



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street
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OFFICE MAIN: (409) 835-8593
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Addendum to RFP

RFP NUMBER: RFP 23-028/MR

RFP TITLE: Re-Bid FEMA Grant Management Services for Jefferson County

RFP DUE BY: 11:00 am CT, Wednesday, May 24, 2023

ADDENDUM NO.: 1

ISSUED (DATE): May 17, 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: 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: Will travel and other direct costs be cost reimbursable:

Answer: See section 5.1 Grant Management on page 41 of 67.

2. Question: The Cost Proposal Form is asking for a lump sum price but hourly rates are being requested in section 4.7 Proposer's Personnel and Organization, due to the unpredictable nature of these services, will the County accept only hourly rates?

Answer: The Cost Proposal Form on page 47 requests hourly rates.

3. Question: Can Jefferson County please provide better insight on the specific information they are looking for in an Executive Summary?

Answer: The Executive Summary is the proposer's response to the requirements of the RFP stating which requirements the proposer will meet.

4. Question: "The RFP outlines proposers must provide resumes for all key personnel that will be involved in performing the project..." Who does Jefferson County consider Key Personnel?

Answer: All personnel directly working on Jefferson County projects.

5. Question: The RFP states proposers must provide a detailed statement setting forth the proposed hourly rate for all key personnel, however the cost proposal form required to be filled out requires proposers to quote the entire cost of providing the services identified in this RFP. Is Jefferson County looking for a lump sum quote or an hourly rate/time and expenses?

Answer: See question 2.

6. Question: Can Jefferson provide clarity on what it considers a Grant Management System/Program Management Plan?

Answer: See Section 7.5 Proposal Evaluation Criteria subsection e. Claims Management System on page 45.

7. Question: Can the County provide clarification on what it considers a claims management system? Is this for FEMA Claims or Insurance Claims?

Answer: See question 6. This RFP is for FEMA Grant Management only, not Insurance Claims.



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8. Question: Can the County confirm that it requires reference information, to include names, titles, addresses and telephone numbers for all current and historical experience going back 5 years or just for the references required for the Vendor Reference Form?

Answer: The County requires reference information on the Vendor Reference Form. Additional references are accepted if the proposer wants to include them in their proposal.