



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street
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Addendum to RFP

RFP NUMBER: (RFP 23-018/MR)

RFP TITLE: FEMA Grant Management and Insurance Advisory Services for Jefferson County

RFP DUE BY: **11:00 AM CT, Wednesday, April 12, 2023**

ADDENDUM NO.: 1

ISSUED (DATE): March 22, 2023

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: Section 6.1, Objective of Proposal states that: "Each proposal must include a detailed work plan that addresses how work for Jefferson County would be performed" and that it "must include a sample timeline for the completion of each major task included in the proposal to the extent practicable, as well as projected completion dates for each major activity required." However, the Proposal Format Requirements" section does not specify where this information should be presented in the proposal response. Can the County please confirm where the work plan and timeline are to be included in the proposal:

Answer: The order in which the proposal is submitted is up to the vendor.

2. Question: Section 6.2, Proposer Experience states that: "The Proposer must provide descriptions and references for all engagements of comparable complexity and sensitivity to the requirements of the RFP that have been conducted within the past five (5) years. References must contain the name of key contacts and a telephone number." However, the Proposal Format Requirements" section does not specify where this information should be presented in the proposal response. Can the County please confirm where the experience section is to be included in the proposal?

Answer: The order in which the proposal is submitted is up to the vendor.

3. Our firm has over 37 years of experience in providing the services outlined in the RFP, can we provide experience outside of Texas to highlight our knowledge, skills, and abilities since our Texas experience is somewhat limited? We have experience in Texas with emergency preparedness, hazard mitigation, CDBG-DR and Mitigation, but not too much with FEMA grant management.

Answer: Yes.