



**CONSULTATION FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS/EMERGENCY  
MANAGEMENT CONFERENCE  
REQUEST FOR PROPOSALS NO. 062615-2**

**ADDENDUM #1:**

**DATE: 8/12/2015**

**CLARIFICATIONS:**

The following will provide clarifications to questions raised by vendors regarding RFP No. 062615-2.

1. Page 23 #7 references a current contractor Arizona business license. Registration with the Arizona Corporation Commission will be a requirement for the successful respondent's firm. The following link will take direct you to their website: <http://ecorp.azcc.gov/>
2. Page 27 references an Arizona ROC number. An Arizona ROC license is not applicable to this project. This is standard language in our contracts. For this project, the purpose of the certification on page 27 will be to ascertain if your firm will be performing the services or subcontracting them out.
3. This is a new conference that has not been offered previously.
4. This will be a two day conference. Day one will be for the conference itself. Day two will focus on a tabletop exercise and a meeting of the Emergency Managers and Public Health Officers. The idea is to bring in a national speaker at the start of the day, followed by four panel sessions. The workshop will most likely involve follow up from the State family reunification exercise.
5. Regarding continuing education credit for attendees of the conference, we would like to offer continuing education credits for nurses, as well as Emergency Managers towards their CEM's.
6. A venue has not been selected for this year's conference. It is assumed we will go with familiarity and use Black Canyon, Desert Willow, or the Wig Wam conference locations. Contractor will assist in selection and negotiations.
7. Proposals should include cost for light breakfast, lunch, and afternoon snack on day one. Day two should include a light breakfast and lunch. Audio Video is typically supplied by the venue, but if not, would need to be included in the quote. Bid should include the price of the National Speaker.
8. Printed, mailed materials are typically only used for the "Save the Date" fliers. The rest of the communications and promotions can be web and media based. Contractor is responsible for costs. Gila County and the State will supply distribution lists.

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9. It would be acceptable for the contractor to hire an Audio/Visual company, either through the venue or outside contract to offer these services. We find it convenient to work with the venue for A/V.

**This concludes Addendum No. 1 to Request for Proposals No. 062615-2.  
Bid time and Date remain the same.**