



**JEFFERSON COUNTY, TEXAS
PURCHASING DIVISION**

1149 Pearl Street – First Floor
Beaumont, Texas 77701
409-835-8593

ADDENDUM TO BID

Bid Number: RFP 10-050/KJS
Bid Title: FEMA Grant Management for Jefferson
County
Bid Due: August 10, 2010
Addendum No.: 1
Issued (Date): August 5, 2010

TO BIDDER: This Addendum is an integral part of the bid package under consideration by you as a Bidder in connection with the subject matter herein identified. Jefferson County deems all sealed bids to have been proffered in recognition and consideration of the entire bid package – **including all addenda**. For purposes of clarification, **receipt of this present Addendum by a Bidder should be evidenced by returning it (signed) as part of the Bidder’s sealed bid proposal**. If the Bid Proposal has already been received by the Jefferson County Purchasing Department, Bidder should return this addendum in a separate sealed envelope, clearly marked with the Bid Title, Bid Number, and Opening Date and Time, as stated above.

Reason for Issuance of this addendum:

Clarification of RFP 10-050/KJS

The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.

Receipt of this Addendum is hereby acknowledged by the undersigned Bidder:

ATTEST:

Witness

Witness

Approved by ____ Date: _____

Authorized Signature (Bidder)

Title of Person Signing Above

Typed Name of Business or Individual

Address

**ADDENDUM #1
RFP FEMA GRANT MANAGEMENT FOR
JEFFERSON COUNTY**

Question 1 – pertaining to: Page 10 of 37, 2.2 Organization of Proposal Contents and Page 16 of 37, 5.2 Offeror Experience.

What section of the response does 5.2 Offeror Experience go in? This section is not listed in the Organization of Proposal Contents.

Offeror's experience may be placed anywhere in the proposal, or in a section marked miscellaneous.

Question 2 - pertaining to: Page 10 of 37, 2.2 Organization of Proposal Contents and Page 3 of 37, Proposal Submittal Checklist.

What section of the response does the Checklist go in? The Checklist is not listed in the Organization of Proposal Contents.

The Checklist should be placed after the cover sheet.

Question 3 - pertaining to: Page 3 of 37, Checklist and Page 9 of 37, 1.28 Delivery of Proposals.

The checklist indicates that one (1) original and seven (7) copies of the proposal should be submitted. Page 9 indicates that one (1) original and five (5) copies of the proposal should be submitted. Which is correct?

One original and 5 copies will be fine.

Question 4 – pertaining to: Page 13, 3. Proposal Submittal and Page 16, 5.2 Offeror Experience.

Page 13 indicates that submittal of three (3) references. Page 16 indicates that Offeror must provide descriptions and references for ALL engagements in the past five (5) years. Please clarify this request. Do we use the reference form for three (3) references and still list all experience?

Please use the instructions on page 16 The Offeror must provide descriptions and references for all engagements of comparable complexity and sensitivity to the requirements of this RFP that have been conducted within the past five (5) years. References must contain the name of key contacts and a telephone number.

Question 5 – Is the County requesting insurance claim services?

The County would welcome the inclusion of insurance claims services to assist us with claims. If this is a service that you would like to propose please offer a percentage fee for claims filed. Jefferson County reserves the right to utilize any company for public adjusting services.

Question 8- Regarding the HUB Forms in this RFP package,

What is the requirement for submitting ALL forms with our response. They all indicate that each should be submitted with the proposal. However, not all forms are relevant depending on whether a

HUB is used. Also, there is not HUB requirement in the proposal. Does this mean that this will NOT be a part of the evaluation criteria?

IF the HUB documents do not apply to your company, then please writ (N/A Not Applicable) on the top of page 1 of 4 Subcontracting Participation Declaration Form, found on page 30 of the specifications.

There is not a Jefferson County HUB Requirement, and it is not part of the evaluation criteria. The evaluation factors are located on page 19-20 of the specifications package and read as follow: The criteria to be used in evaluating the proposals are stated below in priority order:

- Scope of services proposed. A comparison will be made of the proposal to the RFP taking into consideration clarity, convenience, responsiveness and overall quality of proposal. (20%)
- Total cost. Cost of services will be considered over the entire engagement. Jefferson County, however, is not committed to the selection of the lowest cost proposer, only to the selection of the proposer which is most advantageous. (20%)
- Each proposal will include a price summary form.
- Demonstrated successful Texas experience with entities of similar or larger size than Jefferson County. (20%)
- Claims Management System. Evaluation of accessibility, user interface and capability of the proposed system to capture and analyze claims and loss control data. (20%)
- Financial standing and capacity of the proposer. (10%)
- References. (10%)

Question 9- Is the utilization of a HUB at this point required?

NO

Question 10-The Proposal Submittal Checklist requires that proposers submit “Same contract with compensation sections blank.” Please clarify what is referred to/intended by “same contract.” Is this referring to Appendix K Agreement, or something else?

Same Contract is referring to Appendix K

Question 11- Are all the Appendices to be included with the proposal?

Yes all of the Appendices should be returned. If they do not apply to your company please return them with (NA Written in)

Question 12- If so, Section 1 of Appendix K Agreement specifically refers to the provision of emergency debris assistance, which is not within the scope of services requested by this RFP. Can this be corrected?

Yes, I will review Appendix K and send out a formal Addendum with the correction.

Question 13- Is there a HUB requirement for this RFP? If not, do these Appendices need to be included with the proposal?

The County does not have a HUB requirement at this time, but we are tracking HUB . If HUB does not apply to your company then please reply with (NA)

Question 14-Appendix A Cost Proposal appears to be designed for a lump sum fee submission, but Section 4.1 Compensation of the RFP specifically requests fee stated as a percentage of any insurance recovery and hourly rates by position for FEMA-related services. In addition, as there is no actual project to quote until such time as there is a disaster (unpredictable), there is little/no way to prepare an accurate lump sum or “entire cost of providing the services identified” in the RFP, as requested by Appendix A. It is unclear how proposers are thus to comply with both the requirements stated in Section 4.1 and the requirement stated in Section 6.2 Cost Proposal, which says “Offeror must utilize the form provided in Appendix A in its submission of a cost proposal in response to this RFP....Any reworked version of Appendix A that is intended to be a substitute for Appendix A, that is provided by a Offeror may be determined as non-responsive, and may result in the proposal’s disqualification.” Which in turn seems to be in conflict with the statement contained in Appendix A itself, which says that “Cost/Fee Proposals may be submitted in any form(s).” Several points require clarification within this topic, broken out below:

- a. Does the County intend to request a lump sum fee as requested in Appendix A Cost Proposal?
- b. If so, upon what assumptions would the County like proposers to base this fee (e.g., nature and scope of disaster, number of personnel to be assigned and for how long, what assumptions should be made about hours worked per week, etc) in order for the County to obtain comparable quotes?
- c. If not, may Proposers change Appendix A to reflect the information requested in Section 4.1 (hourly fee by position and percentage of insurance recovery) without disqualifying their submission? Thank you for pointing out these oversights on our part. Please feel free to submit your proposal in the format which was requested in Section 4.1. I will try to address this in the formal addendum as well.