

September 4<sup>th</sup>, 2015

**RE: Solicitation No. PCSB-2015-02, Emergency Response Planning, Response to Questions**

Dear Offerors,

This is a notice to inform that the District of Columbia Public Charter School Board (PCSB) has received questions pertaining to the Emergency Response Planning Request for Proposals, Solicitation PCSB-2015-02. Please see below for our responses:

**Question 1:** Section A.2.1 asks for three client references for work “providing Emergency Response Planning to support DC public charter schools in developing and completing their Emergency Response Plans.” Would the District allow experience from similar support to charter schools in other jurisdictions? Related to this question, C.6.1.3 (page 8) only asks for references for similar projects within the last 3 years, without specifying DC charter schools. Which requirement takes precedent?

**PCSB Response:** *We apologize for the confusion. Yes, we would allow experience from any school. However, we would like to know if the offeror has worked with DC schools and/or charters in particular.*

**Question 2:** The number of schools to be assisted will have a considerable impact on the time needed to perform the work. Under C.4 (page 6-7), the tasks related to “Assist Charter Schools”: Under Task A: How many of the charter schools will the Vendor be expected to provide the training and emergency response planning support to?

**PCSB Response:** *We currently oversee 62 Local Education Agencies (LEA) with 115 campuses. PCSB will offer this emergency response planning support to all of our schools. PCSB asks each school every year to provide an assurance that their emergency response plan is in line with the guidelines of DC first responders (Fire, EMS, MPD). These trainings may be required every year for the school to be fully prepared to handle an emergency.*

**Question 3:** Is each charter school to receive separate training and planning support sessions, or may they be done in group sessions?

**PCEB Response:** *The recommendation is to do the training by school facility. If more than one Local Education Agency (LEA) is housed in one facility, the trainings could be combined. Due to security concerns, it may not be in the best interest of the students to have combined trainings across different facilities.*

**Question 4:** Under Task B in Section C.4, How many charter schools will the vendor be expected to assist with developing, updating, revising, completing, finalizing, and uploading Emergency Response Plans?

**PCSB Response:** *PCSB is offering the services outlined in this Request for Proposals (RFP) to the 62 LEAS and 115 campuses. The Offeror should plan to service all of these schools.*

**Question 5:** Under Task C in Section C.4: How many schools will the vendor be expected to provide the “two hours of online or phone support”?

**PCSB Response:** *PCSB is offering the services outlined in this Request for Proposals (RFP) to the 62 LEAS and 115 campuses. The Offeror should plan to service all of these schools if all schools require the assistance from the vendor.*

**Question 6:** Under Task D in Section C.4, are we correct to assume that the new or expanded schools will purchase the Emergency Response materials, such as plan binders, etc., and the Vendor will only provide consulting advice on where and what to purchase to the schools?

**PCSB Response:** *No. The Offeror should plan to purchase the Emergency Response materials for all of the schools.*

**Question 7:** Under Task E in Section C.4, how many charter schools will the Vendor be expected to assist with “building relationships with First Responders, such as MPD and FEMS”?

**PCSB Response:** *We offer this support as needed for all of our charter schools. The Offeror should expect to service the 62 LEAs and 115 Campuses.*

**Question 8:** Under Task F in Section C.4, how many charter schools will the Vendor be expected to facilitate “school participation in local safety activities”?

**PCSB Response:** *The Offeror should expect to facilitate this service to all of our charter schools.*

**Question 9:** Are there a specific number of “trainings and city-wide drills” the vendor will need to assist with?

**PCSB Response:** *There is no specific number of trainings or city-wide drills PCSB requires. In the past, there have been three sets of trainings that the Vendor has conducted which included non-fire related drills such as lock-down procedures and severe weather awareness.*

**Question 10:** Are we correct to assume that the District wanted the Vendor to assist each charter school with conducting “two non-fire-related drills”? If that is correct, how many charter schools will the Vendor be expected to assist with?

**PCSB Response:** *Yes. That is correct. The Offeror should plan to assist with all of our charter schools.*

**Question 11:** Under Section C.4 the tasks related to “Serve as Charter School ESA Coordinator” For Tasks A and B, how many charter schools will the Vendor be expected to assist with these tasks?

**PCSB Response:** *Schools have the option to upload to the city-wide portal. The majority of the schools already do so. The Offeror should plan to assist with all of our charter schools.*

**Question 12:** Under Task C in Section C.4, how many monthly ESA meetings will the Vendor be expected to attend?

**PCSB Response:** *The Offeror should plan to attend one monthly ESA meeting.*

**Question 13:** Under Section C.4, the tasks related to “Conduct a Thorough Safety Audit” in Task A, is it correct to assume that the District wants the Vendor to “subcontract with a certified Crime Prevention through Environmental Design (CPTED) specialist” to develop a school safety audit tool and that the Vendor’s analysts will use the tool to conduct the safety audit of the public charter school facilities?

**PCSB Response:** *There is no mention of a tool in the description of this task. We do not require any production of an audit tool. We require an audit. The means by which the Offeror conducts the audit is left to their discretion.*

**Question 14:** Task B: How many charter schools will the Vendor be expected to provide the safety audit? How many schools will the Vendor be expected to provide the audit reports to? Will the reports be oral or written, or both?

**PCSB Response:** *The Offeror should plan to audit 5-10 schools as specified in Section C.4 part B.1 under Conduct a Confidential Audit Report. The Offeror should plan to provide a written report with an oral debrief of the findings.*

**Question 15:** Under Section G.9, does the “Mandatory Subcontracting Requirements” of 35% to certified small businesses apply in this type of non-construction project?

**PCSB Response:** *Yes, this applies.*

**Question 16:** Section G.9.1.4 indicates a plan must be submitted by January 31, 2014, which is inconsistent with other dates listed in the RFP. Could you please clarify this requirement?

**PCSB Response:** *PCSB will strike this last sentence from the RFP. This section is*

*inapplicable.*

**Question 17:** Will PCSB facilitate participation of the schools in this project? If yes, how?

**PCSB Response:** *Yes, PCSB informs schools that the support is available to them. PCSB acts as a liaison between the schools and the chosen Offeror. The Offeror should expect to work independently with the schools but also report to PCSB.*

**Question 18:** In Section K.9, why would an organization send this information? Or is this just general language for when the PCSB has a target group of vendors in mind?

**PCSB Response:** *This section is only applicable to those that have chosen to be on a notification list serve. Currently, PCSB does not a list serve for Emergency Response Planning.*

**Question 19:** In Section K.14.2, if a bid comes from an organization outside of the District is it required for them to have a DC license?

**PCSB Response:** *Please review the business license requirements on the Department of Consumer and Regulatory Affairs (DCRA) website [here](#).*

SECOND SET OF QUESTIONS (Updated 9/9/15):

**Question 20:** Is it the Board's intent to request that Offerors submit a Firm Fixed Price (FFP) or Time and Material (T&M) Pricing? To request the Firm Fixed Price be broken down by a) Personnel; b) Fringe benefits; c) Travel; d) Equipment; e) Supplies; and f) any other expenses is not consistent for this type of pricing.

**PCSB Response:** *Consistent with section C.6.2, we are seeking the fully burdened rate per personnel multiplied by the estimated hours to determine the labor cost, estimated travel cost, estimated other expense cost, and the total project Firm Fixed amount in Contractor's cost proposal. We apologize for the inconsistencies with section A.3.*

**Question 21:** The below statement implies that some public charter schools have existing Emergency Response Plans, and some require development of new Emergency Response Plans. Can the Board identify:

C.2 DESCRIPTION OF THE PROJECT *The Proposer shall work with public charter schools to review existing Emergency Response Plans, develop new Emergency Response Plans, provide training to public charter school leadership and staff on emergency response procedures and techniques, and link public charter schools to community resources that support school safety.*

- a) The total number of public charter schools and students in the charter school system;

- b) The number of public charter schools with existing or completed Emergency Response Plans and how many public charter schools currently have incomplete plans and how many do not have any Emergency Response Plans?

**PCSB Response:** *There are 62 charter school LEAs and 115 campuses. The number of schools needed to complete emergency response planning services varies. The job of the Offeror would be to assess which ones are complete, check the ones that are complete, and provide services to schools that currently do not have them. The Offeror should expect to work with all of our charter schools.*

**Question 22:** Should venue and food costs for training be factored in to our cost proposal?

**PCSB Response:** *No, this should not be part of your proposal. Most of the trainings should occur within the charter schools with no requirement for food.*

**Question 23:** In consideration for the Federal Holiday weekend, would the Board consider a 3-day extension on submission of proposals?

**PCSB Response:** *We will not be granting an extension to the deadline.*

**Question 24:** Section A.8 RE: PoP looks like 12 months, with the option to renew for four 12-month option periods, “or successive fractions thereof.” Does this mean UP TO 4 years total, contingent upon funding?

**PCSB Response:** *The contract is for a one-year term with the option to renew for four additional years. The total potential contract time could be 5 years.*

**Question 25:** Based on Section K.3.1., should the response include only those sections requiring the Offeror’s input, which I understand to be A, B, C, I, J, or should the response include all of the pages in the original document in addition to the response?

**PCSB Response:** *The proposals should include all of the pages from the original document with the inclusion of the response.*

**Question 26:** Is PCSB seeking a web based technology solution to develop emergency response plans or custom approach for each charter school?

**PCSB Response:** *There is no mention of a web-based technology solution in the description of this RFP. We do not require any production of a web-based technology solution to develop emergency response plans to custom approach for each charter school. The means by which the Offeror conducts the service is left to their discretion.*

**Question 27:** How is this project related to the Student Support Center, if any?

**PCSB Response:** *There is no relation to student support center. The student support center is*

*closed.*

**Question 28:** Section A.3 indicates that “offeror shall submit a total firm fixed price, broken down as follows: a) personnel; b) fringe benefits; c) travel; d) equipment; e) supplies; and f) any other expenses”. Then on page 9, item C.6.2 states that “proposal must include a detailed, separate, cost proposal that shows a breakdown of costs for each portion of the work as identified above. Hourly consulting services must be quoted as a fully loaded hourly costs including all travel and other expenses within the hourly proposed cost. The cost proposal should be a fixed price contract.” Therefore, our question is whether a contractor’s hourly rates are fully burdened to include overhead and profit, will fringe benefits need to be disclosed separately?

**PCSB Response:** *Fringe benefits do not need to be disclosed separately.*

**Question 29:** Section C.7.3.1.4 indicates that an additional 12 points will be awarded to proposals from certified local, small, and disadvantaged business enterprises. Will any points be given to prime firms that subcontract portions of the proposed work to a local, small or disadvantaged business enterprise?

**PCSB Response:** *No, points will not be awarded for subcontracted work.*

**Question 30:** Will PCSB please share all other questions submitted regarding this RFP

**PCSB Response:** *Yes.*

The closing date for question submission is September 7, 2015 at 5:00 pm. Please submit all questions to Audrey Williams at [awilliams@dpcsb.org](mailto:awilliams@dpcsb.org).

Sincerely,



Yariany Perez-Nieto