

**RFP #: 2017 DISASTER MGMT**  
**Disaster Management and Recovery Consultant RFP**  
**Addendum #1**  
**Questions and Answers**

1. Should the State execute a contract and task work following a future disaster declaration, is it the State's intention to own the resulting data with software licensing retained for access following the end of the contract term?

ORM will own and retain the data. See item #33, End of Contract Transition.

2. Section 1.4.1 Mandatory Qualification for Proposer. Part II: Scope of Services, 2.3 Tasks and Services. What are the State IT department's security and confidentiality requirements?

Refer to:

<http://www.doa.la.gov/OTS/InformationSecurity/InformationSecurityPolicy-LA- v.1.0.pdf>

3. Please confirm that only prime contractors are required to submit financial statements with proposals and not proposed subcontractor(s).

The prime contractor is required to furnish financial statements per 1.4.1, Mandatory Qualifications for Proposer. It is not necessary for subcontractors to submit their financial statements, but doing so may affect the points awarded to their proposal.

4. Section 1.4.2. Bullet 2 has multiple references utilizing mandatory language. Is this intended to be mandatory requirements or desired requirements?

The 72-hour timeframe for responding to a request for services is mandatory. What is desirable, but not mandatory, is the explanation of how the proposer will facilitate this response and their willingness to sign a warranty statement as part of this contract.

5. Section 1.4.2. & 1.5. States that the State desires the location of the site be within a 100-mile radius of Baton Rouge; however, Section 1.5H. states that the site will be designated by ORM. Please provide clarification as to site location requirements and who makes the designation.

Section 1.5 H. refers to the Contractor's initial deployment. ORM will determine and communicate to the Contractor the location/site of initial deployment. The contractor will establish an office for ongoing services within a 100-mile radius of Baton Rouge.

6. Section 1.18.1, Best and final Offers. Is it a correct statement that proposers will be allowed to modify their response should the State determine during the evaluation process that the RFP requirement(s) need clarification?

Per RFP Item 1.8 Errors and Omissions in Proposal, ORM reserves the right to clarify any proposal, but this does not mean that the Contractor can make any substantive changes during

this process. ORM may initiate Item 1.18.1, Best and Final Offer, as a method to identify specific sections of a Contractor's proposal that may be negotiated to obtain the most cost-effective and comprehensive services for the State.

7. Attachment V. Please confirm that only the prime contractor is required to submit Certificate(s) of Insurance with proposals and not proposed subcontractor(s).

The contractor that signs the proposal must include their certificate of insurance. It is desirable, but not necessary, for the subcontractors to submit their certificates of insurance.

8. Is there a list available of companies that have expressed interest in submitting for this RFP? If not, are there any future plans to release such information?

ORM does not have a comprehensive list of possible participants to this RFP and we do not plan to release this information.

9. Will the awarded contractor perform work related to existing disasters?

No.

10. As a private partnership it is our firm's policy not to release our detailed financial statements will the ORM accept other forms of evidence of financial stability, such as a bank reference or Dun and Bradstreet report?

See 1.4.1., Mandatory Qualifications of Proposer. No exceptions will be made to the requirement that financial statements be furnished.

11. The RFP makes no mention of WBE/MBE/VBE or Hudson Initiative requirements which could potentially raise issues of the adherence of this RFP to federal procurement regulations. Does the Office of Risk Management anticipate an amendment to the RFP addressing this, and if so, will it include an explanation of the scoring criteria that will be used?

The RFP will not be revised in this regard.

12. Section 1.4.2 of the RFP references "Employees and subcontractors who are NFIP-certified..." Is this a reference to an NFIP Certified Insurance Adjuster or is this a reference to a different certification such as a Certified Flood Plain Manager (CFM)?

The reference is to NFIP-Certified Insurance Adjuster.

13. On the pre-proposal conference call it was noted that there is no incumbent providing the services sought under this RFP. Is there a recently expired, terminated or prior contract under which the Office of Risk Management received similar services from a contractor?

There is a current contract for similar services relating to past disasters only.

14. Services similar to those being sought under this RFP by the Office of Risk Management as a Sub-Recipient of federal grants are also being provided by some contractors to GOHSEP as

the Recipient of federal grants. Will contractors and/or subcontractors providing services to GOHSEP be precluded from providing similar services to ORM because of a real or perceived conflict of interest?

No. Although certain proposals may create a conflict of interest for entities currently contracted with GOHSEP, we have been advised by GOHSEP that procedures are in place to address such conflicts.

15. RFP Attachment IV: Job Classifications provides minimum education requirements for specific jobs. Many of those who could be proposed for these positions will have been products of FEMA or other federal service. The federal government uses a schedule of relevant experience that can be used in place of minimum education requirements. Will relevant experience in place of education be allowed and fully considered for this RFP for all positions?

Attachment IV: Job Classifications provides as follows: “Minimum Desired Requirements could affect a Proposer’s score” (emphasis added). ORM considers relevant experience favorably. ORM will consider all relevant experience and other qualifications provided by proposers in making RFP scoring decisions.

16. RFP Section 1.4.1 (2) states, “Proposer must identify the relevant software product(s) to be used to manage FEMA grants and describe their experience and proficiency in using them.” Is this a request to identify and provide experience using software products developed by the State of Louisiana and/or FEMA, or does this refer to software products used/developed by the proposer?

The Proposer must provide information about the software products they are proposing to use to fulfill the obligations of this contract.

17. RFP Section 1.5 G Staff Qualifications states the proposer, “...should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. Does the Office of Risk Management make a distinction between functional, technical, and relevant experience, and if so, what is that distinction and how will each element affect the scoring of the proposal?

ORM will take a comprehensive approach in evaluating the qualifications of proposers.

18. Section 1.4.1 (4) States, “Proposer must guarantee that it has a secure, web-based disaster management system document storage system with reporting capabilities for the tracking of PWs and other related documents, with secure backup. Proposer must comply with the State’s IT department requirements to ensure that security and confidentiality are maintained.” Will the Office of Risk Management provide a copy of the State’s IT Department requirements or a link to where these requirements may be found?

See Question #2.

19. Is there an incumbent for this RFP or is there a previous RFP with a similar scope of work? If, yes, please list the current contractor and describe the task current contractor is assigned.

There is no previous RFP, therefore there is no incumbent for this RFP.

20. In the pre-proposal conference held on April 5, 2017, it was mentioned that subcontractors do not have to provide financial information. Page 9 of the RFP, Section 1.5 Proposal Format, item E. *Company Background, Experience, and Financial Statement Review* states that subcontractors should provide the same information as requested of the Proposer. Can you clarify specifically what information subcontractors do have to provide?

See Question #3.

21. In regards to the Proposer's mandatory qualifications, can individual experience count as the Proposer's firm experience in managing the recovery efforts under FEMA's public assistance program for the State of LA or at least (1) public entity of similar size, or larger, and complexity to the State of LA?

Individuals who are members or employees of the proposer's firm at the time of proposal constitute part of a firm's experience.

22. Page 12 of the RFP states that "*material within a proposal identified as confidential or proprietary must be clearly marked as such...*"; however, a redacted copy is not mentioned in the RFP. Can you clarify if a redacted copy is required, if confidential or proprietary information is present?

Item 1.5.1, Number of Copies of Proposals is amended to include the following:

*Additionally, proposers should submit electronic copies of the proposal, one redacted and one not redacted, loaded to a jump drive.*

23. With regards to the web-based document storage system referenced in the RFP on page 26, item #28, the Proposer must comply with the State's IT department requirements. Can you provide what these requirements are?

See Question #2.

24. Is there any related work currently being performed that will be transitioned to the winning bidder if contract is awarded? If so, please outline and explain?

No.

25. If the Proposer doesn't meet the specific qualifications of Section 1.4.1.1, may an outside consultant be used to satisfy this requirement?

A proposer may subcontract with any other entity to fulfill the requirements of the RFP and the contract. Subcontractor(s) qualifications must be documented as part of the proposal in order to be considered as part of a proposal's responsiveness and for evaluation, if appropriate. (See 1.5, Proposal Format, E Company Background and Experience.) Nonetheless, the proposer shall be the single prime contractor and shall be responsible for all deliverables specified in the RFP and proposal. See Section 1.17, Use of Subcontractors.

26. Section 1.4.1-Mandatory Qualifications for Proposer (#4) – How does the State currently store and track PWs and other related documents?

For previous disaster events, contractor-provided database systems are utilized for data storage and tracking of PWs and other related documents.

27. Section 1.4.2-Desirable Qualifications for Proposer (#2) - Referencing “...deploying the necessary resources...” who/how will necessary resources be determined?

Contractor will be responsible to determine the resources needed dependent on the scope and severity of the catastrophic event. ORM will consult with the contractor to evaluate resource needs per event.

28. Section 1.5 Proposal Format (G)-Staff Qualifications –

a. Is all staff outlined in Attachment IV required to be employed with bidder prior to contract award?

No. Per Items 1.4.2 Desirable Qualifications for Proposer and 1.36 Staff Assignments and Substitution, Proposer should identify key personnel that will be associated with initial deployment when the contract is activated and make every attempt to assign those identified personnel. It is understood and agreed that additional staff may be added later, depending on the size and scope of the disaster.

b. Does the State have any preferred professional vendors it has utilized in the past that could be leveraged by the winning bidder to assist with damage inspection and mitigation guidance?

ORM does not have a preferred vendor list.

2. Are any of the five key positions outlined in Attachment IV (Principal Program Manager, Project Manager, Asst. Project Manager, Senior PA Grant Monitor/Disaster Recovery Specialist or PA Grant Monitor/Disaster Recovery Specialist) considered by the ORM to be permanently retained and working under the terms of this Contract with their services being billable to the ORM, or are they only considered employed upon the possible activation of the Contract and after deployment and set-up has occurred?

a. If the response to the previous question is “no”, will the State consider the payment of a Retainer Fee?

This is a contingency contract. No retainer fees will be available. No compensation will be available until the contract is activated and initial deployment. See section 1.5, Section H Proposal Format.

RFP #: 2017 DISASTER MGMT Items are amended to read as shown below:

### **1.5.1 Number of Copies of Proposals**

The State requests that six (6) copies of the proposal be submitted to the RFP Coordinator at the address specified. At least one copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

**Additionally, proposers should submit electronic copies of the proposal, one redacted and one not redacted, loaded to a jump drive.**

### **1.6 Confidential Information, Trade Secrets, and Proprietary Information**

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State.

The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior expressed written approval of ORM.

Only information which is in the nature of legitimate trade secrets or non-published financial data shall be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations.

**Additionally, proposers should submit electronic copies of the proposal, one redacted and one not redacted, loaded to a jump drive.** Any proposal marked as confidential or proprietary in its entirety shall be rejected without further consideration or recourse.

### **1.33 END OF CONTRACT TRANSITION**

ORM will retain ownership of all data and materials developed and maintained by the contractor on behalf of the State. Upon termination, regardless of the reason for or type of termination, the Contractor agrees to transfer to the party designated by ORM, at no cost, all data, records, computer files, other files, and materials of any sort that were maintained for the State. The Contractor shall cooperate with ORM and any new contractor during the transition of the contract to a new contractor. Upon request by ORM, the Contractor shall provide all State information maintained by the Contractor in a time frame approved by the contract monitor, or his or her designee. Information provided via tape or other electronic transfer shall be in a format approved by the contract monitor, or his or her designee, and shall include, but not be limited to file layouts and legends. The Contractor shall provide such explanation of the information provided as to facilitate a smooth transition.