



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

March 15, 2024

ADDENDUM #1

RFP NO: 0479

Receipt Date: March 21, 2024

To Provide Accounting Consulting and Financial Management Services for the Jefferson Parish Department of Community Development

Questions & Answers:

1) QUESTION: Is there an incumbent for any part of the scope outlined in this RFP?

ANSWER- No, there is no current firm working on these projects.

2) QUESTION: As JPDCD is seeking a vendor to support Director and Accounting staff with support in a number of areas, how many people currently make up the accounting unit, and how many open roles are open?

ANSWERS- Currently, JPDCD has an Account Clerk and (2) two Accountants.

3) QUESTION: Approximately, how many projects (over-budget) would be considered in scope?

ANSWER- Currently we don't have any projects over budget nor do we anticipate any projects going over budget.

4) QUESTION: Can you please clarify the expectations around these responsibilities?

(2.1 Scope of Work/Services) 17. Providing the Director and Accounting Staff assistance with functioning as a Program Manager over Administrative-type Projects such as the administration, indirect costs and activity delivery projects;

ANSWER- We are seeking a vendor that is familiar with the administration of state and federal grants. The vendor will be expected to understand allowable costs such as what can be charged to indirect costs and activity delivery

(2.1 Scope of Work/Services) 18. Providing the Director and Accounting Staff assistance developing administrative expense allocation to projects as required and forwarding same to Payroll Accounting for execution after Director approval;"

ANSWER- We are seeking support in performing calculations and processing payroll allocations based on the existing rates and methodologies. This will involve coordination with the Director of Community Development to ensure proper amounts are sent to Jefferson Parish Payroll Department.

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5) QUESTION: Are you looking for the support in evaluating, assessing, and redesigning/optimizing existing indirect rate structures and cost allocation plans/methodologies? Or are you just looking for support in performing calculations and processing transactions based on the existing rates and methodologies?

ANSWERS- We are seeking support in performing calculations and processing transactions based on the existing rates and methodologies.

6) QUESTION: RFP Page 13 of 53: 1.26 Insurance Requirements: Selected Proposer shall furnish the Parish with certificates of insurance evidencing mandated coverage(s) pursuant to Resolution No. 136353, as amended, and Attachment "A". A copy of Resolution No. 136353 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.net/departments/purchasing/forms. Q): Does this requirement apply to the prime service provider only, and only upon award?

ANSWERS- Please see Section 1.26 – "the "Selected Proposer" shall furnish the Certificates of Insurance..." Additionally, please see section 1.25 – If the Proposer intends to subcontract, then the proposer shall include the name and designations of tasks to be performed by the subcontractor. Upon request, the Parish may request the same information required of the prime contractor from the subcontractor depending on the tasks that are designated to them.

7) QUESTION: RFP Page 14 of 53: 1.27 Insurance Requirements: The Selected Proposer shall include all subcontractors as named insured under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be in conformity with Resolution No. 136353, as amended. A copy of Resolution No. 136353 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.net/departments/purchasing/forms. Q): Is the requirement to list the subcontractor as a named insured applicable only upon contract award?

ANSWER- Please see Section 1.27– the "Selected Proposer" shall include all subcontractors as named insured.

8) QUESTION: RFP Page 27 of 54: 2.6 Financial Profile: Proposers are requested to submit documentation from the past three (3) years demonstrating proposer's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Q): Does the financial profile requirement apply only to the prime service provider?

ANSWERS- Please see section 1.25 – If the Proposer intends to subcontract, then the proposer shall include the name and designations of tasks to be performed by the subcontractor. Upon request, the Parish may request the same information required of the prime contractor from the subcontractor depending on the tasks that are designated to them.

9) QUESTION: Part VI – Appendices Insurance Requirements: Proposers must provide with proposal submission a current (valid) insurance certificate evidencing required coverages. The current insurance certificate will be used for proof of insurance at time of evaluation. Q): Does the requirement to provide a current insurance certificate apply only to the prime service provider?

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ANSWER- Proof of Insurance should be submitted with the proposal. A final certificate will be required at the time of contracting with the Selected Proposer

10) QUESTION: Attachment C - DEBARMENT/SUSPENSION CERTIFICATION: **Q: Is the execution of Attachment C applicable only for the prime service provider?**

ANSWER- Please see section 1.25 – If the Proposer intends to subcontract, then the proposer shall include the name and designations of tasks to be performed by the subcontractor. Upon request, the Parish may request the same information required of the prime contractor from the subcontractor depending on the tasks that are designated to them.

***** DEADLINE FOR WRITTEN INQUIRIES HAS BEEN REACHED *****

***** PLEASE REMEMBER THAT ALL ADDENDUMS ARE TO BE ACKNOWLEDGED BY EACH NUMBER ON YOUR RFP SUBMISSION****

Sincerely,

Shanna Folse, Purchasing Specialist II
Jefferson Parish Purchasing Department

RFP SUBMISSION:

Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum.

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.