

Mid-America Regional Council (MARC)
Emergency Services Planner & Data Analytics Support RFP
Final Consolidated Questions & Answers Addendum

This Addendum provides responses to questions received from prospective proposers regarding the Emergency Services Planner & Data Analytics Support Request for Proposals (RFP). The responses herein are for clarification purposes and do not modify the intent of the RFP unless explicitly stated.

Primary Focus Clarification:

The primary focus of this contract is the development of sustainable data visualization and situational awareness tools that can be implemented and maintained with limited long-term cost impact. These tools are intended to support graphics, dashboards, and visual products used across a variety of emergency services plan updates, operational documentation, and special event preparedness activities. Where appropriate, these visual products will be designed for use by MARC and shared with regional partners to support coordinated planning, preparedness, response, and situational awareness.

This contract is not intended to result in the development of new emergency operations or emergency services plans from scratch. Planning activities will focus on updating, refining, and operationalizing existing base plans. Supporting materials such as annexes, appendices, protocols, standard operating procedures, job aids, and event-specific supplements may be developed to enhance existing plans and support major summer 2026 events.

I. Budget, Funding, and Costs

- Q: Is there a specific or target Not-To-Exceed (NTE) budget?
A: Yes. The not-to-exceed (NTE) amount for this contract is \$110,000. Proposers should submit a cost proposal that is reasonable, competitive, and aligned with the proposed scope and level of effort.
- Q: Which grant award is funding this scope of work?
A: Funding is anticipated to come from federal preparedness and planning grant programs administered by MARC. Specific funding sources may vary.
- Q: May travel costs be included in the proposal?
A: Yes. Anticipated travel costs may be included and must comply with applicable federal grant requirements and GSA rate limitations.

II. Schedule and Administration

- Q: Will the RFP submission deadline be extended?
A: MARC does not anticipate extending the proposal deadline. Any changes would be issued via formal addendum.
- Q: Is there a file size limit for proposals submitted via email?
A: Yes. Proposals submitted via email should not exceed 15 MB. For ongoing project management, document sharing, and collaboration, MARC prefers the use of SharePoint with organized folders and files established for this project.

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III. Meetings, On-Site Presence, and Travel

- Q: Are meetings expected to be in-person, virtual, or hybrid?
A: MARC anticipates a hybrid approach, with virtual meetings for routine coordination and in-person meetings as appropriate for workshops, exercises, and major events.
- Q: Is on-site participation required?
A: Some tasks may require on-site participation depending on scope, event needs, and operational requirements.

IV. Planning Scope and Existing Plans

- Q: Does MARC currently have emergency planning documents in place?
A: Yes. MARC maintains foundational regional emergency management plans that may be evaluated, referenced, refined, or operationalized through this contract. These base plans include:
 - Regional Coordination Guide, consisting of a Base Plan and 15 Emergency Support Functions (ESFs);
 - 2025 Regional Hazard Mitigation Plan; and
 - 2025 Regional Hazardous Materials Emergency Preparedness Plan.
- Q: How many plans will be created or updated?
A: MARC has not established a fixed number of plans or documents. No plans will be developed from scratch under this contract. Planning activities will focus on updates, refinements, and the development of supporting documents such as annexes, appendices, protocols, and event-specific supplements to existing plans, scoped through tasking during the contract period.

V. Exercises, Operations, and EOC Support

- Q: Will exercises be planned under this contract?
A: Exercises may be fully or partially planned under this contract or planned separately with contractor support related to data collection, analysis, documentation, and situational awareness.
- Q: Will the contractor be required to staff an Emergency Operations Center (EOC)?
A: The contractor may provide planning, analytical, or situational awareness support related to operations, but continuous or full-time EOC staffing should not be assumed unless specifically tasked.

VI. Major Special Events – Summer 2026

- Q: Can MARC identify anticipated major special events?
A: MARC anticipates supporting preparedness activities for multiple large-scale regional and special events during summer 2026. Specific events may evolve and cannot be fully enumerated at this time.

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- Q: Can MARC describe expected event characteristics?
A: Events may vary widely in size, duration, complexity, and jurisdictional involvement, including multi-day and multi-jurisdictional events requiring regional coordination.

VII. Data, GIS, and Technology Platforms

- Q: Will MARC provide GIS platforms such as ArcGIS?
A: Yes. MARC maintains ESRI-based GIS platforms and will provide access as appropriate to support collaboration and delivery of project outputs.
- Q: Will MARC provide Microsoft tools such as SharePoint or Power BI?
A: Yes. Access to MARC-supported Microsoft platforms, including SharePoint, will be provided as needed to support collaboration, document management, and delivery of the proposed scope of work.

VIII. Qualifications and Evaluation

- Q: Are specific certifications required?
A: No mandatory certifications are required. Relevant experience, training, and qualifications will be evaluated as part of the overall proposal review.
- Q: Are evaluation criteria weighted?
A: No additional weighting beyond what is described in the RFP is being provided. Proposals will be evaluated holistically based on best value.

This concludes the Final Consolidated Questions & Answers Addendum. All other terms and conditions of the RFP remain unchanged.