

Office of the Mayor-President

Purchasing Division



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Director of Purchasing

ADDENDUM NO. 1 ISSUED NOVEMBER 25, 2024
Technical Assistance Services RFP 2024-14-6110

Your reference is directed to the above-referenced Request for Proposal which is scheduled to open on December 6, 2024 at 9:00 AM.

This addendum is being issued to respond to questions received during the inquiry period for this RFP:

Q1 _____ would like to ask the question below regarding the above-referenced solicitation for Technical Assistance Services related to federal grant programs.

RFP Sections 3.4 and 3.5, page 34 and Notice to Proposers, Page 3, 2nd paragraph. The RFP highlights the importance to the City-Parish of SEDBE and also MBE/WBE participation. The RFP evaluation criteria offer up to 5 points for registered SEDBEs and up to 5 points for certified MBE/WBEs. Page 3 of the RFP states that EBR Parish Purchasing has established a EBE goal of 32%. "Only EBE firms certified under the Parish SEDBE Certification Program at the time of submittal of the bid will count toward this EBE goal." Can MBE/WBE firms, who are not SEDBEs, count toward the 32% requirement?

R1 **All proposers must be SEDBE certified at the time of the submission of proposal.**

_____ would like to ask the questions below regarding the above-referenced solicitation for Technical Assistance Services related to federal grant programs.

Q2 **Section 1.7.2, MBE/SBE/WBE Initiative, page 19, paragraph 3.** This section states that "The proposer shall submit with the proposal a plan and selection process outlining good-faith efforts to utilize Small, Minority or Women-owned businesses as subcontractors." However, the Proposal Response Format specified in Section 1.5.1 on page 13 does not mention either MBE/SBE/WBE or EBE requirements. In which section of the required Proposal Response Format should bidders address the requirements related to EBEs and minority- or woman-owned businesses?

R2 **Yes.**

Q3 Section 1.7.2, MBE/SBE/WBE Initiative, page 19, paragraph 3. This section states that “The proposer shall submit with the proposal a plan and selection process outlining good-faith efforts to utilize Small, Minority or Women-owned businesses as subcontractors.” Please confirm that such a subcontracting plan is required to be submitted with the proposal.

R3 Yes.

Q4 Section 1.14, Insurance Requirements, page 25. This section states that “Contractor shall furnish the City-Parish with certificates of insurance affecting coverage(s) required by the RFP (see Attachment C).” Are bidders required to submit certificates of insurance with our proposals, or are they only required to provide them upon contract award?

R4 Before work commences however you may provide an informational copy with your proposal.

Q5 Section 2.5.2, Submission Requirements, page 32. Bidders are required to provide “Copies of all relevant licenses required for the tasks outlined in the Scope of Work.” What licenses does OCD anticipate bidders will need to submit?

R5 All relevant to this service as applicable.

Q6 Section 2.6, Period of Agreement, page 32. The second and third paragraphs in this section are identical, except that one states that the contract will be for a one-year period, and the other states that the contract will be for a two-year period. Please confirm that the paragraph stating “one-year period” is correct, as it corresponds to the text in Paragraph 1.

R6 2 year period.

Q7 Form 1, EBE Responsiveness Form, page 90. Please confirm that the required Form 1 consists of Form 1A completed for the prime and for each subcontractor, and Form 2 if needed.

R7 Yes.

Q8 **Form 3, page 96.** Please confirm that the Form 3 Monthly SEDBE Report is not required to be submitted with the proposal, as it applies to project work in progress.

R8 **Yes.**

Q9 **Standard Federal Award Contractor Terms And Conditions, pages 97–111.** A signature line appears at the end of this section (page 110). Are we required to sign it and submit with our proposal, or is this simply part of an example of the terms and conditions that the successful bidder must agree to?

R9 **Yes.**

Q10 We would like to formally submit these two questions regarding the OCD RFP's

Can a firm bid solely on the Grant Writing Services and/or the Technical Assistance as it appears there are two separate RFP's on the OCD website?

R10 **Yes.**

Q11 For the Technical Assistance, is OCD seeking multiple firms, or one firm who can handle all items listed in the objectives and scope of work?

R11 **Yes.**

This addendum also makes the following updates:

Bid Opening date as written.

REVISE Bid Opening date throughout the RFP to reflect December 9, 2024 at 9:00 AM CST.

SEDBE goal as written.

REVISE SEDBE goal throughout the RFP to reflect 25%.

The addendum is hereby officially made part of the referenced solicitation and should be attached to the bidder's bid or otherwise acknowledged therein.

If you have already submitted your bid and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to the Bid Opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

Signature Date Company