



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

November 21, 2023

### ADDENDUM # 1

RFP Number:0473

RFP Receipt Date: November 30, 2023 at 3:30 pm

To Provide Food and Related Services to Jefferson Parish Shelters During a Declared Emergency for the Jefferson Parish Department of Emergency Management

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#### REVISION:

Remove Attachment "B" in its entirety and replace with the attached Attachment "B"- "Revised per Addendum #1".

#### CLARIFICATIONS:

1. QUESTION :

Are there any specific certification or licenses that the proposer's medical staff must hold to meet the requirements outlined in the RFP?

ANSWER:

As outlined in the RFP, the vendor must be licensed as a Home and Community Service Provider within Louisiana and in good standing with the Louisiana Department of Health. Nursing staff must have a valid RN or LPN/LVN license

2. QUESTION:

What is the expected duration and scope of the emergency contract?

ANSWER:

This contract will only be activated during a declared state of emergency and will last as long as needed. Historically, PCAs have been needed between 4 and 12 weeks.

3. QUESTION:

Will it cover a specific period or be renewed as needed during declared emergencies?

ANSWER

The contract will be renewed annually.

4. QUESTION:

In case of termination, will there be a notice such as written notice or corrective action for termination of contract?

ANSWER:

Termination clauses are outlined in section 1.34 of the RFP.

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**5. QUESTION:**

In case selected, how we can be sure about our staff and the client's safety and security?

**ANSWER:**

PCAs will be operating within our emergency shelters, typically post disaster. These shelters would be in pre-identified Parish facilities with access to emergency generators, water and food. Security will be provided by Jefferson Parish Sherriff's Office or another state law enforcement agency.

**6. QUESTION:**

In case selected, will there be a down payment when the proposal was approved?

**ANSWER:**

No-Jefferson Parish pays on a reimbursement basis.

**7. QUESTION:**

Could you clarify the process for recommending which shelter residents should be transferred to other care facilities and the decision-making criteria for staffing changes based on the number of residents and their level of need?

**ANSWER:**

If a shelter resident exceeds the level of care that the medical staff available can provide, the staff will notify the Shelter Manager. The Shelter Manager will work with the Louisiana Department of Health and local healthcare facilities to determine the best setting for that resident and coordinate the move. The vendor will be expected to determine the number of staff needed each shift to meet the needs of the shelter residents. Changes to staffing levels may be requested by the Department of Emergency Management or by the vendor.

**8. QUESTION:**

What documentation or evidence of prior experience in emergency situations will be required as part of the proposal submission?

**ANSWER:**

The documentation that is required is as follow:

- To be able to continue operations during a natural disaster
- Current CPR/First aid - AED Certification
- A certificate for training for elderly care

**9. QUESTION:**

Are there any specific guidelines or restrictions on the length or content of the Technical Proposal and Price Proposal? Should these proposals be submitted in a particular file format?

**ANSWER:**

See Section 2.7- Technical Proposal Elements.



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**10. QUESTION:**

In the Price Proposal section, you mentioned that Proposer's fees and other costs should be included. Are there any specific breakdowns or categories you require for these costs, or should they be submitted as a lump sum?

**ANSWER:**

See revised Attachment B.

**11. QUESTION:**

For the 'Financial Profile' requirement, are there specific financial metrics or ratios that you are particularly interested in, or should we include a comprehensive set of financial documents from the past three years?"

**ANSWER:**

You should include a comprehensive set of financial documents from the past three years

**12. QUESTION:**

In the 'Price Proposal' section, you mentioned that it should include all costs for the proposed contractual arrangement. Are there any specific categories or cost breakdowns that you require in this section?

**ANSWER:**

Duplicate question- See Question #10

**13. QUESTION:**

Since there is no pre-proposal conference scheduled, how can prospective proposers seek clarification on any aspects of the RFP before submitting their proposals?"

**ANSWER:**

You can submit questions in writing.

**14. QUESTION:**

Regarding written inquiries, is there a designated contact person or email address for submitting questions related to the RFP? Will all responses to these inquiries be communicated via addendum, and is there a specific timeframe for issuing addenda?

**ANSWER:**

See Section 1.5. All questions will be answered via addendum.

**15. QUESTION:**

"In the event that a substitution or addition of subcontractors is needed after the proposal submission, what is the process for requesting and obtaining approval for such changes? Are there specific criteria for justifying these substitutions?"

**ANSWER:**

You can notify the department for the appropriate action to be taken.



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**16. QUESTION:**

You mentioned that a proposal guarantee is not required for this RFP. Could you clarify if there are any other financial guarantees or bonds that may be required during the contract approval or execution phase?

**ANSWER:**

No, there are no bond requirements for this RFP.

**17. QUESTION:**

Could you provide details on the process for making changes or revisions to submitted proposals through the Jefferson Parish e-Procurement System? Are there any specific guidelines or deadlines for making these revisions?

**ANSWER:**

All revisions must be made before submittal deadline.

**18. QUESTION:**

In the event a Proposer needs to withdraw their proposal, what is the procedure for doing so, and what is the deadline for withdrawal requests?

**ANSWER:**

Proposals must be withdrawn within 48 hours of the RFP submittal deadline via affidavit submitted to the Procurement Specialist assigned to the RFP.

**19. QUESTION:**

Regarding the protest procedures, could you specify the process for submitting a written protest to the Director of Purchasing? Are there any specific grounds for protest that should be outlined in the written complaint?

**ANSWER:**

Protest should be in writing to the director of Purchasing outlining the specific reasons for the grievance.

**20. QUESTION:**

You mentioned the possibility of written or oral discussions with Proposers to clarify and enhance the Parish's understanding of submitted material. Could you provide more information on how and when these discussions may take place and their potential impact on the final contract?

**ANSWER:**

There will be a Public Notice posted on the Parish Websites 72 hours before stating the date and time of the Evaluation Meeting. Any questions for clarification about submitted proposals that the Evaluation Committee may have may be asked during this meeting.

**21. QUESTION:**

In the section about non-negotiable contract terms, you mentioned various aspects like taxes, assignment of contract, audit of records, and others. Could you clarify how these terms will be applied during the contract execution phase and if there is any flexibility for discussion or modification?

**ANSWER:**

The terms will be applied as indicated in the RFP contract and there is generally no flexibility.

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**22. QUESTION:**

What is the role and authority of the Inspector General, and how does it relate to the contracts with Jefferson Parish? Are there specific obligations or expectations that bidders should be aware of in this regard?

**ANSWER:**

The Inspector General investigates public waste, fraud and abuse. For further information on the Inspector General please go to [www.jeffparish.net](http://www.jeffparish.net).

**23. QUESTION:**

Regarding taxes, you mentioned that Jefferson Parish is exempt from paying sales taxes. Does this exemption also apply to the bidder, or should the bidder factor in sales taxes in their pricing?

**ANSWER:**

This exemption doesn't apply to the bidder.

**24. QUESTION:**

Could you provide more details about the responsibilities of the Selected Proposer as the sole point of contact for contractual matters? What are the key obligations and expectations in this role?

**ANSWER:**

The selected proposer shall have an individual available for the Parish to contact when questions or problems arise and for billing issues.

**25. QUESTION:**

Could you specify the insurance requirements for the Selected Proposer?

**ANSWER:**

Attachment A of the RFP provides the required insurance.

**26. QUESTION:**

What types of insurance coverage are mandated, and what are the minimum coverage limits?

**ANSWER:**

Attachment A of the RFP provides the required insurance.

**27. QUESTION:**

Is there flexibility in subcontractor insurance requirements, or are there specific criteria that subcontractors must meet to be considered in conformity with Resolution No. 136353?

**ANSWER:**

No, Contractors and Subcontractors must follow all General Conditions.



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**28. QUESTION:**

In the 'No Guarantee of Quantities' section, could you clarify how quantity adjustments may impact the contract and pricing? Is there a predefined mechanism for adjusting quantities, and how is it typically applied?

**ANSWER:**

This contract will be on an as needed basis. The contract use is based on the services needed.

**29. QUESTION:**

Could you provide more details on the limits of contract negotiations as outlined in Section 1.29? What specific terms are considered non-negotiable in this contract?

**ANSWER:**

At this stage in the process, all terms are considered non-negotiable.

**30. QUESTION:**

Under what circumstances might the RFP be canceled or proposals rejected, as stated in Section 1.30? Can you provide some examples of situations that might lead to the rejection of proposals?

**ANSWER:**

This question is speculative and unable to be answered.

**31. QUESTION:**

In the case of multiple Proposers being selected to provide the same services, how will responsibilities and tasks be allocated among these Proposers, and how does this serve the best interest of the Parish? Emergency Management should answer if not in RFP.

**ANSWER:**

Since only one Proposer will be chosen as a vendor, the possibility of a conflict is a non-issue.

**32. QUESTION:**

Could you provide more details about the indemnification clause, as mentioned in Section 1.32?

**ANSWER:**

Jefferson Parish shall be indemnified for losses caused by the contractor.

**33. QUESTION:**

What types of claims and liabilities are expected to be covered by the Selected Proposer, and are there any limitations to this indemnification?

**ANSWER:**

This question is speculative and unable to be answered.

**34. QUESTION:**

Could you clarify the payment terms for services, as described in Section 1.33?

**ANSWER:**

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Jefferson Parish pays on a reimbursement basis only.

**35. QUESTION:**

Specifically, what is the standard payment period for invoices, and are there any specific requirements for invoicing that need to be followed?

**ANSWER:**

30-day invoicing period

**36. QUESTION:**

Can you explain the process for adding subcontractors or other persons to the contract and the role of Council approval, as mentioned in Section 1.33? What is the procedure for obtaining this approval?

**ANSWER:**

Notify the department for the appropriate action to be taken.

**37. QUESTION:**

In Section 1.34B, it mentions that the contract may be terminated if the Selected Proposer fails to comply with the terms or quality of work. Can you clarify what criteria are used to determine satisfactory work and what the process for notice and cure involves?

**ANSWER:**

Jefferson Parish will meet with the selected vendor and outline the daily task and expectations, and use this for evaluation

**38. QUESTION:**

Section 1.34D mentions the termination of the contract for convenience with a thirty-day notice. Could you explain what is meant by 'termination for convenience,' and are there any associated costs or penalties?

**ANSWER:**

Termination for Convenience is based on strictly convenience. No costs or penalties involved if the appropriate time frame is followed.

**39. QUESTION:**

Regarding Section 1.34E, which mentions termination for acts of discrimination and non-compliance with statutory obligations, could you provide more information on the criteria for determining discrimination and non-compliance and the process for such termination?

**ANSWER:**

This shall be judged in accordance with the applicable law on a case-by-case basis.

**40. QUESTION:**

Can you clarify the role of Council appropriation in the continuation of the contract, as mentioned in Section 1.34?

**ANSWER:**

Funds must be appropriated for the contract to continue as signed.

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**41. QUESTION:**

What happens if funds are not appropriated or are reduced by the Parish President?

**ANSWER:**

The contract will be amended accordingly.

**42. QUESTION:**

Regarding the audit of records mentioned in Section 1.37, what kind of records and documents are we expected to maintain, and what would be the purpose and scope of the audits conducted by the Parish or its agents?

**ANSWER:**

Maintain the records in the usual course of business to be reviewed for compliance with the law and contract.

**43. QUESTION:**

Can you specify the intervals at which periodic and annual reports, as mentioned in Section 1.37B, would be required, and what type of information should these reports include?

**ANSWER:**

This shall be handled on a case-by-case basis.

**44. QUESTION:**

Under Section 1.39, it's mentioned that records, reports, and documents developed during the RFP process become the property of the Parish. Could you clarify how these records will be used or accessed by the Parish?

**ANSWER:**

They will be used in the evaluation of the responder as in pertains to the award of the contract.

**45. QUESTION:**

In the event of a conflict among documents, Section 1.40 establishes an order of precedence. Could you provide an example of a situation where conflicts among documents might arise, and how this order of precedence would apply?

**ANSWER:**

This question is speculative and unable to be answered.

**46. QUESTION:**

Section 1.41 mentions that changes to the contract require the prior ratification of the Council. Can you provide some examples of changes or amendments that would typically require Council approval?

**ANSWER:**

Lengthen contract time

**47. QUESTION:**

Can you provide more details about the specific circumstances that would qualify as 'force majeure' events under Section 1.43? How should we document and report such events if they occur during the contract?

**ANSWER:**

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Weather Event. Maintain the records in the usual course of business.

**48. QUESTION:**

In Section 2.1, it's stated that the vendor must be able to begin assessments within 24 hours of contract activation. Can you provide more information about how contract activation will occur and the specific steps involved?

**ANSWER:**

Once the Parish has opened emergency shelters and determines the need for PCAs, the Department of Emergency Management will contact the vendor to activate the contract. How this contact is made and by whom, will be determined once a contract has been signed. The expectation is that the vendor will have staff on site within 24 hours of that contract activation to begin assessments to help determine number of PCAs needed and type of care each shelter resident needs.

**49. QUESTION:**

Regarding the requirement to provide staff 24 hours per day to parish-operated shelters, can you specify the anticipated duration of emergency events and how these staff shifts are organized?

**ANSWER:**

PCAs will be required 24 hours per day, shifts will be at the direction of the vendor but should be communicated to the Department of Emergency Management. As stated above, there is no known length of duration as the need will be dictated by the event.

**50. QUESTION:**

Can you provide more information about the process for transferring residents to other care facilities, as mentioned in Section 2.1? What criteria will be used to make these decisions, and how will it be coordinated with on-site medical staff?

**ANSWER:**

See Question #7

**51. QUESTION:**

Regarding the staffing changes mentioned in Section 2.1, how frequently are these changes expected to occur, and how will the decision-making process be structured? Are there specific triggers for changing staffing levels?

**ANSWER:**

This will be based on increases or decreases in shelter population.

**52. QUESTION:**

Under Section 2.2, it's mentioned that the term of the contract can be extended if a new contract is not entered into before May 1st. Can you clarify how this extension mechanism works, and what the conditions for extension are?

**ANSWER:**

The contract will be amended and will continue under the same terms if a new contract is not in place in time.



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**53. QUESTION:**

Can you provide more details about the deliverables expected from the successful proposer as mentioned in Section 2.4? Are there any specific reporting formats or templates to follow, and how often should these deliverables be provided?

**ANSWER:**

There are no specific reporting formats.

**54. QUESTION:**

Can you provide more details about the designated shelter locations as directed by the Department of Emergency Management or the Jefferson Parish Emergency Operations Plan? Are there specific sites that the successful proposer needs to be aware of?

**ANSWER:**

These are Parish owned facilities such as recreational buildings that may be operated as shelters. When the contract is activated, the Department of Emergency Management will inform the vendor of the locations being used for the specific incident.

**55. QUESTION:**

Is the contracted amount paid even if services are not activated for the year? If so when? At what percentage?

**ANSWER:**

Jefferson Parish pays on a reimbursement basis only.

**56. QUESTION:**

Scope of the job requires that we have 10 workers and 1 Nurse available for 2 hours a day during emergency for 1 payment of days. But it also states that we must staff according to needs. Does that mean we will require more staffing than 10 workers/PCAs?

**ANSWER:**

Attachment B is an example with estimated numbers of staff. We will need a nurse available to complete assessments and determine level of care needed. We will need PCAs available 24 hours a day. Ten was used as an estimate based on the needs during past emergency events. There may be a need for more than 10 PCAs.

**57. QUESTION:**

Why does the contract only bill for 10 with an estimated amount of 240 hours weekly? Each week being available for 24 hours a day away from family and home during a national emergency will working an on-call for 24 hours daily.

**ANSWER:**

Attachment B was updated.

**58. QUESTION:**

Why is the bid for roughly 34 hours a day?

**ANSWER:**

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The bid requires 24 hours of continuous care until the disaster is over.

**59. QUESTION:**

Are there any previous records of contractors doing this work during Katrina or any other emergency events? If so may we have access to their staffing records, number of days the work requires and number of staffing needed depending on the type of emergency?

**ANSWER:**

This can be obtained by filing a public Records Request at <https://jeffersonparishla.nextrequest.com/>

**60. QUESTION:**

FEMA disasters can range from Fire, severe weather (like Hurricane, earthquake, tornado and flood), Electric power outage, drought, loss of water, radiological incidents, bioterrorism, External Hazmat incidents, and active shooters. How many of those incidents occur yearly that has required activation of FEMA's PCA services in Jefferson Parish?

**ANSWER:**

Those incidents occur on average-less than one event per year.

**61. QUESTION:**

Certification or Licenses? LVN or RN?

**ANSWER:**

Attachment B was updated to accept either RN or LVN/LPN.

**62. QUESTION:**

How will we be able to guarantee that the client are not sexual offenders or might endanger our staff?

**ANSWER:**

All sexual offenders are required by law to identify themselves before entering a shelter. Shelter resident names are also run through sex offender registries. There may be situations in which a sex offender does stay within the shelter, but would be monitored by the Jefferson Parish Sheriff's Office.

**63. QUESTION:**

Because we need to have certain equipment's and supplies on hand in case of emergency eg. Hoyer lift, EKG, portable Defibrillator and PPE. Will we be receiving a partial payment up front if contract is approved?

**ANSWER:**

Jefferson Parish pays on a reimbursement basis only.

**64. QUESTION:**

Will there be correction or notification to terminate contract when contract has been started?

**ANSWER:**

This question is speculative and unable to be answered.



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**65. QUESTION:**

How will we know the safety of our staff when send to them?

**ANSWER:**

See question 5.

**66. QUESTION:**

How will we be able to guarantee that the client are not sexual offenders or might endanger our staff?

**ANSWER:**

See question 59.

Sincerely,

Donna M. Evans  
Purchasing Specialist II

**Proposer shall acknowledge all addenda on the RFP Signature page. Proposer acknowledges receipt of this addendum on the signature page by indicating the addendum number listed above. Failure to list each addenda number on the RFP signature page could result in being considered non-responsive.**

**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.**

**ATTACHMENT "B"**

**Price Proposal**

Firm Name: \_\_\_\_\_

The undersigned having carefully read and considered the terms and conditions of the RFP Documents to provide consulting services for disaster recovery and FEMA Public Assistance, does hereby offer to perform such services on behalf of the Parish, of the type and quality and conditions set forth in the RFP Documents at the rates (expressed in words and figures) hereinafter set forth:

<b>Position Title</b>	<b>Estimated Staff Amount</b>	<b>Estimated Hours for 1 Week (Hrs)</b>	<b>Please indicate RN or LPN</b>	<b>Estimated Hourly Rate (Hrly Rate)</b>	<b>Estimated Weekly Total (Hrs x Hrly Rate)</b>
Nurse (RN or LPN)	1	12			
Personal Care Attendant	10	1,680			
<b>TOTAL</b>					