at <https://rem.s.ed.gov/K12GuideForDevelHQSchoo.aspx>).

Q5. The RFP currently states in Exhibit 15- Training Program Service: Respondent will be responsible for facilitating training registration. Has coordination with the AEA attendee's to the scheduled classes already been setup? Who is putting together the attendee list? Since the respondent won't be starting till at least September 1, 2018, who is responsible for registering and facilitating the registration of the eight (8) scheduled training's?

A5. Registration is already up - the respondent will still have to assist when they come on board. The respondent will work with HSEM on this and it is already in progress.

Q6. The RFP Cover Sheet currently states the following:
Proposals Due: August 3, 2018/2:00 P.M. CT.

A6. THE PROPOSAL DUE DATE HAS BEEN EXTENDED.

The State is amending the RFP Cover Sheet to state:

Proposals Due: August 7, 2:00 PM CT

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date