



CLARK COUNTY

RFP #820

CLARK COUNTY PUBLIC HEALTH AFTER ACTION REVIEW PROJECT

QUESTIONS and ANSWERS

UPDATED: APRIL 13, 2022

	QUESTION	ANSWER
1.	Please clarify if the contractor should be proposing entirely virtual delivery of the eight (8) individual and/or small group interviews/ hot washes and the four (4) large group hot washes. Bullet 2, cited to the left, implies that in-person sessions are possible, whereas bullets 6 and 7 both cite virtual meetings.	In person or virtual sessions are acceptable. It is the contractor's discretion to determine the format for Hot Wash / Debrief sessions. Sessions may be conducted in person and/or virtually. However, due to the evolving nature of the pandemic, in person sessions may not be an option, and must comply with state L&I requirements and/or social distancing or masking requirements in place at the time the session occurs. The contractor should include the format they intend to conduct sessions in their proposals and adjust the cost as appropriate.
2.	For the Corrective Action Plan Review, the After Action Report, and the Monitoring and Accountability Plan Meetings toward the end of the project, is in-person delivery for any of these meetings desired? As indicated previously, a virtual format was specified for the hot washes as well as the After Action Meeting in Phase 3, but the meetings in Phase 4 and 5 were not specific in terms of desired delivery.	In person or virtual sessions are acceptable. It is the contractor's discretion to determine the format for Hot Wash / Debrief sessions. Sessions may be conducted in person and/or virtually. However, due to the evolving nature of the pandemic, in person sessions may not be an option, and must comply with state L&I requirements and/or social distancing or masking requirements in place at the time the session occurs. The contractor should include the format they intend to conduct sessions in their proposals and adjust the cost as appropriate.
3.	Should an addendum be issued on April 18 th that has substantive clarification, would the deadline for submission be extended? Given that this is a mail-in submission, our firm was hoping to have it mailed out by April 18 th to ensure arrival by April 20 th but would worry that doing so may mean not acknowledging an addendum that is published the morning of the 18 th .	Any time a substantive clarification drives an RFP addendum we review the impacts to the release date and may result in pushing back the RFP due date.
4.	Can the contractor include a cover letter as part of their proposal response following the Cover Sheet? Will it count against page count should it be included?	Yes the contractor can include a cover letter as part of their proposal. The cover letter and the table of contents count toward the # of pages in a proposal.

5.	The fifth bullet under Phase II, Data Collection, notes the development and deliverable of a cultural competence guide for Region IV. Can the county elaborate on who in Region IV would be using this guide and what level of detail is expected to be included?	The AAR Project Team and Project Manager will inform the contractor about the diverse communities we serve in Region IV, our response efforts for these communities, and our partners and collaborators. The Contractor will use this information to develop a guide / tool for Region IV to be included in the AAR and to inform survey questions and/or hot wash and debrief session efforts.
6.	Is the Scope of Work in the RFP intended to cover just Clark County, or should it include the other counties identified in your document (Cowlitz, Skamania, Wahkiakum, and Klickitat?)	A portion of our response efforts the past 2 years included all counties in Emergency Response Region IV: Clark, Cowlitz, Skamania and Wahkiakum as well as our Hospital Preparedness Health Care Alliance Region: Clark, Cowlitz, Skamania, Wahkiakum and Klickitat as well as Region I and Region 6 in Oregon: Washington, Clackamas, Multnomah, Hood River and Wasco Counties. An effective After Action Review will include representation from those regional partners.
7.	Will there be any consideration for bidders who are women-owned businesses?	We encourage women-owned businesses to submit proposals. Their submissions will be evaluated using the same criteria as all responses.