



Office of the Mayor-President
Purchasing Division
City of Baton Rouge
Parish of East Baton Rouge
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Phil Gore
Interim Director of Purchasing

ADDENDUM NO. 2
November 3, 2025

Your reference is directed to:

Solicitation Number: RFP 2025-22-5400
Project Management, Grant Management and
Administrative Services for the
City of Baton Rouge / East Baton Rouge Parish
Mayor's Office of Homeland Security and
Emergency Preparedness (MOHSEP)

scheduled to open: November 12, 2025

The following Questions & Answers will be made part of the above referenced solicitation.

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

dsstewart@brla.gov
225-389-3259 x 3264

Signature

Date

Company

CITY OF BATON ROUGE
RFP 2025-22-5400
Project Management, Grant Management and
Administrative Services for the
City of Baton Rouge / East Baton Rouge Parish
Mayor's Office of Homeland Security and
Emergency Preparedness (MOHSEP)

QUESTIONS

- Question 1** ***** respectfully requests clarification on whether the County intends to award this contract to one firm covering Project Management, Grant Management, and Administrative Services, or whether firms may submit proposals for a single service category (e.g. Administrative Services) based on their core capacity.
- Answer 1** City Parish intent is to award one contract for all services.
- Question 2** Form 1 – EBE Responsiveness Form does not seem to be included in the RFP. Can you please provide this form?
- Answer 2** See Page 71 & 72
- Question 3** Is a Proposal Bond required for this RFP. The RFP stated, “this may or may not be required for this RFP.”
- Answer 3** Yes, it is required.
- Question 4** Are 11'x17' sized pages permitted in this submittal?
- Answer 4** Letter size (8 ½" x 11") pages are preferred
- Question 5** Are there any font, margin, or other formatting requirements for this submittal?
- Answer 5** The submission should have consistent formatting for all pages
- Question 6** Are there any page limitations for this submittal?
- Answer 6** No
- Question 7** Can EBR clarify what should be included in Attachment B-1? Will a rate schedule be provided?
- Answer 7** The vendor should provide pricing details in a schedule format; enough detail should be included to clarify / justify all costs
- Question 8** Can the City-Parish clarify how “best overall responsive proposal” is determined beyond the scoring rubric?
- Answer 8** Total scoring for each submission will be based on the sum total of the points awarded in each evaluation category. A quantitative score for each category, derived from each category's qualitative merit, will be determined; these will be summed for an overall score
- Question 9** Will the City-Parish provide templates or systems for reimbursement tracking?
- Answer 9** These will be provided (if requested) after award is made
- Question 10** How will the 5-point DBE score be weighted if multiple firms exceed the minimum?
- Answer 10** Vendor DBE scores are not weighted or ranked; each vendor will be independently assigned a score from 0 – 5 points