

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

April 8, 2025

ADDENDUM NO. 01

Your reference is directed to RFx Number 3000024492 for the Invitation to Bid for the State of Louisiana – Emergency Management, Staffing & Operational Shelter Services – DCFS, which is currently scheduled to open at 10:00 A.M. CT on April 15, 2025.

Following are the Vendors' Inquiries received by the deadline date of April 1, 2025 and the State's Responses:

Vendor's Inquiry #1: What would be the number of awards you intend to give (approximate number)?

State's Response #1: The amount of awarded vendors cannot be anticipated until the evaluation process is completed.

Vendor's Inquiry #2: What are the estimated funds that are estimated to be allocated for this contract?

State's Response #2: The State cannot provide an estimated funds amount. This solicitation is to establish an emergency contingency contract(s). The contract(s) will only be utilized when the Governor declares a State of Emergency.

Vendor's Inquiry #3: What is the tentative start date of this engagement?

State's Response #3: The State intends to award the contract(s) with an effective date beginning May 1, 2025 or the date of award, whichever is later.

Vendor's Inquiry #4: What is the work location of the proposed candidates?

State's Response #4: The State cannot provide a work location at this time. This solicitation is to establish an emergency contingency contract(s) that will only be utilized during an emergency declared by the Governor of the State of Louisiana. The shelter location is determined when a State of Emergency has been declared.

Vendor's Inquiry #5: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

State's Response #5: This is a solicitation for Emergency Management, Staffing, and Operational Shelter Services. To view the current contracts, please refer to the LA eCat by using the link below:

https://wwwcfprd.doa.louisiana.gov/osp/lapac/eCat/dsp_eCatSearchLagov.cfm

The current contracts in places are 4400025221, 4400025222, 4400025223, 4400025224, 4400025225, 4400025226, 4400025227, and 4400025228.

You can submit a public records request for more details: <https://www.doa.la.gov/doa/ogc/public-records-request/>.

Incumbents are eligible to submit a response to this solicitation.

Vendor's Inquiry #6: Are there any pain points or issues with the current vendor(s)?

State's Response #6: The State cannot provide this information at this time. If you would like documentation regarding any contracts, please submit a public records request: <https://www.doa.la.gov/doa/ogc/public-records-request/>.

Vendor's Inquiry #7: Could you please share the previous spending on this contract, if any?

State's Response #7: If you would like more information, please submit a Public Records Request at: <https://www.doa.la.gov/doa/ogc/public-records-request/>.

Vendor's Inquiry #8: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

State's Response #8: No. The bidder who signs the bid will be designated as the Prime Contractor on any contract resulting from this solicitation.

Vendor's Inquiry #9: How many positions were used in the previous contract (approximate)?

State's Response #9: Please refer to our website link for instructions on how to submit a Public Records Request for this information: <https://www.doa.la.gov/doa/ogc/public-records-request/>.

Vendor's Inquiry #10: How many positions will be required per year or throughout the contract term?

State's Response #10: This is unknown at this time. This is an open-ended requirements contract and will only be utilized when an emergency is declared by the Governor of the State of Louisiana. See Quantities section on page 4 of Attachment A – Standard Terms and Conditions.

Vendor's Inquiry #11: If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

State's Response #11: Attachment A - Standard Terms and Conditions, page 10: The Contractor shall be required to maintain, or have available for his own use an inventory sufficient to make shipment within 12 to 24 hours after receipt of order (ARO).

Vendor's Inquiry #12: Can we provide hourly rate ranges in the price proposal?

State's Response #12: No, Attachment C - Price Sheet, includes only Daily and 7-Day Rates; not hourly rates.

Vendor's Inquiry #13: Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

State's Response #13: See Attachment B - Specifications, page 2:

The Contractor(s) shall be capable of providing a turnkey project and/or stand-alone services as described in the Scope of Work/Services section of Attachment B, according to the following schedule:

- Management staff shall be on-site in the shelters within 48 hours after notification;
- Operations staff shall be on-site in the shelters within 72 hours after notification; and
- Equipment and service resources shall be in place and functional on-site within 72 hours after notification.

The Contractor(s) shall be prepared to continue services at each shelter for an indefinite period of time, as long as the need to shelter evacuees exists or until other sheltering provisions are arranged.

There is no possibility for remote operations and performance.

Vendor's Inquiry #14: Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

State's Response #14: See Attachment B - Specifications, page 5:

The Contractor shall provide:

- Organizational chart of personnel that will hold key roles at the shelters, ensuring that sufficient numbers of staff are on duty to comprehensively manage shelter operations.
- Positions, classifications and job duties of each staff personnel, ensuring the number of staff assigned to each shelter will be commensurate with the potential number of evacuees at each site.

The Contractor shall be responsible for:

- Hiring employees who are experienced in emergency response services.
- Ensuring all employees are drug free.
- Processing background checks on all employees who work in shelters to ensure a safe and secure environment.
- Complying with all Federal, State and Local laws, ordinances and regulations that affect employees or prospective employees.

Vendor's Inquiry #15: Could you please provide the list of holidays?

State's Response #15: Per Attachment A - Standard Terms and Conditions, page 11:

In the event of a declared emergency, the Contractor must be available 24 hours a day, 7 days a week, including weekends and holidays, for order placement and delivery.

Vendor's Inquiry #16: Are there any mandated Paid Time Off, Vacation, etc.

State's Response #16: See State's Response #15.

Vendor's Inquiry #17: All Standalone Features (Shelter Operations Management, Mobile Restrooms, Handwashing Stations, Mobile Showers, Waste Disposal and Janitorial Services) are to be included in the Full Turnkey Pricing. Does this mean that they want one number but would like to see it broken out on the pricing sheet?

State's Response #17: Full Turnkey pricing is the sum of all stand-alone features for each capacity listed.

Vendor's Inquiry #18: Are the personnel counts on Attachment D considered in the total capacity counts? Or are they to be housed in separate, "contractor personnel sleep facilities."

State's Response #18: Personnel counts on Attachment D are not considered in the total capacity counts. They are to be housed in separate personnel sleep facilities.

Vendor's Inquiry #19: What is the distinction between a regular shelter population and a special needs population and when will that information be provided in order to provide proper staffing ratios?

State's Response #19: See Attachment B – Specifications, page 1:

Critical Transportation Needs Shelters (CTNS) - Large capacity sheltering facilities established to meet the needs of citizens who are not able to evacuate via their own transportation.

Medical Needs Shelters (MNS) - Sheltering facilities for citizens who require medical assistance with daily activities but do not have conditions that require admission to or sheltering in a hospital. Triage and assessment assistance for MNS are provided by the Louisiana Department of Health (LDH).

The number of people requiring evacuation and sheltering fluctuates with the size, intensity and location of the event. The number of evacuees in the shelters may vary from day to day and the length of time the shelters remain open is also fluid. DCFS will provide capacity at the time of notification in regards to management, staffing, Schedule 2, and Schedule 3. The DCFS Emergency Preparedness Director and the Contractor Representative shall discuss head-count trends on a daily basis.

Vendor's Inquiry #20: Miscellaneous mentions the cleaning of drinking fountains? How many are to be provided by the contractor?

State's Response #20: Some shelter locations may be equipped with drinking fountains. Those sites that are equipped with drinking fountains will need to be cleaned and sanitized as outlined in Schedule 5 of this solicitation. For those shelter locations that are not equipped with drinking fountains, DCFS will pre-stock and/or make available water, as stated in Attachment B - Specifications.

All else remains as on original bid.

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

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail, by hand delivery or courier to: Office of State Procurement, 1201 N. 3rd Street, Claiborne Building - Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail, by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, Claiborne Building - Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFx number and the bid opening date and time on the outside of the

envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

Revisions received after bid opening shall not be considered and you shall be held to your original bid.

Revision:

For: _____ By: _____

By: Emaly Tran
Office of State Procurement
Telephone No. 225-342-4820
Email: emaly.tran@la.gov