



JEFFERSON COUNTY PURCHASING DEPARTMENT

Deborah L. Clark, Purchasing Agent

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Addendum to RFP

RFP NUMBER: RFP 25-008/CG
RFP TITLE: FEMA Grant Management Services for Jefferson County
RFP DUE BY: 11:00 am CT, Wednesday, May 14, 2025
ADDENDUM NO.: 2
ISSUED (DATE): April 28, 2025

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

Reason for Issuance of this Addendum: Vendor Questions

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

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

ATTEST:

Witness

Witness

Approved by ____ Date: _____

Authorized Signature (Respondent)

Title of Person Signing Above

Typed Name of Business or Individual

Address



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1. **Question:** I had a question related to page 35 of the RFP. Am I understanding correctly that the seven bullets that are identified as the proposal content are the only information that can be included in the proposal? For example, none of those bullets refer to a proposer providing a methodology as to how the contract would be completed, but are proposers able to include additional details outside the identified bullets on page 35?

Answer: No, you are not limited to the 7 bullet points on page 35. The bullet points are just a generalized list of minimum required information. Your proposal can and should address the methodology you will use to meet the project objective and scope of service found in section 5. You can insert this information as you see fit.

2. **Question:** Please clarify the required format for submission. RFP Section 4 (Proposal Format Requirement) provides an outline of required elements A through G. However, RFP Section 6 (Proposal Requirements) on Page 40 requires that we include: (1) a detailed work plan, personnel assignments, deliverables, and timeline (RFP Section 6.1) and (2) details on experience and references. (RFP Section 6.2). These items are not addressed in the proposal instructions outline in RFP Section 4 (Proposal Format Requirement). Where should this information be provided? Should it be provided immediately following RFP Section 6?

Answer: See question and answer #1.

3. **Question:** RFP Section 7.5 (Proposal Evaluation Criteria) on Page 42 indicates that 15% of points will be allotted to a Grant Management System. Please clarify as this is not addressed in the Scope of Services.

Answer: See Section 5- Project Objective and Scope of Services for the Grant Management Objectives.

4. **Question:** RFP Section 7.5 (Proposal Evaluation Criteria) on Page 42 indicates that 15% of points will be allotted to a Claim Management System. Please clarify as this is not addressed in the Scope of Services.

Answer: See Section 5- Project Objective and Scope of Services for objectives related to management of FEMA claims.

5. **Question:** RFP Section 7.5 (Proposal Evaluation Criteria) on Page 42 indicates that 10% of points will be allotted to the Financial Standing and Capacity of the Proposer. Please clarify where this information is to be provided in our response, as this is not addressed in any of the sections that provide instructions.

Answer: See Question and Answer #1



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6. **Question:** Please confirm that if we do not plan to utilize subcontractors, we do not need to complete the Good Faith Effort form.

Answer: All Required forms should be completed.

7. **Question:** Is there an incumbent for this work and, if so, can you provide the name of the firm?

Answer: Jefferson County is currently contracted with Tidal Basin Government Consulting, LLC for this work.

8. **Question:** RFP p 25, Section 4.1 requires that the proposal should be outlined following the numbered sections in Section 4.2 on the same page. However, this list does not include the Workplan that is required on RFP p 40, Section 6.1 nor the experience requirements required in Section 6.2. Please clarify where the County would like proposers to include our work plan and experience information.

Answer: Please see Question and Answer #1

9. **Question:** RFP p 40, Section 6.2 states: *"The proposal must identify all key personnel who are to be part of the proposed consultant team and detail their experience. [...]"* This info is also requested in Proposal Tab E, according to RFP p 36-37, Section 4.7 and RFP p 35, Section 4.2. Please advise if the County would like proposers to include personnel experience in both sections, or clarify what different information is being requested in each proposal Tab.

Answer: You can submit your proposal in any order you see fit.

10. **Question:** RFP p 42, Section 7.5.f states: *"Each proposal will include a financial statement."* Does this refer to the requirement included on RFP p 36, Section 4.6.h that states: *"A statement regarding the financial stability of the Proposer, including the ability of the Proposer to perform the functions required by this RFP and to provide those services represented by the Proposer in its response."* Or, is the County requesting Audited Financial Statements?

Answer: Yes, this refers to the requirement on pg 36, section 4.6.h. We do not require an Audited Financial Statement.