

Request for Proposal 17-RFP-004-LJ
Stand-Up to the Community Development Block Grant Disaster Recovery (CDBG-DR) Program
Technical Questions and Answers

The Department’s responses to timely submitted questions are provided below:

| Question Number | Page Number | Section | Question | Answers |
|-----------------|-------------|----------------------------|--|--|
| 1 | 8 | Section B.21 | In regards to the DEO Core Contract, the RFP states, “DEO may consider any modifications proposed by the Respondent if it is determined to be in the best interest of DEO.” However, Section B.42, pg. 16 of the RFP states, “DEO objects to and shall not consider any additional terms and conditions submitted by a Respondent, including and appearing in documents attached as part of the Respondent’s proposal. In submitting its proposal, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions found in this solicitation, including those specifying information that must be submitted with a proposal, shall be grounds for rejecting a proposal.” Please clarify whether the Respondent may propose modifications, including additional terms and conditions as part of Respondent’s proposal. | Per Section B.42, DEO objects to and shall not consider any additional terms and conditions submitted by a Respondent, including any appearing in documents attached as part of the Respondent’s proposal. In submitting its proposal, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions found in this solicitation, including those specifying information that must be submitted with a proposal, shall be grounds for rejecting a proposal. |
| 2 | 11 | Section B.33 | Please confirm that a Respondent may submit one (1) compact disc containing both Technical Proposal and Cost Proposal for “Redacted Copies,” or on separate disks. | Redacted Copies should be on separate discs. One disc for Redacted Technical Proposal and a separate disc for Redacted Cost Proposal. |
| 3 | 13 | Section B.35, Subsection 2 | Please confirm that Respondent’s cost proposal should include all MyFloridaMarketPlace transaction fees. | Yes, as indicated in Section B.35.2. |
| 4 | 13 | Section B.35, Subsection 2 | Please clarify whether the MyFloridaMarketPlace transaction fee is 0.7% or 1% of each transaction. | Effective July 1st, 2017, through June 30th, 2018, in accordance with Senate Bill 2502, the Transaction Fees imposed for use of the State of Florida's eProcurement systems will remain at seven-tenths of one percent (.70%) of the payment issued. The Transaction Fees imposed shall be based upon the date of issuance of the payment. |
| 5 | 21 | Section C.4 | Does the \$75K maximum budget include the MyFloridaMarketPlace transaction fee? | Yes. |

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| 6 | 27 | Section C.11 | The RFP notes that “Contractor will submit with the invoice all documentation to support any reimbursements to DEO for review.” Since this is a fixed-price project where payments are made per completed deliverable, please confirm that the required invoicing documentation is proof of client acceptance of the deliverable. | No. Documentation will be reviewed for content, accuracy and completeness before acceptance of the deliverable. |
| 7 | | Section D, DEO Vendor Core Contract Page Number 22, Section E, subsection 1 | The indemnification clause requires the successful Respondent to be fully liable for the actions of its employees. Please clarify whether the intent of this clause is to be liable regardless of whether the employee’s actions were within the employee’s scope of employment. | Yes as per Section II.E.1 of DEO’s Vendor Core Contract. |
| 8 | 14 | Section B.36, 4th paragraph: “DEO will choose, at its own discretion, two (2) of the Respondent’s references to contact in order to complete an evaluation questionnaire as provided in Attachment G” | It appears that Attachment G needs to be filled in and signed by each Reference. A key reference is prohibited by their employer’s policy from providing any evaluation in writing but is very willing to answer questions over the phone. Is this acceptable to DEO? | No. |
| 9 | 30 | Attachment A, Reference Form: “The Respondent must list a minimum of three (3) separate and verifiable clients, other than DEO, for which work similar to that specified in this solicitation has been performed for a period of at least five (5) continuous years” | Attachment A (Reference Form) asks for three client references for similar work that “has been performed for a period of at least five (5) continuous year(s).” Is this intended to require five continuous years of service to qualify as a reference or was the intent to require that references be for work performed within the past five years (as this requirement is stated on page 37 under evaluation criteria)? | The intent of the particular section in question (Attachment A, Reference Form) is to have the respondent provide (3) references totaling (5) continuous years of service. Section B.35.1 Tab 2 (as stated in question, Page 37) has no relation to the requirements of Attachment A, Reference Form. |

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| 10 | 21-22, 24 | Section C, Subsection C.4 and C.5 | In both places cited in Section C, the SOW references an existing policies and procedures manual (incl. process mapping) that will be updated under Deliverable 1 and processes/procedures to be revised/strengthened or added to under Deliverable 2. In order that all respondents are able to accurately estimate their Level of Effort, are these existing documents available to respondents during the RFP period? | No. The existing documents will be provided upon contract award. |
| 11 | 12 | Section B, Subsection B.35.1 | The information required in the proposal response under Tab 3 “Project Approach and Methodology” states that “the Respondent should explicitly address in man-hours the extent their reply would require Department changes to back-end systems.” Please clarify this requirement further: information technology work did not appear to be in the scope of work, and further respondents do not have access to the Department’s back-end systems prior to contract award and thus are not able to provide this information. | Respondents will be responsible for preparing all information required by HUD for DEO to input into DRGR system. |
| 12 | 22-23, 25 | Section C, Subsection C.4 and C.5 | For Section C, Deliverable 3, please provide information on possible locations of the training workshops to allow for accurate costing. | Possible locations will be centrally located to counties eligible for the disaster funding. |
| 13 | 20 | Section C, Subsection C.2 | The State of Florida has received two separate allocations for recovery from Hurricanes Hermine and Matthew. There is a HUD-approved CDBG-DR Action Plan published for the first CDBG-DR allocation but there appears to be no information on the DEO disaster recovery website as to the status of the Action Plan/Substantial Amendment for the 2nd allocation. Please provide clarification as to whether the work under this RFP will be applicable to the 2nd allocation (in addition to the first). If so, will the Substantial Amendment (or key information on this) be made available to potential respondents given that amendments can result in changes to program design, policy or funding methodology which will affect the deliverables in the SOW? | Neither the second allocation, nor amending the CDBG-DR Action Plan, will affect the deliverables in this RFP. This RFP is to “stand-up” the DR program. Please see the definition of “stand-up” in Section B.49 of the RFP. |
| 14 | 8 | Section B.20 Contract Period | The contract period is expected to begin upon execution and remain in effect for a period of sixty (60) days. Is this 60 calendar days or 60 work days excluding weekends and holidays? | The contract period will be in effect for a period of 60 business days excluding state holidays. |

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| 15 | 6 | Section B.13 Solicitation Requirements (as amended in Addendum No. 1) | <p>The Mandatory Solicitation Requirements (as amended) state, <i>“The Respondent that is awarded the contract pursuant to this solicitation shall not be eligible to contract with the Department for any future contracts related to the subject matter of this solicitation, pursuant to section 287.057(17)(c), Florida Statutes. This exclusion includes any future procurements relating to Hurricanes Hermine and Matthew and may include future solicitations relating to Hurricane Irma.”</i></p> <p>Is DEO defining the “subject matter of the solicitation” as any support on policies and procedures as well as technical assistance to subrecipients? Meaning that the selected firm would be precluded from pursuing future contracts that involve policies and procedures, subrecipient technical assistance, or program implementation assistance?</p> | The selected firm shall not be eligible to contract with DEO for any future contracts related to the CDBG-DR program as it relates to hurricanes Matthew and Hermine and may be precluded from contracting with DEO for any future contracts related to the CDBG-DR program as it relates to hurricane Irma. |
| 16 | 10 | Section B.30, Contractors and Subcontractors | <p>“The resulting contract does not allow the Contractor to subcontract for any of the services provided in the resulting contract.” Furthermore, Section C.21.1 states, “The following sections are hereby deleted in its entirety: N.5 and N.6. – subcontractors not allowed.” There are provisions that speak to the use of a joint venture with respect to delivering the scope of services. To ensure clarity, is a joint venture the only option for multiple firms to pursue the contract together? Meaning, proposing a prime contractor and a subcontractor is not allowed for responses to this RFP?</p> | Subcontractors are not allowed under this RFP per Section B.30. |