



## **Request for Proposals for Disaster Recovery Grant Management and Administration**

### ***Responses to Written Inquiries from Proposers***

**Published: May 28, 2025**

The following questions were submitted to the LHC concerning the above-referenced Request for Proposals for Disaster Recovery Grant Management and Administration, originally published on April 24, 2025.

1. Page 12, Section A: Do you want the Cost Proposal submitted separately?

**Response: The Cost Proposal should be a section of the submitted proposal.**

2. Page 12, Section B: The Technical Proposal evaluation criteria do not total 80 points. Please indicate if there is another criterion or if scoring of existing criteria will be revised.

**Response: LHC is aware of this textual discrepancy. The total points for the Technical Proposal evaluation criteria should total 70 points.**

3. Can LHC confirm that authorized digital signatures are permissible in the signed original Proposal if the original Proposal is clearly marked as such?

*Section II.B. "Number of Copies: Each Proposer shall submit one (1) signed original Proposal which should be clearly marked or differentiated from copies. The original will be retained for incorporation by reference into any contract that may result from this RFP. Three (3) additional copies of the Proposal should be provided for the Evaluation Team, as well as one (1) electronic copy on a CD or USB Flash Drive and one (1) redacted copy, if applicable (see Section II(H) - Proprietary Information for details)."*

**Response: Confirmed**

4. Can LHC confirm if the Technical and Financial should be submitted as one, singular proposal document, or shall the Technical and Financial proposal be submitted separately? If separately, could LHC advise on the number of copies required for each?

*Section II.B. "Number of Copies: Each Proposer shall submit one (1) signed original Proposal which should be clearly marked or differentiated from copies. The original will be retained for incorporation by reference into any contract that may result from this RFP."*

*Three (3) additional copies of the Proposal should be provided for the Evaluation Team, as well as one (1) electronic copy on a CD or USB Flash Drive and one (1) redacted copy, if applicable (see Section II(H) - Proprietary Information for details). "II(H) - Proprietary Information for details).*

**Response: The Technical and Financial sections are to be separate sections of the submitted proposal.**

5. Can LHC confirm in which section of the Technical Proposal that Proposers shall describe its MBE/SBE/WBE participation plan?

*Section II.B. Technical Proposal – MBE/SBE/WBE Initiative*

**Response: These participation plans need be included in the Technical Proposal.**

6. Can LHC clarify which disaster declarations or federally declared events this contract will initially support, if any are currently active?

*Section III.A: "Consultants shall focus on maximizing eligible, allocable federal dollars..." (No specific events listed)*

**Response: LHC is currently responsible for the administration of a number of Community Development Block Grant Disaster Recovery (CDBG-DR) Programs funded through appropriations for the following disasters: Great Floods of 2016, Hurricanes Laura, Delta, Ida and the May 2021 Floods.**

7. Will the awarded consultant be given access to previously submitted Project Worksheets (PWs), grant files, or internal documentation to ensure continuity?

*Section III.A references assistance with "develop, revise, and submit Project Worksheets..."*

**Response: As needed**

8. RFP does not specify onsite vs. remote performance anywhere in the Scope of Work or Proposal Instructions. Will services under this contract require onsite support, or is remote performance acceptable?

**Response: Per Section IV(B), proposed strategy and capability are part of the scoring nexus. LHC cannot advice on how to craft the proposal.**

9. How frequently does LHC expect the performance and status reports (described in Section III.A) to be submitted—monthly, quarterly, or another cadence?

*Section III.A: "Provide written performance and status reports... as requested." (Frequency not defined)*

**Response: LHC expects the reports to be submitted as requested when requested.**

10. Does LHC provide templates or required formats for performance and financial tracking reports, or should proposers include sample formats in their proposals?

*Section III.A: "Provide written performance and status reports..."*

**Response: No**

11. RFP references hourly rates and cost assumptions but does not explicitly define the payment model. Can LHC clarify whether the contract is expected to be time-and-materials, deliverables-based, or structured differently?

**Response: No. This should be part of the cost proposal, and LHC cannot advise on how to craft the proposal.**

12. Is it permissible to include annual escalation language in the proposed rates, especially for the optional out-years of a five-year contract?

*Section V.E: "The cost proposal should state assumptions on which the firm's fee would be predicated..."*

**Response: This should be part of the cost proposal, and LHC cannot advise on how to craft the proposal.**

13. If multiple contracts are awarded, will LHC assign work directly or use a task order process among awarded contractors?

*Section VI.B: "The LHC intends to award a contract to multiple Proposers..."*

**Response: Task order process**

14. Can LHC provide guidance on the specific labor categories that LHC prefers or currently utilizes for staffing purposes? This information will help us ensure that our cost proposal aligns with LHC's expectations and requirements.

*Section V.E: "The cost proposal must provide the basic fee structure and indicate the hourly rates of the various staff members for each of the services anticipated under this RFP. An organizational chart for all staff necessary for the performance of the duties listed in this RFP should also be included, including a schedule of wages and salaries for those included on the organizational chart."*

**Response: Staffing proposals should be prepared to fulfill the duties outlined in the Scope of Services in Section III.**

15. Per the RFP, Page 11, IV. "Evaluation Criteria," (B.) *Technical Proposal* indicates that 80 points are assigned; however, the points referenced in this section only add up to 70 points. Please clarify.

**Response: Please see answer to Question # 2.**

16. According to the RFP, Page 15, Section V. “Proposal Response Format,” items (F) and (G) both reference the “Proposer’s Certification of No Suspension or Debarment.” However, (G) instructs proposers to “Sign and submit Attachment A – Certification Statement.” While Attachment A is included in the RFP, the specific document titled “Proposer’s Certification of No Suspension or Debarment” does not appear to be provided. Could you please clarify whether this certification is a separate document or if it is incorporated within Attachment A?

**Response: Item F is not a provided document but should still be included in the proposal.**

17. For pricing assumptions, can you provide detail on the scale of work, including number of open events, grant programs, projects, and Subrecipients covered by the RFP’s scope of work?

*Section IV.A and V.E. Cost Proposal*

**Response: LHC cannot speculate on future events.**

18. What Grant Management System does LHC utilize?

*Section III.D and IV.B*

**Response: It varies for each program.**

19. Does the Grant Management System have an Application Programming Interface into the Enterprise Resource Planning System?

*Section III.D and IV.B*

**Response: No.**

20. What is the expectation for onsite in Baton Rouge versus work performed remotely/elsewhere?

*Section IV.A and V.E. Cost Proposal*

**Response: Please see answer to Question #8.**

21. Can a Proposer present a bifurcated rate card for onsite versus remote work?

*Section IV.A and V.E. Cost Proposal*

**Response: This should be part of the cost proposal, and LHC cannot advise on how to craft the proposal.**

22. Would statewide site visits/inspections be required?

*Section IV.A and V.E. Cost Proposal*

**Response: As needed.**

23. For hourly rates, what specific positions/levels should be proposed?

*Section IV.A and V.E. Cost Proposal*

**Response: This should be part of the cost proposal, and LHC cannot advise on how to craft the proposal.**

24. Should the maximum fee be proposed for the 3-year term, in total, or some other term?

*Section IV.A and V.E. Cost Proposal*

**Response: This should be part of the cost proposal, and LHC cannot advise on how to craft the proposal.**

25. Is there an incumbent vendor for these services, and if so, is that vendor eligible to re-propose on these services?

*Section III.D and IV.B*

**Response: Yes, and yes they are eligible to re-propose.**

26. Is there a current portfolio of work that the selected consultants will manage? If so, can you provide descriptions of that work and its current status? If not, can you provide descriptions of past projects that may fall under this contract scope as a result of future allocations?

**Response: It is unclear if the selected consultant will be needed to manage any of the currently active CDBG-DR programs. However, the LHC is currently responsible for the administration of a number of Community Development Block Grant Disaster Recovery (CDBG-DR) Programs including but not limited to the following:**

**Great Floods of 2016 Programs**

**Neighborhood Landlord Rental Program (NLRP) I, II & III**

**Piggyback Program**

**Resilient and Mixed Income Piggyback Program (PRIME 1)**

**Soft Seconds (SS)**  
**Multifamily Restoration Loan Fund (MRLF)**  
**Rural Rental Rehabilitation Program (TRRRP)**

**Hurricanes Laura, Delta, Ida & May of 2021 Flood Programs**

**Middle-Market Loan Program (MMLP)**  
**Rental Restoration and Development Program (RRDP)**  
**Resilient and Mixed Income Piggyback Program (PRIME)**  
**Permanent Supportive Housing (PSH)**  
**Rapid Rehousing (RRH)**  
**Soft Seconds Program (SS)**  
**Homeless & Housing Stability Development Program (HHSD)**

27. Is the Corporation looking for separate contractors for program management and financial management?

**Response: No.**