

**PARISH OF GRANT
STATE OF LOUISIANA**

**REQUEST FOR PROPOSALS
(A11-0456)**

TO: Qualified Firms

FROM: Grant Parish Police Jury, Louisiana

RE: Request for Proposals for Professional Services Related to FEMA Reimbursement, Documentation and Audit Procedures

DATE: September 3, 2020

Section 1. Introduction.

This is a Request for Proposals (“RFP”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

This is a procurement of professional consulting services as more particularly described herein. The Grant Parish Police Jury (“Parish”) will adhere to the following method for conducting evaluations of received RFPs:

- a. Each firm’s experience and qualifications will be evaluated primarily as they relate to FEMA reimbursement, documentation, reporting and audit support procedures.
- b. Award will be made to the responsible firm whose proposal is most advantageous to the Parish, with price and other factors considered.
- c. The Parish may or may not elect to interview any of the responding firms.
- d. The Parish has exclusive and sole discretion to determine the firm whose services will be most advantageous to the Parish, and reserves the right to reject all firms.
- e. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- f. Points will be awarded according to firms' responses to Sub-Sections A through C in Section 3. For each Sub-Section, firms shall receive 3 points for each "excellent" response, 2 points for each "good" response, 1 point for each "fair" response, and 0 points for each "poor" response. Although the total number of points received will be a factor in selecting the best firm, it will not be the only consideration.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms are being asked to express their interest in regard to these services ("Proposals"). Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

Section 2. General Scope of Services

The Parish desires to select a firm to provide professional services in the following general areas:

- a. Assistance with document control to ensure compliance with FEMA requirements. This includes identifying, collecting and processing supporting documentation. Preparation of documents for filing.
- b. Preparation and assistance with State and/or FEMA final inspections and audits. This includes, but is not limited to, collection, organization, scanning, reporting and filing of storm-related costs (e.g. purchase orders, issued/cancelled checks, and overtime tracking).
- c. Activities related to collecting and processing document requests from FEMA.

The scope of services excludes any other compliance services that are included in federal or state disaster relief, or in any separate contract with the Parish. This will not be an "exclusive" contract and should not be construed as such. The Parish reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have personnel on-site to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner.

Section 3. Firm Qualification and Proposal Requirements

The selected firm must be experienced and qualified to provide the required scope of services. To be eligible, the firm will be required to be licensed and approved for work within the State of Louisiana.

The firm selected must have expertise related to the many procedures and requirements of the Federal Emergency Management Agency (FEMA), and particular expertise in the area of FEMA public assistance.

Firms interested in performing the work will be considered on the basis of a proposal containing information submitted in response to this request in a form limited to five (5) pages in 11-point font. Front and back shall be considered 2 pages.

**Proposals are due on or before 9:00 a.m. CST, Monday, September 7, 2020.
Proposals received after this deadline will not be accepted.**

All proposals should be submitted via email. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are highly discouraged.

Scan and e-mail a PDF copy of your proposal to sissypace@gppi.org. If submitted via e-mail, you are responsible for assuring it was received via a human-generated acknowledgement, phone call, or otherwise.

The following information must be submitted with the proposal on the date indicated above:

- a. Experience and Qualifications. A statement of the firm's qualifications to perform the work and years in business should be included. The statement should include the following:
 - (1) The general experience of the firm, specifically as it relates to FEMA compliance.
 - (2) The specific experience of the firm's proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided.
 - (3) A statement of experience and work of similar nature that all the

- proposed personnel have performed.
- (4) Recently Completed Work. Evidence of satisfactory performance of recently completed work of the type and kind indicated herein. "Recently completed" means within the last ten (10) years. Provide detailed summary of this work and at least three (3) relevant references.
 - (5) Please include a statement as to potential general conflicts of interest and particularly conflicts of interests under FEMA guidelines that may exist that would prevent the Grant Parish Police Jury from entering into an agreement with your firm pursuant to this RFP. If none exists, such a statement should be made.
- b. Method of Organization. Discuss the firm's proposed approach to completing the needed services and how your firm will coordinate those services. Be specific with regard to internal and external communications and quality control. The firm will be expected to maintain open and continuous lines of communication with various members of Grant Parish Police Jury staff, as well as with various state and federal officials.
- c. Hourly Rates. The firm should attach a proposed hourly rate schedule. The attached hourly rate schedule will not count against the 5-page proposal limit. The Parish expects to enter into an agreement based upon hourly rates and to set a "not to exceed" amount in the contract.

Contract Review by FEMA. The contract between the selected firm and the Parish may be submitted for review to FEMA. The Parish desires that the costs it incurs for services provided by the selected firm be eligible for FEMA reimbursement. While the Parish understands that the selected firm cannot guarantee that the services it provides will be eligible for FEMA reimbursement, the Parish nevertheless desires that the selected firm utilize its professional judgment and expertise in an effort to limit its services to those which are eligible for FEMA reimbursement. Describe in detail how your firm will comply with this requirement. The selected firm will be required to notify the Parish if at any time any service provided by the selected firm under the terms of the contract are not or are not expected to be eligible for reimbursement by FEMA, in the selected firm's professional opinion. Include a statement as to whether your firm has the level of expertise to fulfill this requirement, as well as a detailed explanation of the procedures your firm will implement to fulfill this requirement.

Parish Expenditures. The Parish desires to enter into a contract for professional services with a firm possessing a high level of expertise and professional skill in the areas described in this RFP. As such, the Parish desires that the selected firm be contractually required to guarantee that all documents generated pursuant to the contract shall be in compliance with FEMA regulations and will be in a form so as to ensure eligibility of FEMA reimbursement regardless of whether or not FEMA actually reimburses.

The Parish reserves the right to reject any proposal and to interview a firm, or multiple firms as it sees fit. This RFP may be modified or amended at any time and for any reason, in the discretion of the Parish. Should interviews be required, the selected firm or firms will be notified of their interview time, and the interview may be conducted at the Grant Parish Police Jury Office, 200 Main Street, Colfax, LA 71417, or over the phone, as determined by the Parish. Firms should be prepared to make a ten to fifteen-minute presentation, followed by a question and answer period.

There is no guarantee that a contract award will be made pursuant to this RFP. Nevertheless, interested firms should be prepared to begin work pursuant to this RFP as early as Wednesday, September 9, 2020 should it be selected.

Any questions by the firm related to this RFP should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the Parish will not respond to questions from individual firms during the RFP process.

END RFP.