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Sept. 5, 2016

RFP-5098
Recovery Program and Grants Management Services

Addendum 2

1. See attached revised sample RFP Selection Board Scorecard. *This scoring rubric has been revised. Delete the original Sample RFP Selection Board Scorecard. The attached revised scorecard will be used by the selection panel.*
2. Question from potential applicant: *Please provide the job description and qualifications for each position. Some seem to overlap (Controls Specialist and Scheduler, etc.). Clarification of each position will help the proposer provide the best personnel for the needs of the project. Some of the positions are extremely general in nature such as “Principal”.*

Answer: We understand the desire for more detail in the positions list. We are not experts in this field therefore we do not intend to add detail to the entire list of positions given the short amount of time we have to make this selection. Each proposed respondent shall do their best to match up their staff to the list of position titles in the RFP.

3. Question from potential applicant: *In addition, there is a position of Subject Matter Expert. Please provide the nature of this expertise, i.e. subject, or should this be a singular rate that covers any SMEs that we believe will be necessary such as NHPA, NEPA, etc.*

Answer: The subject matter expert should be an expert at Recovery and Grants Management. For instance, we hope that this person is familiar with current FEMA criteria for recovering the maximum reimbursement of our emergency expenses. The employee should be familiar with the FEMA PW

process to include knowing what is eligible for re-imbusement and what we will need to do to be reimbursed. The expert should be familiar with the documentation that is needed to track our actions and expenses in a way that enables maximum recovery. Provide a single rate for subject matter experts. Feel free to clarify in a narrative your approach for subject matter experts.

4. Question from potential applicant: *Please provide clarification on the cost proposal. It currently appears that a single rate for each position is to be provided and the total of those rates will be used to evaluate cost. However, many of the positions will require multiple personnel which may skew the comparison between proposers depending on each proposer's individual rates. To explain, if proposer A's rate for PM is lower than proposer B, but proposer B is lower at Program Director it may seem that proposer B is a better value, however considering that there will be several PMs, proposer A may not be getting credit for what would be a final lower total cost. Please confirm that the price proposal is to be provided as just a single rate for each position.*

Answer: Provide a single rate for each position on the costs proposal. Feel free to clarify in a narrative your approach with respect to categories such as the one described in the question above.

5. Question from potential applicant: *Is there a preliminary list of damaged facilities? If so can you provide it?*

Answer: The following is a list of facilities that flooded:

St. Amant High School

St. Amant Primary School

Galvez Primary School

Galvez Middle School

Lake Elementary School

APSB Distribution Center – Located at 9608 Airline Hwy

APSB Maintenance Warehouse – Located at 9690 Airline Hwy

APSB Bus Shop – Located at 9690 Airline Hwy

APSB RVTO – Located at the Old G.W. Carver School Site

I acknowledge receipt of Addendum No. 2.

Company Name

Signature of Preparer

Name of Preparer (Print)

Phone Number of Preparer

***PLEASE INCLUDE THIS FORM IN YOUR RFP PACKAGE!**

Sample RFP Selection Board Score Card (revision 1)

SCORECARD FACTORS

Weight/Pts

1. **Firm/Sub-consultants/Key Personnel Qualifications and Experience** 0-30
pts.
 - Firm/Team shall be evaluated based on project specific experience and resources.
 - Does the firm's past experience indicate examples of projects with similar scope of work
 - Reputation of the firm (applicant) and sub consultants for personal and Professional integrity and competence.
 - Primary focus should be on Prime Consultants Experience however the other team members (sub consultants) must be considered.
 - Specific Personnel Experience with Similar Projects should be considered

2. **Proposal/Understanding and Technical Approach** 0-30 pts
 - Firm/Team's response should identify understanding of project scope
 - The past work experience for both the firm and their personnel should reflect/match project scope and user agency specifications.
 - Consider the firm's Responsiveness and ability to follow instructions during the RFP process.

3. **Size of Firm and Current Work Load** 0-20pts
 - Consideration to the size of the firm/team and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm's current workload.
 - Number and size of projects currently under contract must be considered in relation to available Staff.
 - A firm with capacity to take on more work should score higher in this category than a firm who appears to be spread out on current projects
 - Consider the firm's ability to service the contract in a timely fashion. Is the firm able to begin work immediately and continue until the work is completed?

4. **Cost Effectiveness** 0-20 pts
 - Panel Members shall consider cost effectiveness of the proposal