



# Commonwealth of Pennsylvania

Date: **3-23-15**  
Subject: **EMAP 4.13: Hazard Mitigation Training**  
Solicitation Number: **6100033344**  
Opening Date/Time: **3/27/15 / 1:00 PM**  
Addendum Number: **1**

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To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

*List any and all changes:*

The following questions were asked.

1. Is there an anticipated number of deliveries per course that the vendor should price out, or is PEMA looking for a per course delivery price?

- we are looking for delivery for each course

2. RFP section IV-2 line 9 and 10 identify the contractor's responsibility for all printed course material and handouts. Can you please identify the number of pages for the course material as well as the number of pages of printed handouts for each course delivery?

- No, the vendor must be very familiar with the course requirements, the program of instruction and handouts. If a potential vendor does not have a very firm idea of how much printing is involved, then they are very unlikely to be qualified to teach the courses.

a. The RFP does not provide for any standard regarding the printed materials. Can it be assumed that all materials should be black & white double sided and professionally bound, as required in prior PEMA G-Series training deliveries?

- Yes

3. Can PEMA provide the number of days for each of the course deliveries?

- This information is in the FEMA Programs Of Instruction (POIs). As in question 2, if a vendor does not know this already, they are not a qualified vendor.

4. RFP Section IV-2 line 1 states the courses will be delivered between March 2015 and September. Is PEMA anticipating the modification of this timeline to address the re-release of this RFP?

- Yes, courses should not begin earlier than 30 days after the contract is in place. However, they must be complete by 30 September 2015.

**For electronic solicitation responses via the SRM portal:**



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- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- To attach the Addendum, download the Addendum and save to your computer. Move to 'My Notes', use the "Browse" button to find the document you just saved and press "Add" to upload the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.

## **For solicitations where a "hard copy" (vs. electronic) response is requested:**

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the following address:

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Very truly yours,

Name: Larry Dove  
Title: Purchasing Agent  
Phone: 717-651-2029  
Email: ldove@pa.gov