



County Administrator
Andrew S. Fleener

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

1331 South Boulevard
Chipley, Florida 32428
Phone (850)638-6200
Fax (850)638-6106

ASHLYNN MARQUEZ
District One

DAVID PETTIS, JR
District Two

JOEY BROCK
District Three

WESLEY GRIFFIN
District Four

DAVID CORBIN
District Five

FUQUA & MILTON
County Attorneys

Addendum No. 1

Date: September 28, 2026
To: All Bidders
From: Washington County Board of County Commissioners
Project Name: Emergency Management Contractual Services
Project Number: 2026-05

Answers to Questions are as follows:

1. I'm seeking clarification on the Scope of Work requirements. Is a vendor obligated to submit all identified services, or does the County allow proposals for a subset of the services?

Response: It will be up to the Board of County Commissioners to determine whether all categories are required. You are welcome to submit what you think you are qualified to provide.

2. If a proposer has demonstrated expertise in only certain areas of the Scope of Work, can the proposer still be considered for and awarded a contract for those specific service areas, or is demonstrated capability and pricing required across all service areas in order to be eligible for award?

Response: The final determination of award will be made by the Board of County Commissioners and all factors will be considered.

3. If a proposer is seeking consideration only for select service areas, may the proposer omit pricing tables and labor categories that are not applicable to its proposed services, or is pricing required for all categories regardless of the services being proposed?

Response: The final determination of award will be made by the Board of County Commissioners and all factors will be considered. It will be up to the board of county commissioners to determine whether all categories are required. You are welcome to submit what you think you are qualified to provide.

4. Does Washington County provide a method for vendors to submit their sealed responses electronically for the Emergency Management Services RFP?

Response: No.

5. Section 4.1 (Price) states that "proposed hourly rates are inclusive of all costs associated with assistance provided to the County." Additionally, the RFP indicates that future task orders may include reimbursable expenses.

Given that the award will be an indefinite-delivery, task-order contract and that future task orders may vary significantly in scope and thus in terms of material costs required, would the County consider requiring consultants to submit as part of their proposals hourly rates inclusive of labor, overhead and administrative expenses, and profit only?

Costing travel and other task order-specific expenses at the task order stage, on a reimbursable basis, would allow consultants to provide more competitive labor pricing, facilitate a more direct comparison of proposals, and avoid embedding contingencies for future task-order requirements into hourly rates. It would also align non-labor costs with the specific scope and needs of each task order.

Response: No. Please answer as set forth in the proposal.

6. How will task orders be distributed among multiple awarded firms?

Response: At the discretion of the board or county administrator.

7. Are there active FEMA PA, HMGP, or recovery projects anticipated under this contract?

Response: Yes.

8. Which emergency management plans are expected to be updated during the contract term?

Response: Those required by law to be updated.

9. What deployment timeframe is expected for emergency activation staffing?

Response: 24 hours.

10. Is there an incumbent consultant currently providing emergency management services to the County?

Response: Yes.

11. Does the County anticipate that services will primarily be performed onsite, remotely, or through a hybrid model?

Response: It depends on the nature of the event, it could be all three depending on the stage of the recovery project.

12. Can the County clarify whether anticipated deployment-related travel costs should be included in proposed hourly rates or treated as separately reimbursable expenses when authorized under a task order?

Response: Deployment cost should be included in the hourly rates unless they are separately recoverable under the disaster recovery grants issued by the state and Federal agencies.

13. Should the proposal include approach language anticipating that HUD will make a direct allocation to Washington County (i.e., development of Action Plan) or approach language if Florida Commerce is allocated funding and Washington County is applying to Florida Commerce for grant funding?

Response: We don't know how the funding will take place.

14. Should hourly rates include anticipated travel costs (e.g., hotels, travel, per diem) or should these costs be billed separately in accordance with GSA rates after travel is approved by the County?

Response: Depolyment cost should be included in the hourly rates unless they are separately recoverable under the disaster recovery grants issued by the State and Federal agencies.

15. 2.2: Scope of Work Summary Does the County intend for the Training and Education scope to include Incident Command System (ICS) position-specific training support?

Response: Please review the RFP.

16. 3.2: Submission of Proposals Please confirm that the key personnel's resumes can be included in an Appendix.

Response: Yes.

17. 3.14: Subject to Authorization and Funding; E: Pricing Are proposers permitted to include rate escalation during the initial three-year contract term and any renewal periods, or are proposed labor rates required to remain fixed for the full contract duration?

Response: No.

18. Section 2.3 states that the Consultant shall be a "full-service emergency management firm." Does the County require each prime contractor to demonstrate qualifications and capacity in all Scope of Work areas, or may a contractor satisfy this requirement through a combination of prime contractor and qualified subcontractor capabilities?

Response: Please respond as you deem best.

19. The RFP permits the County to award contracts to multiple contractors and assign Task Orders based on specialized expertise, capacity, staffing, and other factors. May a proposer qualify for and receive an award for selected service areas, such as emergency management planning, plans/policies/ procedures, and training/exercises, without demonstrating capability to perform every service identified in the Scope of Work?

Response: That decision is up the Board of County Commissioners.

20. For Incident Command and EOC Support, what level of emergency surge staffing does the County anticipate a contractor may be required to provide, including the approximate number of personnel, anticipated ICS/ESF positions, mobilization time, and expected duration of deployment?

Response: As the type of emergency or the scope of the emergency for which services will be required such a number cannot be predicted.

21. The RFP states that experience in the FEMA Public Assistance Program is required. Is direct FEMA PA experience a minimum qualification for every proposer, or is this requirement applicable only to contractors receiving FEMA PA-related Task Orders?

Response: Yes, direct FEMA PA experience is a minimum qualification for every proposer.

22. For Documentation and Reporting services, does the County anticipate that the consultant performing documentation and reimbursement support will also be responsible for managing or overseeing the underlying FEMA PA, mitigation, construction, or recovery project, or may documentation/compliance support be issued as a separate Task Order?

Response: That is up to the County's discretion based on the type and scope of disaster.

23. For Training and Education services, does the County anticipate issuing standalone Task Orders for training, tabletop exercises, functional exercises, exercise evaluation, and plan validation independent of disaster-response or grant- administration assignments?

Response: Yes for Training and Education services, the County anticipates issuing standalone Task Orders for training, tabletop exercises, functional exercises, exercise evaluation.

24. Does the County anticipate issuing standalone Task Orders for CEMP, Local Mitigation Strategy, Pre-Disaster Recovery Plan, Debris Management Plan, SOP, policy, and procedure development or updates?

Response: Yes.

25. If multiple contracts are awarded, will proposals be evaluated and ranked by individual service area or specialty, or will each proposal receive a single overall score based on the entire Scope of Work?

Response: No the County will determine which firm can handle each task.

26. Must proposers provide hourly rates for every labor classification listed in Exhibit F, or should proposers provide rates only for classifications they propose to provide, along with any additional classifications appropriate to their services?

Response: If the proposer does not have employees for a particular team, they shouldn't have hourly rates.