

ADDENDUM TWO, QUESTIONS and ANSWERS

Date: March 24, 2020

To: All Bidders

From: Annette Walton/Nancy Storant, Buyers
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number 6248 Z1 to be opened April 7, 2020, at 2:00 P.M. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	Section 1: Procurement Procedure Subsection V: Lump Sum or "All or None" Proposals	Page 16 of overall document/page 6 of section	Can the state clarify what it wants submitting firms to submit for a price/cost proposal – Lump Sum or Hourly Rates per required position? Also, can the state clarify where submitting firms should place/submit this cost proposal within its final response document?	Cost will not be part of evaluation. Please see Section V.C. Intent. Costs for all Task Orders will be requested as needed. Please see above.
2.	Section 5: Project Description of Scope of Work Subsection H: Required Staffing Point A: Position Descriptions	Pages 39 and 40 of over document/pages 29 and 30 of section	Can submitting firms add additional positions to the required positions listed in the RFP's scope of services as part of its proposal response?	Yes.
3.	Section I Procurement Procedures Subsection H. Submission of Proposals	3	The IFB requires one hard copy signed original proposal. Would the State consider accepting response proposals via email with a pdf attachment?	No. Please see Addendum One Change in Procurement Procedure. The State will be accepting

				electronically submitted documents via the link provided on the website.
4.	Section I Procurement Procedures Subsection N. RFP/Requirements	4	#4 states Completed Sections II through IV, however Section II Terms and Conditions states bidder should complete Sections II through VI. Please confirm the sections to complete.	The first sentence in Section II. is deleted and superseded with "Bidders should complete Sections II through IV as part of their proposal." See Section I.P. for information on evaluation requirements.
5.	Section V. Project Description and Scope of Work, Subsection H. Required Staffing	30	The description for the Public Assistance Technical Liaison states that "the individual will possess the professional license as required." Can you please clarify which license(s) this individual should possess?	This applies to technical services provided by a contractor that would normally require a professional certification; ie engineering, legal, etc.
6.	Section V. Project Description and Scope of Work, Subsection H. Required Staffing	31	The description for the Hazard Mitigation Assistance Technical Liaison states that "the individual will possess the professional license as required." Can you please clarify which license(s) this individual should possess?	Please see question 5.
7.	Section VI. Proposal Instructions	33	This section documents the requirements that should be met by bidder's response and Cost Proposal. Can the State provide a template for how they want cost presented with the proposal?	The first sentence of Section VI PROPOSAL INSTRUCTIONS will be deleted and superseded with, "This section documents the requirements that should be met by bidders in

				preparing the bidder's response."
8.	General	General	Is the state considering a possible deadline extension and/or postponement of this RFP due to the Coronavirus National Emergency situation?	No. Please see question 1.
9.	RFP Section V.E.1.8,	p. 29	<p>Under Scope of Work, Tasks and Services, the only task/service directly associated with HMGP states: Review HMGP applications for regulatory compliance. As you know, the successful management, administration, implementation, and closeout of the HMGP program requires many tasks. Are these services included in Section h."provide any additional services required for the administration of all grant programs listed under the NFIA of the Stafford Act."?</p> <p>If not, will NEMA consider adding additional HMGP scope to include providing technical assistance to NEMA HM staff, sub-applicant outreach, program/policy guidance, etc.?</p>	<p>This RFP is for overall assistance with federally declared disasters. Please see V.E.</p> <p>NEMA will create an individual task order within the scope of work of the contract to include any additional services required to properly address all elements of the HMGP.</p>
10.	III.A, paragraph 4	16	"By-name personnel	This would apply

			<p>commitments made in the Contractor's proposal shall not be changed without the prior written approval of the State.”</p> <p>As bidders are not explicitly asked to name key personnel in completing Section II through IV or in completing Attachment A, please confirm this applies to proposals in response to Task Orders issued.</p>	<p>to any quotes provided in response to a Task Order request.</p>
11.	V.E.1	28	<p>The bulleted list in the anticipated Scope of Work really does not seem to address IA support, though it does have the catch all phrase “..include, but not limited to:”</p> <p>Given that, is there any specific aspect of IA support that NEMA would like for bidders to address in our response to 1.9 in Attachment A?</p>	<p>NEMA seeks technical assistance related to the administration and delivery of the FEMA Individual Assistance Program. The contractor would be required to consult with state and federal officials to develop a delivery model for IA using the national, regional, state and local NGO and VOAD groups.</p>
12.	V.B	28	<p>It is clear that resultant contracts will be used to support recovery operations for current, or future, federally declared disasters.</p> <p>Might NEMA also utilize it to support closeout activities from prior disasters?</p>	<p>Close out activities associated with a federal disaster declaration in the State of Nebraska are within the scope of this contract.</p>
13.	V.H	29	<p>Does the sentence regarding telework in E.1 on page 28 apply to all</p>	<p>Yes, this requirement applies to all</p>

			positions, including Project Manager?	positions.
14.	V.G.1	29	<p>“Time sheets are due the Monday following the end of a pay period.”</p> <p>Since our firms pay period is 2 weeks long, please provide clarification on just what this means since it does not say Monday following completion of a work week. In other places in the RFP, it appears that weekly time sheets will be required.</p>	Contractor shall be responsible for the weekly documentation of time and activity assigned to the project.
15.	RFP – Required Staffing	Page 29	<p>“The hourly rates shall be inclusive of labor, overhead, travel and all other expenses”</p> <p>Will travel to areas (sub-recipients) throughout Nebraska be expected? If so, will travel expenses be allowed? If not, what is the expected in-state travel by the state?</p>	Hourly rate for Task Orders must include all travel expenses.
16.	VI.A.1	33	Where or in what form does NEMA desire bidder's to provide this separate narrative?	Bidders can provide the response on Attachment A Revision One – Bidder Questionnaire.
17.	Attachment A, 1.6	3 of 4	<p>It appears that NEMA separately desires a summary matrix to be provided in this part of Attachment A, then also to choose three of those projects to provide a narrative description for in accordance with the requirements.</p> <p>Please confirm or clarify</p>	Yes, that is correct.

			if we have misunderstood.	
18.	Attachment A, 1.6.ii	3 of 4	<p>“Bidder and subcontractor(s) experience should be listed separately.”</p> <p>Please clarify if this really only applies in the case where one of the three narratives provided reflects a subcontractor’s experience.</p>	Yes.
19.	A sub-section 1.7 Subcontractors	Page 3 of Attachment A	<p>“If the bidder intends to subcontract any part of this performance hereunder, the bidder must provide:</p> <p>C. Percentage of performance hours intended for each subcontractor and</p> <p>d. Total percentage of subcontractor(s) performance hours.”</p> <p>For the purpose of this proposal as work will be issued by Task Order (TO) and it is unknown the level of effort or tasks that will be assigned, can the response be TBD, or should it be based on the technical approach?</p>	See Attachment A Revision One - Bidder Questionnaire.
20.	Attachment A	Page 3-4	<p>Is the format in Attachment A specifically Corporate experience pages 3 and 4 required, or can the offeror use their own format?</p> <p>If the format (i.e. boxes) are required by the state,</p>	<p>Bidders must submit Attachment A – Revision One Bidder Questionnaire to respond to the corporate questions.</p> <p>Yes.</p>

			can the offeror expand the response section box in order to provide adequate narrative?	
21.	Evaluation of Proposals and Evaluation Criteria document	RFP Page 4 Evaluation Criteria Document	Will cost estimates be scored during the evaluation of proposals? If yes, what format is preferred for cost estimates (None was provided).	No. Please see question 1.
22.	General Question	N/A	If a firm holds contracts with local municipalities, will this be considered a conflict for this proposal?	Yes.
23.	General	N/A	Is there a page limit for proposals?	No.
24.	General	N/A	Will the Offeror be required to provide remote office locations for projects/Task Orders (TOs)?	The contractor may be required to provide remote office locations dependent upon the requirements of the task order.
25.	General	N/A	Would the State please consider allowing for the electronic submission of proposals, in lieu of hard copies, to allow firms to maintain effective social distancing during the COVID-19 pandemic?	Please see question 3.
26.	General	N/A	Would the State please confirm that pricing will not be considered as part of the evaluation of this proposal?	Please see response to question 1.
27.	General	N/A	Does the State anticipate that any PA will be performed under Section 428 alternative procedures? If so, does the State have	Yes. NEMA will assess the applicability of 428 based on the extent of recovery

			any specific goals for 428 usage?	resources, predominant category of work, associated with a disaster event, and the goals for recovery activities.
28.	Section V.C Intent	28	Is there an incumbent vendor for this scope of work? Are they eligible to bid on this RFP?	Yes. Yes.
29.	Section V.C Intent	28	Does NEMA anticipate having multiple vendors working on the same scope of work?	The scenario presented is a possibility.
30.	Section V.H.1	29	Can NEMA provide additional guidance on how rate information should be presented in the response? Is only a rate per identified position required at this time?	Please see response to question 1.
31.	Attachment A – Bidder Questionnaire	Page 1 of 4	Are there any software systems or specific technology in place to administer the scope of work?	Smart Sheets EMMIE FEMA Grants Portal State of NE – Edge 1

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal response.