



**Emergency Management Department
Emergency Management Business Operations Center Coordination Services
Issued by the City of Los Angeles Mayor's Office of Public Safety**

RFP Questions & Answers

Please note: This document will be updated through the deadline to submit questions (4:00 p.m. PST on October 01, 2025).

Question 1

Q: It says whole item so does that mean that there will most likely be one Prime with a few other subs under? For example, I can provide items under 624230: Emergency and Other Relief Services, but not other items such as IT, etc. how would a sub communicate to the Prime that they can be a sub for this item?

A: Whole item typically indicates that the procurement may result in one Prime contractor responsible for the overall project Stated on the request for proposal, with the possibility of subcontractors providing specialized services under certain items. For this procurement, Prime contractors are responsible for identifying and reaching out to potential subcontractors. Additionally, the City has a Bid Outreach Program to help facilitate connections between Primes and subcontractors.

Question 2

Q: if we think we can only be a BIP do we only fill that out. WE have to be included with a prime contractor?

A: If you are only seeking to participate as a BIP subcontractor, you do not need to submit a stand-alone proposal. Instead, you would need to be included under a prime contractor's proposal for this opportunity.

Question 3

Q: Can you confirm the due date for the BIP outreach to be completed? Your presentation stated today 9/17 and the RAMP portal states 9/24/2025, 12:00 AM.

A. the correct due date is September 24, 2025, at 12:00 AM. However, vendors are strongly encouraged to complete outreach activities by September 23, 2025, at 11:59 PM to ensure timely submission.

Question 4

Q: Do you want someone to work in person at the EOC/BOC or will the contractor work off-site and attend meeting as needed in person

A: Yes, it will be the selected contractor who will work with us. Once selected, we will schedule a meeting with the contractor and the team to review what will be needed. The contractor may work virtually by default, as in-person work is not a requirement. However, on a case-by-case basis, if an important meeting arises that would benefit from in-person participation, we may ask the contractor to attend. Any such request would be discussed in advance between EMD staff and the contractor. For the most part, the contractor may expect to work in a virtual setting.

Question 5

Q: The RFP requires that BIP outreach be made. Please confirm that the required number of firms, entities, or individuals we need to reach out to through the RAMP LA system by 9/24 is 85

A: The required number of outreaches that must be contacted is **85** and BIP Outreach must be completed through the RAMPLA system by September 24, 2025 at 12:00am

Question 6

Q: Please clarify whether the \$225k is intended to cover all four tasks, or only Task 1 (AAR) and Task 2 (CONOPS) in the scope?

A: The \$225,000 budget is intended to cover all tasks in the scope of work,

Question 7

Q: Can potential subs be from more than just the 541690 NAICS code? While the RFP requires BIP outreach, there is no language in the RFP about including these firms in the proposal. Please clarify if there are such requirements or if it will affect the scoring of the proposal.

A: Potential subcontractors are not limited to the 541690 NAICS code; you may reach out to qualified firms from other applicable NAICS codes as appropriate BIP outreach compliance is separate from proposal content and will not directly affect the scoring of the proposal.

Question 9

Q: For the top two top scoring proposal, when will the interview take place? Will it be in person or virtual?

A: Should interviews take place, each potential proposer will be notified and a date identified for a virtual interview to take place. The interviews for the top two scoring proposals will be conducted virtually.

Question 10

Q: Should all the Exhibit forms be submitted on RAMP LA? Or do they need to be an attachment to the proposal?

A: All required Exhibit forms should be attached to the proposal when submitted. Vendors should complete the exhibit block

Question 11

Q: Please confirm the anticipated date of contract execution and the performance period. The RFP states contract execution-March 31, 2027 in 2.5 Award of Contract and 12 months within 5. Term.

A: The anticipated end date of the contract is March 31, 2027.

Question 12

Q: Will the contractor need to perform data collection to inform the AAR (i.e., documentation review, survey, debriefings, interviews, etc.) or has this information already been collected? Please verify EMD's preferred method(s) for gathering information to inform the AAR and whether data collection events should be held in-person, virtually, or a mix.

A: Data collection has not been completed as of yet, and the selected contractor will be asked to work with EMD staff to do so. Some data collection may need to be done in-person, while other forms may be virtual. This can further be discussed by EMD staff and the selected contractor at an initial meeting.

Question 13

Q: Please confirm that the Regional Supply Chain Situational Awareness GIS Tool is on ArcGIS.

A: EMD has

Question 14

Q: What is the intended format of the database / index, and will it be hosted on EMD's existing environment?

A: Currently, EMD is working to establish a database. Should one be determined by the time a proposal is selected, EMD will sit with the selected proposer and provide information about a database at that time.

Question 15

Q: For budgeting purposes, what is the estimated cadence for BOC events, meetings, trainings, or other activities (ex: once per week, one every other week, etc.) and how frequent are they to be held in-person vs. virtual

A: There is no current cadence for BOC events. EMD will sit with the selected proposer and discuss a potential structure at an initial meeting.

Question 16

Q: Please confirm how many tabletop exercises or seminars are requested and how many participants are anticipated for each session. Should the contractor budget for venue rental, printed materials, and/or food and beverage? Are tabletop exercises or seminars anticipated to be held in-person, virtually, or a mix?

Are the tabletop exercises or seminars required to be designed and delivered to be HSEEP consistent?

A: The request is for at least one exercise, the number and type(s) will be discussed by the selected contractor and EMD staff at an initial meeting, with approximately up to 75 guests per exercise. Suggestions for the type and number, may be provided in proposals. It is preferred that the exercise or exercises be in person. The EOC complex can be utilized to host the exercise(s) with no venue costs incurred. However, all other costs associated with hosting exercise(s) will need to be taken into consideration by the selected contractor and accounted for in the budget. The exercise and After Action Report must conform to, and comply with Homeland Security Exercise and Evaluation Program standards.

Question 17

Q: What style are the training courses envisioned to be delivered (i.e., instructor-led training, e-learning, blended learning, etc.)? How many BOC members are anticipated to require training and what is the anticipated length of the training? For any in-person training, should the contractor budget for venue rental, printed materials, and/or food and beverage?

A: It is preferred that instructor-led trainings be in person, with up to 10 staff per training for at least 4 hours. Suggestions for the type, number, and duration may be provided in proposals. The EOC complex can be utilized to host the trainings with no venue costs incurred. However, all other costs associated with hosting trainings will need to be taken into consideration by the selected contractor and accounted for in the budget.

Question 18

Q: Please confirm that the work sample will not count towards the 55-page limit and that links to work samples are acceptable.

A: The work sample will not count toward the 55-page limit. Links to work samples are acceptable.

Question 19

Q: If there is a small business that we wish to engage with that is certified as a woman owned business through SBA how do we document outreach to them and potentially subcontract to them? Also, if they are registered in RAMP under the NAICS codes designated in the RFP will they show up in the search under subcontractors even if they aren't certified small in CA?

A: BIP outreach may be conducted with vendors outside of the identified NAICS codes; however, such outreach will not count toward BIP "credit." (See Pg. 20 for the outreach button for outside codes.) Vendors can also add a subcontractor manually on their summary sheet if the firm is not registered in RAMP (see Pg. 43). Additionally, if you intend to use a subcontractor, you should clearly document your plan to subcontract to them in your Proposal. See the link to the manual for the referenced Pages https://www.rampla.org/resource/1709679554000/RAMP_BIP_walkthrough

Question 20

Q: Regarding Section 6, "Experience with Similar Projects" the RFP states: "List of any and all municipalities and/or public safety agencies the proposer has worked with in the past, including dates and periods during which the indicated service was provided along with the names of the projects.? Our company has worked with thousands of state and local governments. Would the City allow us to limit to municipalities and/or public safety agencies we have worked with in the past 5 years?"

A: Proposers are encouraged to provide information that best demonstrates relevant experience.

Question 21

Q: If Regarding Section 6, "Provide a resume for all team members." Please confirm that the resumes will not count toward the 55-page limit.

A: Correct. Resumes provided in response to Section 6 will not count toward the 55-page limit

Question 22

Q: Regarding Section 6, "Experience with Similar Projects" the RFP states: "List of any and all municipalities and/or public safety agencies the proposer has worked with in the past, including dates and periods during which the indicated service was provided along with the names of the projects."

A: The list of municipalities and/or public safety agencies may be included as an Appendix and will not count toward the 55-page limit. Yes, more than one work sample may be submitted.

Question 23

Q: Can we submit more than one work sample?

A: Yes.

Question 24

Q: How many people are staffed for the BOC?

A: Currently there are two staff persons assigned to the BOC; the Director and the Deputy Director. For the Wildfires Activation, there were several Disaster Service workers and Emergency Mutual Aid workers that also worked in the BOC.

Question 25

Q: Will printed training materials be expected for this project? If so, what quantities will be needed?

A: It is encouraged but not required for training materials to be printed. However, materials that are not printed must be made available in enough time for attendees to

read and review. This could be, for example, having them emailed out at least one week before.

Question 26

Q: Will printed SOPs be expected for this project? If so, what quantities will be needed?

A: Printed SOPs are not expected but can be provided throughout the process of their creation. It is suggested that electronic versions be exchanged throughout the process, since the document may go through several iterations. Once completed and approved by EMD, then it will be appreciated to have at least one printed copy of the final version of each SOP.