

TO: ALL POTENTIAL PROPOSERS

RE: RFP No. 2011-14-02  
“Program Monitor for Disaster Recovery”

## QUESTIONS AND ANSWERS

1. Contractual Negotiations – please confirm that all 3 participating Agencies are open to the negotiation of their standard terms and conditions?

Answer: Yes, each agency will negotiate their own terms and conditions. However, some terms and conditions are not negotiable.

2. Multiple Negotiations – it is your stated intent to award this work to 1 Vendor for potential future work in the 3 participating Agencies. Will you consider an approach in which 1 Contract is awarded with the same terms and condition and pricing that can be utilized by all 3 Agencies? We believe that this would simplify and expedite the procurement, the negotiation process, and the subsequent contract management for all parties.

Answer: No, three (3) separate contracts will be written. Please refer to Attachments III, IV, and V.

3. In section 5A-8, “Cost Proposal”, the RFP states “The Proposer shall submit one hourly rate for providing all services. The hourly rates shall include all associated cost, all indirect costs, travel expenses, and profit.” Should the proposer submit one hourly rate per labor category, or one overall blended rate for the entire contract?

Answer: One overall blended rate for the entire contract.

4. Anticipation of # of Staff needed for length of time for each task/project by agency.

Answer: This depends on the magnitude of the active disaster.

5. Examples of some of the task orders

Answer: Includes, but is not limited to assisting in the creation of project worksheets, gathering documentation for preparation of requests for reimbursement, and assisting with project closeout.

6. Where will work take place? At the agency office or the emergency site or can work be done in proposer's office? Do the agencies have offices throughout the state or just in Baton Rouge? For instance, if an emergency occurred in Shreveport, would the work be done out of the Shreveport office of the agency?

Answer: The work will take place in the Baton Rouge office of the agencies or in the contractor's place of business.

7. What qualified as a disaster that would require disaster recovery efforts? (hurricane, oil spill, tornado)

Answer: Hurricane, oil spill, tornado, flood, ice storm (not all-inclusive).

8. Once the proposal has been awarded, would the contractor enter into separate task order agreements with each agency? Will the contractor have to give a not to exceed amount on each task order?

Answer: Yes, separate task orders with each agency as needed; Yes, a not to exceed amount will be given. Any 'not to exceed amounts' will be determined by DNR or other participating agencies.

9. RFP asks for 3 years of audited financial statements. What other forms of evidence would be acceptable? Would a letter of credit from a bank be acceptable?

Answer: Yes, a letter of credit from a bank is acceptable; Federal tax forms. A letter of intent to obtain a 100% Performance Bond is also acceptable.

10. Given that the one hourly rate includes supplies, travel and profit, what makes up the overhead rate?

Answer: The overhead rate is determined by the proposer. It typically includes support staff costs (e.g. billing) etc.

11. What ongoing or prior emergencies will require services immediately?

Answer: BP Oil Spill; Bayou Corne Sinkhole; Project Work (PW) Sheet from prior disasters

12. Is there any additional information on how the cost allocation plans mentioned on page 13 will be developed?

Answer: The Contractor will work with each Agency on estimated cost projections.

13. The agency contracts included in the RFP have a maximum contract amount. How will this amount be determined? Are the contracts for the three year period or for each emergency?

Answer: The amount is determined by budget availability. The contracts are for the three year period.

14. The RFP mentions reviewing/auditing the timesheets prepared. Does this include use of equipment sheets as well?

Answer: Yes.

15. Section "1.2 Background" of the RFP states: "Due to the nature of the immediate need for these services when these events occur, it is not possible to perform the Request for Proposal process (in) a timely manner. For this reason DNR, CPRA and DEQ wish to have a contractual relationship with individuals/firms that can be activated to provide these services in the event this occurs." Does the State anticipate that contracts resulting from this RFP will be utilized immediately, or upon the State's need for services following future disasters?

Answer: DNR and CRPA anticipate the immediate need to handle active disasters; DEQ will be on an as needed basis following future disasters.

16. Will project personnel be located within the State offices in a staff augmentation capacity, or within a contractor-provided office space?

Answer: Project personnel will be located either in the Baton Rouge State offices in a staff augmentation capacity or within a contractor-provided office space.

17. What is the estimated amount of travel anticipated for the project? Will personnel go into the field or remain primarily in the offices in Baton Rouge?

Answer: Personnel will remain primarily in the offices in Baton Rouge or the contractor-provided office or place of business, with meetings with State disaster officials as needed.

18. Will personnel utilize State-provided IT systems (i.e., computers, networks, software, printers, etc.)?

Answers: Yes, if the contractor works in the Baton Rouge State's office.

19. In all three contracts (Attachments III, IV, and V), there is an insurance requirement that discusses “Special Hazards”, which appears to be a requirements for construction work and not services: “Insurance Covering Special Hazards: Special hazards as determined by the State shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.” Please clarify whether this requirement can be removed from the three contracts.

Answer: To clarify, the Special Hazards for this contract is Professional Liability. Professional Liability (error & Omissions) insurance shall have a minimum limit of \$1,000,000. Claims-made coverage is acceptable.

20. Will 1 offeror be awarded all 3 contracts? Or will each of the 3 agencies individually select an offeror for support to that agency? Please clarify.

Answer: Each Agency will award only one contract. In the event the Proposer with the highest number of points is unable to meet an Agency’s mandatory contract requirements or negotiations cannot be resolved, that Agency may proceed with negotiations with the next-highest-ranked Proposer as stated in 3.12 Contract Award and Execution.

21. Did DEQ execute a contract with any of the proposers from the predecessor 2011 RFP? If so, with whom?

Answer: Yes, three (3) separate contracts were awarded. The contracts were with Innovative Emergency Management, Inc. (IEM), Postletwaithe & Netterville and Providence Technical Services.

22. Page 6, under 4.1, states that the proposer should submit 6 copies (1 original and 5 copies) of the proposal; however on pages 7-8, it states that there should be 6 copies (1 original and 5 copies) of the Technical Proposal and 1 copy of the Cost Proposal. Please confirm or clarify whether the State is requesting 6 hardcopies (1 original and 5 copies) of the Technical Proposal and 1 hardcopy of the Cost Proposal, totaling 7 submissions.

Answer: 6 copies (1 original and 5 copies) of both the technical proposal and the cost proposal.

23. For the Veteran-owned and Service-connected Small Entrepreneurship and LA Initiative for Small Entrepreneurships Program (page 10, under Section 6.5.1), if a subcontractor qualifies for the program and has initiated the application process, but is not yet certified, will the proposer be eligible to receive evaluation points from the reserved points? Does the subcontractor have to be currently certified in order to receive the points?

Answer: In order to be awarded points, the company or individual has to be certified at the time the proposal is submitted.

24. In the RFP, Section 5 – Proposal Content – B. Volume II, Financial Information requires **Overhead rate**: The proposer's overhead rate, with a complete, detailed breakdown of the components and percentages, **must** be included with the proposal. The method for computation of the overhead rate for this specific project must be included. In addition, the normal overhead rate used for similar projects should be included. If the overhead rate is incorporated into hourly rates or other cost categories, the proposer must identify the categories used and the percentage attributable to overhead. Given the RFP is requested one hourly rate for providing all services are we required to provide this information in the Financial Information proposal?

Answer: Yes this is required to determine financial capability as per Section 5 – Proposal Content B. Volume II, Financial Information, Item 2. However this breakdown is not required for the Cost Proposal in Section 5, Proposal Content A. Volume 1 Technical Proposal, Item 8.

25. Will there be any work done on projects that have been funded by FEMA that are currently active?

Answer: Yes.

26. Regarding closeout, cost reimbursement and audit invoice activities, will the federal and other governmental funding entities and sources be: FEMA, HUD and Restore Act?

Answer: FEMA.

27. How much on-site work space will be made available for embedded full-time employees and how many full-time employees does the current incumbent contractor have embedded on-site?

Answer: Space will be provided on an as needed basis. There are no employees currently on-site, however the previous Contractor with DNR had only 1 employee on-site. DEQ did not have any as the contracts were not utilized.

28. How many sub-grantee projects are there in the coastal zone and how much anticipated travel will be required?

Answer: CPRA has several projects with very limited travel (generally only during the PW creation process).

29. What is the estimated number of projects to be assigned per month/year and how are those project files distributed to the contractor?

Answer: Undetermined as it is based on reported disasters. Project files are located in the Baton Rouge State offices when the proposer will be working.

30. Are there companies currently providing services to the Department requested by this RFP? If so, which companies?

Answer: While the contracts awarded from the prior RFP expired on June 30, 2014, the following companies were awarded the contracts:

For DNR; Judy B. Martin, Innovative Emergency Management, Postlethwaite & Netterville and Providence Technical Services, LLC

For DEQ, Innovative Emergency Management, Postlethwaite & Netterville and Providence Technical Services, LLC

31. If there are companies currently providing services to the Department requested by this RFP, what has been the Department's cost (the amount invoiced to the Department) to date for each company's services?

Answer: While the contracts awarded from the prior RFP expired on June 30, 2014, Innovative Emergency Management invoiced DNR \$414,120.78 for 3 years and Judy Martin invoiced DNR \$300,000 for 3 years

While DEQ awarded three separate contracts to Contractors, no work was issued for these contracts; therefore DEQ did not incur any costs.