



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

September 28, 2022

ADDENDUM # 1

RFP No.: 0448

Receipt Date: October 14, 2022

Provide Consulting Services for Disaster Recovery and FEMA Public Assistance for the Jefferson Parish Department of Public Safety Grants & Administration

Questions & Answers:

1) QUESTION: The RFP allows the Proposer to include innovative concepts, in both Section C - Technical Proposal (Page 22), and Section E - Innovative Concepts (Page 7). Does Jefferson Parish have a preference as to the location of innovative concepts within the proposal, and if the information is presented in the Technical Proposal - Section C, should the Proposer include a statement in Section E of the proposal indicating the location of innovative concepts?

ANSWER:

- **The reference to Section C on Page 22 is not accurate. The verbiage on page 22 is for Attachment C-Contractor Certification. This form must be filled out, notarized and submitted with other certifications in proposer's technical proposal.**
- **According to the RFP, if the information is pertaining to the technical requirements of the RFP, that information should be in the Technical Proposal Section. If the information is not discussed within the technical section and is new concept that goes beyond the scope of the requested specifications, the information should be placed in the Innovative Concepts. Please submit Innovative Concepts in Section 1.7E, Innovative Concepts**

2) QUESTION: Page 8, 1.7 "Proposal Response Format," Section F – Project Schedule, Jefferson Parish requests a schedule of implementation for pilot (if applicable) and full implementation. Will Jefferson Parish define "pilot" and "full implementation" in this context?

ANSWER:

- **Pilot – Not Applicable for this contract period**
- **Full Implementation – List schedule based on the current full implementation mode as if we are in Hurricane Ida response**

3) QUESTION: Page 23, Section B – "Qualifications and Experience" reads as follows: Detailed description of firm's years of experience (minimum requirement of 8 years' experience) in the obligation and processing of FEMA Public Assistance reimbursements, including reconciling FEMA project closeouts and insurance issues, customer service capabilities, total number of personnel and timeline of customer inquiries and complaints. Will Jefferson Parish clarify the type of information requested for both "customer service capabilities" and "timeline of customer inquiries and complaints"?

ANSWER:

- **The Proposer should provide its customer service capabilities in addressing its experience in the obligation and processing of FEMA Public Assistance reimbursements, including reconciling FEMA projects closeouts and insurance issues.**

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4) QUESTION: With respect to Section 1.25 “Subcontractors Requirements,” Page 12, the RFP states that “information requested of the proposer shall also be supplied for each subcontractor and shall be included in the proposal; however, an RFP affidavit is only required to be submitted by the Proposer.” Please specify the documents which are required to be submitted by subcontractors.

ANSWER:

- Review Section 1.25 and 1.27 for proposer requirements for sub-contractor. If the information requested under the terms of this RFP is required of the Proposer, then it is also required of the sub-contractor, except for the RFP affidavit

*****PLEASE REMEMBER TO ACKNOWLEDGE THIS ADDENDUM ON YOU PROPOSAL SUBMISSION*****

***** LAST DAY FOR INQUIRIES ON THIS RFP WILL BE OCTOBER 3, BY 4:30 P.M.*****

Sincerely,

Shanna Folse, 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.

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