

**QUESTIONS AND ANSWERS REGARDING
REQUEST FOR BIDS (RFB) NO. 25-0004
EMERGENCY PLANNING CONSULTANT**

1.	The RFQ references “evaluating current emergency management preparedness of MSCAA for MEM and/or its general aviation airports, as appropriate.” When will MSCAA decide if the general aviation airports are included in the evaluation?
	The preliminary focus will be on MEM and the decision to include the general aviation airports will be made during the course of work.
2.	How old is the existing airport emergency plan?
	The plan was written in 2012 and was last revised in 2022.
3.	Will the airport share its existing emergency plan?
	The plan cannot be published online but is available upon request by e-mail to bids@flymemphis.com
4.	What are the key types of emergencies that are being managed by the airport’s emergency management system?
	Our emergency plan includes responses for incidents as described in 14 CFR 139.325. Specific history will be discussed with the winning respondent.
5.	What is the weakest area of the existing emergency plan?
	Specific history will be discussed with the winning respondent.
6.	Was there a recent incident that triggered the interest in identifying qualified emergency management consultants?

	No.
7.	Since the last full-scale emergency exercise occurred in October 2023, does MSCAA in-tend to host another full-scale exercise in 2-3 years?
	Yes.
8.	Will after-action reports from the 2023 full-scale exercise and other exercises be provided to the winning consultant?
	Yes.
9.	What mutual aid agreements currently exist?
	<p>Letters of Agreement exist between:</p> <p>City of Memphis (ARFF) and Tennessee Air National Guard</p> <p>MSCAA and FedEx Fire Services</p> <p>MSCAA and other law enforcement organizations</p>
10.	Has a risk assessment ever been conducted at MEM and the general aviation airports?
	<p>Several Safety Risk Assessments have been conducted for specific projects and issues. These will continue with the formal implementation of a Safety Management System. There has not been a formal risk assessment conducted in the recent past for emergency response.</p>
11.	What is the budget for this project?
	We do not disclose project budgets during the solicitation phase.

12.	Section 6.8 The RFQ states, “For this contract, the DBE goal is established at 13%.” Please confirm that individual Task Orders in the contract can be less or greater than 13% is achieved by the contract end.
	The DBE goal should reflect the total of the contract and not necessarily each task.
13.	Section 13 Please confirm that no pricing efforts are required in this RFQ.
	This is an RFQ, Request for Qualifications, pricing is not included as part of this submittal.
14.	RFP Section 11.5.1 specifies that invoice submissions should be made upon the completion of each task outlined in the scope of services section. Since there are multiple tasks listed and this is a multi-year contract, can MSCAA provide more clearly defined parameters regarding the billing schedule? Alternatively, is there an estimated timeline for the expected completion of each task throughout the duration of the contract?
	We will establish billing terms with the winning respondent, but many suppliers with open-ended contracts submit monthly billing with progress payments based upon hours worked or percents complete. The timeline for each task will be negotiated with the winning respondent.
15.	The RFP indicates this is a multi-year, open-ended contract. What is the duration of the initial contractual obligation before the contract is renewed?
	As per the RFQ Section 11.3, Term of Contract, The initial term of this Contract shall be for a period of one (1) year commencing on the start date of the Contract (Contract Term). The Authority, in its sole discretion, reserves the option to extend the Contract Term for four (4) additional periods of one (1) year each (Renewal Terms).
16.	Does MSCAA have an ideal budget they can share?
	See question 11.

17.	Can MSCAA clarify if there is a Not to Exceed budget allocated for this entire effort?
	See question 11.
18.	Does MSCAA have a preferred cost breakdown structure (e.g., per deliverable, per activity)? If there is a preferred breakdown structure, can MSCAA provide the specific activities/deliverables that should be accounted for?
	No. Specific billing requirements will be discussed with the winning respondent.
19.	Alternatively, could this contract be proposed as a Master Service Agreement with a total Not to Exceed limit inclusive of time and materials structured task orders?
	Yes, we will consider and specific budget requirements will be discussed with the winning respondent.
20.	Does MSCAA have a specific budget template to be completed?
	See question 11.
21.	Is the scope of work solely for the Memphis international airport or would it pertain to all three airports that MSCAA oversees?
	See question 1.
22.	What current Emergency Management materials does MSCAA have in place (e.g., COOP plan)?
	Specific scoping requirements will be discussed with the winning respondent.

23.	The provided document is labeled as a "Request for Qualifications". Will there be a further "Request for Proposal" following?
	No.
24.	Can MSCAA provide clarification regarding section 13.3.2 Negative Comments in the proposal? Is the intention for the vendor to identify a past client who can provide negative feedback on services or for a past client to provide feedback on how the vendor navigated a challenging situation?
	It is the intention for the vendor to identify a negative experience they have encountered and a possible solution to the negative experience.
Questions are listed as submitted, company names are withheld.	