



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

April 27, 2016

ADDENDUM #3

RFP No.: 0346

Receipt Date: April 29, 2016
REVISED RECEIPT DATE: MAY 6, 2016

For: To provide Program Management for the Housing Assistance Program (HAP) and Elevation Support Program (ESP) to the Department of Community Development.

CLARIFICATIONS AND REVISIONS:

- 1) Are the RFP named programs already outsourced? If so, who is the current contractor?

There is not a current contractor for the named programs for the RFP.

- 2) If there is a current contractor, what is number of FTEs working on the existing contract?

Not applicable

- 3) Does the RFP reflect the initial delivery of the named programs for 2013 HUD CDBG-DR allocation of funds?

No.

If not, what is the remaining amount of fund available for the execution of this project for HAP and ESP?

There is approximately \$10 million dollars available for the execution of the HAP and ESP programs.

- 4) What CDBG-DR system do you currently use?

There is not a current CDBG-DR system in place.

- 5) According to your notice to residents in 2014, you have already accepted applications. Are these the applications that will be processed or will the contractor be expected to accept and process new applications?



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- a. How many applications received?

593

- b. How many remain open?

584

- c. Are applications electronic or paper?

The applications are in both paper and electronic format.

- 6) Given the short-term of the contract does JP have space available in its offices for the contractor deliver on this program?

No, the Parish of Jefferson will not supply office space.

If so, is this space available at no cost?

Not applicable

- 7) Section 1.1.1 – “These projects and programs are identified in the Parish of Jefferson’s approved CDBG-DR Action Plan. A copy of this plan is attached to this RFP and referenced as Appendix A.” The Action Plan was not provided in the RFP as Appendix A. For clarification purposes that the correct Action Plan is being referenced, can a copy be provided by Addendum?

The Action Plan can be found on the website for the parish of Jefferson at <http://www.jeffparish.net/modules/showdocument.aspx?documentid=5851>

- 8) Section 1.6 states as follows: “*Pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances, shall be exempted from submitting the Sub-contractor Affidavit. As such, this section is NOT required to be completed in the Request for Proposal Affidavit. However, a list of all sub-contractors used in the performance of the pre-placed emergency contracts shall be submitted prior to payment on the contract.” Nothing within the scope of services or RFP indicates that this RFP is for a pre-placed emergency contract. Therefore, is the Sub-contractor Affidavit required for this RFP?



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Section 2-917 is not applicable to the ensuing contract and scope of services; please strike this language from the RFP.

- 9) Section 1.15, Sub-Contractor Responsibilities states: "The minimum requirements and information requested of the proposer under the terms of this RFP shall also be required for each subcontractor and shall be included in the proposal." Are the minimum requirements and information requested under the terms of the RFP those that are identified in Section 2.7 Proposal Elements only? Or are additional items identified in the RFP considered minimum requirements and information, such as Pricing Schedule - Attachment B, and must be submitted by the subcontractor as well as the prime?

The minimum requirements and information requested of the proposer shall also be required for the subcontractor under the terms identified in Section 2.7 Proposal Elements.

- 10) Attachment B provides for the proposer to submit a Price Schedule for the work to be performed. Section 2.1 of the RFP states that "The scope of work presented is based upon circumstances existing at the time the RFP was released." It further states that "There is no guarantee of a minimum level of services which may be requested by the Jefferson Parish under this contract." Considering that no specific number of projects is defined in the scope of work, nor a specific number of hours provided to perform the undefined scope of work, the price schedule does not appear to provide an equitable means of comparing costs with no defined number of hours. We would recommend providing a defined number of hours for the job tasks provided so that all proposers are compared equitably.

The price schedule will be used for scoring purposes and potential negotiations thereafter with the selected proposer(s). Jefferson Parish reserves the right to increase/decrease quantities as required.

- 11) Part IV (page 28). Are the performance requirements and measurement sections asking for past performance or proposed performance requirements and measurements?

Performance of the successful proposer will be measured by these factors.

- 12) A notice to applicants was posted in 2014. Where is Jefferson at with the application?

The applications have been received and the application period has ended. The applications must be reviewed for eligibility with program requirements.

- 13) Is Infrastructure part of this?

No



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14) *Under Section 1.14 and 1.15, please add the following language:*

The Prime Proposer and the subcontractor selected for Construction Management under Section 2.1(B)(4), Scope of Services, Task 4, shall possess a Louisiana State Contractors license with categories of: Residential and/or Commercial and/or any sub classification of Construction Supervision. Current certificate should be supplied with proposal.

15) *The proposal established a termination date of September 2017 or sooner. This is ambitious at best. What criteria was used to establish the termination date?*

The date used in the RFP is the date established by Congress pursuant to Public Law 113-2 regarding the obligation and expenditure of funds.

REVISION:

BY ISSUANCE OF THIS ADDENDUM: THE RECEIPT DATE HAS BEEN POSTPONED TO FRIDAY, MAY 6, 2016 AT 4:30 PM

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer 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.