



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

August 22, 2023

ADDENDUM #1

RFP No.: 0463

Receipt Date: 08/25/2023

For: Technical Assistance and Related Grant Management for Jefferson Parish Department of Community Development

CLARIFICATIONS

1. QUESTION:

Within Section 1.1 Background, it is noted "Jefferson Parish is seeking proposals from qualified Consultants to assist the Department of Community Development with technical assistance and related grant management services which include but is not limited to planning, development, reporting, and management on an as-needed basis for programs funded by the U.S. Department of Housing and Urban Development, state, federal, and local grant." On Page 19 of the RFP, Section 2.1 Scope of Work/Services, the first bullet point states "Perform grant funding research, as directed, to identify grant opportunities including, but not limited to federal, state, foundation, agencies, and organizations that support the Parish's priority projects and funding needs."

Could the Parish please confirm whether it is seeking grant development assistance beyond the HUD/CDBG grants that are addressed within both of the noted sections and if so, what other potential funding sources the Parish might be looking for?

ANSWER:

The Department of Community Development is always seeking new grant opportunities. In addition to our HUD grants, we would like assistance in seeking other funding sources that would benefit the Parish.

2. QUESTION:

Is the Parish seeking ongoing technical assistance with its various CDBG grant programs or is it the Parish's goal to have program policies and procedures developed and training of staff occur so that the Parish has internal capacity to manage and develop grant applications?

ANSWER:

The Parish is seeking both, ongoing technical assistance and training for new and current staff related to CDBG and other federal funded grants.

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3. QUESTION:

Attachment B on page 25 of the RFP presents a cost table pre-filled with position titles and estimated hours for year. Are these position titles and estimated hours meant to be representative, or are these the specific positions and hours the Parish is requesting?

ANSWER:

The positions and titles that are listed are meant to be representative of what we need and are estimates.

4. QUESTION:

As a privately-owned company, we are not required to prepare publicly audited or un-audited financial statements. Many privately held companies or partnerships do not release detailed financial statements; however, they release other forms of financial information to provide evidence of financial stability. This has previously been deemed responsive to several government agency procurement requirements. Will the Parish accept these alternative forms of financial disclosure in lieu of detailed financial statements requested in this RFP, so as to ensure the broadest and most competitive pool of responses to the Parish's RFP?

ANSWER:

Please refer to Section G under 1.7 section- Financial Profile. Proposers are requested to submit documentation from the past three (3) years demonstrating proposers' financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc.

5. QUESTION:

On page 18 of the RFP, the Parish indicates that proposers "must be willing to participate and/or conduct biweekly meetings to be held in the offices of JPDCD." May proposers participate and/or conduct these meetings virtually?

ANSWER:

Yes, virtual meetings will be allowed with parish approval.

6. QUESTION:

Section 1.7, Proposal Response Format, Item F, page 6. The RFP requires us to provide a "Detailed schedule of implementation plan for pilot (if applicable) and full implementation." However, the type and scope of the specific tasks will be determined by task order after award. Please clarify the type and scope of work for which bidders should provide a detailed schedule.



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ANSWER:

We would like firms to explain the process for implementing any tasks received by us. A breakdown of the process they will follow upon receiving a request from us.

7. QUESTION:

Section 1.7, Proposal Response Format, Item G, page 6. Bidders are required to provide documentation from the past three years demonstrating their financial stability. This item specifies that "Such information should be included in the technical portion of the proposal submission and MUST NOT be included with the cost proposals and/or price schedules." However, as a privately-owned LLC, our firm's financial statements are confidential proprietary information. Is it permissible to submit our financial statements as a separate file marked Confidential?

ANSWER:

They must be submitted as instructed but may be marked "CONFIDENTIAL" on each page.

8. QUESTION:

Section 4.1, Item A, #vi, page 25. This evaluation criterion is listed as "Audio/Visual Capabilities— amount of available full-time, part-time or temporary employees, etc." Please clarify whether audiovisual capabilities are required, or if this is an error.

ANSWER:

Audio/Visual Capabilities are required. We need firms to have the ability to provide presentations when necessary. We sometimes require trainings on various projects and programs.

9. QUESTION:

General. Central Bidding asks for a Louisiana Contractor License Number if required. While the RFP does not mention any requirement for a Contractor License, we can provide either our Contractor Construction License for Building Construction or our Contractor Construction License for Residential Construction. Please clarify which license would be preferred, or if no license is required for this solicitation. -

ANSWER:

This is a grant management services contract; A contractor license is not applicable.

10. QUESTION:

On page 5 of the RFP in Section 1.6 Proposal Submittal, the instructions state to "Clearly mark the outside of electronic envelope, with the following information and format:

Proposal Name: Technical Assistance and Related Grant Management Services

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Proposal No. 0463

Proposal Receipt Date and Time: 08/25/23 at 3:30pm”

Can you confirm that this means we should make sure to include this information on the cover page of our submission?

ANSWER:

Yes, please include this information on the cover sheet.

11. QUESTION:

On page 18 of the RFP in Section 2.5 Location, does JPDCD anticipate bi-weekly meetings in the offices of JPDCD every other week for the 2-year contract term?

ANSWER:

Meetings will be scheduled on a as needed basis. Depending on the task involved, meetings could be bi-weekly.

12. QUESTION:

On page 22 of the RFP in Section 4.1 Evaluation Criteria, there is a criteria worth 5 points that reads as follows: “Audio/Visual Capabilities– amount of available full-time, part-time or temporary employees, etc.”. Can you clarify what “Audio/Visual Capabilities” means in this context? Should it state something like: “Availability of proposed personnel”?

ANSWER:

We need firms to have the ability to provide presentations when necessary. We sometimes require trainings on various projects and programs.

13. QUESTION:

Section 4.1 Evaluation Criteria, pg. 22, A Technical Proposal, item vi. “Audio/Visual Capabilities”, please clarify if the audio/visual capabilities is a typo or an actual requirement in the evaluation criteria. If it is an actual requirement, please provide what the requirement is to meet the audio/visual capabilities.

ANSWER:

We need firms to have the ability to provide presentations when necessary. We sometimes require trainings on various projects and programs which may require the usage of a projector, projector screen, laptop, etc.

14. QUESTION:

Attachment B: Is the proposer limited to the position titles in Attachment B, or can they propose new position titles and rates in the cost proposal?

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ANSWER:

The proposer is limited to the position's titles in Attachment B; however, if awarded, this may be negotiated.

15. QUESTION:

If the proposer has exceptions to the Standard Term and Conditions they would like to Parish to consider, should those proposed exceptions be included as an appendix in the Technical Proposal?

ANSWER:

Our code of Ordinances requires Jefferson Parish to negotiate contracts after selection of an RFP proposal but it is unlikely that during the negotiation that Jefferson Parish would waive its Standard Terms and Conditions.

Sincerely,

Donna M. Evans, Purchasing Specialist II
Jefferson Parish Purchasing Department

Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of This addendum on the signature page by entering the number that has been assigned to this addendum.

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.



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Sincerely,

Buyer Name
Buyer (I or II)

Proposer shall acknowledge all addenda on the RFP Signature page. Proposer acknowledges receipt of this addendum on the signature page by indicating the addendum number listed above. Failure to list each addenda number on the RFP signature page could result in being considered non-responsive.

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

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