



Financial Management Department
Purchasing Division
1112 Manatee Avenue West, Ste 803
Bradenton, FL 34205
Phone: (941) 749-3014
www.mymanatee.org

DATE: January 7, 2016
TO: ALL INTERESTED PROPOSERS
REFERENCE: REQUEST FOR PROPOSAL No. 16-0696CP, Five Year Strategic Plan for Manatee County Emergency Medical Services (MCEMS).

ADDENDUM No. 1

Proposers are hereby notified that this Addendum shall be acknowledged within their proposal and shall be made a part of the above named Request for Proposal documents as if contained within the original.

The following items are issued to add to, modify, and clarify the Request for Proposals (RFP) documents. These items shall have the same force and effect as the original RFP documents. Proposals are to be submitted on the specified date, on or before the specified time and shall conform to the additions and revisions listed herein.

Please be advised that the submittal time and date for receipt of proposals has been changed: from 4:00 P.M., January 12, 2016 to 4:00 P.M., January 15, 2016.

1. **Question:** When was the last time MCEMS developed a Strategic Plan? Was the organization able to reach the strategy's goals? What factors contributed to its success or failure?

Answer: There has not been a previous strategic plan prepared.

2. **Question:** What is the anticipated date when Manatee County would like to have all Strategic Plan deliverables complete? Will there be additional assistance needed by the County when implementing the Operational Plan?

Answer: Prioritizing the short, midrange and long term over 5 years, depending on what the deliverables are as determined by the internal and external focus groups. This will be an internal process for the Division, this is NOT a Master Plan that involves the entire county. The vendor deliverables should remain focused on MCEMS only and facilitating the work product of the MCEMS's strategic plan.

3. **Question:** Due to the nature of a strategic plan that includes highly confidential and competitive client information, will the MCEMS disqualify Proposers if they are unable to

provide the required two (2) similar strategic plan documents completed by our firm within the past five years?

Answer: Please include a finalized example of your work that is most closely related to the field of Public Safety.

4. **Question:** What budget amount that has been allocated to develop the Five Year Strategic Plan for Manatee County Emergency Medical Services?

Answer: \$25,000.00

5. **Question:** It is stated in C.03.3 “three (3) recent public sector client reference of similar mixed and municipal accounts which the proposer has served in a similar capacity...” specifically what benchmarks and measures will be used to compare client organizations to MCEMS?

Answer: Review of an accepted working program that can be consider a “like” deliverable in the public safety industry. Must be EMS focused and consist at a minimum of response criteria as determined in National Fire Protection Association (NFPA) 1710.

6. **Question:** What process is followed for the reimbursement of travel or other expenses associated with the project. Should an estimate of these expenses to broken out separately for each milestone or listed for the entire project?

Answer: Travel will be reimbursed in accordance with the limitations provided in Florida Statute 112.061. Please include an estimate for travel and other expenses for each milestone.

7. **Question:** Is MCEMS open to some meetings being performed virtually using such technology as telephone conferencing, Skype, or WebEx?

Answer: Yes

8. **Question:** How is project cost stated in a proposal factored into the evaluation? Please clarify a Cost Proposal is not required.

Answer: The cost will be reviewed by the evaluation committee. There is no specific weight assigned to the evaluation factors. Section C.03.10 requires a schedule of costs to be submitted. This amount should be the total amount the County will be charged for the Scope of Work listed in the RFP.

9. **Question:** Please provide an organization chart of the MCEMS.

Answer: A copy of the organization chart for Manatee County Public Safety is attached to this addendum.

All other terms and conditions of Request for Proposal 16-0696CP remain unchanged.

Proposals will be received until **January 15, 2016 at 4:00 P.M.** in the Purchasing Division Conference Room, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

If you have submitted a proposal prior to receiving this addendum, you may request in writing that your original, sealed proposal be returned to your firm. All sealed Proposals will be opened on the date stated.

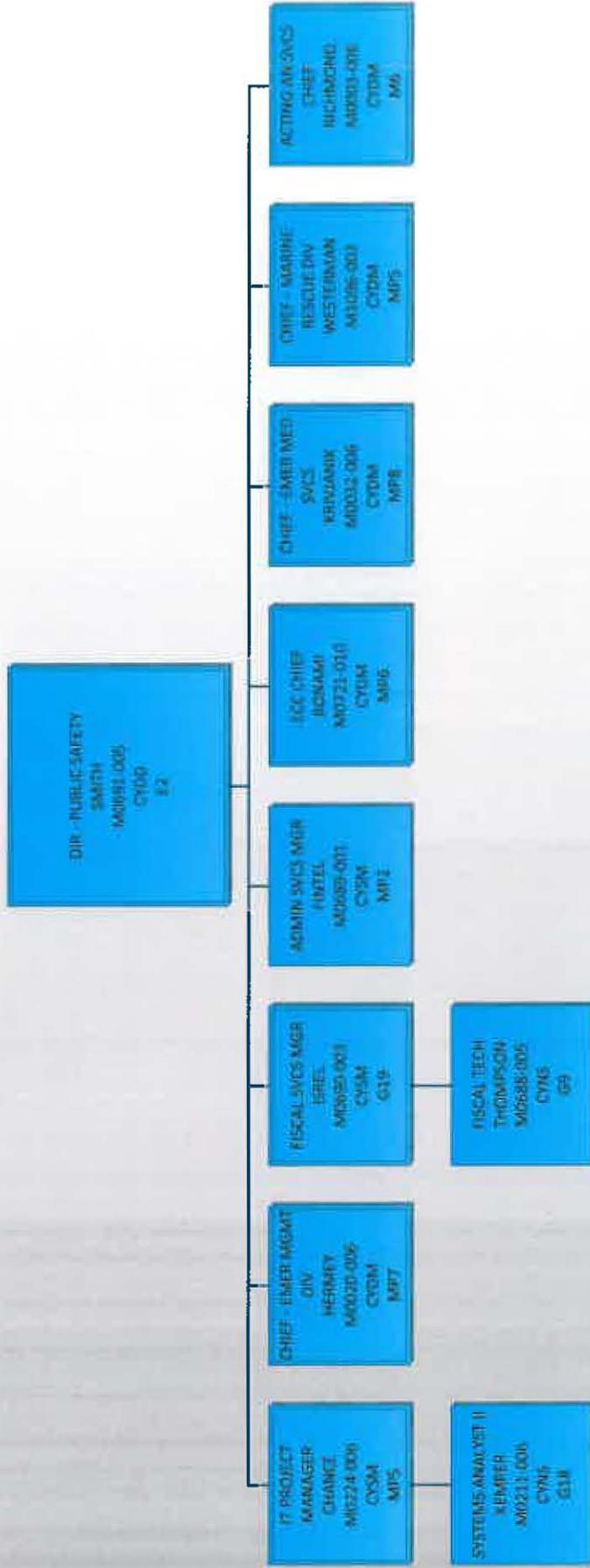
Sincerely,



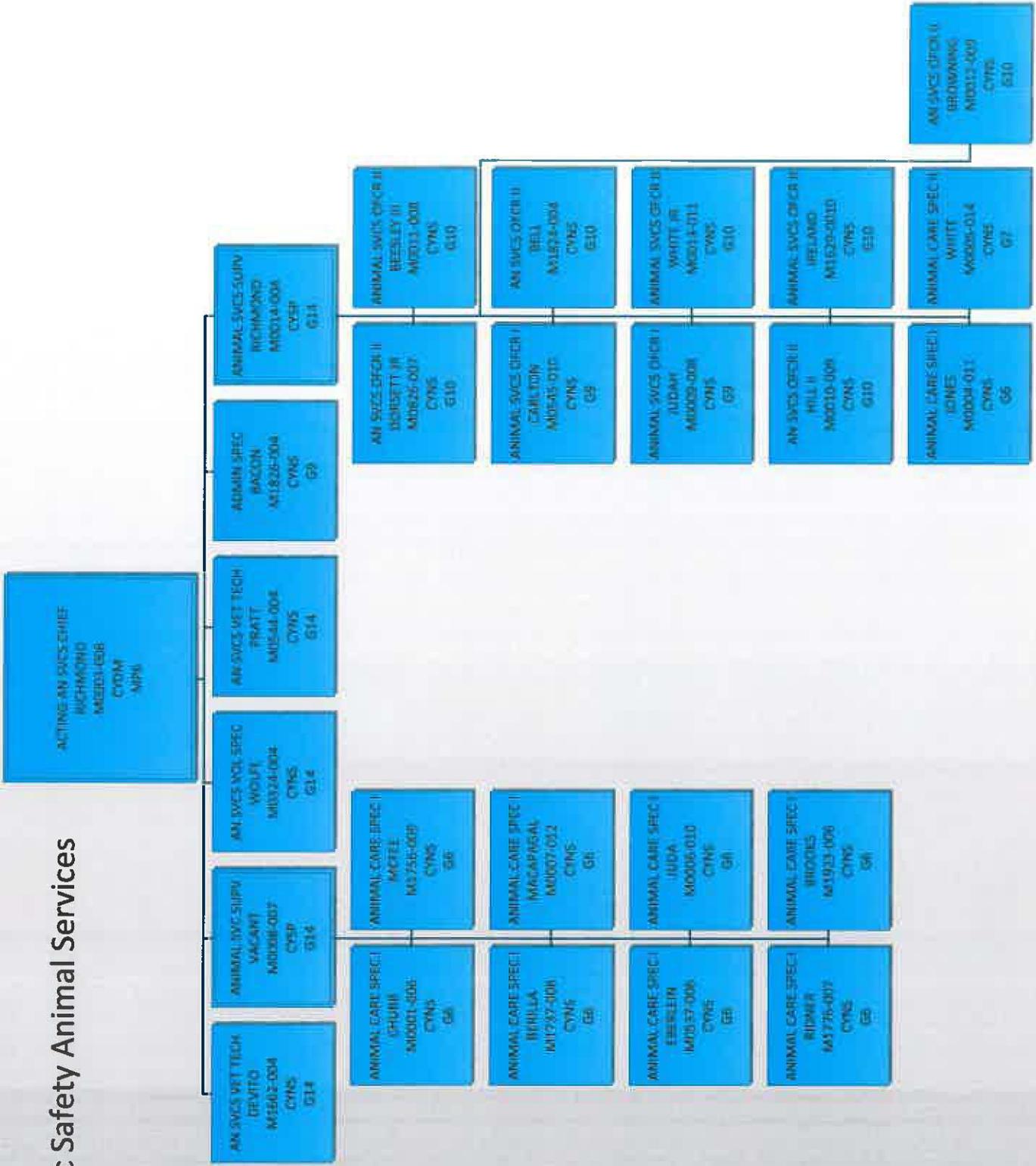
Christine M. Pearson
Contracts Negotiator
MANATEE COUNTY GOVERNMENT

DMW

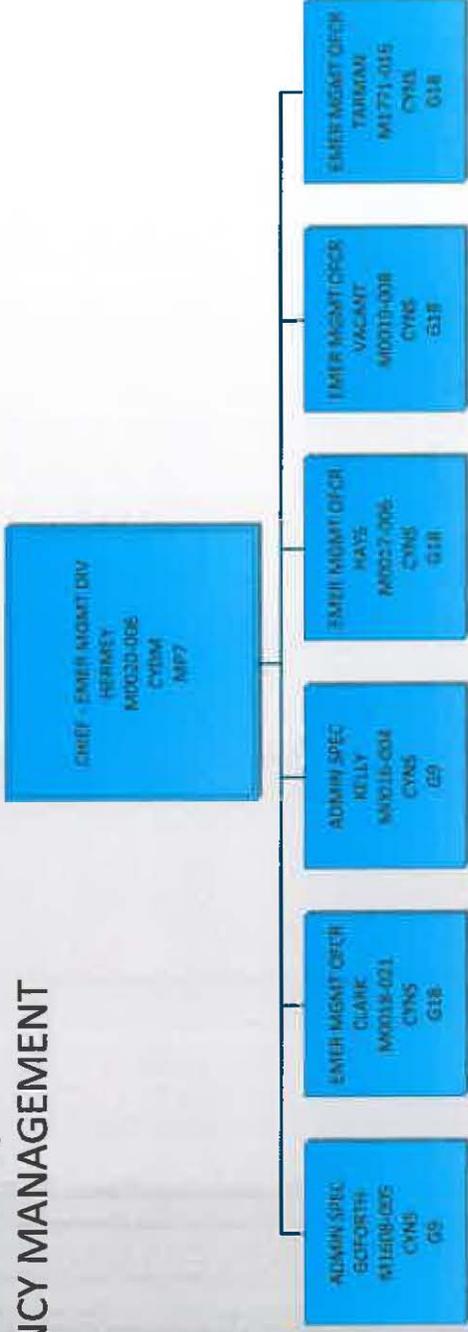
PUBLIC SAFETY ADMINISTRATION
11/4/2015



Public Safety Animal Services



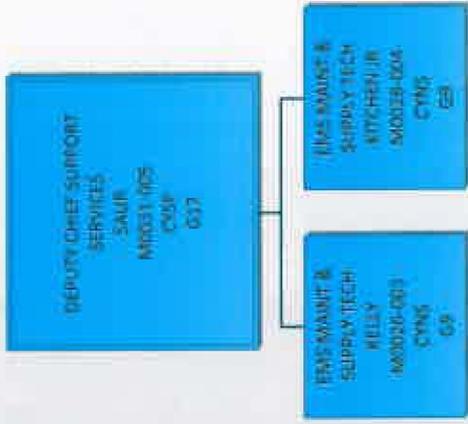
Public Safety EMERGENCY MANAGEMENT



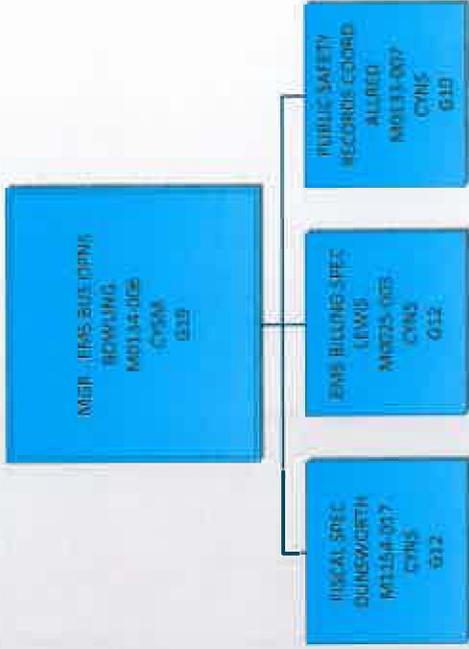
PUBLIC SAFETY EMS OVERVIEW



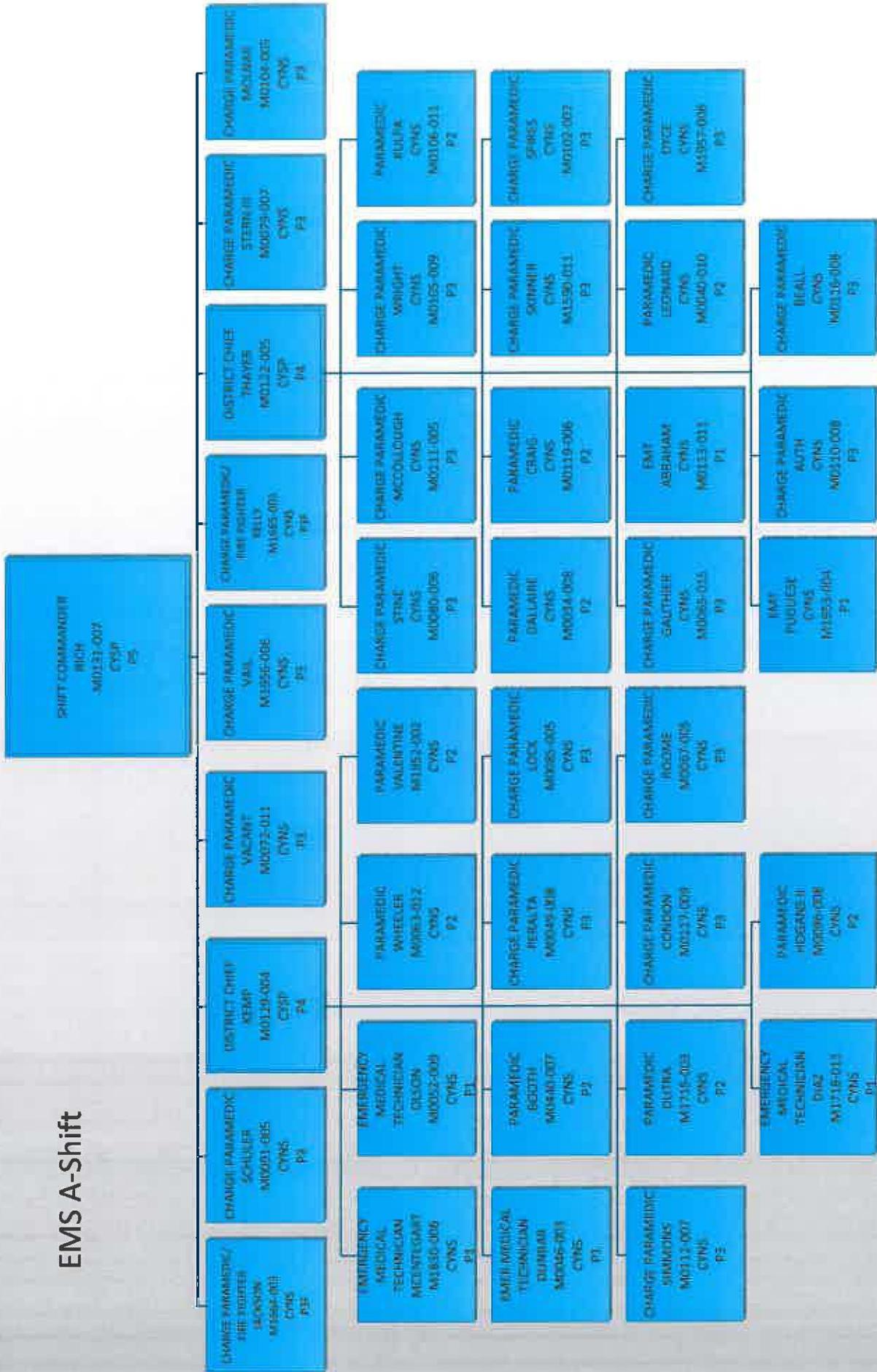
**PUBLIC SAFETY
EMS LOGISTICS**



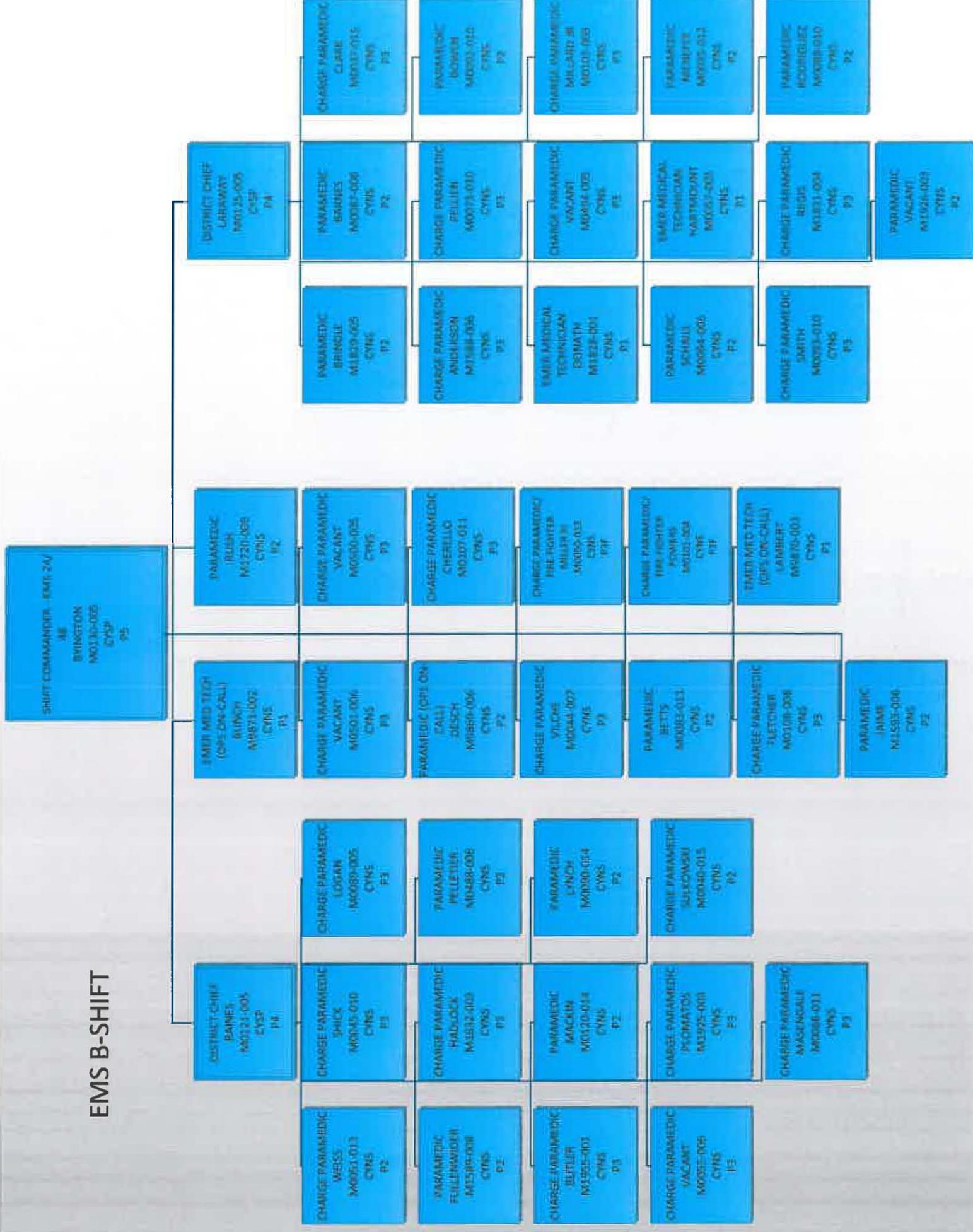
**PUBLIC SAFETY
EMS BILLING**



EMS A-Shift



EMS B-SHIFT



**PUBLIC SAFETY
MARINE RESCUE**

