



## JEFFERSON COUNTY, TEXAS PURCHASING DEPARTMENT

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

### ADDENDUM TO RFP

RFP Number: RFP 20-015/JW

RFP Title: Grant Administration and Management Services for Community Development Block Grant -Mitigation (CDBG -MIT) for Jefferson County

RFP Due: 11:00 am CT, Wednesday, May 20, 2020

Addendum No.: 1

Issued (Date): May 13, 2020

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

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### Reason for Issuance of this addendum: Clarifications

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**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.**

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

ATTEST:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature (Offeror)

\_\_\_\_\_  
Title of Person Signing Above

\_\_\_\_\_  
Typed Name of Business or Individual

\_\_\_\_\_  
Address

**RFP 20-015/JW**

**Grant Administration and Management Services for Community Development  
Block Grant – Mitigation (CDBG-MIT) for Jefferson County**

**CLARIFICATIONS**

**Question 1: Is the client open to negotiating contract terms after award?**

**Answer: No. Terms of the contract will be negotiated *prior* to award.**

Per the RFP Specifications (Section 5.3 Proposal Evaluation and Selection) p. 24:

Upon the selection of an apparent successful Offeror, the County shall appoint the Purchasing Agent to proceed with contract negotiations and attempt to finalize a written contract with the apparent successful Offeror. If a contract cannot be successfully negotiated within a reasonable period of time, negotiations will be terminated, and negotiations with the next highest-ranking Offeror may commence. This process may continue until a contract is signed or the RFP is withdrawn. However, the County may, in its sole judgment and at any time upon failure of negotiations, choose to reissue or withdraw the RFP rather than continue with negotiations. A notice of award will be sent to all Offerors immediately following execution of a written contract.

**Question 2: Will the County please consider extending the deadline for submission another week to May 27?**

**Answer: No. The County is unable to extend the deadline for submission for this RFP.**

**Question 3: Given the current National Emergency addressing the COVID-19 pandemic, many offices across the country, under which normal circumstances hard-copy production would take place, are mandated to be closed at this time. As we are following the President's and various Governor's Directives by working remotely as well, we request that you please consider allowing for electronic delivery of this proposal.**

**Answer: No. The County does not have the means to accept electronic submissions. Please submit via the acceptable methods stipulated within the RFP specifications.**

**Question 4: Will the County accept proof of insurance/ conditional insurance certificate? The actual insurance certificate can be issued after the contract negotiations are completed.**

**Answer: Yes.**

**Question 5: Is the County agreeable to remove the \$1,000 liquidated damages requirement included in the Non-Disclosure Agreement included in the RFP specifications?**

**Answer: No.**

**RFP 20-015/JW**  
**CLARIFICATIONS (Continued):**

**Question 6: Is the County agreeable to Contractor adding language to the Non-Disclosure Agreement (included in the RFP specifications) prior to signatures?**

**Contractor's liability for any and all claims arising out of or in connection with this Agreement shall not exceed, in the aggregate, the fees paid by County to Contractor under this Agreement in the twelve (12) month period before the occurrence of the event giving rise to the claim."**

**Answer: No.**

**Question 7: A formal contract document was not attached to the RFP; however, contractual terms were found throughout the RFP. Should awarded contractor expect a different contract at the negotiation phase? If so, please provide the sample contract if available.**

**Answer: Per the below section of the RFP specifications, the Jefferson County Purchasing Department will request a contract document from the apparent successful Offeror as part of the negotiations process. The entire specifications packet for this RFP is considered part of the contract document and will be included in the final executed contract document.**

Per the RFP Specifications (Section 5.3 Proposal Evaluation and Selection) p. 24:

Upon the selection of an apparent successful Offeror, the Court shall appoint the Purchasing Agent to proceed with contract negotiations and attempt to finalize a written contract with the apparent successful Offeror. If a contract cannot be successfully negotiated within a reasonable period of time, negotiations will be terminated, and negotiations with the next highest-ranking Offeror may commence. This process may continue until a contract is signed or the RFP is withdrawn. However, the County may, in its sole judgment and at any time upon failure of negotiations, choose to reissue or withdraw the RFP rather than continue with negotiations. A notice of award will be sent to all Offerors immediately following execution of a written contract.

**Question 8: Response Format 2.2 Organization of Proposal Contents Page 18 of 71 appears to be at odds with 3. General Response Requirements Page 21 of 71 and III Evaluation Criteria page 26 of 71. Would the County care to specify the exact organization and information of the proposal being requested?**

**Answer: The Response Format should follow the **general** organization as described in Section 2. Response Format (Pages 18 – 20). However, any and all additional requirements described within the specifications should also be incorporated into this general organization format in an organized fashion determined by the Offeror. **Please be sure to include all information requested.****

**RFP 20-015/JW**  
**CLARIFICATIONS (Continued):**

**Question 9:**

**On Page 19 of 71 2.6 Offeror Identifying Information letter g, the RFP appears to request the name and address of every employee who may be employed on the project. Since the services being requested depend on funding and projects, can the County say exactly which projects are expected to be part of the program? Alternatively, can the County remove this requirement, or can office locations be substituted for actual home addresses, which IBTS does not typically divulge due to privacy concerns?**

**Answer: No. The County cannot remove this requirement. Due to the nature of these grant funds, the County is unable to provide a list of expected projects. However, in lieu of personal (home) addresses, proposer may provide only the city and state for each employee expected to be employed.**