



M E M O R A N D U M

Business & Finance Services

William V. Husfelt III, Superintendent | Jim Loyed, Chief Financial Officer

TO: Prospective Proposers

FROM: Dan Fuller, GM of Purchasing, Contracting & Materials Mgmt

DATE: November 1, 2021

RE: RFP 22-04 – ADDENDUM NO. 1

Addendum for RFP #22-04 – Disaster Management Financial Recovery Assistance, is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addendum issued by Bay District Schools. This Addendum is hereby made part of the proposal documents.

This Addendum addresses questions from respondents submitted before the cutoff date. All proposers are responsible for receiving and reading Addendums. All Addendums will be posted at <http://www.bay.k12.fl.us/bids> and DemandStar.com.

Q1: Does the Bay District Schools intend the RFP (22-04) to be a stand-by contract for future disaster services or does the Bay District Schools intend for the successful bidder to manage the completion, revision, and closeout of any current FEMA/FDEM disaster grant management, administration, and reimbursement currently underway? If there are any open grants, can you please provide the projects that are open and require completion.

A1: No, this is not intended to be a stand-by contract. Bay District Schools has several outstanding claims with FEMA/FDEM pending from damages sustained during Hurricane Michael.

Q2: The RFP indicates in subsection 5(b) for the proposer to submit 3 references from the past 5 years; however, subsection 10 of the same requires a minimum of 5 references from the past 10 years. Are both sections correct or does one section supersede the other, if so which one?

A2: Information in subsection 5(b) requesting 3 references is in error and should have been corrected prior to release of the RFP. We do request a minimum of five (5) references from the past 10 years.

Q3: Does the Bay County School Board plan to include Disaster Mitigation and/or Other Grants services in this RFP?

A3: No, Bay District has a separate RFP for Disaster Mitigation that resulted in six (6) stand-by contracts. The mitigation contractors we have on contract are not applicable to this scenario, we will have the option to use our disaster management contractor for HMP and HMGP projects. Facilities currently has five of these projects at various stages.

Q4: Does Bay County utilize or require any specific project tracking software other than Florida PA and the FEMA Portal?

A4: No.

Q5: The cover sheet indicates a "Bidder Questionnaire" is required, however, it does not appear a questionnaire has been provided. Would the District please clarify what the bidder questionnaire is or provide a bidder questionnaire if it has been omitted?

A5: Please disregard the "bidder questionnaire." Not required in this RFP.

Q6: The cover sheet indicates "Licenses" are required; however, it does not appear to indicate what licenses are needed. Would the District please clarify?

A6: If an office is set up in Bay County then an occupational license would be required. Insurance requirements are identified in the RFP.

Q7: Regarding purchases of personal property through competitive solicitation. Section 2.11 of the RFP states, "A vendor whose principal place of business is outside this state must accompany any written bid, proposal or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. F.S. 287.084(2)"
Would the District please confirm that a written opinion of an attorney does not apply?

A7: Does not apply

Q8: Section 7.7 of the RFP states, "The contractor shall provide bi-weekly progress reports to the District" and Section 11.0 states, "Professional fees and expenses will be invoiced to the District on a monthly basis and shall reference WEEKLY progress reports submitted to the District."
Would the District please clarify whether the contractor will provide weekly or bi-weekly progress reports?

A8: The District will require a weekly progress meeting, these can be reduced to bi-weekly if the district chooses based on the volume of current work.

Q9: The RFP asks contractors to "provide a listing of required personnel on the Rate Sheet provided in Attachment A." However, Attachment A only provides a sample W-9.

Will the District please provide the required rate sheet mentioned in the RFP or specify if bidders should create a rate sheet template?

A9: That is correct. Attachment A is a sample W9. However, each potential respondent would have their own rate sheet which we would use during the evaluation process.

Q10: In the "Proposal Format and Evaluation Criteria" list, there is no item number nine. Would the District please confirm that there is not another required item not listed?

A10: That is confirmed.

Q11: The RFP states, "All invoices shall be Project Report driven." However, the term "Project Report" does not appear anywhere else in the RFP. Section 7.7 and Section 11 include references to "Progress Reports," while the documents submitted to FEMA for reimbursement are called "Project Worksheets."

Would the District please clarify whether the invoices should be linked to the Progress Reports or to Project Worksheets, or is there another required Project Report, not otherwise mentioned?

A11: Project Worksheet.

Proposers are asked to acknowledge receipt of this Addendum by signing in the space provided and return either separately or with their proposal response, no later than the opening date of November 9, 2021.

Firm/Signature of Proposer

Printed Name

Address

Telephone Number

City, State, Zip Code

e-mail address