

BOBBY JINDAL  
GOVERNOR



SCOTT A. ANGELLE  
SECRETARY

**State of Louisiana**  
**DEPARTMENT OF NATURAL RESOURCES**  
**OFFICE OF MANAGEMENT AND FINANCE**

June 6, 2011

TO: ALL POTENTIAL PROPOSERS  
RE: RFP NO. 2006-11-03  
"Consultant Services for State Related Issues"

**QUESTIONS AND ANSWERS**

1. Q. Regarding Attachment I: Scope of Services, pages 12-13; IV. Project Schedule, Specific Deliveries of Land Services Document and Reports, items 1, 2, & 3, appear to be relating to title research, roadmaps and land services documents. Are these relevant to the Consultant Services for State Related Issues Project?  
A. **No, please disregard Section IV of the Scope of Services.**
2. Q. Request for Proposal: Is this a new contract for services or is/has a contractor been providing these services for a recent period of time?  
A. **New contract for services.**
3. Q. Request for Proposal: If a contractor is/has been providing these services, who is it?  
A. **See answer to #2. The Department in the past has occasionally used SSA Consultants to provide some services called for in this RFP.**
4. Q. Request for Proposal: 1.1 Purpose: For what program, department, and/or project types within DNR are the consulting services being requested?  
A. **Undetermined at this time.**
5. Q. Request for Proposal: 6.5, Note to Table: It doesn't appear that this note is applicable since there is no total cost for the proposal being developed and only hourly rates are being accepted. Therefore, will the lowest hourly rate receive 30 points and if so, how will subsequent firms with higher hourly rates be awarded points?  
A. **Lowest Hourly Rate/Proposed Hourly Rate x 30 = Cost.**

**Contracts and Grants Division**

Post Office Box 94396 • Baton Rouge, Louisiana 70804-9396 • 617 North Third Street • 12th Floor • Baton Rouge, Louisiana 70802  
(225) 342-4513 • Fax (225) 342-8700 • <http://www.dnr.state.la.us>

An Equal Opportunity Employer

6. Q. Request for Proposal: 4.a.1.: Is there a completed deliverable that DNR can provide as an example of what has typically been provided under this contract?  
A. **No.**
7. Q. Request for Proposal: 4b.: Are there tasks that DNR would like to see performed in conjunction with, deviated from and/or removed from the existing scope of services?  
A. **No.**
8. Q. Attachment I, Scope of Services: III Scope of Work: Toward what sort of projects will the tasks for the five specified consulting services be applied?  
A. **Undetermined at this time.**
9. Q. Attachment I, Scope of Services: IV, Estimated Time Schedules: Are the bulk of the tasks awarded under this contract expected to be associated with property transactions?  
A. **Not applicable to this RFP.**
10. Q. Is there an approximate budget or budget limit for this scope of work?  
A. **Not to exceed \$150,000.**
11. Q. Regarding qualifications, I have five years experience in the public sector, but I wonder if non-profit experience is also considered public sector?  
A. **No.**
12. Q. Does each subcontractor have to provide financial information?  
A. **Yes.**
13. Q. May the proposer at this time not have the limits of insurance required—but will do so if awarded the contract?  
A. **Yes.**
14. Q. Since you ask for financial statements, is there a range of operating budget amounts you're looking for?  
A. **No.**
15. Q. Is this a new RFP or is there a firm that may get a contract renewal (up to 3 years) who has been implementing this scope of work in past years?  
A. **New contract.**
16. Q. Is there a simple way to identify larger firms who may respond to this request and may want to partner with local expertise and a Hudson Initiative Program member?  
A. **No.**

17. Q. Reference paragraph 3. 1. The RFP states a requirement for five years experience in the public sector, can the experience of key personnel be substituted for this requirement for firms in business less than five years?  
A. **Yes.**
18. Q. Paragraph 3.7 requires a list of all sub contractors. In the normal course of business our firm uses independent contractors as part of our project teams. Should these individuals, if they are to fill key roles be listed as sub contractors or should this list be limited to named companies and exclude individuals.  
A. **All subs should be listed.**
19. Q. Paragraph 5.1.9 has a note on travel. Can we exclude project related travel from our proposal (e.g. we don't have to estimate the number of trips required from Baton Rouge to the coast)?  
A. **Travel can be excluded from proposal. All travel will be reimbursed in accordance with DOA PPM 49.**
20. Q. Paragraph 5.1.4.a.2 requires a listing of all assigned personnel and sub-contractors. Since specific task orders are not provided, would it be more appropriate to list key personnel as the exact skills/personnel we will utilize will depend on specific task orders and budgets?  
A. **Yes, list key personnel.**
21. Q. Paragraph 5.2.2 asks for an overhead rate. The amount of overhead costs (we assume you mean management, administration, and facilities) that we recover from a particular project is dependent on market and competition as well as the extent that our overhead costs have been covered by other projects. This will also be driven by the dollars and duration of the task orders and the specific skills required. (1) Can you clarify with an example or with a narrative what is included and what is not included in the overhead rate? (2) Can you provide an average dollar amount and duration associated with your anticipated task orders?  
A. **Submit current overhead rate for proposer. No examples will be provided.**
22. Q. Attachment IV and paragraph 6.5 explain your desire to incorporate small entrepreneurships (SE) in the proposal. Do you have a list of SEs that have expressed interest in this project or who have done similar work for you in the past?  
A. **A list of certified SE (s) can be obtained at [www.prd.doa.louisiana.gov/osp/LaPac/pubmain.asp](http://www.prd.doa.louisiana.gov/osp/LaPac/pubmain.asp)**
23. Q. Attachment I, Paragraph II requires work to start on task order within ten days of receipt. Should this be from ten days of budget and schedule estimate approval?  
A. **Ten days from when task is issued.**

24. Q. Attachment I, Paragraph IV.1 requires time schedules for assigned task orders. The narrative describing time from title research to document recordation does not seem relevant to this RFP. (1) Please clarify the schedule requirement, should this also have a requirement for estimated man-hours? (2) Will time to complete these estimates be billable? (3) What will the approval process be?
- A. **See answer to #1.**
25. Q. Attachment I, Paragraph IV. 3 requires the contracting party to provide deliverables as described in the scope of work upon completion of each project. (1) Should this be the scope of work in the specific task order not the scope of work for the RFP? (2) Should we consider the list of deliverables a-f as examples of deliverables as it does not appear they apply to all project types?
- A. **1. Task order will specify type of work to be done.  
2. Yes, examples of deliverables.**
26. Q. Is the section “Project Schedule, Specific Deliveries of Land Services Documents and Reports” relevant to this procurement? The project schedule requirement mentions title research and other requirements that appear to be inconsistent with the Scope of Work in Section III.
- A. **See answer to #1.**
27. Q. Does the DNR have an estimated budget?
- A. **Not to exceed \$150,000.**
28. Q. A single hourly rate is requested and Section 5.2 requires a detailed breakdown of the proposer’s overhead rate. Please clarify that this means a breakdown of the prime contractor’s overhead rate and not overhead rates for each subcontractor since they would not be providing separate hourly rates.
- A. **Overhead rate is requested from proposer.**
29. Q. Is the DNR requesting an insurance certificate for each subcontractor or just from the prime contractor?
- A. **Insurance is required for the prime and all sub-contractors once contract is Executed.**
30. Q. Attachment 1, Section III, “Scope of Services” only indicates the use of Project Managers. Is it anticipated that other non-manager staff be required to execute the scope of services? If so, should we provide separate rate(s)?
- A. **Only one hourly rate is to be submitted for all services to be provided.**
31. Q. Attachment 1 , Section III, The Contracting Party shall provide a Project Manager for each project to implement the contract and coordinate consulting services for the following tasks pursuant to a written tasking order: Are the 5 Project managers expected to be onsite full-time, or available as needed?
- A. **Available as needed.**

32. Q. Attachment 1, Section III, item number 1 : Community Outreach – Provide assistance with efforts to provide an outlet for community outreach as it relates to the education of its surroundings and the events affecting the coastline on a local, regional and national level, to collect community opinion, measure satisfaction and identify unmet expectations. Will the contractor have access to utilize the State’s technology resources to accomplish this task? What is the current status of Community Outreach efforts to-date?
- A. **Contractor will have access to DNR’s technological resources. Communication outreach efforts have currently primarily been provided by current in-house staff of the Department.**
33. Q. Will the state be providing office space, computers, supplies and network connectivity?
- A. **No.**