

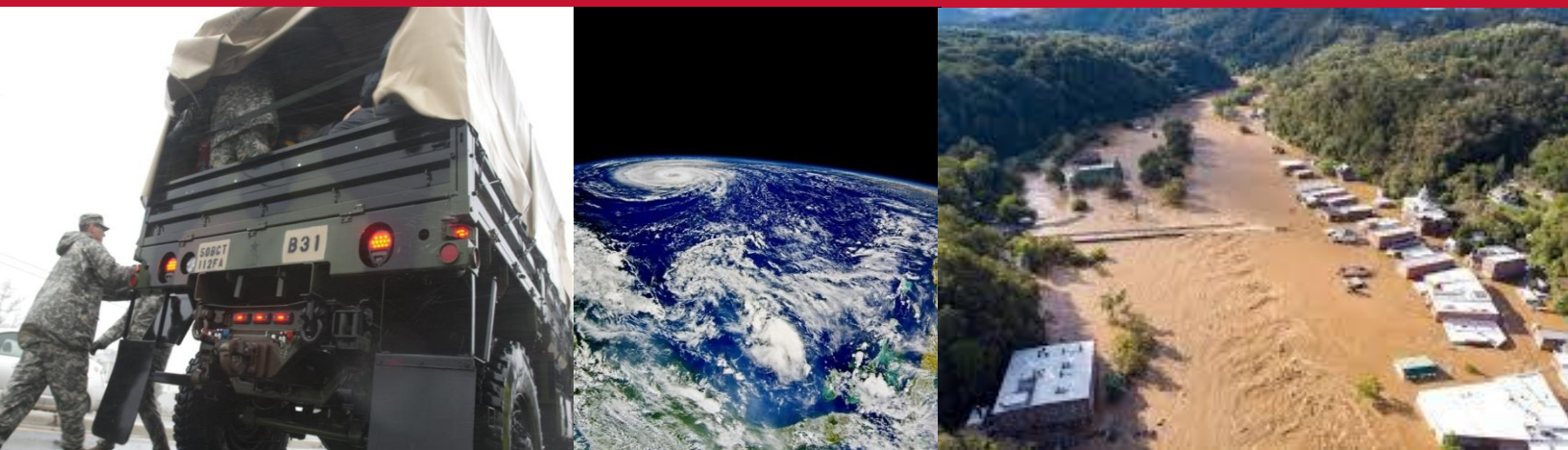
## Proposal for Contractual Services

Solicitation Number: 124469 O5

### Public Assistance, Individual Assistance, and Hazard Mitigation Assistance

for the

### State of Nebraska's State Purchasing Bureau



*Submitted to:*

State of Nebraska Purchasing Bureau  
Procurement Contracting Officers  
Craig Palik and Clinton Paul

1526 K Street, Suite 130  
Lincoln, NE 68508  
402-471-6500  
as.materielpurchasing@nebraska.gov

Quotations Due: March 3, 2026, at 2 PM Central

*Submitted by:*

NOVACES, LLC  
650 Poydras Street  
Suite 2523  
New Orleans, LA 70130  
Ivan Radovic, President  
iradovic@novaces.com  
Tel. (504) 544-6888 x201  
TIN: 14 - 1914538  
DUNS: 16 - 703 - 8228  
CAGE: 304E7  
FSS Number: GS-10F-0261T  
UI: LCZJWR81KX65

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## I. Cover Letter

March 2, 2026

Mr. Craig Palik and Mr. Clinton Paul,  
Procurement Contracting Officers  
State of Nebraska Purchasing Bureau  
1526 K Street, Suite 130  
Lincoln, NE 68508  
Email: [as.materielpurchasing@nebraska.gov](mailto:as.materielpurchasing@nebraska.gov)

### **RE: Solicitation Number: 124469 O5 - Proposal for Contractual Services**

**NOVACES** is pleased to submit this proposal to provide Public Assistance (PA) and Individual Assistance (IA) technical support, along with disaster mitigation, preparedness, response, and recovery program management services to the State of Nebraska.

For more than two decades, NOVACES has supported the Federal Emergency Management Agency (FEMA), the U.S. Economic Development Administration (EDA), and state, county, municipal, and Tribal governments in navigating complex disaster recovery environments. We are recognized for providing deep subject-matter expertise, disciplined program management systems, and scalable staffing solutions that deliver compliant outcomes under time-sensitive and demanding conditions. We possess comprehensive knowledge of FEMA policy, compliance protocols, cost eligibility requirements, and documentation standards.

Our approach is rooted in accountability, responsiveness, and measurable impact. NOVACES' technical personnel and support staff are prepared to mobilize quickly and integrate seamlessly with Nebraska's operational teams to ensure program delivery and administrative systems meet the State of Nebraska's requirements identified in the solicitation.

NOVACES has supported federal agencies and state and local governments across 23 states and U.S. territories, following federally declared disaster missions. Our experience spans major metropolitan recoveries—including post-Superstorm Sandy operations—as well as rural and economically vulnerable communities recovering from flood and wildfire events in Tennessee, Kentucky, Wyoming, New Mexico, and Colorado.

NOVACES' core competencies include the following:

#### **1. Grant Compliance and Funding Optimization**

- Extensive FEMA and EDA grant compliance expertise
- Insurance reimbursement coordination and cost recovery strategy
- Development of compliant documentation systems to withstand audit scrutiny

#### **2. Program and Project Management Excellence**

NOVACES employs a lean, scalable team structure supported by proven tools, templates, and methodologies that ensure:

- Strong cost control
- Schedule management
- Regulatory compliance
- Transparent reporting
- Efficient project closeout

Our staff also leverages AI-enabled research and document management tools to increase efficiency, reduce administrative burden, and accelerate deliverables without compromising quality or compliance.

### **3. Disaster Recovery Strategy and Implementation**

- Two decades of disaster recovery policy and procedure development
- Long-term recovery planning and implementation
- Disaster impact studies and economic analysis
- Infrastructure, workforce, housing, and supply chain stabilization planning
- Federal funding strategy and technical assistance coordination
- Stakeholder engagement and intergovernmental collaboration

We integrate seamlessly with our clients' personnel to maximize institutional knowledge while providing surge capacity during high-demand periods.

Notably, NOVACES has delivered professional services under the FEMA Public Assistance Technical Assistance Contract IV (PA-TAC IV) as a subcontractor to FLUOR Corporation for 9 years and has supported EDA's Economic Recovery Support Function (ERSF)—FEMA's designated economic recovery lead agency—for 13 consecutive years. This continuity reflects sustained performance, trust, and technical excellence.

### **Operational Readiness**

NOVACES is fully prepared to mobilize within 30 days of a signed task order. Under prior disaster recovery and mitigation assignments, our team maintained the capability to deploy to any disaster field office within 48–96 hours of task issuance.

We stand ready to assist the State of Nebraska in delivering impactful, data-driven strategies that support its industries, businesses, organizations, and residents. We appreciate your consideration and welcome the opportunity to discuss this proposal further.

Sincerely,



Ivan Radovic  
President

iradovic@novaces.com  
(504) 208-0609  
[www.novaces.com](http://www.novaces.com)

**Headquarters Location:**

NOVACES, LLC  
650 Poydras Street, Suite 2523, New Orleans, LA 70130

**Company History:**

NOVACES is a small business with headquarters in New Orleans, Louisiana. Since 2001, we have also maintained offices in New Jersey and Washington DC. Over the past decade, we have invested in growing our team, which has daily and surge capacity to handle any assignment.

The firm’s experience directly aligns with the priorities outlined in the State of Nebraska’s RFP, and includes:

- Delivered professional services under the FEMA Public Assistance Technical Assistance Contract IV (PA-TAC IV) as a subcontractor to FLUOR Corporation **for 9 years**,
- Supported the management of FEMA’s Central Resource Center – East **for 7 years**, and
- Completed 17 federally declared disaster recovery mission assignments for the Economic Development Administration **over 21 years**, beginning with our support to the FEMA Office of Response and Recovery (ORR), EDA, the State of Louisiana, and the City of New Orleans in response and recovery following Hurricane Katrina.

The organization also supports the Defense Health Agency (DHA) and has assisted the United South & Eastern Tribes, Inc. (USET), which serves 33 federally recognized tribes across the Eastern half of the U.S.


**About Us:**

NOVACES offers a unique combination of disaster response and recovery expertise, with decades of experience delivering Public Assistance program management and technical assistance, and in designing and implementing long-term economic recovery strategies. This multifaceted experience informs our operations and project management approach, providing a firsthand understanding of how every strategy, project, and grant contributes to shaping the future resilience and vibrancy of the community, region, and state we serve.

**II. Terms and Conditions**

By signing the solicitation, NOVACES, as bidder, agrees to be legally bound by all the accepted terms and conditions, and any proposed alternative terms and conditions submitted with the solicitation response. The State reserves the right to negotiate rejected or proposed alternative language. If the State and bidder fail to agree on the final Terms and Conditions, the State reserves the right to reject the solicitation response. The State reserves the right to reject solicitation responses that attempt to substitute the bidder’s commercial contracts and/or documents for this solicitation.

<b>Accept All Terms and Conditions Within Section as Written (Initial)</b>	<b>Exceptions Taken to Terms and Conditions Within Section as Written</b>	<b>Exceptions:</b> (Bidder must note the specific clause, including section reference, to which an exception has been taken, an explanation of why the bidder took exception to the clause, and provide alternative language to the specific clause within the solicitation response.)
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	(Initial)	
IR	None	

The bidders should submit with their solicitation response any license, user agreement, service level agreement, or similar documents that the bidder wants incorporated in the Contract. The State will not consider the incorporation of any document not submitted with the solicitation response, as the document will not have been included in the evaluation process. These documents shall be subject to negotiation and will be incorporated as addenda if agreed to by the Parties.


If a conflict or ambiguity arises after the Addendum to Contract Award has been negotiated and agreed to, the Addendum to Contract Award shall be interpreted as follows:

1. If only one (1) Party has a particular clause, then that clause shall control,
2. If both Parties have a similar clause, but the clauses do not conflict, the clauses shall be read together,
3. If both Parties have a similar clause, but the clauses conflict, the State's clause shall control.

### III. Vendor Duties


Bidder has read the Vendor Duties within this section and initialed "Accept All Terms and Conditions Within Section as Written" in the table below. If no exception is taken to a provision, it is deemed accepted as stated.

By signing the solicitation, bidder agrees to be legally bound by all the accepted terms and conditions, and any proposed alternative terms and conditions submitted with the solicitation response. The State reserves the right to negotiate rejected or proposed alternative language. If the State and bidder fail to agree on the final Terms and Conditions, the State reserves the right to reject the solicitation response. The State reserves the right to reject solicitation responses that attempt to substitute the bidder's commercial contracts and/or documents for this solicitation.

Accept All Terms and Conditions Within Section as Written (Initial)	Exceptions Taken to Terms and Conditions Within Section as Written (Initial)	Exceptions: (Bidder must note the specific clause, including section reference, to which an exception has been taken, an explanation of why the bidder took exception to the clause, and provide alternative language to the specific clause within the solicitation response.)
IR	None	

#### IV. Payment

By signing the solicitation, bidder agrees to be legally bound by all the accepted terms and conditions, and any proposed alternative terms and conditions submitted with the solicitation response. The State reserves the right to negotiate rejected or proposed alternative language. If the State and bidder fail to agree on the final Terms and Conditions, the State reserves the right to reject the solicitation response. The State reserves the right to reject solicitation responses that attempt to substitute the bidder's commercial contracts and/or documents for this solicitation.

Accept All Terms and Conditions Within Section as Written (Initial)	Exceptions Taken to Terms and Conditions Within Section as Written (Initial)	<b>Exceptions:</b> (Bidder must note the specific clause, including section reference, to which an exception has been taken, an explanation of why the bidder took exception to the clause, and provide alternative language to the specific clause within the solicitation response.)
IR	None	

#### V. Insurance Requirements

Vendor shall, throughout the term of the contract, maintain insurance as specified herein and provide the State a current Certificate of Insurance/Agreement Form (COI) verifying the coverage. The Vendor shall not commence work on the contract until the insurance is in place. If Vendor subcontracts any portion of the Contract, the Vendor must, throughout the term of the contract, either:

1. Provide equivalent insurance for each subcontractor and provide a COI verifying the coverage for the subcontractor,
2. Require each subcontractor to have equivalent insurance and provide written notice to the State that the Vendor has verified that each subcontractor has the required coverage; or,
3. Provide the State with copies of each subcontractor's Certificate of Insurance, evidencing the required coverage.

The Vendor shall not allow any Subcontractor to commence work until the Subcontractor has equivalent insurance. The failure of the State to require a COI, or the failure of the Vendor to provide a COI or require subcontractor insurance shall not limit, relieve, or decrease the liability of the Vendor hereunder.

In the event that any policy written on a claims-made basis terminates or is canceled during the term of the contract or within one (1) year of termination or expiration of the contract, the Vendor shall obtain an extended discovery or reporting period, or a new insurance policy, providing coverage required by this contract for the term of the contract and one (1) year following termination or expiration of the contract.

If by the terms of any insurance a mandatory deductible is required, or if the Vendor elects to increase the mandatory deductible amount, the Vendor shall be responsible for payment of the amount of the deductible in the event of a paid claim.

Notwithstanding any other clause in this Contract, the State may recover up to the liability limits of the insurance policies required herein.

## VI. Summary of Bidder’s Similar Experience

Please find below a summary matrix listing NOVACES’ projects similar to the State of Nebraska’s Solicitation in size, scope, and complexity. Three detailed project descriptions are submitted in Attachment A.

	Federal Disaster Declaration	Description of Work	Client	Timeframe
33	DR-4829-SC Tropical Storm Helene	FEMA Public Assistance (PA) Disaster Operations Support	FEMA	2024
32	DR-4827-NC Tropical Storm Helene	FEMA Public Assistance (PA) Disaster Operations Support	FEMA	2024
31	DR-4564-FL Hurricane Sally	FEMA Public and Technical Assistance (PA TAC IV)	FEMA	2020
30	DR-4468-FL Hurricane Dorian	FEMA Public and Technical Assistance (PA TAC IV)	FEMA	2019
29	DR-4399-FL Hurricane Michael	FEMA Public and Technical Assistance (PA TAC IV)	FEMA	2018
28	DR-4337-FL Hurricane Irma	FEMA Public and Technical Assistance (PA TAC IV)	FEMA	2017
27	Hermit’s Peak/Calf Canyon Fire Assistance Act - NM	Hermit’s Peak/Calf Canyon Claims Office Claims Review Technical Support	FEMA	2022
26	DR-4680-FL Hurricane Nicole	FEMA Consolidated Resource Center, East	FEMA	2022
25	DR-4673-FL Hurricane Ian	FEMA Consolidated Resource Center, East	FEMA	2022
24	DR-4564-FL Hurricane Sally	FEMA Consolidated Resource Center, East	FEMA	2020
23	DR-4468-FL Hurricane Dorian	FEMA Consolidated Resource Center, East	FEMA	2019
22	DR-4399-FL Hurricane Michael	FEMA Consolidated Resource Center, East	FEMA	2018
21	DR-4337-FL Hurricane Irma	FEMA Consolidated Resource Center, East	FEMA	2017
20	DR-4411-VA Virginia Tropical Storm Michael	FEMA Consolidated Resource Center, East	FEMA	2018
19	DR-4408-PA Pennsylvania Severe Storms and Flooding	FEMA Consolidated Resource Center, East	FEMA	2018
18	DR-4832-TN Tennessee – Tropical Storm Helene Floods	Disaster Recovery Operations	Economic Development Administration	2024 – 2025
17	DR-4724-HI Hawaii – Maui Wildfires	Disaster Recovery Operations	EDA	2023 – 2024

16	DR-4715-GU Guam – Typhoon Mawar	Disaster Recovery Operations	EDA	2023 – 2024
15	DR-4683-CA California - Winter Storms, Land and Mud Slides, and Flooding	Disaster Recovery Operations	EDA	2022 – 2023
14	DR-F665-MO Missouri Floods	Disaster Recovery Operations	EDA	2023
13	DR-4663-KY Kentucky Floods	Disaster Recovery Operations	EDA	2022 – 2023
12	DR-4630-KY Kentucky - Severe Storms, Straight-Line Winds, Flooding, And Tornadoes	Disaster Recovery Operations	EDA	2022
11	DR-4559-LA Louisiana – Hurricane Laura	Disaster Recovery Operations	EDA	2020 – 2021
10	DR-4336 & 4339-PR Puerto Rico – Hurricanes Irma and Maria	Disaster Recovery Operations	EDA	2017 – 2024
9	DR-4277-LA Louisiana -Severe Storms and Flooding	Disaster Recovery Operations	EDA	2017
8	DR-4263-LA Louisiana -Severe Storms and Flooding	Disaster Recovery Operations	EDA	2016 - 2017
7	DR-4222-OK Oklahoma - Severe Storms, Tornadoes, Straight-line Winds, and Flooding	Disaster Recovery Operations	EDA	2015 - 2016
6	DR-4227-WY Wyoming – Severe Storms and Flooding	Disaster Recovery Operations	EDA	2015 - 2016
5	DR-4174-AR Arkansas - Severe Storms, Tornadoes, and Flooding	Disaster Recovery Operations	EDA	2014
4	DR-4145-CO Colorado - Severe Storms, Flooding, Landslides, and	Disaster Recovery Operations	EDA	2014
3	DR-4117-OK Oklahoma Severe Storms and Tornadoes	Disaster Recovery Operations	EDA	2013 – 2014
2	DR-4086-NJ Hurricane Sandy, New Jersey	Disaster Recovery Operations	EDA	2013
1	DR-1603-LA Hurricane Katrina	Louisiana JRO Training	FEMA	2005

**VII. Contractual Agreement Form**

**BIDDER MUST COMPLETE THE FOLLOWING**

By signing this Contractual Agreement Form, the bidder guarantees compliance with the provisions stated in this solicitation and agrees to the terms and conditions unless otherwise indicated in writing and certifies that bidder is not owned by the Chinese Communist Party.

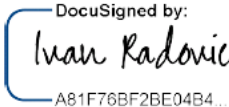
Per Nebraska’s Transparency in Government Procurement Act, Neb. Rev Stat § 73-603, DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska Vendors. This information is for statistical purposes only and will not be considered for contract award purposes.

\_\_\_\_\_ NEBRASKA VENDOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Vendor. “Nebraska Vendor” shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this Solicitation. All vendors who are not a Nebraska Vendor are considered Foreign Vendors under Neb. Rev Stat § 73-603 (c).

\_\_\_\_\_ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. § 73-107 and wish to have preference, if applicable, considered in the award of this contract.

\_\_\_\_\_ I hereby certify that I am a blind person licensed by the Commission for the Blind & Visually Impaired in accordance with Neb. Rev. Stat. § 71-8611 and wish to have preference considered in the award of this contract.

**THIS FORM MUST BE SIGNED MANUALLY IN INK OR BY DOCUSIGN**

COMPANY:	NOVACES, LLC
ADDRESS:	650 Poydras Street, Suite 2523
PHONE:	(504) 544-6888 x201
EMAIL:	iradovic@novaces.com
BIDDER NAME & TITLE:	Ivan Radovic, President
SIGNATURE:	 <small>DocuSigned by: Ivan Radovic A81F76BF2BE04B4...</small>
DATE:	March 2, 2026

VENDOR COMMUNICATION WITH THE STATE CONTACT INFORMATION (IF DIFFERENT FROM ABOVE)	
NAME:	Not applicable
TITLE:	
PHONE:	

EMAIL:	
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**VIII. Attachment A - Bidder Questionnaire**  
**RFP 124469 O5**

**Bidder Name: NOVACES, LLC**

**Bidder should provide a response to all questions in this attachment to meet the requirements of the RFP.**

CORPORATE OVERVIEW	
1.1	<p><b>BIDDER IDENTIFICATION AND INFORMATION</b></p> <p>The bidder should provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the bidder is incorporated or otherwise organized to do business, year in which the bidder first organized to do business and whether the name and form of organization has changed since first organized.</p>
<p><b>Response:</b></p> <p><b>NOVACES, LLC</b>          650 Poydras Street, Suite 2523          New Orleans, LA 70130</p> <p>Entity organization: Limited Liability Corporation          Incorporated in the State of Louisiana and certified as an <i>active business in good standing</i> in the State of New Jersey          First organized in 2001.</p> <p>Neither the name nor the form of our organization has changed since it was first organized in 2001.</p> <p>Tel. (504) 208-0609          TIN: 14 - 1914538          DUNS: 16 – 703 - 8228          CAGE: 304E7          FSS Number: GS-10F-0261T</p>	
1.2	<p><b>FINANCIAL STATEMENTS</b></p> <p>The bidder should provide financial statements applicable to the firm. If publicly held, the bidder should provide a copy of the corporation's most recent audited financial reports and statements, and the name, address, and telephone number of the fiscally responsible representative of the bidder's financial or banking organization.</p> <p>If the bidder is not a publicly held corporation, either the reports and statements required of a publicly held corporation, or a description of the organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information, should be submitted in such a manner that solicitation evaluators may reasonably formulate a determination about the stability and financial strength of the organization. Additionally, a non-publicly held firm should provide a banking reference.</p> <p>The bidder must disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of the organization, or state that no such condition is known to exist.</p>

The State may elect to use a third party to conduct credit checks as part of the corporate overview evaluation.

**Response:**

**NOVACES** is a small, privately held, and financially stable corporation that has delivered data-driven disaster recovery Public Assistance, Individual Assistance, resilience, and economic development planning and consulting services for 21 years to leaders of 23 states, territories, and Tribal communities nationwide. The company first supported the FEMA Office of Response and Recovery (ORR), EDA, the State of Louisiana, and the City of New Orleans in response and recovery following Hurricane Katrina. Our firsthand experience supporting state and local leaders over two decades equips us to deliver initiatives that are strategic and actionable—grounded in the values, lived realities, and priorities of the people they serve.

In addition to supporting FEMA, **NOVACES** has completed 17 federally declared disaster recovery mission assignments for the Economic Development Administration. The organization also supports the DoD's Defense Health Agency (DHA) and has assisted the United South & Eastern Tribes, Inc. (USET), which serves 33 federally recognized tribes across the Eastern half of the U.S.

**Number of Years in Business:**   22  

**Number of Employees:**   66   (company wide)

**Annual Sales Volume:**   \$16M   (company wide)

**NOVACES** is not in default on any loan agreement or financing agreement with any bank, financial institution, or other entity.

**NOVACES** is not currently for sale or involved in any transaction to expand or to be acquired by another business entity.

There are no judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of **NOVACES** to serve the State of Nebraska.

NOVACES' banking partner is:

Capital One Bank  
1680 Capital One Drive, McLean, VA 22102-3491  
(877) 383-4802

A reference letter from **NOVACES'** accounting firm is provided below.

 **KOERNER & KOERNER, P.A.**  
CERTIFIED PUBLIC ACCOUNTANTS

Kenneth Koerner, CPA, MBA, RICP®, AIF®, CFP®  
James K. Koerner, CPA, CFP®  
Daniel Koerner, CPA, CFP®  
Katherine M. Strack, CPA  
Vincenzo Antinuzzi, CPA  
Stephanie Kroeger, CPA  
Sandra L. Connelly  
Susan J. Brown  
Seth T. Tucci  
Thomas Riccardi

10 Allen Street  
Suite 3A  
Toms River, NJ 08753  
Phone: 732-244-2323  
Fax: 732-244-1571  
E-Mail: [info@koernercpa.com](mailto:info@koernercpa.com)  
Website: [www.koernercpa.com](http://www.koernercpa.com)

January 22, 2026

To Whom It May Concern,

We are a certified public accounting firm and have been engaged by Novaces, LLC, an improvement and product management consulting firm (the "Company"), to provide certain accounting and tax services.

This letter is furnished at the request of the Company for the purpose of providing limited comfort to third parties. Our services have not included an audit or review of the Company's financial statements, nor have we performed procedures sufficient to express an opinion or provide any form of assurance in accordance with generally accepted auditing standards or attestation standards.

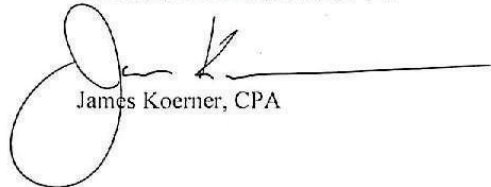
Based solely upon our knowledge of the Company obtained during the course of our professional engagement, and without having conducted any audit or review procedures, nothing has come to our attention that would cause us to believe that the Company is not operating in the normal course of business or that it is not in good standing with respect to its accounting records as maintained by management.

The Company represents that it is engaged in providing consulting services related to operational improvement, product strategy, and product management, and that it continues to operate in a manner consistent with its stated business purpose.

We make no representations or warranties regarding the Company's financial condition, results of operations, cash flows, or future viability. This letter should not be construed as a guarantee, certification, or assurance of any kind. This letter is intended solely for the use of Novaces, LLC and may not be relied upon by any other party or for any other purpose without our prior written consent.

Sincerely,

KOERNER & KOERNER, P.A.

  
James Koerner, CPA

JK:lc

1.3	<p><b>CHANGE OF OWNERSHIP</b></p> <p>If any change in ownership or control of the company is anticipated during the twelve (12) months following the solicitation response due date, the bidder should describe the circumstances of such change and indicate when the change will likely occur. Any change of ownership to an awarded bidder(s) will require notification to the State.</p>
<p><b>Response:</b></p> <p>No change in ownership is anticipated.</p>	
1.4	<p><b>OFFICE LOCATION</b></p> <p>The bidder's office location responsible for performance pursuant to an award of a contract with the State of Nebraska should be identified.</p>
<p><b>Response:</b></p> <p>NOVACES delivers Public Assistance, Individual Assistance, Hazard Mitigation and Prevention, and Disaster Recovery services nationwide, both on-site and virtually. Since 2001, we have established offices in New Orleans, New Jersey, and Northern Virginia in the Washington DC metropolitan region. Our headquarters office in New Orleans will be responsible for performance and support to the State of Nebraska.</p> <p><b>NOVACES, LLC</b>  650 Poydras Street, Suite 2523  New Orleans, LA 70130  Tel. (504) 208-0609</p>	
1.5	<p><b>RELATIONSHIPS WITH THE STATE</b></p> <p>The bidder should describe any dealings with the State over the previous ten (10) years. If the organization, its predecessor, or any Party named in the bidder's solicitation response has contracted with the State, the bidder should identify the contract number(s) and/or any other information available to identify such contract(s). If no such contracts exist, so declare.</p>
<p><b>Response:</b></p> <p>NOVACES, LLC, has not previously contracted with the State of Nebraska. Our firm has performed work under federal contracts in 17 states and U.S. Territories over the last 20 years.</p>	
1.6	<p><b>BIDDER'S EMPLOYEE RELATIONS TO STATE</b></p> <p>If any Party named in the bidder's solicitation response is or was an employee of the State within the past twelve (12) months, identify the individual(s) by name, State agency with whom employed, job title or position held with the State, and separation date. If no such relationship exists or has existed, so declare.</p> <p>If any employee of any agency of the State of Nebraska is employed by the bidder or is a subcontractor to the bidder, as of the due date for solicitation response submission, identify all such persons by name, position held with the bidder, and position held with the State (including job title and agency). Describe the responsibilities of such persons within the proposing organization. If, after review of this information by the State, it is determined that a conflict of interest exists or may exist, the bidder may be disqualified from further</p>

	consideration in this solicitation. If no such relationship exists, so declare.
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**Response:**  
 No party or individual included in this solicitation is nor has been, within the preceding twelve (12) months, an employee of the State of Nebraska.

<p>1.7</p>	<p><b>CONTRACT PERFORMANCE</b></p> <p>If the bidder or any proposed subcontractor has had a contract terminated for default during the past ten (10) years, all such instances must be described as required below. Termination for default is defined as a notice to stop performance delivery due to the bidder's non-performance or poor performance, and the issue was either not litigated due to inaction on the part of the bidder or litigated and such litigation determined the bidder to be in default.</p> <p>It is mandatory that the bidder submit full details of all termination for default experienced during the past ten (10) years, including the other Party's name, address, and telephone number. The response to this section must present the bidder's position on the matter. The State will evaluate the facts and will score the bidder's solicitation response accordingly. If no such termination for default has been experienced by the bidder in the past ten (10) years, so declare.</p> <p>If at any time during the past five (5) years, the bidder has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, describe fully all circumstances surrounding such termination, including the name and address of the other contracting Party.</p>
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**Response:**  
 NOVACES has **not** had any contract terminated for default during its 20+ year history.

1.8

**SUMMARY OF BIDDER’S CORPORATE EXPERIENCE**

The bidder should provide a summary matrix listing the bidder’s previous projects similar to this Solicitation in size, scope, and complexity. The State will use no more than three (3) narrative project descriptions submitted by the bidder during its evaluation of the solicitation response.

The bidder should address the following:

- i. Provide narrative descriptions to highlight the similarities between the bidder’s experience and this Solicitation. These descriptions should include:
  - a) The time period of the project,
  - b) The scheduled and actual completion dates,
  - c) The bidder’s responsibilities,
  - d) For reference purposes, a customer name (including the name of a contact person, a current telephone number, a facsimile number, and e-mail address); and
  - e) Each project description should identify whether the work was performed as the prime Vendor or as a subcontractor. If a bidder performed as the prime Vendor, the description should provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget.
- ii. Bidder and Subcontractor(s) experience should be listed separately. Narrative descriptions submitted for Subcontractors should be specifically identified as subcontractor projects.
- iii. If the work was performed as a subcontractor, the narrative description should identify the same information as requested for the bidders above. In addition, subcontractors should identify what share of contract costs, project responsibilities, and time period were performed as a subcontractor.

**Response:**

<b>Project #1 Title:</b>	<b>FEMA Public Assistance Technical Assistance Contract (PA TAC) Subcontractor</b>
a) Time Period	January 27, 2019 – January 26, 2024
b) Scheduled and Actual Completion Dates	January 27, 2019 – September 20, 2024
c) Bidder’s responsibilities	NOVACES provided technical assistance in the form of architect-engineer, and other related professional services to assist FEMA in delivering the Public Assistance Program under the Stafford Act’s programs and the PA Division’s other programs, which included the Fire Management Assistance Grant Program and the Community Disaster Loan Program. Technical assistance included the following tasks: 1) Preliminary Damage Assessment, 2) Public Assistance (PA) Disaster Operations, 3) Pre-Operations Planning, 4) Project Formulation, 5) Project Management, 6) Project Closeout, 7) Special Considerations, 8) Historic Preservation Compliance, 9) Hazard Mitigation, 10) Debris and Other Emergency Operations

d) Customer Name	Fluor Enterprises, Inc.
Contact:	Tonya Maloy
Telephone:	(864) 281-8615
Facsimile:	
Email:	Tonya.maloy@fluorgov.com
e) Project Description	Subcontractor to Fluor Enterprises, Inc.

e) Project Description

**Project Title:** Subcontractor to Fluor Enterprises, Inc.

NOVACES provided architect-engineer, consultant, and other related professional services to The U.S. Department of Homeland Security's Federal Emergency Management Agency in support of the PA Program and the PA Division's other programs, which included the Fire Management Assistance Grant Program and the Community Disaster Loan Program. The services covered FEMA operations in the 50 United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. NOVACES augmented FEMA's capacity to respond to natural catastrophes, with emphasis on riverine and coastal flooding, tornadoes, hurricanes, typhoons, earthquakes, and tsunamis, or regardless of cause, any fire, flood, or explosion.

To support the requirements of FEMA's PA Program, NOVACES was accessible 24 hours a day, seven days a week and prepared to identify technical specialists within 48 hours of the Government's notification. Additionally, NOVACES worked cooperatively with all entities with which FEMA had entered into a partnership, including other FEMA Subcontractors working under similar technical assistance contract awards, to ensure the success of FEMA disaster operations and programmatic initiatives.

NOVACES stayed informed of and complied with the most recent version of applicable statutes, regulations, policy and guidance, including, but not limited to, the following:

- \* Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121-5206
- \* 36 Code of Federal Regulations (CFR)-Parks, Forests, and Public Property
- \* 40 CFR, Parts 1500-1508-Protection of Environment
- \* 41 CFR, Part 301-Public Contracts and Property Management
- \* 44 CFR-Emergency Management and Assistance
- \* 48 CFR-Federal Acquisition Regulations System
- \* 50 CFR, Part 402, Wildlife and Fisheries
- FEMA 321, Public Assistance Policy Digest
- FEMA 322, Public Assistance Guide
- FEMA 323, Public Assistance Applicant Handbook
- FEMA 325, Debris Management Guide
- Public Assistance Series 9500 - Policy Publications
- Public Assistance Standard Operating Procedures - Series 9570
- Disaster Mitigation Act of 2000
- Post-Katrina Emergency Management Reform Act

NOVACES provided technical assistance in the form of architect-engineer, and other related professional services to assist FEMA with its support of the Stafford Act's programs. The technical assistance responsibilities included the following tasks:

1. Preliminary Damage Assessment

Provided technical expertise to assist in Preliminary Damage Assessments (PDAs). PDAs were performed to document damages and determine the impact of a disaster on communities in the affected areas. The information gathered during PDAs provided the basis for State requests and Presidential major disaster declarations. The results of the PDAs were documented in writing

based on guidance from the Task Monitor.

## 2. Public Assistance (PA) Disaster Operations

Provided technical expertise to support PA disaster operations. Under the PA Program, FEMA awards grants to State and local governments, and certain private non-profit entities, to assist in the response to recover from presidentially declared major disasters. The PA Program aided with debris removal, emergency protective measures, and permanent restoration of damaged infrastructure.

## 3. Pre-Operations Planning

Provided technical expertise to perform site visits and/or preliminary assessment of the technical requirements. This included providing personnel to assist in performing technical assistance duties and providing staff to provide recommendations about the type of technical skill expertise that was necessary to thoroughly assess the damages.

## 4. Project Formulation

Provided professional engineers and other technical specialists to identify the eligible scope of work and estimate the costs associated with that scope of work for each applicant's projects. Evaluated damaged public facilities and infrastructure and recommended methods of repair or replacement pursuant to FEMA's law, regulations, and policies on eligibility.

Damages were documented using FEMA Form 90-91, the Project Worksheet (PW)<sup>1</sup>, and applicable attachments. The PW is the primary form used to document the location, damage description and dimensions, scope of work, and cost estimate for each project. The PW is the basis for PA project funding.

NOVACES estimated the cost of repair or replacement of large projects, utilizing industry standards and FEMA Cost Estimating Format (CEF) for large projects to better estimate total costs during the lifecycle of these projects.

In addition to developing scopes of work and cost estimates for the repair or replacement of damaged facilities, during project formulation, NOVACES also appraised property, evaluated art and functional object conservation, developed cost-benefit analyses, and identified hazardous waste.

## 5. Project Management

Provided project management expertise for large public facilities damaged as a result of Presidentially declared major disasters. Project management may include project planning, conceptual design, and coordination. Project Management focused primarily on the monitoring of applicants' efforts executing projects and the performance of applicants' Subcontractors on specific projects.

## 6. Project Closeout

Provided technical expertise to support PA project closeout activities. This included reviewing and preparing final recommendations on the reconstructed, repaired, or restored work completed by applicants.

## 7. Special Considerations

Delivered timely identification and resolution of Special Considerations issues (FEMA uses the term "Special Considerations" to describe issues other than basic program eligibility that affect the scope of work and funding for a project.).

### 7.1. Insurance Considerations

Pursuant to Section 312 of the Stafford Act, the PA Program cannot duplicate benefits from other sources, such as proceeds from an insurance policy. FEMA is required to reduce the amount of assistance for eligible work by the amount of any actual or anticipated insurance proceeds for that work. NOVACES provided technical expertise to recommend adjustments to estimated eligible costs for PA projects pursuant to the provisions of applicants' general property insurance (i.e., all perils except for flood), or the requirements of flood insurance, as defined by the National Flood Insurance Program.

### 7.2 Environmental Compliance

When providing funds under the PA Program, NOVACES had to consider a range of Federal laws, regulations, and Executive Orders that apply to the use of Federal funds, including:

- The National Environmental Policy Act (NEPA)
- The Endangered Species Act
- The Clean Water Act
- The Clean Air Act
- The Coastal Barrier Resources Act

- The Coastal Zone Management Act
- The Farmland Protection Act
- The Fish and Wildlife Coordination Act
- The Resource Conservation and Recovery Act
- Executive Order 11988-Floodplain Management
- Executive Order 11990 Protection of Wetlands; and
- Executive Order 12898 Environmental Justice

Reviews were completed in accordance with these laws to be approved for FEMA funding and to allow work to start, since the review may identify steps to be taken or conditions to be met before the projects can commence. The size and type of the projects, and project sites and area conditions, generally determine the level of review that must be performed.

As subcontractor, NOVACES provided technical expertise to:

- Review FEMA's projects for compliance with environmental regulations and prepare environmental documents (e.g., Environmental Assessments, Environmental Impact Statements) as required in accordance with criteria in 44 CFR Part 10-Environmental Consideration Regulations, and 40 CFR Parts 1500-1508-Council on Environmental Quality (CEQ) Regulations;
- Conduct biological assessments and surveys to determine the existence of, and potential impact to, endangered species in accordance with criteria in 50 CFR Part 402-Interagency Cooperation-Endangered Species Act of 1973, as amended;
- Conduct surveys, assessments, and reviews of other potential areas of impact such as water quality, wetland delineations, sole or principal drinking aquifers, prime farmlands, and other ecologically significant or geographically unique areas; and
- Perform analyses to ensure that all reasonable alternatives have been evaluated in accordance with criteria in 40 CFR Parts 1500-1508, and that these alternatives met all Federal laws and requirements. The results of the study were documented in written reports prepared in accordance with applicable regulations.

#### 8. Historic Preservation Compliance

Reviewed the potential relevance of the National Historic Preservation Act on "undertakings," i.e., PA projects, on any historic property listed in, or eligible for listing on, the National Register of Historic Places.

#### 9. Hazard Mitigation

Developed cost-effective measures to eliminate or reduce future damages to damaged facilities, and, specifically, to reduce repetitive damage-to-damage public facilities in accordance with Section 205 of the Disaster Mitigation Act of 2000. Also evaluated the effectiveness of mitigation measures that were previously implemented in accordance with approved Hazard Mitigation Proposals.

#### 10. Debris and Other Emergency Operations

Provided technical expertise to evaluate debris operations and emergency protective measures performed to eliminate or reduce immediate threats to the public, including search and rescue, warning of hazards, and demolition of unsafe structures. Field monitors documented the daily activity of the debris removal process, calculated cubic yards of all types of debris (vegetative, hazardous household waste, construction/demolition, and white goods), and documented the quantities on PWs.

#### 11. Information Technology

Provided technical expertise to employ Geographic Information Systems (GIS) to facilitate the delivery of the PA Program, and other Stafford Act programs as necessary, in the field during presidentially declared major disasters.

Provided technical expertise to develop documents compatible for use under FEMA's Web Page.

Provided recommendations to better distribute documents through web-based applications.

Deliverables provided shall be in a digital format compatible for posting on FEMA's Web Page.

#### 12. Training

Provided technical expertise to assist in the development of training courses and developed training aids, instructor guides, and student manuals.

Provided logistical support for, and instructional delivery of, PA Division courses to FEMA, State and local, and Subcontractor personnel. PA Division courses included courses on the PA Program, the Fire Management Assistance Grant Program, and the Community Disaster Loan

Program.

13. Appeals

Provided technical expertise to offer recommendations on appeals submitted by applicants in accordance with the provisions of 44 CFR Part 206. The results of the review were documented in a written report based on guidance from applicable regulations.

14. Customer Satisfaction Surveys

Provided technical expertise in assisting the PA Division with the development and implementation of surveying tools that measure customer satisfaction and performance for the PA Program.

15. Other Stafford Act Programs

Provided technical assistance and consultant services in support of other Stafford Act programs and initiatives, including the Fire Management Assistance Grant Program and the Community Disaster Loan Program.

16. Financial Analysis

Provided technical expertise to perform financial analyses on projects as required under the Stafford Act, including applications for Community Disaster Loan Program under the provisions of 44 CFR, Part 206-Subpart K Community Disaster Loans. NOVACES reviewed applications for loan cancellations, assessed an applicant's current financial ability to repay a loan, and provided expert witness in litigation.

17. Collateral Material

Provided technical recommendations for handbooks, brochures, criteria, guidelines, reports or other types of technical assistance items.

18. Technical Assistance Not Identified

Provided Public Assistance Program technical assistance tasks not previously identified.

NOVACES provided Technical Specialists who performed all tasks assigned to each position and labor category below.

**PA-TAC STAFF POSITIONS**

<b>Labor Category</b>	<b>Level</b>
Admin Support Specialist	Mid
Admin Support Specialist	Senior
Architect	Mid
Architect	Senior
Civil Engineer	Mid
Civil Engineer	Senior
Construction or Building Inspector	Mid
Construction or Building Inspector	Senior
Construction Manager	Senior
Electrical Engineer	Mid
Electrical Engineer	Senior
Environmental Engineer	Senior
Estimator	Mid
Hydraulic Engineer	Senior
Hydrologist	Senior
Management Analyst	Mid
Mechanical Engineer	Senior
Reports and Communication Specialist	Mid
Sanitary Engineer	Senior

Soil/Geotechnical Engineer	Mid
Soil/Geotechnical Engineer	Senior
Structural Engineer	Mid
Structural Engineer	Senior
Technical Writer	Senior
Water Quality Specialist	Senior

<b>Project #2 Title:</b>	<b>FEMA Public Assistance Consolidated Resource Center (CRC) East Program Support. Subcontractor</b>
a) Time Period	June 22, 2019 to March 20, 2024
b) Scheduled and Actual Completion Dates	June 22, 2019 to March 20, 2024
c) Bidder's responsibilities	Deliver Public Assistance (PA) Technical Assistance Contractors (TAC) Specialists to support CRC East (all disasters in Zone 1 – FEMA Regions I, II, and IV) in the review of projects, including but not limited to project formulation and development, scoping and costing, financial reviews, document validation, completeness reviews, eligibility reviews, policy analysis, and insurance reviews, quality assurance reviews, and Environmental and Historical Preservation (EHP) reviews.
d) Customer Name Contact: Telephone: Facsimile: Email:	Fluor Enterprises, Inc. Tonya Maloy (864) 281-8615  Tonya.Maloy@fluorgov.com
Project Description	Subcontractor to Fluor Enterprises, Inc.

e) Project Description  
Subcontractor to Fluor Enterprises, Inc.

Beginning in 2019 and continuing through March of 2024, NOVACES provided professional and non-professional services to FEMA, supporting the PA Program under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The overarching objectives were to provide efficient and effective management and administration of the project to ensure the timely deployment of trained and qualified professionals, high-quality services, and exceptional customer service, while adhering to budget and schedule constraints. The resources provided were managed to be scalable based on FEMA's programmatic needs, including giving management the ability to assign work across multiple major disasters.

NOVACES provided Technical Specialists who performed all tasks assigned to each position and labor category below.

Position	Labor Category	Level
Project Specialist	Architect	Mid
Project Specialist	Architect	Senior
Project Specialist	Civil Engineer	Mid
Project Specialist	Civil Engineer	Senior

Project Specialist	Structural Engineer	Senior
Costing Specialist	Cost Estimator	Mid
Program Delivery Manager	Construction Manager	Mid
Program Delivery Manager	Construction Manager	Senior
Environmental & Historic Preservation Specialist	Environmental Planner	Mid
Insurance Specialist	Commercial Property Insurance Specialist	Mid
Technical Assistance Contractors Coordinator	General Planner	Entry

**Task 1. Project Formulation / Document Validation (Construction Managers):** Conducted Public Assistance grant formulation in the PA delivery model. Facility types primarily included Category A (Debris Removal) and Category B (Emergency Protective Measures) work. NOVACES developed and validated damage description and dimensions (DDD), scope of work (SOW), and costs for completed work based on documentation provided by PA applicants. Entered projects into the Grants Manager (GM) system and ensured the developed DDD, SOW, and costs were consistent with each other and adequately supported by source documentation.

When a project contained a large number of items, standard sampling methodology was used to verify the project. If it was determined that a project had inconsistencies, was not sufficiently documented, or was missing pertinent items needed to develop the DDD, SOW, or costs, NOVACES would document the requirements necessary to complete the project in a request for information (RFI) while simultaneously working to resolve outstanding requests. NOVACES performed peer reviews of projects formulated by other team members.

The credentials required for Task 1 included FEMA PA and CRC experience, knowledge of Category A projects, an understanding of PA grant documentation review and/or project development, and experience validating PA grant documentation and developing or reviewing DDDs, SOWs, and cost estimates for PA grant projects.

**Task 2. Project Formulation / Cost Estimation:** NOVACES assigned professional architects, civil engineers, construction managers, and cost estimators who conducted PA grant formulation in the PA delivery model. Facility types varied and the deliverables included developing and validating the SOWs and cost estimates for to-be-completed work based on site inspection reports (SIR) and providing DDDs. Technical Assistance Contractors (TACs) entered projects into GM and ensured the developed DDD, SOW, and costs were consistent with each other and adequately supported by source documentation. When a project contained a large number of items, the TAC utilized standard sampling methodology to verify the project. If it is determined that a project had inconsistencies, was not sufficiently documented, or was missing pertinent items needed to develop the SOW or costs, the TAC documented the requirements necessary to complete the project in an RFI while simultaneously working with the PDMG and the Lane Manager to resolve outstanding requests. The TACs performed peer reviews of projects formulated by other team members

The credentials required for Task 2: TACs assigned to this task were required to have FEMA PA and CRC experience and an understanding of PA grant documentation review and/or project development. A background in cost estimation using RS Means or other cost estimating software was recommended.

**Task 3. Technical Project Formulation / Cost Estimation (Architects, Civil Engineers, Construction Managers and Structural Engineers):** TACs working Task 3 were assigned to the Specialized Lane at CRC East and conducted PA grant formulation in the PA delivery model. Facility types varied and potentially included any eligible facility as listed in the PAPPG. Their role included developing and validating the SOWs and cost estimates for to-be-completed work based on site inspection reports (SIR) and provided DDDs, and providing technical expertise to validate disaster-related damages DDDs, SOWs, cost estimates, and proposals for the

restoration of damaged facilities. TACs entered projects into GM and ensured the developed DDD, SOW, and costs were consistent with each other and adequately supported by source documentation.

When a project contained a large number of items, the TAC utilized standard sampling methodology to verify the project. If it was determined that a project had inconsistencies, was not sufficiently documented, or is missing pertinent items needed to develop the SOW or costs, the TAC documented the requirements necessary to complete the project in an RFI while simultaneously working with the PDMG and the Lane Manager to resolve outstanding requests. The TACs performed peer reviews of projects formulated by other team members.

The credentials required for Task 3: TACs assigned to this task were required to have FEMA PA and CRC experience and a background in bid and construction cost estimating was highly preferred. Experience working with public agency clients to design and develop complex restoration, repair or rebuilding projects, gathering information on disaster-related damage and client capabilities and discuss requirements of the program, requesting information from PA applicants to support their damage claims, and validating DDDs, SOWs, and costs was also preferred. Knowledge of cost estimating format (CEF) and proficiency with estimating tools such as RS Means was required.

**Task 4. Quality Assurance Reviews (Civil Engineers and Construction Managers):** TACs working Task 4 were assigned to the Quality Assurance (QA) Lane at CRC East and conducted quality assurance reviews on PA grants developed in the PA delivery model. Facility types varied and potentially included any eligible facility as listed in the PAPPG. These positions reviewed the DDD, SOW, and cost estimates for consistency, conformance with the PAPPG, and adequate documentation to support the project. TACs reviewed projects from the Completed Lane when the Document Validation Specialist (DVS) had validated the grant documentation and written the DDD, SOW, and costs for a project. They also reviewed projects from the Standard and/or Specialized Lanes when the Costing or Technical Specialist had developed the SOW and costs for a project. TACs utilized the QA Checklist and review projects in GM to ensure the DDD, SOW, and costs were consistent with each other and adequately supported by source documentation. If it was determined the project had inconsistencies, was not sufficiently documented or was missing pertinent items outlined in the QA Checklist, the TAC documented the deficiencies in the project and notified the DVS, Costing Specialist, or Technical Specialist assigned to the project. If a TAC previously developed a specific project, they must not later conduct the QA review for that same project.

**Task 5. Environmental Planning and Historic Preservation (EHP) Liaison and Reviews (Environmental Specialists):** TACs working Task 5 were assigned to the EHP Lane at CRC East and conducted EHP compliance reviews on PA grants developed in the PA delivery model. TACs ensured EHP compliance was understood and incorporated as appropriate in the SOWs as projects were developed by CRC specialists. TACs conducted initial completeness reviews after project formulation to ensure that the SOWs were sufficient for EHP Specialists at the joint field office (JFO) to conduct their review during the EHP review phase.

TACs assigned to this task were required to have excellent communication and relationship-building skills, and effective decision-making, critical thinking, organization, and problem-solving skills. They needed a strong understanding of EHP compliance requirements and the EHP review process, including a working knowledge of National Environmental Policy Act (NEPA), Executive Orders 11988 and 11990, the Endangered Species Act, and the National Historic Preservation Act. In addition to experience in their respective fields, all TACs were required to have at least one to three years of significant experience reviewing construction/repair projects for EHP compliance including in depth understanding of the eligibility requirements of the Stafford Act, 44 CFR Part 206 and 2 CFR Part 200, and the PAPPG.

**Task 6. Insurance Reviews (Insurance Specialists):** TACs working Task 6 were assigned to the Insurance Lane at CRC East and conducted insurance reviews on PA grants developed in the PA delivery model. TACs ensured statutory and regulatory insurance requirements were met and would safeguard against the duplication of benefits applicants receive from any other sources, including insurance proceeds. TACs verified that the applicant had obtained and maintained the appropriate levels and types of insurance coverage as required by law before determining the amount of net eligible PA funding for eligible but insured elements of the project that did not duplicate any other benefits. TACs placed a condition on each applicable grant that indicated the appropriate obtain and maintain (O&M) insurance requirement mandated for the gross amount of damages and type of coverage for that facility so that applicants would be eligible for future FEMA PA funding.

TACs assigned to this task were required to have experience conducting insurance reviews for FEMA PA projects in addition to experience in the commercial adjuster field.

<b>Project #3 Title:</b>	<b>Economic Recovery in Disaster Recovery Operations, Blanket Purchase Agreement (BPA)</b>
a) Time Period	Initial 5-Year BPA, Base Year: 2013, 5-year extension was exercised in 2018. A 2 <sup>nd</sup> BPA was awarded in 2023. Most Recent Base Year: 05/01/2023 to 04/30/2024 Option Year 1: 05/01/2024 to 04/30/2025 Option Year 2: 05/01/2025 to 04/30/2026 Option Year 3: 05/01/2026 to 04/30/2027 Option Year 4: 05/01/2027 to 04/30/2028
b) Scheduled and Actual Completion Dates	NOVACES supported EDA’s Economic Recovery Support Function (ERSF)—FEMA’s designated economic recovery lead agency—for 13 consecutive years.  NOVACES was awarded a BPA by the Department of Commerce, Economic Development Administration in 2013, and a 5-year extension was exercised in 2018. NOVACES was awarded a second 5-year BPA in 2023.
c) Bidder’s responsibilities	Provided inter-agency consulting support to US EDA, federal agencies, local and state governments on disaster economic recovery, resilience, strategic planning, business and industry recovery, workforce development, and grants management for FEMA-funded disaster recovery programs across multiple states and territories. Coordinated data and documentation of Needs Assessments and Recovery Strategies. Supported day-to-day recovery operations, including staffing, task delegation, performance oversight, and quality control for deployed teams. Interpreted and applied federal disaster regulations, ensuring compliance. Provided technical assistance and reviewed scopes of work, cost estimates, eligibility determinations, and documentation to ensure audit-ready deliverables. Prepared and delivered executive briefings, dashboards, and after-action reports; supported budget development and identified resources to fund projects. Conducted special studies and analysis of recovery capacity requested by states and local governments.
d) Customer Name Contact: Telephone: Facsimile: Email:	U.S. Department of Commerce, Economic Development Administration (EDA)  Ms. Naomi Friedman, National Disaster Recovery Coordinator 202-510-4766  nfriedman@eda.gov
Project Description	Blanket Purchase Agreement (BPA) awarded against General Services Administration (GSA) Schedule No. GS-10F-0374X with a total ordering period of five (5) years. The BPA is for Disaster Recovery Operations in support of the Economic Development Administration’s (EDA’s) mission.

**Project Title:** Primary contractor to the U.S. Department of Commerce, Economic Development Administration

e) Project Description

NOVACES provided Economic Recovery Support Function (ERSF) leadership with advisory support alongside FEMA PA, HMGP, and HUD recovery programs; coordinated closely with FEMA PA staff, engineers, and state

counterparts to align economic recovery priorities with infrastructure, housing, and facility restoration projects. Under Federally declared disasters, NOVACES staff deployed to FEMA Field Recovery Offices (or worked remotely) to conduct interagency coordination between FEMA, EDA and the following federal agencies:

Housing and Urban Development

Department of Labor

Department of the Interior

Department of Transportation

Small Business Administration

U.S. Army Corps of Engineers

Various agencies within the U.S. Department of Commerce, including the National Oceanic and Atmospheric Administration, National Institute for Standards and Technology, U.S. Census, and Minority Business Development Agency.

Recent projects over the past 5 years: Deployed personnel, administrative, financial, and managerial resources to support EDA's Disaster Recovery Field Coordinators in Puerto Rico (about DR-4336 & DR-4339), E. Tennessee Hurricane Helene (DR-4832), Maui Wildfires (DR-4724), Eastern Kentucky Floods (DR-4663), Western Kentucky Tornado Outbreak (DR-4630), Guam Typhoon (DR-4715), California Storms (DR-4683), Missouri Flood (DR-4665-MO) under the National Disaster Recovery Framework (NDRF) as a prime contractor, working under a 5-Year Blanket Purchase Agreement that was extended through Option Years 1 and 2, and is currently open in Option Year 3.

NOVACES delivered economic recovery-focused technical assistance and supported interagency coordination. This work was achieved through economic impact research and assessments, the synchronization and leveraging of economic-focused federal, state, local, and nongovernmental programs, and continual communication with federal, state, and local partners and stakeholders. The purpose of these efforts was to help communities retain and/or rebuild businesses, assist in overcoming negative workforce impacts, sustain or increase employment, support infrastructure development, and identify other inclusive economic strategies and opportunities that spur recovery and resilience.

Supported community engagement, interpreted and provided concepts and feasibility research for recovery projects.

Reviewed scopes of work and documented long-term recovery plans for disaster-impacted communities. Identified disaster resources of FEMA, HUD CDBG-DR, DOL, USDA and EDA as well as private funders to support recovery needs.

Delivered executive briefings, custom dashboards, and after-action reports, supported budget development and forecasting.

Assessed logistics, construction requirements, materials movement and workforce needs to rebuild the Town of Lahaina following the 2023 Maui Wildfires. Managed engineers and construction managers to study the readiness of Maui's transportation infrastructure, energy and utilities, water systems, construction industry workforce, and communications to identify bottlenecks that could impact reconstruction sequencing and funding alignment; assessed resiliency needs in light of sea level rise, water shortages and wildfire potential.

While every disaster is unique, NOVACES assignments under the EDA 5-Year Blanket Purchase Agreement have regularly included the range of tasks outlined below.

### **Task 1. Conducted Recovery Needs Assessments and Provided Accompanying Data Analytics**

NOVACES prepared Recovery Needs Assessments at each deployment, within the timeframe specified by EDA, working collaboratively with EDA regional, field, and HQ staff.

An RNA characterizes impacts to the economy resulting from disasters and identifies economic recovery needs, including business and industry impacts, workforce needs, and infrastructure issues. Final RNA and other work products were generally delivered between 30 and 90 days from the Economic RSF activation.

With each RNA, NOVACES collected qualitative and quantitative data elements, analyzed data, and reported on data analytics including:

- i. Statistical analysis of baselines and benchmarks
- ii. Economic analysis of trends, gaps, and opportunities for growth sectors
- iii. GIS development and subsequent spatial analysis of impacted areas and regional economic indicators

The type of data analytics typically included (but was not limited to) in an RNA was as follows:

- SBA disaster loan application statistics
- FEMA Individual Assistance and Public Assistance statistics
- US Department of Labor (DOL) and state unemployment data
- NOAA fisheries and coastal data
- Survey data from local regional planning commissions, economic development districts, chambers of commerce, etc.
- Data from Census Bureau, Demographic, Industry and Business activity
- State and local tax revenue data
- Survey-based economic recovery “issue” information
- Programmatic capabilities from Federal, state, tribal, territorial, private sector, and non-profit sources
- Stakeholder feedback

Data was augmented through Geographic Information Systems (GIS) analysis and included recommendations for how communities could address recovery challenges based on stakeholder objectives and plans.

## **Task 2. Deploy Economic Development Subject Matter Expertise**

NOVACES staff deployed to support EDA’s ERSF field coordinators on-site in a FEMA Joint Field Office (JFO), or an alternative FEMA field office, and provided subject matter expertise to inform economic recovery planning. The team prepared written analysis, white papers and data analytics needed to develop strategies to identify, leverage or secure resources; identified expert speakers for stakeholder events; submitted weekly reports to EDA’s National Disaster Recovery Coordinator, providing details about meetings held, issues identified, partnering opportunities, and status of deliverables. With every deployment, NOVACES prepared and submitted an End of Mission report before field operations concluded.

Frequent tasks included:

- Preparation of and participation in town hall meetings, community planning meetings or planning exercises,
- Economic recovery project concept development,
- Survey of best practices in peer communities, and
- Ensuring that outreach spans agriculture, business, workforce, infrastructure, and community concerns.

## **Task 3. Develop Recovery Support Strategy (RSS) and Conduct Integrated Strategic Planning (ISP)**

On behalf of EDA’s field coordinator, NOVACES assisted in planning at the community, regional, and state/territory levels to leverage key points of alignment in the federal and state approach. Our staff helped convene community engagement sessions, identified major recovery issues and themes, and developed strategies to address issues that had been identified and vetted by community stakeholders. Our support included:

- Planning and coordinating activities, under ERSF advisement, in concert with other community, regional, or state-wide economic development initiatives
- Coordinating activities and communicating with other Recovery Support Function field coordinators as directed by ERSF
- Conducting community, regional or state-wide planning engagements/in-person meetings/webinars
- Identifying and addressing accompanying issues related to the disaster or processes needed in economic recovery and resiliency
- Consulting with community, regional, or state-wide economic development agencies on economic recovery strategies, implementation phases and compiling resource guides and tracking status
- Drafting standardized informational pieces (written or electronic) such as economic recovery reports, data analytics and white papers for stakeholder groups and policymakers

- Developing disaster-related background materials and meeting materials
- Developing websites to support events and information sharing for various audiences
- Conducted specific studies on economic recovery issues that were identified for expanded concentration
- Developed and submitted economic/disaster recovery plans and strategies that were accepted by ERSF/EDA staff for use by community officials

#### **Task 4. Economic/Disaster Recovery Training**

NOVACES training experts

- Designed, developed, and executed economic/disaster recovery training and technical assistance on a wide range of issues.
- Prepared agendas and secured speakers to discuss economic recovery and resiliency topics, trends, and methodologies
- Created Train-the-Trainer materials with consideration for the most effective delivery methods
- Served as presenters or recruited trainers with subject matter expertise

Training events focused on “core” training modules and were tailored according to the experience of participants.

Trainings that were delivered covered these topics:

- Economic development fundamentals
- Economic recovery and resiliency data assessment and strategies
- Workforce development concepts and studies, including entrepreneurship
- Infrastructure project development
- Agriculture recovery planning and development
- Community/regional economic analysis, and planning concepts
- Common disaster recovery issues and best practices in recovery and resiliency operations
- Business assessment, continuity, and retention
- Small business development and strategies to engage SBA and other federal agency funding sources.
- Grant writing, project ideation, and pitch preparation
- Project management in economic and disaster environments
- Federal Government Business Opportunities
- Federal Programs and Notices of Funding Opportunities (NOFOs)
- Federal contracting
- Economic Recovery visioning and strategic planning for resiliency

#### **Task 5. Logistics, Coordination, and Deployment of Economic Recovery and Economic Development Experts**

In addition to conducting Recovery Needs Assessments, NOVACES supported activities requiring extensive involvement from community stakeholders, the solicitation of support from invited experts, and the coordination of Federal and state experts.

Deliverables:

- Determined the scope of economic recovery issues, data, and trends within a geographic area or region
- Identified and recruited experts to assist with identified recovery issues
- Supported local leadership in developing community-focused events and activities with an action-oriented agenda and made recommendations about community stakeholder participation and coordination of resources as needed
- Prepared background materials and data analytics such as demographics, economic trend analysis, information on economic development, infrastructure, agriculture development, community development, and workforce development environment, and key recovery issues for economic recovery and resiliency that focused on steady state strategies, systems, and processes
- Provided expert facilitator(s) and panelists to lead community discussions or site visits that delved into highly visible and sensitive community issues.
- During stakeholder engagement events, key issues, recommendations, problem-solving, outcomes, and impacts for immediate, intermediate, and long-term economic recovery and resiliency were captured for the immediate, intermediate, and long-term economic recovery and resilience.
- Planned and coordinated economic recovery and resiliency-focused events such as recovery forums, in-person stakeholder meetings, webinars, etc., and provided written findings.

**A Note About Travel**  
 NOVACES maintained the capability to travel to any disaster field office in the United States within a minimum of 48-96 hours of a task issuance.

<b>1.9</b>	<p><b>SUBCONTRACTORS</b>          If the awarded bidder(s) intends to subcontract any part of its performance hereunder, the awarded bidder(s) should provide:</p> <ul style="list-style-type: none"> <li>i. name, address, and telephone number of the subcontractor(s),</li> <li>ii. specific tasks for each subcontractor(s),</li> <li>iii. percentage of performance hours intended for each subcontract; and</li> <li>iv. total percentage of subcontractor(s) performance hours.</li> </ul>
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**No Response Required:**

**TECHNICAL RESPONSE**

<b>2.1</b>	<p><b>Describe bidder’s process for providing PA technical services.</b></p> <p>The bidder should address the following:</p> <ul style="list-style-type: none"> <li>i. Bidder’s process for reviewing projects for sub-recipients not yet obligated by FEMA</li> <li>ii. Bidder’s process for reviewing projects for sub-recipient(s) after obligation to ensure eligible payments made to sub-recipient(s) and smooth closeout process</li> <li>iii. Bidder’s process for working with sub-recipients to ensure needs of project are met (Please provide at least one narrative description of previous work with a sub-recipient)</li> </ul>
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**Response:**

**As a subcontractor to Fluor Enterprises, NOVACES follows this process to provide Public Assistance technical services.**

- Complete sub-recipient reviews, coordinate potential involvement with special considerations groups.
- Assist the sub-recipient with completion and submittal of the list of disaster-related damages.
- Ensure that all damages are addressed.
- Schedule site inspections.
- Attend Recovery Scoping Meeting.
- Verify eligibility of disaster-related damages. Review Damage Description and Dimensions, SOW, Site Inspection Reports and costs for completeness and accuracy, requesting additional information as needed.
- Assist with FEMA RFI’s.
- Review for environmental, historic, and repetitive damage-to-damage.
- Prepare amendments to SOW including related code and standard requirements.

- Review closeout claims for eligibility.
- Prepare amendments for closeout reconciliation.

Narrative: As part of recovery efforts from Hurricanes Ian and Idalia in Florida, NOVACES worked with numerous subrecipients from project formulation through obligation. Such sub-recipients included Community Development, Houses of Worship, Water Control Facilities, School Systems, Native American Tribes, and County and Municipal entities with projects across all FEMA disaster categories. One such recipient was Broward County, Florida, comprised of 8 sub-recipients, 43 projects, and over \$10M in obligated funds in Categories A, B, E, F, G. Stakeholder coordination included Florida Dept of Emergency Management, Florida Dept of Health, Florida Department of Environmental Protection, Center for Disease Control, US Army Corps of Engineers, and Florida Fish and Wildlife Conservation Commission.

**2.2 Describe bidder’s process for providing IA technical services.**

**Response:**

- Provide IHP staffing at the local DRC. Receive online applications and referrals through FEMA’s help desk and assist in-person applicants with beginning the application process.
- Assignment of case manager.
- Collect information from applicants, including personal information, ownership information, photos of damages, inspection reports, and any insurance details, including settlement or denial letters.
- Determine applicant needs and identify available resources.
- Submit documentation for various types of assistance (i.e., temporary housing, home repair, home replacement, personal property, transportation, childcare, medical, etc.)
- Assist applicants with understanding of the Decision Letter and any next steps prescribed.
- Assist with appealing the Decision Letter if necessary.

**2.3 Describe bidder’s process for providing HMGP technical services.**

The bidder should address the following:

- i. Bidder’s process to review applications for eligibility and completeness to FEMA approval
- ii. Bidder’s process for reviewing projects for sub-recipient(s) after obligation to ensure eligible payments made to sub-recipient(s) and smooth closeout process
- iii. Bidder’s process for working with sub-recipients to ensure needs of project are met (Please provide at least one narrative description of previous work with a sub-recipient)

**Response:**

As a **subcontractor** to Fluor Enterprises, **NOVACES** follows this process to provide **HMGP technical services**.

- Assess the eligibility of hazard mitigation measures according to Section 406:
- Determine if the hazard mitigation measures are appropriate to the disaster damage and would prevent future damage like that caused by the declared event;
- Determine if the proposed hazard mitigation measures would be applied only to the damaged elements of a facility;
- Assess if the Hazard Mitigation measures would increase risks or cause adverse effects to the facility or to other property; and
  - Determine if the work proposed under the Hazard Mitigation measure is above and beyond the eligible work required to return the damaged facility to its pre-disaster design.
- Develop cost-effective measures to eliminate or reduce future damages to damaged facilities by reducing

repetitive damage-to-damage public facilities in accordance with Section 205 of the Disaster Mitigation Act of 2000.

- Evaluated the effectiveness of mitigation measures that had been implemented in accordance with approved Hazard Mitigation Proposals.

Narrative: As part of recovery efforts associated with Hurricane Ian in Florida, NOVACES successfully secured hazard mitigation funding through federal reimbursement programs by developing resilient infrastructure solutions for vulnerable communities. For the City of Crystal River, NOVACES prepared hazard mitigation proposals to protect lift stations from flooding by designing engineered flood barriers and installing submersible lock-boxes to safeguard control panels and electrical systems. In the City of Anna Maria, mitigation proposals were developed to address shoreline erosion through the installation of durable limestone riprap. NOVACES also advanced projects focused on protecting critical generators in the City of Clearwater, Florida, with flood protection measures to ensure operational continuity during storm events. Through strategic planning and technical expertise, NOVACES enabled these communities to strengthen resilience while maximizing available federal reimbursement funds.

## HOURLY RATES

Bidders should provide not-to-exceed hourly rates that will be used for Task Orders as they are issued. There is no guarantee on the number of hours that will be used.

The hourly rates provided below will not be a scored item for the evaluation of this solicitation, but all responses will be reviewed for cost realism and reasonableness.

The roles listed below are mandatory roles that the bidder must be able to provide the State (See RFP Section V.F. for more detailed role descriptions). Bidders may add additional roles/titles as they see fit. The hourly rates shall be inclusive of labor, overhead, and all other expenses, with the exception of travel costs, which will be factored in as needed on task orders as they are issued to awarded bidders.

These not-to-exceed rates will be fixed for the first two (2) years of the contract. Any request for a price increase subsequent to the first two (2) years of the contract shall not exceed five percent (5%) of the price proposed for the period. Increases shall not be cumulative and will only apply to that period of the contract. The request for a price increase must be submitted in writing to the State Purchasing Bureau a minimum of 120 days prior to the end of the current contract period. Documentation may be required by the State to support the price increase.

**The State reserves the right to deny any requested price increase. No price increases are to be billed to any State Agencies prior to written amendment of the contract by the parties.**

**The State will be given full proportionate benefit of any decreases for the term of the contract.**

Required Personnel Roles (See RFP Section V.F.)		Standard Hourly Not-to-Exceed Rate	Overtime Hourly Not-to-Exceed Rate
1.	Project Manager	156.00	156.00
2.	Senior Advisor for Public Assistance	184.00	184.00
3.	Public Assistance Program Liaison	169.00	169.00
4.	Public Assistance Technical Assistance Liaison	136.00	136.00
5.	Appeals Specialist	136.00	136.00
6.	Senior Debris Specialist	121.00	121.00
7.	Senior Advisor for Hazard Mitigation Assistance	169.00	169.00
8.	Hazard Mitigation Assistance Program Liaison	156.00	156.00
9.	Hazard Mitigation Assistance Benefit-Cost Analysis Specialist	149.00	149.00
10.	Hazard Mitigation Assistance Technical Liaison	121.00	121.00
11.	Lead Individual Assistance Specialist	118.00	118.00
12.	Individual Assistance Specialist	110.00	110.00
13.	Closeout Specialist	125.00	125.00
14.	Disaster Recovery Specialist	121.00	121.00
15.	Accounting Analyst	106.00	106.00
<b>Additional Personnel Roles/Titles (Add Rows as Necessary)</b>		<b>Standard Hourly Not-to-Exceed Rate</b>	<b>Overtime Hourly Not-to-Exceed Rate</b>
16. Subject Matter experts in economic recovery – Certified Economic Developer, Certified Workforce Professional, Certified Economic Development Finance Professional, experienced facilitators for community engagement, researchers, writers and editors for reports, needs assessments, special studies, grant concepts and applications, grant accountability reports and after-action reports.		\$197.00	Not applicable