

Office of State Procurement
State of Louisiana

Division of Administration

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GOVERNOR



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COMMISSIONER OF ADMINISTRATION

August 16, 2024

ADDENDUM NO. 2

Your reference is directed to Solicitation Number **Doc1091761800** for the Request for Proposal (RFP) for Disaster Management Assistance for DPS&C, which is scheduled to open at 10:00 A.M. CT on August 20, 2024.

Schedule of Event Change- The Proposal Opening Date (Proposal Submission Deadline) shall be changed to August 29, 2024 at 10:00 A.M. (CT).

Written Inquiries – The Proposer’s written inquiries received by the inquiry deadline of July 22, 2024 and the State’s responses are included on pages 2 – 5.

The following Documents have been revised:

- RFP Event Section 1.1, **Disaster Management Assistance for DPS&C** has been revised on page 3, 26, 33, 34, 44, 45 and 76.
- RFP Event Section 2.2.6, **Subpart E – Proposed Staff Qualifications and Experience** Document has been revised.
- RFP Event Section 2.5.3, **Attachment E, Sample Contract** Document has been revised to add pages 18 and 19.

Words which are ~~struck through~~ are deletions. Words in **bold, underscored, and highlighted** are additions. DPS&C Special conditions added to document.

RFP Event Section 2.3, Part 3: Financial Proposal, Price Schedule Attachment has been revised

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED PROPOSAL.

Written Inquiries
RFP for Intercept Services for Disaster Management Assistance for DPS&C
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#	Question	State's Response
1	Could you kindly define Disaster Management Assistance? Would that be consulting post disaster declaration or actually performing the work to stabilize buildings, extract water, provide temp power, etc?	Disaster Management Assistance denotes the management of current and future FEMA Public Assistance (PA) Programs and FEMA Hazard Mitigation (HM) Programs. Disaster Management Assistance encompasses all of the services described in the RFP Event Section 1.1, Attachment C: Scope of Work of this RFP, from the declaration of a disaster to the closeout of said disaster.
2	Do you have more information to help clarify your needs and the scope of work? Happy to see if we can be a resource.	All information can be found within the RFP
3	In order to estimate the level of effort and budget, is there a required number of staff for each of the positions listed? [RFP Section 4.1.3 Minimum Desired Requirements by Job Classification - PP5-7]	Proposer must, at a minimum, assign one personnel to each of the provided job classifications. Proposer should propose the estimated number of staff that will be needed to successfully perform the assigned tasks. All proposed staff shall be listed in RFP Event Section 2.2.6, Exhibit B Proposed Staff.
4	Is there an incumbent vendor who has previously worked on any aspect of the project scope? [General Question]	Yes, Rostan Solutions, LLC is the incumbent vendor.
5	<p>RFP Page 74, Subpart E: Proposed Staff Qualifications and Experience, Section II: Proposer should complete Exhibit A: Proposed Staff. Provide the Name, Job Classification, and Years of Experience as well as indicating if the Proposed Staff is a Current Employee and considered a Key Personnel for all staff to be considered for this project.</p> <p>Questions: If subcontractor personnel are utilized in any key position, do they need to be included in Exhibit B? (<i>Question submitted earlier regarding identification of Exhibit as B, not A.</i>)</p>	Yes, all personnel to be considered for the award shall be listed in Exhibit B: Proposed Staff. If the personnel is a subcontractor, the Proposer can enter "No" in the "Current Employee of Proposer" column RFP Event Section 2.2.6, Exhibit B Proposed Staff.

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6	(Attachment H, Part 1, Section IV, pg. 66) Can offerors provide a clean auditor's report in lieu of a letter from a financial institution to demonstrate financial stability? In our experience banks are not able to provide a letter speaking to financial stability.	A letter from a financial institution to demonstrate financial stability is desired documentation and is not required. Additional documentation submitted in an effort to display financial stability may be considered.
7	(Attachment H, Part 1, Section V, pg. 68) Are offerors required to submit a tax clearance as part of proposal responses?	No, Proposers are not required to submit a tax clearance as part of the proposal response. See Attachment H, Part 1, Section V, pg 68, item G.
8	(Attachment E, DPS&C Employee Manual, pg. 44) Will the DPS&C employee manual be included as part of the contract as it's strictly applicable to DPS&C employees?	Yes, Section II of the DPS&C employee manual will be included as part of the contract. Contractors of DPS&C are asked to agree with these conditions where as "Contractor" shall be substituted for "Employee" throughout. See addition to RFP Attachment E, Sample Contract and RFP Event Section 2.5.3, Attachment E, Sample Contract: "Department of Public Safety and Corrections (DPS&C) Special Conditions".
9	(Price Schedule) It appears that the price sheet has the wrong formula on the "Total Hourly Cost" line. Will there be a revised price sheet issued with the correct formula?	See RFP Event Section 2.3, Part 3: Financial Proposal, Price Schedule, which has been replaced in its entirety.
10	(Attachment C, Scope of Work) Is there a preferred software for the inspections/damage assessments?	No there is not a preferred software. Proposers should propose the software that will best complete the required tasks.

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11	Is there a current incumbent performing the work? If so, who is the current incumbent?	See answer to Question number 4
12	<p>I am currently completing the Above Referenced RFP and have 1 key question, please.</p> <p>May we use the downloaded version of the RFP and complete the Required Sections under ATTACHMENT H, in the original RFP Word version. Or must we download the individual sections of ATTACHMENT H on the SAP/Ariba portal and complete each of these and submit them as separate files when complete.</p> <p>For instance, we are completing Attachment H as one entire document currently from the original RFP downloaded, and need to know if that can be submitted officially when completed.</p>	<p>Each required section should be completed separately and attached to its corresponding section.</p> <p>For example, Section 2.2.4 Subpart C – Company Background and Experience – Proposer will download the attached file for that section located under References, complete, then attach that version to Section 2.2.4.</p>
13	RFP Page 74, Subpart E., Item II: RFP states that Proposer should complete Exhibit A. Please clarify that this should be Exhibit B, since Exhibit A indicates it is for informational purposes.	Subpart E has been revised to correctly state that Exhibit B is the correct document that needs to be completed.
14	RFP Pages 25 to 62, Sample Contract: Please highlight the changes made to the revised sample contract.	Highlights and changes can be viewed in the Sample Contract attached to RFP Event Section 2.5.3. However, this can only be viewed if “Yes” is selected for RFP Event Section 2.5.2, so the RFP has been revised to also reflect those changes.

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15	Is there an incumbent under this opportunity? If so, can you disclose the firm?	See answer to number Question number 4
16	Is it the intent to award to multiple vendors or will only one be selected?	Only one vendor will be selected.