



Commonwealth of Pennsylvania

Date: **4-1-15**
Subject: **EMAP 4.13: Hazard Mitigation Training**
Solicitation Number: **6100033344**
Opening Date/Time: **3/27/15 / 1:00 PM Extended till April 6, at 10:00 AM**
Addendum Number: **3**

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:

ITQ 6100033344 was extended till April 6, at 10:00 AM.

The solicitation advertisement was reestablished under 61000033344-1.

The following questions were asked seeking further clarification from addendum 1.

Related to response to question 1 - It is understood that PEMA is seeking to deliver each course. The intent of the initial questions was to ascertain if there would be multiple deliveries of each of the courses, such as the G-Series, or if PEMA was seeking a unit price for the delivery of each course because a determination had yet to be made about how many deliveries there would be for each course. Is there to be just one delivery of each of the courses from the SOW?

Just one delivery of each course.

2. Related to the response to question 2 – while a qualified instructor may know all of the information about page count, additional handouts, etc., the business development team (the individuals that write the response to ITQs) are not always familiar with this, nor do they always have access to the qualified instructors, who may be on vacation or other business travel, and not have access to the materials. Please provide page count for student manuals and any other items necessary to deliver the course.

- 1) E273 Flood Plain Manager's course- 4 days
 - 300 pages
- 2) G318 All-Hazard Mitigation Planning Workshop 2 days
 - Student Manual is 114 pages, color
 - Power point slides – approximately 250, could be printed 3 to a page
 - Case Studies 20 pages
 - Miscellaneous 10 pages
- 3) G398.2 (Flood) Mitigation & Recovery Exercises 1-day Session
 - 50 pages

3. Related to the response to question 3 – The instructors may know this information; however, the business



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development team does not. Please provide an answer that allows the team to formulate the best price available to PEMA by detailing the length of each course by number of instructional days.

- 1) E273 Flood Plain Manager's course- 4 days
- 2) G318 All-Hazard Mitigation Planning Workshop 2 days
- 3) G398.2 (Flood) Mitigation & Recovery Exercises 1-day Session

For electronic solicitation responses via the SRM portal:

- 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