



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

May 19, 2026

Please find the following addendum to the below-mentioned RFP.

Addendum No.: 3

RFP#: 26-3-3

Project Name: Consulting Services for Emergency Disaster Claims

RFP Due Date: Tuesday, June 9, 2026

GENERAL INFORMATION:

1. Please remove Page 6 from the package and replace it with Addendum No. 3 Page 6 – Revised (attached).
2. Please remove Page 20 from the package and replace it with Addendum No. 3 Page 20 – Revised (attached).
3. Please remove Attachment F-1 from the package and replace it with Attachment F-1 – Addendum No. 3 – Revised (attached).

QUESTIONS & ANSWERS:

Question 1. Since responses are due May 28 and answers will be issued May 22, vendors have a limited time to respond to new/updated information released by the Parish, particularly given the Memorial Day holiday and the hard-copy submission requirement. Will the Parish consider allowing electronic proposal submission to save production/shipping time and improve response completeness?

Answer 1. Electronic submissions will not be accepted; a hard copy is required.

Question 2. If the Parish is firm in its preference for hard-copy proposal submissions, would it consider extending the submission deadline to allow vendors to respond more fully to any new or updated information in the anticipated May 22 Q&A release?

Answer 2. No time extension will be granted at this time.

Question 3. Will the Contractor be allowed to submit price increases for contract extension years?

Answer 3. No, the price will be held firm for the duration of the contract.



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Question 4. In section 5.17 Use of SubProviders, “Information required of the prime Provider under the terms of this RFP, is also required for each subProvider and the subProviders must agree to be bound by the terms of the contract”, can the Parish please confirm what forms must be completed by a SubProvider?

Answer 4. The Parish can confirm that any form or documentation required of the prime Provider under this RFP must also be completed for each SubProvider. This includes all forms, certifications, disclosures, and any other required attachments, and SubProviders must agree to be bound by the terms of the contract.

Question 5. Given that the scope of work is for an unspecified level of service and St. Tammany Parish only requests hourly rates, are bidders expected to provide a total proposal amount in Attachment A-2?

Answer 5. Yes, the hourly rates should be totaled on Attachment A-2.

Question 6. If the price proposal is evaluated using a formula, will it depend on the average hourly rate or the total proposal amount?

Answer 6. When evaluating, the total proposal amount will be used in the formula.

Question 7. Is there an incumbent? If so, who?

Answer 7. No, there is no incumbent.

Question 8. Section 1.1 Background/Purpose. Please clarify what the Parish means with “Emergency Disaster Assessment project.”

Answer 8. The purpose of this RFP is to obtain proposals from qualified Proposers who are interested in providing services to ensure the proper use and application of federal and state funds, focusing on maximizing eligible and allocable dollars for the Emergency Disaster Assessment project and submitting claims on behalf of St. Tammany Parish Government.

Question 9. Section 1.5 Cover letter. Please confirm that applicable documentation will be provided upon contract award and not with the proposal.

Answer 9. The cover letter should be provided with the proposal.

Question 10. Section 1.5.J Resumes and Attachment A-2. Under Section 1.5.J, the Parish is asking for resumes for account manager and the designated customer service representative. However, these positions are not under Attachment A-2. Please confirm if these positions should be included in the Proposal Pricing Sheet.

Answer 10. Any “key personnel” should be included on Attachment A-2 - pricing sheet.

Question 11. Section 2.4 Deliverables. The RFP states “The deliverables listed in this section are the minimum desired from the successful Proposer. Every Proposer should describe what



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deliverables will be provided per their proposal and how the proposed deliverables will be provided.” However, no minimum deliverables are described in this section. Please confirm that the deliverables to be provided should be aligned with the Scope of Work described under Attachment A-1.

Answer 11. Yes.

Question 12. Section 2.2. Period of Agreement and Attachment A-2. Section 2.2 states “Services will be on an as needed basis.” However, under Attachment A-2 Proposal Pricing Sheet, we need to include a “Total proposal amount”. Since the work being pursued under this RFP is for as-needed service, there is no dollar total bid amount. As such, please confirm that respondents can include ‘TBD’ under “Total proposal amount” under Attachment A-2.

Answer 12. No, hourly rates should include all potential costs.

Question 13. Section 5.46 Veteran Initiative and Hudson Initiative Programs. Please confirm if federally recognized small businesses and women-owned businesses can be used to obtain the 10 points.

Answer 13. No, to receive the entire ten (10) points the Proposer must be certified through the Louisiana Economic Development.

Question 14. Section 5.46 Veteran Initiative and Hudson Initiative Programs. Please confirm that this RFP does not require the compliance of a good-faith subcontracting plan at the time of proposal submission.

Answer 14. No, it does not but may be requested within the contract if activated.

Question 15. Section 5.46 Veteran Initiative and Hudson Initiative Programs. “Proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subProvider(s), a description of the work each will perform, and the dollar value of each subcontract.” Since the work being pursued under this RFP is for as-needed service, there is no guaranteed dollar value for our subcontractors. Please confirm if we can list this as TBD.

Answer 15. The SubProvider shall be listed with the percentage of work that could be used.

Question 16. Attachment G – Corporate Resolution. Please confirm this form is provided for informational purposes and Respondents can use their own format for corporate resolutions.

Answer 16. Respondents may provide their own format for corporate resolutions.

Question 17. Attachment I – FEMA PA Required contract provisions. Please confirm that there is no action item related to this attachment.

Answer 17. No action is needed.



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Question 18. Attachment E and Attachment F-2. Please clarify in which section of the proposal Respondents should include Attachment E and Attachment F-2.

Answer 18. Attachment E and Attachment F-2 should be included in the Forms/Attachments section of the proposal. If your proposal format includes a subsection for "Required Forms," they should be placed there. If not, include them at the end of the proposal in a clearly labeled "Attachments" section.

Question 19. Should the hourly rates include hotel and per diem expenses?

Answer 19. Hourly rates should include all potential costs.

Question 20. Per Attachment A-2, should the "Total Proposed Amount (Dollars)" be the sum total of the hourly rates of Positions Number 001 through 005?

Answer 20. Yes.

Question 21. Per Attachment A-2, what does the "Total Proposal Amount (Written)" constitute?

Answer 21. The dollar amount in written form. Ex: \$100.00 is one hundred dollars and 00 cents.

Question 22. Can the Parish provide historical data on recent disaster events (last 5–10 years), including total FEMA Public Assistance (PA) funding received, number of Project Worksheets (PWs), and average annual claim volume?

Answer 22.

YEAR	#OF PWs	TOTAL \$
2016	7	764,926
2017	3	66,836
2018	-	-
2019	-	-
2020	8	635,138
2021	38	59,855,940
2022	-	-
2023	-	-
2024	2	266,393
2025	-	-
2026	-	-

Question 23. Is there an anticipated baseline staffing structure, expected level of effort (hours per role), or activation scenario (e.g., immediate post-disaster surge vs. steady-state support)?

Answer 23. We do not have an anticipated baseline staffing structure or expected level of effort. Activation will depend on the level of severity of the event and the deadline to get information to the state.



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Question 24. What specific events trigger contract activation (e.g., Presidential Disaster Declaration, Parish emergency declaration), and how will work authorizations (task orders, NTPs) be issued and funded?

Answer 24. A Declaration from the Parish President and state officials would trigger contract activation. Upon activation a Notice to Proceed (NTP) will be issued by the Parish and funding is to be determined.

Question 25. The RFP states, "the Proposer shall receive points equal to the net percentage extent of contract work which is projected to be performed by or through certified small entrepreneurship subProviders, multiplied by the appropriate number of evaluation points."

Question 25a. Please clarify how the "net percentage extent" is calculated and applied in scoring?

Answer 25a. If the Respondent is certified they would receive 10 points. When determining the points for Subcontracting, there is 1 point for every 10% of work that the SubProvider will be given. The Respondents must specify in the proposal how much work is given to the SubProvider to receive any points.

Question 25b. For example, if a firm subcontracts 10% of the work to a certified firm, how many points would the firm receive during the proposal evaluation?

Answer 25b. The Provider would be awarded 1 point.

Question 26. Attachment A-2 is structured around hourly rates by position. If a proposer wishes to include a narrative explanation of how their total proposed amount was derived, is there a preferred location within the response and/or within form A-2 itself for that supplemental description?

Answer 26. This should be submitted behind Attachment A-2.

ATTACHMENTS:

1. Addendum No. 3 Page 6 – Revised.pdf
2. Addendum No. 3 Page 20 – Revised.pdf
3. Attachment F-1 Addendum No. 3 – Revised.pdf

End of Addendum # 3

2.5 Location

Omitted as not applicable to this RFP.

PART III: EVALUATION

The Proposer must clearly designate that they meet each category of the scoring criteria stated below. The Proposer must briefly describe how their company satisfies the requirement and where in their response supports that requirement. Failure to comply with this requirement may negatively affect the overall score. Please refer to Attachment F-2.

The evaluation committee shall assign points to its evaluation of each Proposal as follows:

Evaluation Criteria	Possible Points
Compliance with the RFP	15
Understanding of the Project	10
Approach to the Project	15
Ability to perform within the stated timeframe	20
Qualifications of the Proposer, including, but not limited to, its experience and personnel assigned to the Project	30
Overall costs and fees to be charged	5
Certified Veterans Initiative small entrepreneurship or certified Hudson Initiative small entrepreneurship	5
Total	100

The proposal will be evaluated in light of the material and the substantiating evidence presented to the Parish, not on the basis of what may be inferred.

The scores will be combined to determine the overall score. The Proposer with the highest overall score will be recommended for the award.

PART IV: PERFORMANCE STANDARDS

4.1 Performance Requirements

Omitted as not applicable to this RFP.

4.2 Performance Measurement/Evaluation

Omitted as not applicable to this RFP.

PART V: GENERAL PROVISIONS

5.1 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer’s response is to demonstrate

The statutes (La. R.S. 39:2001 et. seq.) concerning the Hudson Initiative may be viewed at: <http://www.legis.la.gov/Legis/Law.aspx?d=96265>

The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at: <http://www.doa.la.gov/pages/osp/se/secv.aspx>

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at: <https://smallbiz.louisianaeconomicdevelopment.com>

Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal: https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

This may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network: <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/VndPubMain.cfm>

When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

Five percent (5%) of the total evaluation points in this RFP are reserved for Proposers who are certified small entrepreneurship or who will engage the participation of one or more certified small entrepreneurship as subProviders. Reserved points shall be added to the applicable Proposers' evaluation score as follows:

Proposer Status and Allotment of Reserved Points

- I. If the Proposer is a certified Veterans Initiative small entrepreneurship, the Proposer shall receive points equal to **five percent (5%)** of the total evaluation points in this RFP.
- II. If the Proposer is a certified Hudson Initiative small entrepreneurship, the Proposer shall receive points equal to **five percent (5%)** of the total evaluation points in this RFP.
- III. If the Proposer demonstrates its intent to use certified small entrepreneurship(s) in the performance of contract work resulting from this solicitation, the Proposer shall receive points equal to the net percentage extent of contract work which is projected to be performed by or through certified small entrepreneurship subProviders, multiplied by the appropriate number of evaluation points.
- IV. The total number of points awarded pursuant to this Section shall not exceed **five percent (5%)** of the total number of evaluation points in this RFP.

**Attachment F-1
Sample Scoring Matrix**

RFP # 26-3-3

Consulting Services for Emergency Disaster Claims

Vendor/Business Name _____

Evaluator's Name _____

CRITERIA	POSSIBLE POINTS	ASSIGNED POINTS	COMMENTS
Compliance with the RFP	15pts		
Understanding of the Project	10pts		
Approach to the Project	15pts		
Ability to perform within the stated timeframe	20pts		
Qualifications of the Proposer, including, but not limited to, its experience and personnel assigned to the project	30pts		
Overall costs and fees to be charged	5 pts		
Certified Veterans Initiative small entrepreneurship or certified Hudson Initiative small entrepreneurship	5 pts		

Vendor Total 100pts

Signature of Evaluator: _____

Date: _____