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## **LACERS Tabletop Exercise Consulting Services RFQ Q&A**

**1. Question:** Is there an approved budget for these services? If so, please share.

**Answer:** Qualified selected firms will have the opportunity to submit proposals that include costs in future opportunities.

**2. Question:** Do firms need to have capabilities to deliver all of proposed exercise scenarios (cybersecurity, active shooter, earthquake, civil unrest) in order to be considered a successful bidder? Or may a firm respond with capabilities to deliver on one or two of the proposed scenarios?

**Answer:** Firms may respond with capabilities to deliver one, two, or multiple scenarios.

**3. Question:** What type of scenarios are you looking to conduct?

**Answer:** As mentioned in the RFQ, we are looking for various disruption scenarios that include, but are not limited to cybersecurity, active shooter, earthquake, and civil unrest.

**4. Question:** What is the composition of Attendees? Technical, non-technical, executive team members, non-executive members, etc.

**Answer:** The attendees include executive, non-executive, technical, and non-technical. The number of attendees will also vary for each exercise.

**5. Question:** Section 4 Content of Response - Section B - 4 (Sample Work): It reads "For example, if you wish to be considered for tabletop exercise consulting services, you must **submit (3) samples of scenario proposals.**" To have a clearer understanding. We design, consult, and install many different fire suppression systems for companies. For example we have designed wet-pipe, dry-pipe, pre-action, deluge fire sprinkler systems, special hazards fire suppression systems, fire pump room design, analysis if a fire pump is needed. Would these be considered qualified examples?

**Answer:** These examples are not considered as qualified examples.

**6. Question:** Section 4 Content of Response - Section C Proposed Fee Schedule: It reads "Provide a fee schedule, with full breakdown of costs associated with each exercise development." As we do not know what the exercises will be exactly, how would you like our fee schedule? Should it be hourly rates per team member and material costs?

**Answer:** Proposed fee schedule responses should describe the steps in the development of the tabletop exercise with total cost, but not include the cost of each step.

**7. Under Proposed Fee Schedule:**

**a.** Is LACERS looking for rates for different positions that would be assigned to a Tabletop development and conduct project and other general cost (i.e. cost of handouts and material per participant)?

**Answer:** What LACERS is looking for are the basis of the costs involved with the development, execution, and after-action reports, not the actual costs.

**b.** Based on the information provided it would be difficult to price out the whole Tabletop development and conduct project. If you could provide more detail as to what the Tabletop development and conduct project would consist of we would be able to better price out the whole project. For example 10-80 participants is a large range. Staff need to support 10 participants would be less than 80 participants. Would the exercise need to develop any "live video" like a "breaking news report" to deliver scenario information. Desired length of exercise – i.e. 4 hours.

**Answer:** The desired exercise length would be 4 hours.

The number of participants is taking into account additional staff members (primary, secondary, and tertiary staff) that would need experience in performing emergency duties during a particular exercise. Each exercise may affect fewer staff, but others may affect our entire Emergency Management Team.

Development of injects, such as “breaking news”, “live video”, or staff availability updates as examples are to give participants a realistic view of what can happen during an actual emergency event.

**8. Question:** Could we get access to your DEP and BCP?

**Answer:** Access to the DEP and BCP will be given once the TOS orders are given out to the selected qualified vendors.

**9. Question:** Are there any After-Action Reports that we can see from past Tabletop Exercises?

**Answer:** After Action Reports or similar documentation are currently not available.