

Emergency Preparedness and COOP Development Consultant Request for Proposal

Vendor Questions

QUESTIONS	ANSWERS
Is this a new contract or is there an incumbent? If there is an incumbent, are they eligible to bid on this effort and give their name?	<i>There is no current vendor providing such services. This is a new project for which we are seeking vendor assistance.</i>
What is the total dollar value for this contract?	<i>AOIC's expectation is that vendors make a good faith effort to complete the budget schedules for evaluation criteria purposes.</i>
Is there an incumbent for this work or is it a totally new initiative?	<i>There is no current vendor providing such services. This is a new project for which we are seeking vendor assistance.</i>
Is it full and open competition or is there any advantage to the small business category (and Woman Owned)?	<i>The competition is full and open to all proposals.</i>
Per page 8 of the RFP "Pricing and Compensation", is it up to the potential vendor to determine the method of charging i.e. Time and Materials, Fixed Fee or Cost Plus? If the answer is yes, do Schedules A, A-1 and A-2 need to be completed. These appear to be based on a cost plus pricing model.	<i>AOIC's expectation is that vendors make a good faith effort to complete the budget schedules for evaluation criteria purposes.</i>
If Cost Plus Pricing is required, are GSA Mobis rates an acceptable alternative?	<i>AOIC's expectation is that vendors make a good faith effort to complete the budget schedules for evaluation criteria purposes.</i>
Are expenses to be included in the hourly rates i.e. fully loaded or billed at cost?	<i>AOIC's expectation is that vendors make a good faith effort to complete the budget schedules for evaluation criteria purposes.</i>
Please provide a copy of the applicable State Travel Regulations.	<i>Applicable state travel regulations are attached as Appendix A.</i>
Who will the vendor be reporting to?	<i>Jacque Huddleston, Court Analyst, will primarily be available to coordinate efforts for this project.</i>

QUESTIONS	ANSWERS
<p>Other than providing technical expertise and planning templates, what else will AOIC be looking for the vendor to provide?</p>	<p><i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project.</i></p>
<p>Has the Circuit Court system staff been oriented and trained on the Emergency Preparedness Standards for the Illinois Circuit Courts, Effective January 1, 2009?</p>	<p><i>In November 2008, the AOIC conducted a facilitated planning event, which introduced the Emergency Preparedness Standards and related material to Chief Circuit Judges and Trial Court Administrators.</i></p>
<p>Are there any restrictions or exclusions for out-of-state companies intending on responding to this RFP?</p>	<p><i>There are no restrictions or exclusions for out-of-state companies for responding to the RFP. The successful vendor will be required to meet all contractual obligations as identified by the AOIC Standard Vendor Agreement for Goods and Services.</i></p>
<p>Should consultant resumes be included in the proposal as an annex or appendix? Please confirm that this resume section would be addition to the required 15 pages.</p>	<p><i>Resumes do not apply to the 15 page limit required for the proposal narrative.</i></p>
<p>In section 4F of the RFP you state that the vendor is expected to attend, participate and present relevant information and materials related to judicial branch emergency preparedness and COOP development at planning event or other training sessions.</p> <p>Does the training requirement include having the Vendor create a classroom role play; or a computer-based simulation that can be used for distance learning; or a full mock up of a disaster for training? i.e., shut down the courthouse, relocate personnel, IT and communications to Alternate Facility and then continue court; or other?</p> <p>For bidding purposes it would be helpful to know the: a. extent to which you require to be involved in the development as well as the participation in training per the above, and b. number of training sessions estimated to occur.</p>	<p><i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project. AOIC will assist with facilitating coordination of meetings, as deemed appropriate.</i></p>

QUESTIONS	ANSWERS
<p>In Section D you refer to future meetings in addition to the initial two taking place prior to the end of June 2009. For bidding purposes, can you estimate the anticipated number of those meetings with the AOIC?</p>	<p><i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project. AOIC will assist with facilitating coordination of meetings, as deemed appropriate.</i></p>
<p>For bidding purposes, are existing emergency preparedness plans for circuit courts available for review by vendors prior to the closing date for the proposal submission? Were these plans prepared internally or by external contractor?</p>	<p><i>The AOIC does not maintain a listing of existing circuit court emergency preparedness plans. The circuit courts are required to submit a Plan to the AOIC on or before January 1, 2011 that meets the requirements of the Standards.</i></p>
<p>Who in addition to the AOIC, Circuit Court Judges and Emergency Coordinators will provide input to and meet with the vendor during the completion of this project?</p>	<p><i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project.</i></p>
<p>What is the anticipated award date for this contract?</p>	<p><i>The anticipated date of award for this contract is sometime in March or April 2009.</i></p>
<p>How many Circuit Courts currently have an Emergency Preparedness Plan? Are these based on the 1994 version or 2009 version of the Standards?</p>	<p><i>The AOIC does not maintain a listing of existing circuit court emergency preparedness plans. The circuit courts are required to submit a Plan to the AOIC on or before January 1, 2011 that meets the requirements of the Standards. Page 1 of the RFP identifies the Website address where the Standards can be viewed.</i></p>
<p>What, if any, feedback has the AOIC received from the Circuit Courts on the current Standards?</p>	<p><i>The Chief Circuit Judges meet on a regular basis to discuss and coordinate efforts regarding completion of a Plan that will satisfy the requirements of the Standards.</i></p>
<p>Has each Circuit Court already chosen their alternate court facility described in the Standards or is that a deliverable of the vendor?</p>	<p><i>The circuit courts are required to submit a Plan to the AOIC on or before January 1, 2011 that meets the requirements of the Standards. It is unknown what portions of the Standards have been completed by the circuit courts.</i></p>
<p>Has each Circuit Court already chosen their off-site storage for data described in the Standards or is that a deliverable of the vendor?</p>	<p><i>The circuit courts are required to submit a Plan to the AOIC on or before January 1, 2011 that meets the requirements of the Standards. It is unknown what portions of the Standards have been completed by the circuit courts.</i></p>

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<p>Were the Emergency Preparedness Standards and the RFP Scope of Work prepared by the Administrative Office of the Illinois Courts or by an outside consultant? Does the vendor have access to the writer to obtain clarification on specific deliverables? Is this access before or after award?</p>	<p><i>The Emergency Preparedness Standards and RFP Scope of Work were prepared by the AOIC. Jacque Huddleston, Court Analyst, will primarily be available to coordinate efforts for this project. AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project.</i></p>
<p>What is the proposed budget earmarked for this project?</p>	<p><i>AOIC's expectation is that vendors make a good faith effort to complete the budget schedules for evaluation criteria purposes.</i></p>
<p>Is the AOIC seeking a time and material cost proposal? If not, does the consultant have the flexibility to propose an approach and make assumptions e.g., anticipated hours based on scope?</p>	<p><i>AOIC's expectation is that vendors make a good faith effort to complete the budget schedules for evaluation criteria purposes.</i></p>
<p>The RFP implied that there are some existing emergency plans for the courts. Do these include both court continuity plans and IT disaster recovery plans? Approximately how many plans will have to be prepared versus being adapted to the new standard?</p>	<p><i>The AOIC does not maintain a listing of existing circuit court emergency preparedness plans. The circuit courts are required to submit a Plan to the AOIC on or before January 1, 2011 that meets the requirements of the Standards.</i></p>
<p>The standard discusses plan testing and exercising while the RFP requests completion of a plan development guide. Do any tests or exercises need to be factored into the schedule to be completed by the end of the year?</p>	<p><i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project.</i></p>
<p>Are the AOIC and circuit courts IT environment standard architecture? Does each circuit have their own IT environment or does the AOIC provide a common IT environment for the circuits?</p>	<p><i>The AOIC does not provide a common IT environment for the circuits. There are 102 counties in Illinois with approximately 11 different case management systems statewide. Depending on the county's resources and case management system, IT services may or may not be a performed at the county level.</i></p>
<p>Does each judicial circuit require an IT DR plan (designed by the consultant) based on how the standard is written? Is this a deliverable? If so, is there a testing plan?</p>	<p><i>The circuit courts are required to submit a Plan to the AOIC on or before January 1, 2011 that meets the requirements of the Standards. Depending on the county's resources and case management system, IT services may or may not be a performed at the county level.</i></p>

QUESTIONS	ANSWERS
<p>The RFP indicates a not-to-exceed limit of 15 pages. Does the page count include in the total county the schedules and general vendor information requested by the AOIC? Is the AOIC allowing for an appendix in order for the vendor to include complete resumes, organizational chart, additional relevant information which on its own can exceed the 15 page limit?</p>	<p><i>Additional material, budget information, and Resumes do not apply to the 15 page limit required for the proposal narrative.</i></p>
<p>What is the current status of emergency plan development among the 23 judicial circuits in Illinois? How many judicial circuits presently have an emergency preparedness plan, or continuity of operations (COOP) plan, either completed or in progress?</p>	<p><i>The AOIC does not maintain a listing of existing circuit court emergency preparedness plans. The circuit courts are required to submit a Plan to the AOIC on or before January 1, 2011 that meets the requirements of the Standards.</i></p>
<p>Are there one or more committees currently in place within the Illinois Judicial Branch with responsibility for emergency preparedness or courthouse security?</p>	<p><i>The Chief Circuit Judges meet on a regular basis to discuss and coordinate efforts regarding completion of a Plan that will satisfy the requirements of the Standards.</i></p>
<p>Does AOIC anticipate that the planning events/training sessions referenced in the RFP will take place in one central location? Or in multiple locations throughout the state?</p>	<p><i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project. AOIC will assist with facilitating coordination of meetings, as deemed appropriate.</i></p>
<p>Please clarify the extent to which the AOIC expects the consultant to provide services in the field as opposed to simply assisting the AOIC to organize and deliver such services?</p>	<p><i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project.</i></p>
<p>When the project is completed, do you envision one plan per Circuit, or a plan for each county? Would it be acceptable to propose some portions of the plan be completed at the Circuit level and some at the County level?</p>	<p><i>Each circuit is required to submit a Plan to the AOIC on or before January 1, 2011 that meets the requirements of the Standards.</i></p>
<p>Will there be a centralized state-wide repository for the completed plans from each Circuit?</p>	<p><i>The circuit courts are required to submit a Plan to the Administrative Director on or before January 1, 2011.</i></p>

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<p>If we feel that some requirements are missing from the current Templates, can we suggest changes to existing templates or the addition of new templates?</p>	<p><i>The Supreme Court of Illinois established the Standards effective January 1, 2009 as an official policy of the Illinois Courts. The Administrative Director was given authority to authorize exceptions to and amend the Standards as necessary and appropriate.</i></p>
<p>The vendor is not yet an authorized vendor of the State of Illinois. Does this need to be completed before you can consider our bid, or can it be completed after our bid is submitted on March 13?</p>	<p><i>The successful vendor will be required to meet all contractual obligations as identified by the AOIC Standard Vendor Agreement for Goods and Services.</i></p>
<p>Through this project, how many COOP plans are expected to be developed - one for each of the 23 circuit courts or additional plans for each of the country courts that may comprise a circuit?</p>	<p><i>Each circuit is required to submit a Plan to the AOIC on or before January 1, 2011 that meets the requirements of the Standards.</i></p>
<p>Should plans be developed only for the circuit court locations or also for supporting facilities that are part of the circuit?</p>	<p><i>The Standards apply to the Circuit Courts.</i></p>
<p>Is the scope of planning only the Circuit Court system or does it also include the Appellate and Supreme courts?</p>	<p><i>The Standards apply to the Circuit Courts, only.</i></p>
<p>Is it expected that the selected vendor provide and/or develop technology (IT) recovery procedures to support the COOP plans for the circuits?</p>	<p><i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project.</i></p>
<p>Have the circuit courts adopted Case Management Systems (CMS) to assist in scheduling and managing the court case load?</p>	<p><i>There are 102 counties in Illinois with approximately 11 different case management systems statewide. It is unknown to what extent the case management system is used to perform scheduling and management of the court case load.</i></p>
<p>Do Technology Business Continuity, Emergency Management or any other contingency planning materials exist within the circuits today?</p>	<p><i>The AOIC does not maintain a listing of existing circuit court emergency preparedness plans. The circuit courts are required to submit a Plan to the AOIC on or before January 1, 2011 that meets the requirements of the Standards.</i></p>

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Is it expected that the selected vendor will assist the circuit courts in the application process for grant monies related to emergency preparedness?	<i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project. Section 2 - Description of Request for Services identifies the project requirements.</i>
Are any grant funds currently being used to support Emergency Planning efforts at the AOIC or the Illinois circuit court system?	<i>Grant funds are not currently being used by the AOIC to support Emergency Preparedness Planning. It is unknown what funding, if any, is being used by the circuits in regards to implementation of a Plan as required by the Standards.</i>
What responsibility does the selected vendor have in regards to implementing (or assisting in the implementation) of remediation to circuit court deficiencies (e.g. implementing an offsite storage program if one does not exist)?	<i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project. Section 2 - Description of Request for Services identifies the project requirements.</i>
Is funding currently available to the circuit courts for costs related to acquisition and implementation of solutions required to meet AOIC standards, or is this dependent on the grants identified through the project?	<i>It is unknown what funding, if any, is available to the circuits in regards to implementation of a Plan as required by the Standards.</i>
Does the AOIC require a single fixed fee of all anticipated services and costs for this project or is an estimated range of costs acceptable during this response?	<i>AOIC's expectation is that vendors make a good faith effort to complete the budget schedules for evaluation criteria purposes.</i>
What is the total number of training sessions expected to be delivered during this project and is there an expected timeframe for those activities?	<i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project. AOIC will facilitate the coordination of training activities, as deemed appropriate.</i>
Is there any expectation to test/validate the circuit court COOP plans during the course of this project?	<i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project.</i>
Is there interest in obtaining/maintaining a software tool for developing and maintaining the plans for each circuit?	<i>AOIC's expectation is that vendors will provide a detailed work plan that will satisfy the objectives of the project.</i>
Is there a specific dollar amount cap on this project?	<i>AOIC's expectation is that vendors make a good faith effort to complete the budget schedules for evaluation criteria purposes.</i>

Appendix A

TRAVEL REIMBURSEMENT GUIDELINES FOR NON-JUDICIAL EMPLOYEES OF THE JUDICIAL BRANCH AND OTHER PERSONNEL

Non-judicial personnel, members of Supreme Court committees (other than judges), professor-reporters, individuals under contract to the Judicial Branch, and non-judicial participants at educational programs will be reimbursed for the reasonable and necessary business-related travel expenses incurred in the performance of their official duties, pursuant to the following guidelines.

TRANSPORTATION

The most economical mode of transportation that is reasonably available should be used for travel, in light of time, cost, work requirements, safety and customary practice. To request assistance in securing travel accommodations, please contact the Administrative Services Division of the Administrative Office of the Illinois Courts at (217) 782-7770.

Privately owned motor vehicles may be used for Judicial Branch travel. Effective **July 1, 2008**, the mileage reimbursement rate is **\$.505** per mile. The trip should be by the most direct, normally used route. Mileage in and around the destination city may also be included for reimbursement. Parking fees, tolls, phone calls, and similar expenses directly related to travel on official business may also be reimbursed. Travel between residence and headquarters, or any portion thereof, shall not be reimbursed. Travel between an individual's residence and temporary location is reimbursable provided that (1) the traveler does not pass through his/her headquarters city, and (2) the travel does not coincide with the traveler's regular commute, including any portion of the miles between a traveler's headquarters and residence. In instances where an individual, traveling between his/her residence and temporary location, passes through his/her headquarters city or takes a route that coincides with his/her regular commute, only mileage from the headquarters city to the temporary location or mileage in excess of a traveler's regular commute will be reimbursed.

A traveler seeking reimbursement for travel costs, including overnight accommodations, other than travel relating to his/her regular work assignment and/or travel to Judicial Conference seminars should request prior approval from the Director of the Administrative Office. In these limited circumstances, a traveler should submit a written request to the Director prior to incurring any travel costs. Failure to follow this procedure may result in a denial of a traveler's request for reimbursement. Examples of travel that are not eligible for reimbursement include travel to retirement ceremonies, travel to seminars not sponsored by the Administrative Office, travel to retirement presentations by the State Employees' Retirement System, and travel for lunch meetings unless the meeting is business-related.

Illinois statute 625 ILCS 5/10-101 requires that an individual using a privately owned vehicle on state business certify that they are duly licensed and that they have the minimum insurance coverage under 625 ILCS 5/7-203. A *Certification Form* used to comply with this statute will be provided upon request. If this form was not completed at the time of your original employment with the Judicial Branch or if your insurance carrier has changed, it would be appreciated if you would complete the form before the private vehicle is used for official travel. Otherwise, any subsequent reimbursement voucher will be delayed until the form is received.

Illinois statute 625 ILCS 5/12-603.1 requires the use of seat belts when an individual is operating a motor vehicle in the State of Illinois. It is presumed that, in the interest of safety, all persons using a motor vehicle while traveling on official business of the Judicial Branch will also comply with this law.

Receipts for all other miscellaneous travel charges which individually exceed \$10.00 (such as parking or taxi cabs) should be submitted with the travel voucher. No reimbursement will be provided for cab fares incurred by travelers to dinner or lunch.

The use of leased or rented vehicles, other than taxi cabs and shuttle vehicles, as well as the use of privately owned aircraft, is permitted only when circumstances warrant and when authorized by the Director in advance.

Reimbursement for travel outside the State of Illinois should be approved by the Director in advance.

LODGING

Each traveler should insure that he or she obtains the lowest available rate for lodging and that the rate is within the maximum reimbursement allowed. The maximum lodging rate for Cook County is **\$149.00**, plus tax. The maximum lodging rate for the counties of DuPage, Kane, Lake, McHenry, and Will is **\$80.00**, plus tax. The maximum lodging rate for the counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago is **\$70.00**, plus tax. In all other counties of the state, the rate is **\$60.00**, plus tax. Unless a higher amount is approved by the Supreme Court or Director, any amount which exceeds the maximum reimbursement allowed must be absorbed by the traveler. Costs for lodging at conference or meeting sites which have been arranged or approved by the Supreme Court or Director will be reimbursed at the rates negotiated with the facility offering the lodging, even though the rate may exceed the amount otherwise allowable. Please be certain to identify yourself as a participant in any of these types of programs so that you will be credited with the negotiated rate. Please also submit receipts for lodging expenses with the travel voucher. In order for the State Comptroller's Office to initiate payment, the lodging receipt must show that the lodging bill was paid and that the bill has a zero balance. Generally, overnight lodging expenses will not be reimbursed within the area surrounding the traveler's headquarters.

PER DIEM/MEALS

Per diem will be paid for travel which includes overnight lodging or is 18 or more continuous hours. Per diem is based on a quarter day system. Each quarter of a day shall be 6 hours commencing at midnight, 6:00 a.m., noon, and 6:00 p.m. The traveler shall be allowed \$7.00 for each quarter of a day or fraction thereof spent on travel status up to the \$28.00 daily maximum.

Breakfast and dinner may be reimbursable, under certain circumstances, in the absence of overnight lodging. If the traveler leaves home at or before 6:00 a.m., the traveler is eligible for up to \$5.50 for breakfast. If the traveler arrives home at or after 7:00 p.m., the traveler is eligible for up to \$17.00 for dinner. Lunch is not a reimbursable expense.

VOUCHERS

All allowable travel expenses should be itemized on a *State of Illinois Travel Voucher C-10* form. Please be certain to identify the date, time, purpose of travel, city of headquarters and city of residence in the appropriate boxes. No travel vouchers will be processed without a city designation for both residence and headquarters. In most instances, the traveler's headquarters should be the city at which the traveler performs the largest portion of his/her work. If this is not the case, the traveler should be prepared to document the facts and circumstances by which another city is designated as headquarters. It is the responsibility of the traveler and his/her supervisor to designate both the headquarters and residence in accordance with federal tax regulations.

An automated travel voucher template is available on the Internet at **www.state.il.us/court/Administrative/Forms/Travel**.

Please submit all vouchers, including those for travel expenses, to Accounting Unit, Administrative Services Division, Administrative Office of the Illinois Courts, 3101 Old Jacksonville Road, Springfield, Illinois 62704-6488. Any unusual items contained on the travel voucher should be identified in a cover memorandum. The receipts for all expenses claimed (other than meals) which individually exceed \$10.00 should also be attached to the submitted voucher. Your timely submission of vouchers is also appreciated. If you have questions concerning travel reimbursements or any other vouchers submitted for payment, please contact the Accounting Unit at (217) 782-7770.