

## Running Q and A

The following will serve as a method of sharing questions received and answers provided regarding the Iowa Incident Management Team's RFP 2016-IMT-01.

25-August-2016

**Q:** *Looking for a clarification. The first pages of the RFP list the project as PLANNING SECTION CHIEF and OPERATIONS SECTION CHIEF COMBINED TRAINING, starting in Section II, project heading is 0305 All Hazards Incident Management Team. Is this just a typo??*

**A:** Thank you for catching this. It is indeed an error. The RFP is seeking proposals for a combined Planning Section Chief and Operations Section Chief training. Please accept our apologies for the confusion.

20-September-2016

**Q:** *The RFP uses a date for the courses of November 14th. Could an alternate week of November 7th be considered as a replacement?*

**A:** Unfortunately we cannot accommodate your request due to the preferred week of November 14 being on each member's calendar since January of this year.

22-September-2016

**Q:** Is it the desire of Polk County Emergency Management Commission (PCEMC) that both the Planning Section Chief and Operations Section Chief courses be delivered in a manner consistent with EMI Position Specific Training course guidelines and that EMI Position Specific Training Certificates be issued by the Emergency Management Training Center / Emergency Management Institute?

**A:** Yes, the desire is for these courses to meet any EMI guidelines or requirements.

**Q:** The Emergency Management Institute currently requires that each course be delivered utilizing two (2) qualified instructors. What is the minimum number of qualified instructor desired by PCEMC for each of the two (2) course deliveries.

**A:** A minimum of two instructors for each position-specific section, for a total cadre of four or more instructors is desired.

**Q:** What is the anticipated number of students attending each of the training courses?

**A:** The IMT leadership anticipates 25-30 course participants total, which will be split roughly 50/50 between the two courses.

**Q:** Are we correct to assume that each of the courses will be a four (4) day delivery consistent with Emergency Management Institute Position Specific Training guidelines?

**A:** Yes, a four-day delivery is desired, but see add'l info in our answer to Q6 below.

**Q:** Does PCEMC have a desired deadline for the comprehensive after action report?

**A:** This date is negotiable and can be determined after conversations with the chosen bidder.

**Q:** Would it be the desire of PCEMC that a joint capstone exercise be conducted on day five (5) for attendees and/or other IMT members on Friday of that week?

**A:** A Capstone exercise was not part of the RFP, so we cannot say this is a desire of the Commission or IMT leadership. The bidder may include the capstone event as an à la carte option in the cost proposal to give the review team different options to consider.

27-September-2016

**Q:** The RFP states that the Polk County Emergency Management Commission will provide the venue. For the portions where we are combining the course students into a common group, there is a potential for there to be 60 students in the room. Is that room in theater style seating or are there moveable tables that can be made into pods or groups of 5-6 students each? Will there be sufficient room for 12 pods or is a different style of seating going to be required when the combined classes are together?

**A:** The class enrollment will be capped at approximately 30 students. However, the room is a flat floor with movable tables and chairs that can seat up to 80 comfortably. A number of different modular configurations are feasible based on preference. There are also three additional adjacent conference rooms of various sizes that can be used if needed. The facility is a modern emergency operations center with advanced audio and video options.