



MIKE BEEBE
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

December 9, 2010

Bruce French
Sr. Project Manager, Licensed Adjuster
FEMA Reimbursement Services
Environmental Division
York Risk Services Group, Inc.
1310 Cross Creek Circle, Suite B
Tallahassee, FL 32301

Dear Mr. French,

Thank you for your interest in ADEM RFP 10-00002 – Hurricane Katrina Public Assistance Program Closeout. Below is in response to your questions.

Question: Could you provide more information regarding the anticipated volume of work related to: Number of small PWs and Number of large PWs?

Answer: A total of 51 project worksheets will be reviewed: 41 Large PWs and 10 Small PWs.

Question: Number of PWs by Category?

Answer: All PWs for this closeout will be Category B.

Question: Do any of the PA applicants have any PWs that were impacted by FEMA disasters before and/or after Katrina, which might require extra attention for allocation of costs by disaster? How many?

Answer: No.

If you have any further questions, please let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Bass".

Scott Bass
Disaster Management Division Director



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DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

December 10, 2010

Andrew R. Sachs
Vice President, Response & Recovery
Witt Associates
1501 M Street NW
Washington, DC, 20005

Dear Mr. Sachs,

Thank you for your interest in ADEM RFP 10-00002 – Hurricane Katrina Public Assistance Program Closeout. Below is in response to your questions.

Question: 20.03 indicates that the agency prefers a contractor without subs; however 10.13 indicates that ADEM encourages the use of minority contractors, and indicates that respondents who don't use them must explain why that is not possible. These appear to be conflicting provisions. What is ADEM's guidance on resolving this conflict?

Answer: ADEM prefers contractors that can directly support our closeout project. We are not disallowing the use of sub-contractors, but if a contractor chooses the use of subs, the requirements of 20.03 must be fulfilled. As stated in 10.13, bidders unable to include minority-owned businesses as subcontractors “may explain the circumstances preventing minority inclusion”.

Pricing: ADEM states that it is looking for pricing in the form of a “cost per item” for three work items: Staffing and Personnel Plans and Salaries; Final Analysis and Executive Summary; and Travel and Per Diem. We have several questions about this:

- ***Question: Not all PWs are the same. Some are long and complex, while others are short and simple. As such, the amount of time to complete work for each may vary widely. Due to this factor, is ADEM looking for a firm, fixed price for completion of the work items associated with our average estimated cost for each PW, or is it acceptable to provide firm, fixed hourly rates for proposed personnel against these tasks?***

Answer: We recognize that all PWs are different in scope, size, and complexity. We recommend using the pricing system that fits best with each organization. Firm fixed hourly rates are acceptable.

- ***Question: The first work item, “Staffing & Personnel Plans and Salaries,” appears to be a category that should be inclusive of the staff time / costs associated with the second work item, “Final Analysis and Executive Summary.” Does ADEM want work item #1 to include all staffing-related costs for labor, or should work hours / effort for work item #2 be somehow split out from the costs shown in #1?***

Answer: Combining staff time/costs for both items of work (#1 and #2) is acceptable. For clarification, it is recommended that a comment be provided identifying that items of work have been combined.

- ***Question: The RFP states that assigned personnel will work in ADEM facilities; however, in our experience, some work associated with close-out efforts can be done remotely, thus saving our state clients money due to decreased travel time, lodging and per diem costs. While we understand that ADEM is looking to have contractor staff easily accessible and that some portion of the time spent on this project will occur on-site in ADEM offices, is it acceptable for a respondent to this RFP to propose that a portion of work time occur off-site during the 4-6 month engagement?***

Answer: The workspace accommodations are in place to house the contractor staff in our facility and we are equipped to provide the necessary IT support for this project. However, we are prepared to discuss this option and entertain any proposal for working off-site.

- ***Question: Is the use of GSA lodging and per diem rates what is intended under this RFP, or is there some other rate structure that respondents to this RFP should utilize in calculating costs when addressing pricing?***

Answer: Only GSA lodging and per diem rates will be used. ADEM policy only allows reimburses of actual meal costs not to exceed the per diem rate.

Question: Does ADEM expect the selected consultant to assist with the resolution of disagreements with FEMA / sub-grantees or obtaining missing close-out documentation to justify claims and reimbursements, or is the task limited to the review of documentation provided to the contractor by ADEM?

Answer: No. ADEM Public Assistance staff will complete all resolutions. Contractor staff will be limited to reviewing documentation that is on file with our office.

Question: In the discussion of case study requirements in 30.04, the third element that ADEM will be looking for is “Preferred experience in emergency management and/or homeland security.” What is the “preferred” experience being sought by ADEM?

Answer: The preferred expertise should include bidders that have working knowledge and experience within the field of Emergency Management and/or Homeland Security. This may include Homeland Security Grant programs, response and recovery efforts, planning, etc.

Question: How many PWs does ADEM expect to have the contractor work on during the project timeline? How many of these are small projects vs. large projects?

Answer: 51 project worksheets have been selected and scheduled for review, 41 large PWs and 10 small PWs. An additional sampling of PW's may be selected if necessary to complete the closeout project.

Question: In several places in the RFP, reference is made to the contractor working on a "plan." For example, in the scoring criteria, the RFP refers to "Staffing and Personnel Plans and Salaries." Similarly, on page 14 of the RFP, under "Personnel Assigned to Project," reference is made to describing how much time each staff person will spend "...in the development of this plan." It is unclear what plan development is being referred to / requested by ADEM, since the scope of work never refers to the creation of a plan. Can ADEM provide additional guidance on exactly what kind of "plan" is being required under this RFP?

Answer: This project will not include the development of a plan. This project is assistance with the Public Assistance Program closeout of Hurricane Katrina through documentation review, auditing, and reconciliation of project worksheets.

Question: The RFP refers to the requirement of several forms:

- ***40.09 Executive Order 98-04 Disclosure Form—Forms F1 and F2***
- ***Contract and Grant Disclosure and Certification form***

None of these forms are attached to the RFP. Where can these forms be obtained?

Answer: The Contract and Grant Disclosure and Certification form is the only form required. The form can be obtained by going to the ADEM website <http://www.adem.arkansas.gov> and clicking on the RFP 10-00002 link located under "Important News".

Question: How are respondents notified about addenda or amendments? Will they be posted on the website?

Answer: All notifications will be posted on the ADEM website <http://www.adem.arkansas.gov>. Click on the RFP 10-0002 link under "Important News".

Question: 40.05 states that acceptable evidence of financial soundness "shall include but not be limited to," among other items, "recent peer reviews of completed projects of like size and scope. "

- ***Are peer reviews required?***
- ***If they are, what is ADEM looking for in peer reviews?***

Answer: Peer reviews are not required.

Question: In 40.05, it says to include the number and description of similar projects successfully completed, including a statement specifying extent of responsibilities of each project. How is this different (if it is) from 30.05 Case Studies?

Answer: Although these are similar requests, the case studies as referenced in 30.04 will be used during the review process of vendor references and proposal qualifications. The information obtained in section 40.05 will be used to identify and support the qualifications and credentials as it is related to this RFP.

If you have any further questions, please let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read "S B m".

Scott Bass

Disaster Management Division Director



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STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

December 17, 2010

Garrett Ingoglia
Vice President
Hagerty Consulting
1156 15th ST NW, Suite 850
Washington, D.C. 20005

Dear Garrett Ingoglia,

Thank you for your interest in ADEM RFP 10-0002 – Hurricane Katrina Public Assistance Program Closeout. Below is in response to your questions.

Question: How many PWs will the contractor be required to review?

Answer: 51 project worksheets have been selected and scheduled for review, 41 large PWs and 10 small PWs. An additional sampling of PWs may be selected if necessary to complete the closeout project.

Question: For how many Arkansas applicants were PWs developed

Answer: Arkansas has 72 eligible applicants.

Question: Do the PWs exclusively address emergency sheltering or do they address other types of emergency work, as well?

Answer: Yes. All costs are Category B type projects and related to emergency sheltering.

Question: Is this a fixed-firm price or a time and materials contract?

Answer: We recognize that all PWs are different in scope, size, and complexity. We recommend using the pricing system that fits best with each organization. Firm fixed hourly rates are acceptable.

Question: Can bidders submit more than one case study as part of their proposal?

Answer: Yes

Question: Does the State expect to seek funding from FEMA for the contractor costs associated with this project?

Answer: Yes

Again, thank you for your interest and we look forward to reviewing your proposal.

Sincerely,



Scott Bass
Disaster Management Division Director



**MIKE BEEBE
GOVERNOR**

**STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT**



**DAVID MAXWELL
DIRECTOR**

December 17, 2010

Christopher M. Kisling
Business Development Manager
IEM, Inc.
8550 United Plaza Blvd., Suite 501
Baton Rouge, LA 70809

Dear Mr. Kisling,

Thank you for your interest in ADEM RFP 10-0002 – Hurricane Katrina Public Assistance Program Closeout. Below is in response to your questions.

Question: How many Projects (by PW count) are there to be closed out?

Answer: 51 project worksheets have been selected and scheduled for review, 41 large PWs and 10 small PWs. An additional sampling of PWs may be selected if necessary to complete the closeout project.

Question: What is the total value of PWs for the State of Arkansas that were approved for funding by FEMA's PA program?

Answer: \$44,430,250.65

Question: Is the work on all projects and associated PWs completed at this time?

Answer: Yes

Regarding an automated submission of status of projects:

- ***Question: Does the State of Arkansas have a process for automated submission of status of projects and close-out requests?***

Answer: No.

- **Question:** *Does that automated system allow for submission of supporting documentation (such as Summary of Documentation) electronically (fax, “pdf” by email, etc)?*

Answer: Not Applicable

- **Question:** *Does such an automated system allow for access by the selected offeror to check status of projects and status of close-out of projects?*

Answer: Not Applicable

Question: *Have any requests for Closeout Inspections been submitted by the State to FEMA? If so, how many (percentage of total universe)?*

Answer: No

Question: *On page 2, the type of contract is identified as “TERM.” Could you clarify? Is this cost plus materials, fixed price, T&M, or something else?*

Answer: This is a 120-day term contract with the option of two 30-day extensions. Total project time will not exceed six months. This contract is not based exclusively on price. At this time, we are not prepared to classify this contract as a cost plus materials, fixed/lump sum, or time and materials contract. We recognize that all PWs are different in scope, size, and complexity. We recommend using the pricing system that fits best with each organization.

10.09 B: *This section states, “Vendors must submit one (1) signed original and (5) copies of their proposal. One (1) copy of referenced or otherwise appropriate descriptive literature must accompany a submitted proposal.”*

- **Question:** *Could you please clarify the second statement? Do you want us to include descriptive company literature, such as brochures, or is that optional?*

Answer: Yes. If organizations reference any products or proprietary equipment, then a description of those products need to be included. Examples include, but not limited to brochures, white papers, and product reviews.

Question: *10.13: This clause encourages minority participation but 20.03 seems to contradict that by stating, “The using agency prefers a contractor that can provide all of the services directly without sub-contracting.”*

Answer: ADEM prefers contractors that can directly support our closeout project. We are not disallowing the use of sub-contractors, but if a contractor chooses the use of subs, the requirements of 20.03 must be fulfilled. As stated in 10.13, bidders unable to include minority-owned businesses as subcontractors “may explain the circumstances preventing minority inclusion”.

Question: *40.10: This clause refers to an Appendix B containing required forms F1 and F2. We did not find Appendix B attached. Could you please provide it?*

Answer: The Contract and Grant Disclosure and Certification form is the only form required. The form can be obtained by going to the ADEM website <http://www.adem.arkansas.gov> and clicking on the RFP 10-00002 link located under “Important News”.

Question: 40.10: Staffing and Personnel Plans and Salaries, It is not clear what should be provided for this item. For instance, should we provide an average hourly rate for the personnel staffing, a combined hourly rate for the personnel staffing, or should we provide a single entry “lump sum” that represents the entire workload anticipated over the course of the project?

Answer: We recognize that all PWs are different in scope, size, and complexity. We recommend using the pricing system that fits best with each organization. Fixed/Lump Sum or Firm fixed hourly rates are acceptable.

Question: 40.10: Final Analysis and Executive Summary: To facilitate pricing, please provide additional clarification on the products / deliverables to result from this task.

Answer: Combining staff time/costs for both items of work (#1 and #2) is acceptable. For clarification, it is recommended that a comment be provided identifying that items of work have been combined. The majority of work will be the reconciliation, review, and audit of PWs. This portion of the project will include the submission of the final report/analysis and summary of final totals of eligible and/or non-eligible costs for all projects that were selected for review. It will give an overall review and summary all projects and work that was completed.

40.10: Travel and Per Diem:

- **Question: Is the Travel and Per Diem presumed to be consistent with Federal Travel regulations, or are specific Arkansas regulations applicable? (If the latter, what are they?)**

Answer: Only GSA lodging and per diem rates will be used. ADEM policy only allows reimburses of actual meal costs not to exceed the per diem rate.

- **Question: Should this item be a lump sum estimation of the total travel costs anticipated over the course of the project, or some other estimate? Please clarify how we should address this item.**

Answer: A lump sum estimation of total travel costs is acceptable.

Question: In the event that we are expected to provide a lump sum estimate, what should be the basis of the estimate? (i.e., how many trips and to which locations?)

Answer: Our office maintains all related documentation for the projects that have been selected for review. The workspace accommodations are in place to house the contractor staff in our facility and we are equipped to provide the necessary IT support for this project. However, we are prepared to entertain any proposal for working off-site. Travel will be limited to our main office in North Little Rock, AR and to the term of the contract.

Due Date for Proposals:

- **Question:** *Page 1 of the RFP states the Bid Opening date as “January 6, 2011, 11:00 AM CST.” It further states that “BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE.” However, page 6 of the RFP, Section 10.05 (SUBMISSION OF PROPOSALS) states “No later than, Wednesday, December 29, 2010 at 4: 30 PM, one original (marked "ORIGINAL") and (5) copies of the proposal must be received by [ADEM].” Please clarify the due date and time for receipt of proposals.*

Answer: As stated in 10.04 and 10.05 the closing date for submission of all proposals is December 29, 2010 at 4:30 PM. This is the official date that will be used.

Format of Proposal:

Question: *Section 10.09 (RESPONSE FORMAT AND SUBMISSION REQUIREMENTS) requests that vendors respond to “each numbered paragraph of the RFP.” This appears to imply that we must list in order all of the paragraphs enumerated in the Table of Contents from Sections 10-60 (a total of 81 separate items) and respond to each one in order.*

However, Section 40 gives a very specific list of the items that should comprise the Technical and Price Proposal in a particular tabbed order (Transmittal Letter, Executive Summary, Respondent’s Background and Experience, Case Studies, etc.), with no reference to all of the other items listed in the Table of Contents. The required list of items in Section 40 appears to conform to the more customary structure and format for bid proposals.

Please clarify. Which guidance should we use in formulating our response?

Answer: Section 10.09 is only referencing a format type and not requiring each section to be addressed. Many sections are informational purposes only. All sections of this RFP that require a response should reference the paragraph number, then specification, and then the vendor's response.

Again, thank you for your interest and we look forward to reviewing your proposal.

Sincerely,



Scott Bass

Disaster Management Division Director