



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

June 11, 2024

ADDENDUM # 1

RFP NO: 0483

Receipt Date: June 18, 2024

Provide Grant Management Services for The Parish of Jefferson Community Development Block Grant Disaster Recovery Program (CDBG-DR).

Questions & Answers:

1) **QUESTION:** What is the total program funding amount to be administered via this RFP? Is it inclusive of the initial \$30,143,147.00 for the Hometown Revitalization Program and the Resilient Communities Infrastructure Program, as well as the Parish's second allocation funding in the amount of \$55,452,446.88 – for a total of \$85,595,593.88?

ANSWER- The funding is inclusive of both tranches: the initial Hometown Revitalization Program (HRP) - \$18,008,737 CDBG-DR allocation and Resilient Communities Infrastructure Program (RCIP) - \$12,134,410 CDBG-DR allocation (\$30,143,147.00), and the second tranche of \$55,452,446.88 totaling \$85,595,593.88. Please refer to <https://www.jeffparish.net/departments/community-development/disaster-recovery> for more information.

2) **QUESTION:** What is the Parish's current program status for the Hometown Revitalization Program and the Resilient Communities Infrastructure Program? Has the Cooperative Endeavor Agreement been signed, and the required Recovery Proposal approved?

ANSWERS- Project approvals are in process.

3) **QUESTION:** On page nine of the RFP, the Parish requests proposers to provide a "Listing of Grant Applications Completed" and a "Listing of Grant Award Amounts and Entity Assisted." Would the Parish like to see all local, state, and federal grant applications?

ANSWER- Please submit all similar local, state, and federal grant applications.

4) **QUESTION:** On page nine of the RFP, proposers are "requested to submit documentation from the past three (3) years demonstrating proposer's financial stability." Can audited financial statements be submitted under separate cover, or are they required to be included within the technical proposal?

ANSWER- Please submit with Technical Proposal. Please see question 16 re Confidential Information.

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5) QUESTION: The position description for the position titled "Project Analyst/Consultant" states "provides grant research and writing services, including formulation." Will the Scope of the RFP include funding sources outside of HUD programs?

ANSWERS- The scope of this RFP will not include funding outside of Jefferson Parish-HUD Disaster Recovery Program.

6) QUESTION: Based on the needs of the program, the positions appear to be limited. Accordingly, is it feasible to include additional positions and rates?

ANSWERS- No, the Cost Proposal is uniform for all vendors for scoring purposes. Please only provide rates for the positions listed.

7) QUESTION: (a) Per the RFP, Section 1.7 "Proposal Response Format," G. Financial Profile it states: "Proposers are requested to submit documentation from the past three (3) years demonstrating the proposer's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. (b) Per the RFP, Section 2.6 "Financial Profile" it states: "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." (c) However, per the RFP, Section 2.7 "PROPOSAL ELEMENTS," A. (4) it states – Current Financial Statement. See Section 2.6 of RFP.

Can you please clarify whether Proposers should provide information regarding the past three (3) years of financial statements to demonstrate the Proposer's financial stability (i.e., audited financial statements) or a current financial statement?

ANSWER- Please provide financial statements from within the last three years – this could include current as well as past statements.

8) QUESTION: Per the RFP, Section 1.25 "Subcontractor Requirements" it states: "Upon request of Parish, the information requested of the proposer under the terms of this RFP shall also be supplied for each subcontractor used to satisfy any of the Proposer Requirements and/or Scope of Work included in the proposal."

Can you please clarify what attachments and/or information are required of the Prime and what attachments and/or information are required for subcontractors in the submission of proposals? As Prime, we plan to submit Attachments B, C, E, and G as well as a Certificate of Authority and financial statements. What attachments and/or information should be provided for our subcontractors with our proposal submission?

ANSWERS- See section 1.25, the Parish upon request may also request information requested of the proposer under the terms of this RFP to also be supplied for each subcontractor.

9) QUESTION: Why was this previously published bid canceled at the start of 2024?

ANSWER- Please refer to Resolution No. 144090 re the cancellation and re-advertisement for the scope of services under this RFP.

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10) QUESTION: Please confirm there is no need for wet signatures on any of the attachment files.

ANSWER- Wet signatures and Secured Digital Signatures (see more below) are acceptable. Please see Resolution No. 136353, General Terms and Conditions, which states in pertinent part in accordance with La. R.S. 9:2601 et seq., the Louisiana uniform electronic transactions act, electronic signatures are acceptable provided that they are secure digital signatures. A digital signature is a specific type of electronic signature that is backed by a digital certificate or other verification, providing proof of your identity. Failure to provide a valid signature will disqualify your proposal.

11) QUESTION: We understand that OCD-DRU has consolidated the Hometown Revitalization Program with the Resilient Communities Infrastructure Program as outlined in OCD-DRU's most recent Action Plan Substantial Amendment; with this being said, is the request for support services solely for the Resilient Communities Infrastructure Program?

ANSWER- The request for support is solely for the Resilient Communities Infrastructure Program -RCIP.

12) QUESTION: Are you able to provide a list of the projects that Jefferson Parish plans on implementing and their respective budget?

ANSWER- Jefferson Parish Disaster Recovery Proposal is currently in the review process with OCD. We have not received project approval at this time.

13) QUESTION: Will the Parish allow Resumes and Forms to be included as separate appendices of the proposal?

ANSWER- Yes, resumes can be included as additional appendices to your Technical Proposal.

14) QUESTION: Will the Parish allow for resumes to be included in the Proposers Qualification section?

ANSWER- Yes, resumes can be included as additional appendices to your Technical Proposal.

15) QUESTION: Will the Parish allow the prime to receive points for including a subcontractor with the WBE certification?

ANSWER- Please see Section 1.25 re if the proposer intends to satisfy any of the Minimum Proposer Requirements and/or Scope of Work through the use of a subcontractor.

16) QUESTION: Will the Parish allow for a Redacted Copy of our proposal response?

ANSWER-No, please refer to Louisiana Public records Law La. R.S. 44:3.2 - Any Confidential Information to which a Discloser wishes to remain confidential must be provided in a manner consistent with LRS 44:3.2, subject to review by Recipient as provided for in that statute.

17) QUESTION: Will the Parish allow for a supplemental pricing option to be submitted in addition to the Attachment B Cost Proposal?

ANSWER- No – supplemental pricing will cause your Cost Proposal to be deemed unresponsive.

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18) QUESTION: Attachment B Cost Proposal includes six specific position titles. Given the broad nature of the Scope of Work - which may indicate the need for other staffing positions - will the Parish allow respondents to submit an organizational chart with proposed positions and or hourly rates not included in the pricing model?

ANSWER- No, the Cost Proposal is uniform for all vendors for scoring purposes. Please only provide rates for the positions listed.

19) QUESTION: Section 1.4, Item E, page 6. This item states that "The Proposer will agree to provide a Project Manager with five (5) years or greater experience with CDBG-Disaster Recovery program." However, there is no Project Manager position listed in the pricing form. Does this requirement apply to the Program Manager instead?

ANSWER- The terms Project/Program Manager are used interchangeably.

20) QUESTION: Section 1.6, page 7. This section includes the instruction "Important – Clearly mark outside of electronic envelope, with the following information and format." Please clarify how we should mark an electronic envelope. Will including this information on the proposal cover or title page meet this requirement? Is there a space to enter the required information on Central Bidding?

ANSWER-You will see where to enter the information when you upload your proposal. In addition to items listed in 1.6 below please add your company's information (name, address)

1.6 Proposal Submittal

All proposals in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department no later than date and time shown in the Schedule of Events in order to be considered responsive.

Important – Clearly mark outside of electronic envelope, with the following information and format:

- **Proposal Name: Grant Management Services**
- **Proposal No. 0483**
- **Proposal Receipt Date and Time: June 18, 2024_3:30 PM**

21) QUESTION: Section 2.7, Item #6, page 25. This item asks for "[the] Proposer's experience in meeting schedules on similar projects; specific project task descriptions and associated outcomes/deliverables; and each project task should have an associate timeframe for the activity." Are we required to provide these bolded elements for our past similar projects (the experience mentioned in the first part of the sentence), or are we required to provide them for our discussion of our approach to the SOW tasks? Or is something else desired here?

ANSWER- Please provide the elements for past similar projects.

22) QUESTION: Is there an incumbent vendor currently providing the requested scope of work?
a. If not, who has provided CDBG-DR services to Jefferson Parish in the past?

ANSWER- There is no incumbent vendor.

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23) QUESTION: Please specify the total dollar amount of CDBG-DR funding currently managed by Jefferson Parish.

ANSWER- Please refer to answer to Question 1 and the Jefferson Parish Department of Community Development's website at <https://www.jeffparish.net/departments/community-development/hurricane-ida-cdbg-dr>.

24) QUESTION: What is the total number of subrecipients associated with the administration of Jefferson Parish's CDBG-DR program?

ANSWER- There are currently no sub-recipients as the project approval is still in progress.

25) QUESTION: What specific federally declared disasters did Jefferson Parish receive funding for under CDBG-DR?

ANSWER- Please refer to the Jefferson Parish Department of Community Development's website at <https://www.jeffparish.net/departments/community-development/hurricane-ida-cdbg-dr> for more information.

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

***** PLEASE REMEMBER TO ACKNOWLEDGE THIS ADDENDUM ON ON YOUR RFP SUBMISSION****

Sincerely,

A handwritten signature in blue ink, appearing to read "Shanna Folse".

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.