



RUIDOSO WILDFIRE AND FLOOD AFTER ACTION REPORT AND IMPROVEMENT PLAN RFP#25-795-0000-00008

Questions	Answers
<p>Do you guys have a list of the services needed? Do you want a list of the services we provide with average prices?</p>	<p>At this time, a list of services is not being requested. While you may provide this information, it will not impact the cost score. After further discussion, we have determined that the quantity and positions of personnel required cannot be specified at this stage. We will rely on the offeror's submission to identify the necessary steps and resources to complete this task</p>
<p>For the example AAR and IP, should this be embedded in the Technical Proposal or would a link be acceptable?</p>	<p>Please provide a completed AAR/IP within the RFP for easy access.</p>
<p>How should hourly rates be shown in Appendix D?</p>	<p>Given the uncertainty regarding the number of personnel required to complete this task, we will not be requesting hourly rates. The scope of the work will be disaster-specific, and the selected offeror, based on their experience and expertise, will collaborate with the agency to negotiate terms. The cost form in Appendix D should reflect your hourly rates and estimated time as a whole, but these details do not need to be submitted to the agency.</p>
<p>Do you anticipate a Performance Surety Bond being a requirement for this opportunity?</p>	<p>Please anticipate the agency to request a performance surety bond at the time of the award</p>
<p>Given that it is a four-year contract and venue costs and personnel costs change, would you like us to separate our costs for each year of the contract?</p>	<p>This agreement will be for a one-year term. Should additional reports related to future disasters emerge, we will reach out to the selected offeror of this award to request a quote for the required services. A new contract will be established at that time, utilizing this RFP as the procurement vehicle.</p>



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<p>How much of the AAR, if any, is anticipated to focus on the Village of Ruidoso Office of Emergency Management (OEM)’s response to the incident?</p>	<p>This AAR is expected to focus on DHSEM’s role and its response. While some intersection of DHSEM and Ruidoso’s OEM is possible, the main focus of this AAR is DHSEM’s actions.</p>
<p>We understand that a stakeholder meeting will be held in Ruidoso to inform the AAR. Is the After-Action Meeting to review the AAR also anticipated to be held in person? If so, will it require the same other direct costs including venue rental and food and beverages?</p>	<p>The After-Action Meeting to review the AAR is not expected to be held in person. The review of the completed AAR is expected to be held virtually on Zoom, Teams, or similar.</p>
<p>Please confirm that the contractor should include in its budget an approximate cost for venue rental.</p>	<p>Yes, the vendor is responsible for securing a location in Ruidoso or nearby. The Ruidoso Convention Center is given as an example of a possible location.</p>
<p>If a proposer has not yet done business in the State of New Mexico, would we be able to get a New Mexico Business Tax ID Number upon award?</p>	<p>You can complete your registration through the New Mexico Taxation and Revenue Department. DHSEM does not handle those types of matters</p>



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<p>There are some scope of work items described in Appendix D Cost Response Form that are not detailed elsewhere, like “sending an email survey” and “conducting phone, email, or in-person interviews.” Can the State clarify if additional data collection methodologies are anticipated outside of the in-person debriefing session and the AAR review meetings/After Action Meeting?</p>	<p>Yes, additional data collecting methodologies are anticipated in order to have a starting point to focus the in-person After-Action meeting. The expectation is of the Offeror to provide any other collection methods.</p>
<p>On page 23 the RFP states that there will be two (2) AAMs. Please confirm that the intent is to hold the first AAM with local stakeholders to confirm and clarify what was heard during the pre-meeting interviews, surveys, etc. and the second AAM is to present the findings documented in the AAR/IP to state stakeholders.</p>	<p>Confirmed- Final After-Action Meeting (AAM) will be held virtually.</p>
<p>On page 23 the RFP states “The contractor will make required edits and present this working draft of the AAR/IP to NM DHSEM leadership. Upon approval by DHSEM leadership, the contractor will facilitate an After-Action meeting for state stakeholders and present the findings.” Please confirm that the final deliverable is a “working draft” of the AAR/IP and not a final draft</p>	<p>Final Deliverable will be a final AAR/IP Please see pg.51 of Appendix D for task breakdown.</p> <p>Once DHSEM leadership approves the working draft, the final AAR/IP will be presented virtually to stakeholders.</p>
<p>Are there any specific logistics requirements for the onsite stakeholder engagement meeting (e.g., security, translation services, accessibility)?</p>	<p>Security is not required. Translation services will be provided by DHSEM. The building should be accessible and accommodate relevant needs.</p>



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<p>On page 26 the RFP states that cost will be based on a T & M fee structure. Are we to present that along with Appendix D?</p>	<p>Committee will only evaluate what is requested in Appendix D. You may provide any additional documents, but they will not be included in the scoring matrix. The fee structure is set up as task based.</p>
<p>On page 24, key personnel are identified as “any person or agency that will make the decision regarding or provide the actual services outlined in the SOW of AAR/IP”. As support staff may not be identified until closer to project implementation, what are the minimum roles that must be identified?</p>	<p>Committee will rely on the offeror's submission to outline the necessary steps, personnel, and any other relevant details to complete this task. The request is for the offeror to specify who will be working on this project.</p>
<p>What is the required timeframe for completing this project?</p>	<p>Estimated completion to be within 9 months of award.</p>