



Addendum #1
RFP# 21-20, Continuity of Operations Plan Development
March 19, 2020

NOTICE IS HEREBY GIVEN that the following addendum serves to provide clarification and to answer the questions received on Request for Proposal No. 21-20, Continuity of Operations Plan Development.

Question 1: Is there an expectation that all 25 city departments should be included in the COOP project?

Answer to Question 1: Please refer to DETAILED SPECIFICATIONS, 2. OBJECTIVE, pg. 17. Originally 20 city departments were listed in this solicitation. One (1) department, CRA Administration, has since been added to the list for a total of 21 city departments included in this COOP. For further clarification a list of City departments, broken down by division, has been provided for your reference on page five (5) of this addendum.

Question 2: Is there a budgeted amount available?

Answer to Question 2: There is not a proposed budget for this project.

Question 3: Is the city required to accept the lowest bid for this project?

Answer to Question 3: Please refer to INSTRUCTIONS – EVALUATION, i.23 CRITERIA FOR EVALUATION AND AWARD, pg. 6.

Question 4: Does the city currently have a COOP plan? If so, when was it last updated.

Answer to Question 4: The City currently has a Continuity of Operations Plan (COOP) plan, last updated in 2006.

Question 5: If the City plans to do training and exercises, is there an anticipated number?

Answer to Question 5: The number of trainings will be based on the awarded vendor's recommendation.

Question 6: Does any Business Impact Analysis (BIA) documentation exist? If yes, which departments have done one? Or is there a city BIA?

Answer to Question 6: In reference to the COOP, it is not believed that the City has conducted a Business Impact Analysis.

Question 7: Page 17, #2 Objective: You note that there are 20 departments that will be part of the Continuity of Operations Plan (COOP), do you have a further breakdown for each department that would participate in creating a COOP so that the size and scope of this RFP can be identified in more detail?

Answer to Question 7: Refer to Answer to Question 1.



Question 8: Page 17, #3 Scope of Services a. Review current emergency response plans to identify time-sensitive activities and mission essential functions by department: How many emergency response plans currently exist? And for which of the 20 departments that were identified?

Answer to Question 8: The City currently has ten (10) emergency response plans. The departments included are: City Manager's Office, Emergency Management, Finance, Fire & Rescue, Human Resources, Information Technology, Police, Public Utilities, Public Works (which falls under Engineering) and Solid Waste.

Question 9: The Price sheet at the bottom fill in shows: Draft version of COOP document will be completed and delivered to the designated staff member within _____ days of award. How many days are you anticipating? The full time to May 2022 date or sooner based on 20 departments each having their own COOP?

Answer to Question 9: The Milestone listed on pg. 21 is to include both the draft version of the COOP and the alternatives listed on pg. 18, should the City choose to continue working with the selected vendor. The designated time frame to complete the draft version of the COOP is up to the vendor to determine and submit with their response.

Question 10: How many final approved bound copies do you estimate?

Answer to Question 10: Since an additional department has been added (see Answer to Question 1), the City requires twenty-two (22) bound copies and one (1) electronic copy.

Question 11: Due to COVID-19, it is difficult to produce, get forms signed in person, and ship. Would the City be amenable to an email submission as a result?

Answer to Question 11: We are working closely with our Information Technology Department to see if a secure bid document upload is possible during this time. If we are successful, we will issue an addendum, providing direction on how to submit your response to the City electronically. In the meantime, we are extending the due date of this RFP until May 1, 2020, 10:00A.M., Local Time.

Question 12: On page 22, the City asks that we provide a "Company background including history of company, organizational structure, and product strategy." Can the City please explain what exactly you are looking for by "product strategy"?

Answer to Question 12: Product strategy refers to your companies' strategic vision and goals for developing the City's Continuity of Operations Plan and what actions you will take to achieve those goals.

Question 13: Have you ever had a COOP written for your City?

Answer to Question 13: Refer to Answer to Question 4 above.

Question 14: Who was the contractor that worked with you on that project?

Answer to Question 14: Due to the age of the current COOP, records retention schedules, and staffing changes we are unable to locate this information at this time.



Question 15: What was your experience with the contractor?

Answer to Question 15: Refer to Answer to Question 14 above.

Question 16: Do you still have access to that COOP?

Answer to Question 16: Yes, the City has access to its current COOP. The document will be shared with the awarded vendor.

Question 17: What was the previous cost of the service provider?

Answer to Question 17: The previous contracted price is unknown. Refer to Answer to Question 14 above.

Question 18: What is your budget for this project?

Answer to Question 18: Refer to Answer to Question 2 above.

Question 19: How many employees does the City have?

Answer to Question 19: The City currently has 2,173 employees which includes 1,626 full-time, 86 permanent part-time and 461 temporary part-time employees.

Question 20: Other than City department heads, what other stakeholders should be included?

Answer to Question 20: Currently only city departments will be included. This will be discussed with the awarded vendor to determine if additional stakeholders need to be added.

Question 21: Does your City operate utilities? If so, which ones?

Answer to Question 21: Yes, the City provides water, wastewater, reclaimed water, natural gas, solid waste & recycling services.

Question 22: What emergency services are the City's responsibility?

Answer to Question 22: The City is responsible for all public safety services which are handled by the Police Department and Fire & Rescue.

Question 23: Since the proposal delivery method is hard copy, would you consider changing the delivery method to an electronic submission due to COVID-19?

Answer to Question 23: Refer to Answer to Question 11 above.

Question 24: Do you still expect to award this project?

Answer to Question 24: Yes, the City plans to award this project.

Question 25: Can you disclose your budget for this project?

Answer to Question 25: Refer to Answer to Question 2 above.



Question 26: In consideration of current circumstances, can you confirm that tele/video conference and similar technologies are acceptable for stakeholders interviews and meetings where practical?

Answer to Question 26: *The City is working closely with our Information Technology Department to initiate a plan in the event we are unable to conduct in person interviews.*

Question 27: Is due date been extended due to current conditions caused by COVID-19?

Answer to Question 27: *Refer to Answer to Question 11 above.*

Question 28: Is there a page limit to this response?

Answer to Question 28: *There are no restrictions on the number of pages that can be submitted with a proposal; however, proposals must follow the proposal format provided on page 22 of the solicitation.*

Question 29: Is there a budget that can be disclosed?

Answer to Question 29: *Refer to Answer to Question 2 above.*

Question 30: Is your current COOP Plan cloud based?

Answer to Question 30: *No. The City's current COOP was created in 2006 and is housed electronically on CDs.*



List of City Departments/Divisions

Departments/Divisions	
1 City Administration City Council City Manager's Office	14 Police Office of the Chief Criminal Investigations Patrol Support Services Communications
2 City Attorney's Office	
3 City Audit	
4 CRA Administration	
5 Economic Development & Housing Services Economic Development Housing Services	15 Public Communications Public Communications/Media Relations Courier
6 Engineering Civil Engineering Traffic Operations Parking System Parking Enforcement Stormwater Maintenance Stormwater Management	16 Clearwater Gas System Administration & Supply Pinellas Gas Operations Pasco Gas Operations Gas Marketing & Pinellas Sales
7 Finance Finance Office of Management & Budget Payroll Procurement Risk Management	17 Public Utilities Public Utilities Administration Wastewater Collection Public Utilities Maintenance WPC Plant Operations WPC Laboratory WPC Industrial Pretreatment Water Distribution Water Supply Reclaimed Water
8 Fire & Rescue Administration Support Services Fire Prevention Services Fire Operations Emergency Medical Services	18 Solid Waste and General Services Solid Waste Solid Waste Administration Solid Waste Collection Solid Waste Transfer Container Maintenance Recycling Residential Multi-Family Commercial General Services Administration Building & Maintenance Garage (Fleet Operations) Fleet Maintenance Radio Communications
9 Human Resources Administration Recruitment, Selection and Training Compensation and Classification Employee Labor Relations Diversity and Equity Services Employee Benefits	19 Marine & Aviation Beach Marina Clearwater Airpark Clearwater Harbor Marina
10 Library Centralized Library Services Main Library Countryside Branch Library East Branch Library North Greenwood Branch Library Beach Branch Library	20 Information Technology Administration Network Services Software Application Telecommunications
11 Official Records & Legislative Services	
12 Parks & Recreation Administration Recreation Programming Parks & Beautification Streets & Sidewalks Pier 60 Operations Beach Guard Operations Special Events	21 Utility Customer Service Administration Billing Collections Customer Care Meter Reading
13 Planning and Development Planning Construction Services Code Compliance	

End of Questions and Answers

All other dates and terms and conditions remain the same in this Request for Proposal.

End of Addenda