

III. FOUR (4) PREFERRED METHODS OF PROCUREMENT



PROCUREMENT **TOOLBOX**

III. FOUR (4) PREFERRED METHODS OF PROCUREMENT

WHAT DO I NEED? CATEGORIES + SIZE OF CONTRACTS

Both the category of purchase and size of the Contract determine the requirements for procurement.

It is important to know:

- Check your procurement policies. If they are more restrictive than Federal law, follow the MOST restrictive rule.
- Responses ONLY count if they are responsive AND responsible.
- FEMA requires a *minimum* of **two (2)** responses for **Contracts** in **excess** of the **Simplified Acquisition Threshold (SAT)** and a *minimum* of **three (3)** responses for Contracts *equal* to or *less* than the SAT.
 - » The SAT is currently \$150,000. This threshold is periodically adjusted for inflation. Check with your GOHSEP State Applicant Liaison (SAL) for current threshold. [SOURCE: 2 CFR 200.88]

CATEGORY OF PURCHASE	SIZE OF CONTRACT	FEDERAL REGULATIONS (44 CFR 13.36 + 2 CFR 200.318-323)	YOUR POLICY
MATERIALS + SUPPLIES	Less than \$3,500	No solicitation required.	Check your procurement rules. If the rule is more restrictive than Federal law, follow the most restrictive rule.
	\$3,500 - \$9,999	Quotes required.	
	\$10,000 - \$30,000		
	Greater than \$30,000		
	Greater than \$100,000/\$150,000		
PUBLIC WORKS	Less than OR equal to \$150,000	Quotes required.	
	Greater than \$150,000	Bid required.	
SERVICES (EXCEPT FOR A/E)	Less than OR equal to \$150,000	Quotes required.	
	Greater than \$150,000	Bid required.	
A/E SERVICES	ANY size	Bid required.	
STATE COOPERATIVE PURCHASE (SCP)	ANY size	Authorized under 44 CFR 13.36(b)(5) and 2 CFR 200.318(e)	



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HOW MUCH IS THIS CONTRACT GOING TO COST?

Cost or price analysis is an essential component of the process associated with procurements under Federal disaster assistance.

Cost Analysis

Subrecipients (Applicants) must perform a **cost** or **price analysis** in connection with every procurement action (including Contract modifications). The method and degree of analysis depends on the facts of each situation. Here's what you need to know:

- A cost analysis is simply a **comparison** of the Subrecipient's (Applicant's) costs to the **current market prices**, with an explanation of why the Subrecipient (Applicant) feels their costs were **reasonable**.
- The Subrecipient (Applicant) is responsible for **submitting documentation** to support the reasonableness of its costs in complying with the scope of work.
- FEMA considers numerous factors in determining the **reasonableness** of a Subrecipient's (Applicant's) costs. Some of the most important factors include:
 - » A **comparison** of the costs to **current market price** for similar goods or services based on:
 - **Historical documentation** from the Subrecipient (Applicant) or from the area;
 - **Published unit costs** from national cost estimating databases, such as RSMeans, CostWorks and Exactimate; and/or
 - **Internet searches** showing current prices.
 - » Whether costs were **escalated** because of any of the following factors:
 - **Shortages** in equipment, materials, supplies, labor or Contractors — and whether the Subrecipient (Applicant) had opportunity to obtain more reasonable pricing;
 - **Project-specific complexities** such as environmental / historic issue, remote location, unique service with few providers, extraordinary level of effort, etc.; and
 - Whether the Subrecipient (Applicant) **deviated** from its established practices.

Emergency + Exigent Circumstances

Did **emergency or exigent circumstances** exist? Both emergency and exigent circumstances mean circumstances that call for **immediate actions**.

- An emergency means an unexpected and usually dangerous situation that typically involves a threat to lives, public health or safety, or improved property.
- Exigent circumstances are urgent, however, they are not limited to dangerous situations. For example, **FEMA has determined that reopening schools may qualify as an exigent circumstance**.

As noted previously, during emergency or exigent circumstances, **competitive solicitation** of goods or services is sometimes NOT feasible. **If Subrecipients (Applicants) practice non-competitive procurement during an exigent period, they will have to conduct a Cost Analysis to show that costs were reasonable under the circumstances.**

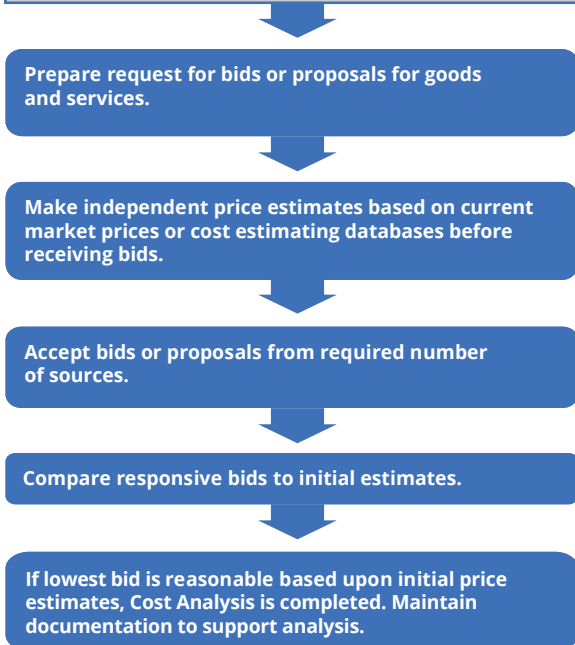


COST ANALYSIS FLOWCHARTS

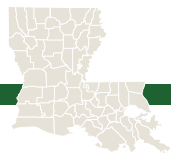
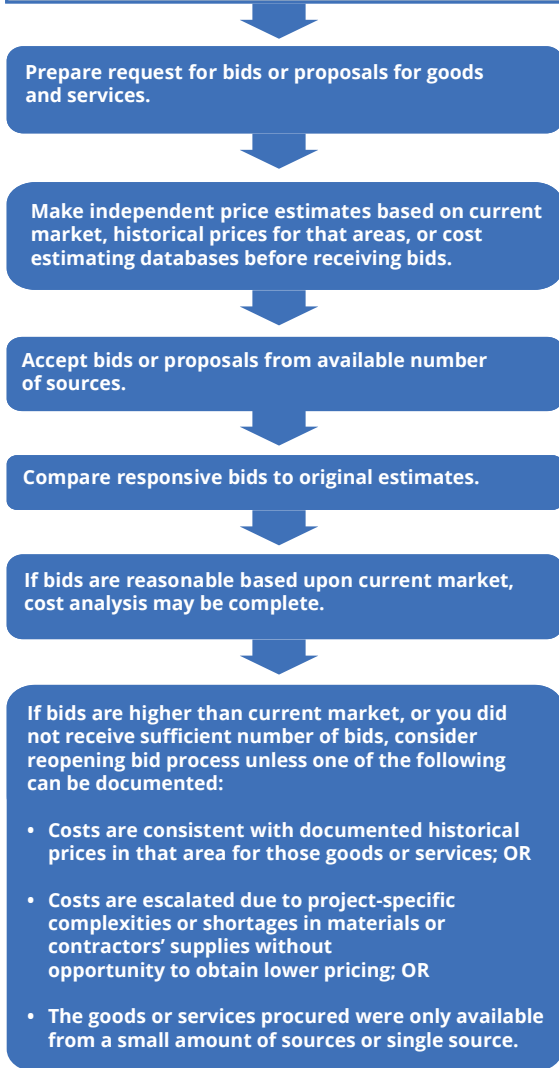
EMERGENCY PROCUREMENT



PRICE ANALYSIS WITH COMPETITIVE PROCUREMENT



COST ANALYSIS WITHOUT ADEQUATE COMPETITION, OR USING A SOLE SOURCE PROCUREMENT



COST ANALYSIS CHECKLIST

Cost Analysis establishes cost reasonableness through comparison to recognized standards. To ensure your *Cost Analysis* is complete, use this checklist.

1. BACKGROUND OF PROJECT:	
<input type="checkbox"/>	Date prepared
<input type="checkbox"/>	Prepared by
<input type="checkbox"/>	FEMA disaster number
<input type="checkbox"/>	Subrecipient (Applicant)
<input type="checkbox"/>	Federal Information Processing Standard (FIPS) code
<input type="checkbox"/>	Project title and name of facility
<input type="checkbox"/>	Facility address
<input type="checkbox"/>	Category of work and Project Worksheet (PW) number
<input type="checkbox"/>	Vendor's cost analyzed
<input type="checkbox"/>	Attachments (references, supporting documentation, etc.)
2. DESCRIBE KEY POINTS OF YOUR COST ANALYSIS:	
<input type="checkbox"/>	Project history (focus on vendor[s] <i>Scope of Work</i> [SOW])
<input type="checkbox"/>	Issue: State the reason for the <i>Cost Analysis</i>
<input type="checkbox"/>	<i>Cost Analysis</i> process
<input type="checkbox"/>	<ul style="list-style-type: none"> State the SOW as it appears in the PW
<input type="checkbox"/>	<ul style="list-style-type: none"> Segregate the Project's eligible and ineligible costs. It is important to identify and include both.
<input type="checkbox"/>	<ul style="list-style-type: none"> Identify costs expended by the Subrecipient (Applicant) that require Cost Analysis.
<input type="checkbox"/>	<ul style="list-style-type: none"> Identify the methods to justify the comparable cost estimation: <ul style="list-style-type: none"> » Use like and in-kind comparisons from various resources (i.e., RSMMeans, BNI Costbooks, Marshal & Swift, Internet, catalogues, historical data, average market prices, etc.)
<input type="checkbox"/>	Adjust those comparables to account for any relevant differences such as: <ul style="list-style-type: none"> Inflation (time value of money) Price volatility in raw materials
<input type="checkbox"/>	Explain ways in which your selected comparables are alike
3. CONCLUSION + RECOMMENDATION (IF APPLICABLE):	
<input type="checkbox"/>	Is the cost reasonable or not?



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EXAMPLE COST ANALYSES

The following examples are NOT a specific format for *Cost Analysis*. The examples are offered as Best Practices and are not comprehensive.

EXAMPLE 1: COST OF LABOR + EQUIPMENT

Date Prepared:	[MM/DD/YY]
Prepared By:	GOHSEP Technical Team
FEMA Disaster No.:	[# AND NAME]
Subrecipient (Applicant):	[AGENCY]
FIPS:	[123-456789-00]
Project Title/Facility:	[VARIOUS AGENCY BUILDINGS]
Facility Address:	[VARIOUS LOCATIONS]
Category of Work & PW Number(s):	[CAT B, PW#1234]
Cost Analyzed:	\$16,125.00
Purpose:	Cost reasonableness
Attachment(s):	Attachment 1

PROCUREMENT BACKGROUND

Hurricane [XXXX] delivered very high wind velocities and heavy flooding throughout [AGENCY]. [AGENCY] lost electrical service to several buildings. It was necessary for [AGENCY] to maintain fully operational capacity for the protection, public safety and health of the population of [AGENCY]. To facilitate essential services, [AGENCY] contracted with [THE VENDOR] to energize emergency power generators.

Due to the resulting damage caused by Hurricane [XXXX], namely the lack of electrical power, [AGENCY] contracted with The Vendor to supply labor and the necessary equipment to connect and disconnect numerous generators to various buildings at several agency locations.

The public exigency or emergency for the requirement did not permit a delay resulting from competitive solicitation and as such [AGENCY] entered into a noncompetitive procurement, according to 2 CFR 200.320(f)(2) (Procurement by Noncompetitive Proposals).

COST ANALYSIS

- Develop a detailed list of tasks and subtasks, based on the services requested in the RFP/RFQ.
- Estimate the number of hours needed to complete each task and divide among staff with a variety of hourly rates.
- Estimate materials, supplies, services or other direct costs to complete each task.
- Apply overhead rate if applicable to appropriate cost base for each task.
- Apply profit rate if applicable to appropriate base for each task.
- Sum all the elements of cost and profit for the task.



PROCUREMENT TOOLBOX

A comparative cost analysis was prepared based on RSMeans Commercial New Construction 1st, 2nd, 3rd or 4th Quarter **20XX** (as appropriate) which was been adjusted to the City index code location using non-union open shop rates (or union rates if stated in contract) and RSMeans Crew **20XX** Open-Shop. The **20XX** pricing was adjusted by using the United States Department of Labor, Bureau of Labor Statistics CPI (Consumer Price Index)/RSMeans Historical Cost Index (as the case may be) inflation calculation factor to reflect the **20XX** value.

The FEMA *Cost Estimating Format* (CEF) is used as a cost analysis, reasonableness tool. Using the CEF system, a minimum of six (6) of the ten (10) largest item costs, from **[THE VENDOR'S]** invoice, are checked against industry standard construction cost data. Secondly, a minimum of 25 percent of the remaining cost items were checked against industry standard construction data. Effectively, 50 percent of the total invoices or contract must be analyzed. The item costs checked are deemed reasonable when they are not greater than 10 percent of the industry standard construction cost data (see FEMA CEF for Large Projects Instructional Guide V2.1, September 2009 Part E: Cost Escalation Allowance page 8-1). For this *Cost Analysis*, **XX%** of the invoiced amount was sampled using the CEF tool.

Given the nature of the emergency and the utmost urgency to restore electricity, **[THE VENDOR]** was called out in adverse conditions resulting in overtime charges. This "after-hours call out" rate equals one and one-half times the regular hourly billable rate. The rate of 150% is nationally recognized as a standard for overtime. RSMeans #012157500020 grants an allowance up to double the regular hourly rate.

INVOICE ITEMS	APPLICANT'S CONTRACTOR PRICE ELECTRIC	ADJUSTED 20XX COMPARISON PRICE	TOLERANCE RATIO
Labor + Equipment	\$13,125.00	\$12,708.21	+3%

Acceptable tolerance ratio is not to exceed +10% of the adjusted comparison price.

Attachment #1 – The Cost Comparison Worksheet which compares **[THE VENDOR'S]** invoiced amount with **20XX** RSMeans adjusted values. **[THE VENDOR]** invoiced bundled the individual elements which included labor and transportation to and from the job site. Using RSMeans, each element of the job was individually listed.

CONCLUSION

Following a complete review of **[THE VENDOR'S]** invoices and comparing those line items to adjusted values, **[AGENCY]** paid a fair and reasonable amount for the services billed.

APPROVAL

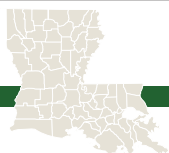
Print Name

Signature

Date

Title

Comments:



EXAMPLE 2: ONLINE QUOTE COMPARISON

To:	GOHSEP
From:	[AGENCY]
Date:	April 13, 2015
RE:	Cost Reasonableness for Flood Control Measures, [AGENCY] PW #1234, Hurricane Vic

During the emergency period for Hurricane Vic, to protect homes and business from rising storm surge, I contacted Tiger Dams R Us on July 28, 2007, to rent an inflatable levee system. Without obtaining these items, thousands of homes would have suffered from massive flooding.

The price I was quoted was \$350.00 per day for Tiger Dams™. I opted to rent the inflatable levee system with Tiger Dams™ for that price. A copy of the invoice has been attached to this memo for your review.

Prior to Hurricane Vic, in 2004 during Hurricane Taz, we had also rented tiger dams from this same vendor at the rate of \$350.00 per day. Please find attached to this memo a copy of the invoice from that occurrence.

On today, January 4, 2015, I got a quote via the internet from another vendor, Inflatable Levees R Us, for the same Tiger Dams™ and their rate is \$365.00 per day. Attached to this memo is a copy of that internet search for your review. Considering inflation, the additional \$15.00/day is not considered excessive. This can be verified by adding the Consumer Price Index (CPI) to the 2007 price. The new price can be determined by multiplying the \$350.00 cost times CPI over 8 years.

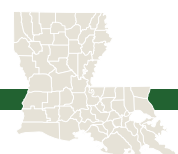
PRICE COMPARISON

The below chart is a recap of the price comparison which we performed:

COST COMPARISON FOR TIGER DAM™ RENTAL		
2004, Tiger Dams R Us	2007, Tiger Dams R Us	2015, Inflatable Levees R Us
\$350.00/day	\$350.00/day	\$365.00/day

ADDITIONAL COMMENTS

Tiger Dams R US was the only vendor who could meet our urgent need and time line during the rising storm surge of Hurricane Vic in 2007. Additionally, and moreover, the price that they charged [AGENCY] during Hurricane Vic has been proven to be reasonable based on the above comparisons. Therefore, please accept this Memo as demonstrating cost reasonableness for the \$350.00/day Tiger Dams™ that we rented during the emergency period of Hurricane Vic.



EXAMPLE 3: A + E SERVICES ADDITIONAL TO FEE CURVE

COSTS ANALYSIS:

Date Prepared:	MM/DD/YY
Prepared By:	[AGENCY]
FEMA Disaster No.:	DR1603 - LA Hurricane Katrina
Subrecipient (Applicant):	[AGENCY]
FIPS:	99999
Project Title/Facility:	AGENCY- SOIL BORING AND GEOTECHNICAL STUDY
Facility Address:	[VARIOUS LOCATIONS]
Category of Work + PW Number(s)	CATEGORY D - 9999, 9999, 9999
Analyzed:	Cost for Soil Boring and geotechnical study
Purpose:	Determine cost reasonableness for soil boring invoiced by contractor
Attachment(s):	1. Contract Amendment 2. Invoice

PROJECT HISTORY

On 29 August 2005, high winds, heavy rains and a storm surge from Hurricane Katrina caused damages to the town of [AGENCY'S] drainage pumping system. The entire system was submerged in saltwater. The system consists of 10 pump stations with electric pumps mounted on platforms.

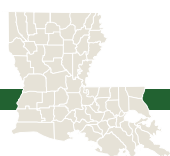
To facilitate the repair, [AGENCY] contracted with [NAME OF ENGINEERING FIRM] to provide preliminary engineering analyses and design, final design, and construction inspection and administration for all 10 pump stations. The scope of work as part of the Hazard Mitigation effort was to elevate the equipment platforms by an additional five (5) feet. The new platforms were constructed using pilings which depend on the soil properties underneath. In order to select pile diameter and maintain adequate pile bearing capacities, a soil investigation was necessary for each proposed equipment platform. The [NAME OF ENGINEERING FIRM] sub-contracted with [NAME OF SUB-CONTRACTED SPECIALTY FIRM] to provide these additional services. Geotechnical services consisted of soil test borings, laboratory testing, engineering analyses and reporting. The sub-contractor provided soil testing services at a Fixed Price of \$3,500.00 per site totaling \$35,000.00 for 10 sites.

ISSUES

After Hurricane Katrina, [AGENCY] engaged the services of [NAME OF ENGINEERING FIRM] to assess damages and provide technical assistance and project management. [NAME OF ENGINEERING FIRM] secured a sub-contract from [NAME OF SUB-CONTRACTED SPECIALTY FIRM] to provide additional specialty services. Therefore a Cost Analysis is necessary to show cost reasonableness. Note that a Cost Analysis performed on MM/DD/YYYY showed that the cost for basic engineering services provided by [NAME OF ENGINEERING FIRM] was reasonable based on FEMA cost curves for A/E services.

COST ANALYSIS

Soil exploration is categorized by FEMA as a special engineering service and not part of the basic professional services for design and construction presented in the FEMA curves. In addition to the basic engineering services, special engineering



services such as engineering survey, soil investigation, inspection, and feasibility studies are eligible for funding per *FEMA Public Assistance Cost Estimating Tool for Engineering and Design Services*, pg.3 (12/18/2015).

The costs associated with special engineering services should demonstrate cost reasonableness. In order to determine the cost reasonableness for the soil investigation services, the sub-contract was reviewed to determine the scope of work. The scope of work per invoices is as follows:

Soil boring shall consist of:

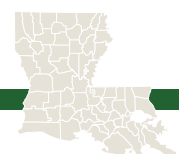
- A total of 10 soil borings shall be completed;
- Each soil boring shall be 75 ft;
- Soil boring shall be sampled at 5-ft intervals using a 3-in tube sampler; and
- Soil boring shall be grouted upon completion.

Geotechnical analysis shall consist of:

- A location plan of the performed soil borings with Global Positioning System (GPS);
- Boring logs reflecting sample depth in North American Vertical Datum of 1988 (NAVD 88);
- A summary of the laboratory test data;
- A discussion of the subsoil and ground water conditions at the site;
- Modulus of horizontal reaction;
- Pile curves for different pile diameters;
- Estimate of settlement; and
- Recommendation and conclusion.

Based on the scope of work (SOW) provided by the sub-contractor, [AGENCY'S] Technical Team developed a line item cost estimate using RSMeans/CostWorks cost estimation resources. The cost estimated for soil investigation for each location is \$4,545.00 (see table below). Therefore, the cost expended by the applicant for soil investigation services is reasonable.

COSTWORKS 2011 - [AGENCY - SOIL INVESTIGATION]						
QTY	CSI NUMBER	DESCRIPTION	UNIT	BARE LABOR	BARE EQUIP.	TOTAL INCL. O&P
1.0	01 450 500 5150	Soil testing, shear tests, triaxial, maximum	Ea.	0.00	0.00	525.00
1.0	01 450 500 5350	Soil testing, shear tests, direct shear, ASTM D 3080, maximum	Ea.	0.00	0.00	395.00
1.0	02 210 120 0100	Subsurface investigation, boring and exploratory drilling, drawings showing boring details	Total	264.00	0.00	330.00
1.0	02 210 120 0200	Subsurface investigation, boring and exploratory drilling, report and recommendations from Professional Engineer (PE)	Total	615.00	0.00	770.00
1.0	02 210 120 0300	Subsurface investigation, boring and exploratory drilling, mobilization and demobilization, minimum	Total	180.00	206.00	500.00
1.0	02 210 120 1400	Subsurface investigation, boring and exploratory drilling, drill rig and crew with truck mounted auger, includes bit, layout and set up	Day	715.00	825.00	2,025.00
Totals				\$1,774.00	\$1,031.00	\$4,545.00



PROCUREMENT TOOLBOX

Contract Cost: \$3,500.00

Agency's Estimated Cost: \$4,545.00

Variance: \$1,545.00

Management Approval:

Print Name

Signature

Date

Title

Comments:

DISCLAIMER: The analysis for Additional Services may be obscured since such costs are incurred before the project begins and accurate comparisons to overall project costs cannot be obtained.



HOW DO I PROPERLY PROCURE? FOUR (4) PREFERRED METHODS OF COMPETITIVE PROCUREMENT

There are several methods for procuring goods and services. The chart below identifies four (4) methods of procurement – and the exception – and describes when to use each.

METHOD OF PROCUREMENT	WHEN TO USE
MICRO-PURCHASES	<ul style="list-style-type: none"> Does not apply to grant awards OR Presidential Declarations (PDs) prior to 12/26/2014. Applies to purchases less than OR equal to \$3,000 (increased to \$3,500 on 10/1/2015). No solicitation required. Subrecipient (Applicant) determines reasonableness.
SMALL PURCHASES	<ul style="list-style-type: none"> Applies to purchases less than OR equal to the Simplified Acquisition Threshold (SAT).¹ Only quotes required. A minimum of three (3) written or telephone quotes from qualified sources. Purchases of commercial products sold in substantial quantities to the general public. <ul style="list-style-type: none"> » Limited by State law to contracts for supplies and materials <i>less than \$10,000</i>. » Item must meet the definition of commercial product.
SEALED BIDS	<ul style="list-style-type: none"> Preferred for construction. Fixed price. Publicly advertised and publicly opened. Two (2) or more responsive and responsible bidders. (Rejected bidders are not considered responsive.) Awarded to lowest, responsive, responsible bidder. Any OR all bids may be rejected for a sound, documented reason.
COMPETITIVE PROPOSALS	<p>General</p> <ul style="list-style-type: none"> Must have more than one (1) responsive and responsible bidder. Must be publicized to maximum extent practical. Must have written procedure for conducting evaluations and award (See REQUIRED Written Procedures). <p><i>Request for Proposals (RFP)</i></p> <ul style="list-style-type: none"> Price a criteria for selection. Contract awarded to firm offering best value. <p><i>Request for Qualifications (RFQ)</i></p> <ul style="list-style-type: none"> Limited to Architecture and Engineering (A/E) services. Qualifications only criteria selection. Price negotiated after selection based on cost analysis.
EXCEPTION: NONCOMPETITIVE PROPOSALS	<ul style="list-style-type: none"> Available only from a single source, OR Used when insufficient number of responses received, OR Used in emergency or exigent circumstances. Always requires a cost analysis.

¹ The threshold is dependent upon the date of issuance of the grant or the Presidential Declaration. For grants awarded before 12/26/2014, the SAT is \$100,000. For grants awarded after 12/26/2014, the threshold is \$150,000. Adjusted annually for inflation according to the Consumer Price Index (CPI).



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MINORITY + DISADVANTAGED BUSINESS ENTERPRISES (DBE)

2 CFR 200.321 requires grant applications to take all affirmative steps to assure small and minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.

Specific steps to fulfill this vendor diversity requirement include:

- Placing **qualified** small and minority businesses and women business enterprises on **solicitation lists**;
- Assuring that small and minority businesses and women business enterprises are **solicited** whenever they are potential sources;
- **Dividing total requirements**, when economically feasible, into **smaller tasks** or **quantities** to permit participation by small and minority business and women’s business enterprises;
- Establishing **delivery schedules** – where the requirement permits – which encourage participation by small and minority businesses and women’s enterprises;
- Using the **services** and **assistance**, as appropriate, of such organizations as the **Small Business Administration** (SBA) and the **Minority Business Development Agency** of the **U.S. Department of Commerce** (DOC); and
- Requiring the **Prime Contractor**, if subcontracts are to be let, to take the **affirmative steps** listed in items (1) through (5) of this section.

Minority + DBE: Contact Information

Contact these resources for more information on minority and disadvantaged business enterprises.

BATON ROUGE

Legislative Black Caucus

Cynthia Buggage, Executive Director
 State Capitol Building
 P.O. Box 44003
 Baton Rouge, LA 70804
 225-342-7342
lbc.louisiana.gov

Louisiana Women’s Caucus

Trin Johnson, Executive Director
 P.O. Box 44188
 Baton Rouge, LA 70804
 225-342-0334
llwc@legis.la.gov

Louisiana Department of Transportation

Dr. Shawn Wilson, Secretary
 1201 Capitol Access Road
 Baton Rouge, LA 70802
 225-379-1232
dotd.la.gov

City of Baton Rouge Purchasing Dept.

Patti Wallace, Director
 222 St. Louis St. , Room 826
 Baton Rouge, LA 70802
 225-389-3259
purchasinginfo@brgov.com



Louisiana Economic Development

Mandi Mitchell, Assistant Secretary
617 North Third Street
Baton Rouge, LA 80802
800-339-3146

opportunitylouisiana.com

East Baton Rouge Parish School System

John Smith, Fair Share Coordinator
1120 Government St., Bldg. C, Room 210
Baton Rouge, LA 70802
225-226-3725

ebschools.org

Louisiana Municipal Association

700 North 10th Street
Baton Rouge, LA 70802
800-234-8274

lma.org

LAFAYETTE

Procurement Technical Asst. Center

John Gallagher, Executive Director
635 Cajundome Blvd., Room 127
Lafayette, LA 70506
337-482-6422

Greater Southwest Louisiana Black Chamber of Commerce

Courtney Reynolds, President
100 Surrey Street
Lafayette, LA 70501
337-314-9499

gslbcc.org

LAKE CHARLES

Southwest Louisiana Entrepreneurial and Economic Development (SEED)

Center of Lake Charles
Adrian Wallace, Director
4310 Ryan Street
Lake Charles, LA 7065
337-433-0977

seedcenterswla.com

MONROE

North East African American Chamber of Commerce

Learles Lloyd, Principal
602 North 5th Street
Monroe, LA 71201
318-323-0214

louisiana.gov

NEW ORLEANS

Goodwork Network

Hermione Malone, Executive Director
2028 Oretha Castle Haley Blvd.
New Orleans, LA 70113
504-309-2073

goodworknetwork.org

City of New Orleans Office of Supplier Diversity

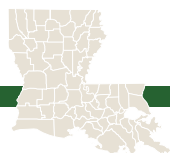
1340 Poydras Street, Suite 1800
New Orleans, LA 70112
504-658-4904

supplierdiversity@nola.gov

New Orleans Regional Black Chamber of Commerce

P.O. Box 58035
New Orleans, LA 70158
504-948-0991

info@norbchamber.org



Minority Business Development Agency

Alvin Williams, Project Director
 400 Poydras St., Suite 1965
 New Orleans, LA 70130
 504-293-0400
mbda.gov

Small Business Administration

Michael Ricks, District Director
 365 Canal St. Suite 2820
 New Orleans, LA 70130
 504-589-6685
sba.gov/offices/district/new-orleans

Southern Regional Minority Supplier Development Council

400 Poydras, Street, Suite 1960
 New Orleans, LA 70130
 504-293-0400
srmsdc.org

Urban League Women's Business Ctr.

Klassi Duncan, Director
 Tulane Ave, Suite 301
 New Orleans, LA 70130
 504-620-9647
urbanleaguenueworleans.org

Women's Business Enterprise Council South

Phala K. Mire, President
 2800 Veterans Memorial Blvd, Suite 180
 Metairie, LA 70002
 504-830-0149
wbcsouth.org

SHREVEPORT

Shreveport Fair Share

Attention: Karen M. Barnes, Coordinator
 P.O. 31109
 Shreveport, LA 71130
 318-673-5060
shreveportla.gov

Caddo Parish Purchasing

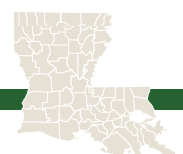
Valerie Jamison-Gunn, Purchasing Manager
 505 Travis St., Suite 850
 Shreveport, LA 71101
 318-226-6903, ext. 2
caddo.org

Shreveport-Bossier African American Chamber of Commerce

Jonathan Reynolds, Director
 1315 Milam St.
 Shreveport, LA 71101
 318-220-9098
sbaacc.org

Learn More

- sam.gov
(Central Contractor Registration)
- www.sp.dotd.la.gov
(LA DOTD - Certified DBE Contractors)
- wbcsouth.org
(Women's Business Council Gulf Coast)
- smallbiz.louisianaeconomicdevelopment.com
(Certified Small and Emergency Businesses)
- www.minorityprofessionalnetwork.com
(Metro Area Multicultural Diversity)
- blackownedbiz.com
(Black Owned Businesses in New Orleans)



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EXAMPLE REQUEST FOR PROPOSALS (RFP) FOR SERVICES

[DESCRIBE]

When the nature of a procurement does NOT *lend* itself to sealed bidding and the SUBRECIPIENT (Applicant) expects more than one (1) source will be willing and able to submit an offer of proposal, a *Request for Proposal* (RFP) may be used.

This method is most often used for professional services associated with construction, including project management and construction management.

Essential to the RFP process are:

- Public announcement;
- Solicitation from adequate sources; and
- Disclosure of the evaluation factors and their importance.

Award to the most responsive and responsible firm is expected to result.



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Request for Proposals (RFP) for _____ services
 [DESCRIBE]

Instructions to Proposers

_____ hereinafter referred to SUBRECIPIENT (Applicant) announces this
 [AGENCY]
 request for proposals for _____ services.
 [DESCRIBE]

I. Proposal Instructions

A. CRITERIA FOR EVALUATION

The proposal should address each of the following criteria:

1. **Costs**
2. **Qualifications**
3. **Prior Experience and References**
4. **Required Information**
5. **Methodology**

Read each Section carefully and provide detailed information. Complete this *Request for Proposal (RFP)* form in its entirety.

B. SUBMISSION OF PROPOSAL

Each proposal shall be in a sealed envelope and clearly marked as follows:

1. Company name and address
2. Date and time of proposal opening
3. RFP #

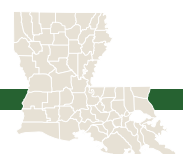
Each sealed envelope shall contain one (1) original proposal and two (2) copies. Sealed proposals will be received at the
 SUBRECIPIENT (Applicant) at _____ and _____.
 [ADDRESS] [DATE] [TIME]

All proposals which have been duly received will be publicly opened in the Conference Room at the SUBRECIPIENT (Applicant) Office.

C. PROPOSAL CONFERENCE MEETING (MAY BE INCLUDED AT SUBRECIPIENT'S DISCRETION - IF USED, MAKE MANDATORY)

A Proposal Conference Meeting will be held at _____ in the
 [CITY / PARISH / TOWN]

 [ROOM] [ADDRESS] [DATE]
 and _____. **Attendance at this proposal conference is MANDATORY.**
 [TIME]



II. Evaluation

Proposals will be evaluated and scored by a committee appointed by the Subrecipient, based upon the content of the proposals. Each area will be weighted as follows:

Costs	%
Qualifications	%
Prior Experience/References	%
Required Information	%
Methodology	%
TOTAL	100%

III. Requests For Proposals

A. DEFINITIONS

1. Services means work rendered by an independent Contractor who possesses specialized knowledge, experience, and expertise to perform _____ services.
[DESCRIBE]
2. Proposal means the written response to a *Request For Proposals Submitted To* the SUBRECIPIENT (Applicant).
3. Proposer is one who submits a proposal for a Contract with the SUBRECIPIENT (Applicant) to furnish the services and such incidental reports thereto which are required for the performance of any such services.

B. PROPOSER'S QUALIFICATIONS/REFERENCES

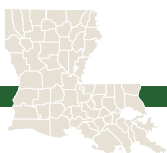
1. Proposers shall include with their proposals a description of the firm's qualifications to include a specific list of personnel assigned to this project and their qualifications.
2. Proposers shall supply a list describing previous, similar work done by subject area, with whom (governmental agency or private business), the names and addresses of contact persons for each client listed, and the number of years prior experience doing emergency work.

C. LENGTH OF TIME

Each proposer should include information in their proposal as to the length of time needed to initiate services, broken down by phases, if phasing is necessary.

D. METHODOLOGY

Each proposer should include the proposed methodology for accomplishing the project with a precise statement of what the SUBRECIPIENT (Applicant) will receive as an end product of the project.



E. INTERPRETATION OF THE PROPOSAL

1. Proposers shall promptly notify the designated individual of the SUBRECIPIENT (Applicant) of any ambiguity, inconsistency or error that they discover upon examination of the request for proposals.
2. Proposers requiring clarification or interpretation of the *Request For Proposals* shall make a written request to the SUBRECIPIENT (Applicant) Attn: _____ at least seven (7) days prior to the date for receipt of the proposal.
[NAME]
3. Any interpretations, corrections or changes of the *Request For Proposals* will be made in writing. Interpretations, corrections or changes of the request for proposals made in any other manner will not be binding and proposer shall not rely upon such interpretations, corrections or changes.

F. CONSIDERATION OF PROPOSALS

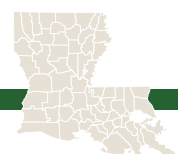
Proposals will be opened publicly on the assigned date. Each proposal remains valid and binding up to and including [___ days] after the date set for the receipt of any proposal. The SUBRECIPIENT (Applicant) may accept any proposals and award a Contract within one hundred twenty days of the date for receipt of any proposal. If the SUBRECIPIENT (Applicant) does not make an award within [___ days] of the date set for the receipt of any proposal, all proposals will be considered rejected.

G. FORM OF AGREEMENT

The form of the Contract to be used will depend upon the nature and scope of the services selected by the SUBRECIPIENT (Applicant).

IV. Required Information From Proposers

- A. Name, address, and telephone number.
- B. If a corporation, the State of incorporation and date, a list of the shareholders, the names, and addresses of its Board of Directors and its officers; if a partnership, the names and addresses of all general and limited partners; and if a joint venture, the names and addresses of all parties participating in the venture.
- C. All information required in Section I. B of preceding instruction section of this request for proposals.
- D. Identification, names, and addresses of all subcontractors or other parties engaged or to be engaged by the proposer.
- E. Outline of proposed services and mechanism and alternate mechanisms, if any to perform the required services.
- F. Description of the previous experience of the proposer, especially involvement with public or municipal entities.



- G. List of present and past clients including a contact person with name, address, and telephone number, and other references.
- H. Vitae, including any special license information of the proposed project director, key project personnel, and/or Contractors.
- I. Certificate of Insurance as outlined in the attached **Contractor Contractual Insurance Requirements** and proof of its ability to provide performance bonds.
- J. The fee or compensation to be paid to the Contractor for all or any of the proposed services must be included in the proposal. Compensation rates shall include taxes and insurance and must be based on unit prices.
- K. Proposers shall include with their proposals a description of the firm’s qualifications to include a specific list of personnel to be used in this project and their qualifications.
- L. Proposers shall supply a list describing previous, similar work done by subject area, with whom (governmental agency or private business) and the names and addresses of contact persons for each client listed.

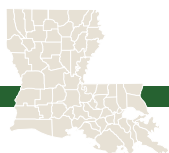
V. Additional Information For Proposers

- A. Any proposer should be prepared for a formal interview with the staff, if so required.
- B. All proposers are required to sign the attached **Non-Collusion Statement** and any other attached statement(s).
- C. Supplies and equipment necessary to perform operational services shall be the responsibility of the contracted firm(s).

VI. Scope Of Work

The scope of work includes, but is not limited to, the following:

[CLEAR SCOPE OF WORK THAT DOES NOT UNFAIRLY LIMIT COMPETITION IS REQUIRED.
ACCURATELY DESCRIBE SCOPE OF WORK TO BE PREFORMED]



VII. Criteria + Costs Specifications/Proposals

The following specifications have been prepared by SUBRECIPIENT (Applicant) setting forth those items deemed necessary by our personnel.

Only Contractors with experienced, trained, professional personnel directly employed or supervised by the Contractor will be considered. The Contractor or its subcontractors shall have the skill, knowledge, proficiency, and other necessary qualifications to perform the services as specified.

The successful Contractor, herein referred to as the Contractor, must have been in the business of

[_____ services] for [___ years].
[DESCRIBE]

The Contractor shall exercise all required safety measures to conduct work in a safe manner and shall adhere strictly to all Federal, State, and Parish regulations, rules, and requirements. Safe tools and personal protection equipment must be provided for the job by the Contractor. The Contractor shall do everything necessary to protect the life, health, safety, and welfare of their employees, of the SUBRECIPIENT (Applicant) employees, and of the public.

The Contractor must provide copies of reference numbers, licenses, and a *Certificate of Insurance* as outlined in the attached *Contractor Contractual Insurance Requirements*. The Contractor shall not commence the work until he has obtained all insurance required by this proposal and until such insurance has been approved by the SUBRECIPIENT (Applicant). The Contractor is responsible for any permits and meeting the parish and state code standards.

Proper certificates showing such insurance is in effect shall be furnished to the SUBRECIPIENT (Applicant) prior to the commencement of work at the site, which certificates shall incorporate a provision that no cancellation or change in such insurance shall be effected for any cause without **ten (10) days** written notice first being given to the SUBRECIPIENT (Applicant). Copies of any and all exclusions under the policies shall be furnished with the certificate of insurance. All insurance policies shall be written by companies legally authorized to do business in Louisiana. The Contractor shall procure and maintain insurance until completion of the awarded Contract.

After **thirty (30) days** from delivery of written notice to either the SUBRECIPIENT (Applicant) or the successful proposer without cause and without prejudice to any other right or remedy, either party may elect to abandon and terminate the Contract.

The Contractor must supply ALL materials for each item. The Contractor must submit a copy of their vendor's invoice for materials/supplies. All Contractors are required to maintain documentation to ensure that every effort has been made by the Contractor to secure the lowest possible price for all parts and/or equipment used in this Contract.

Only precision, high quality, professional workmanship shall be acceptable. It is the objective to obtain emergency services.

Proposer agrees, to the fullest extent permitted by law, to defend, indemnify and hold the SUBRECIPIENT (Applicant), its officers, agents and employees, harmless from and against any and all claims, suits, liabilities, losses, expenses, liens, costs, demands and causes of action of every kind and character including those of the Proposer, its agents and employees for death, bodily injury, personal injury, damage or destruction of real or personal property, including costs, attorneys' fees, and settlements arising out of or in any way connected with the negligent performance of the work performed under this, or any Contract executed by the Proposer and the _____, by any negligent act or omission,



whether performed by the Proposer, or any other Subcontractor of the Proposer, or any independent Contractor or any agent, employee, invitee or licensee of the Proposer, whether resulting from or contributed to by the negligence in any form by its officers, agents or employees whether active or passive.

The Insurance required to be maintained under this Contract by proposer shall insure the performance of this indemnification as set forth herein, but nothing in the insurance shall in any way limit the indemnification provided for hereunder. Proposer shall pay all reasonable legal fees and costs incurred by the SUBRECIPIENT (Applicant) under the Contract to enforce the indemnification articulated under this section.

The Contractor must submit a proposal on all items specified. Rates must be based on unit prices or presented as a lump sum. The total proposal will be awarded to one (1) Contractor.

All pricing rates shall include taxes and insurance. All payment provisions must be based on unit prices.

In order to receive payment of any kind on any and all services, products, transactions, and invoices, Proposer agrees and understands that he or she must submit invoices adhering to the guidelines below. Proposer agrees and understands that he or she will not receive payment of any kind until satisfactory invoices have been submitted.

INVOICING REQUIREMENTS – EXAMPLES BELOW

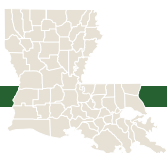
Any and all documentation of work and invoices for payment must be submitted to the SUBRECIPIENT (Applicant) [within ____ days] of the completion of the work to which the invoices and documentation corresponds.

Proposer agrees and understands that it is his or her sole responsibility to ensure his or her invoices meet the requirements set herein. Proposer may, and is further encouraged to, submit sample invoices with his or her proposal in order to determine sufficiency of any invoicing or documentation method currently in use by his or her company. Proposer agrees and understands that he or she will be expected to implement the best known practices, with the utmost attention to detail, as it pertains to every aspect of his or her Contract and/or proposal related to the SUBRECIPIENT (Applicant), especially and specifically as it concerns documentation, invoicing, and the monitoring and tracking of work performed, goods sold, and products used.

Again, invoices must meet the requirements set herein, as well as any local, parish, state, national, and any other applicable industry specific requirements in order for the invoice to receive payment of any kind. As with all Contracts, time is of the essence.

PROPOSED RATES

[LIST DETAILED PROPOSED RATES ABOVE]



Proposer must provide the number of each piece of equipment listed above that they currently own. If the proposer has established a rental agreement for the equipment listed above, a copy of the agreement must be provided which includes the number of each piece of equipment.

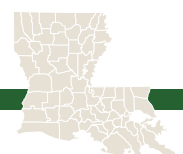
AWARDING OF PROPOSAL

Each item for proposal shall be awarded to the proposer who best meets specifications.

The term of this agreement shall be for one (1) year beginning _____ with **[a ___ year]** renewal option, if agreed upon by both parties in writing. [DATE]

REJECTION OF PROPOSALS

The SUBRECIPIENT (Applicant) reserves the right to reject any or all proposals and to waive any informality in the proposal.



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EXAMPLE RFP ADVERTISEMENT

NO IMAGE

Bids-Proposals

HOUSING AUTHORITY OF THE CITY OF WESTWEGO (WHA) REQUEST FOR PROPOSALS FOR PLUMBING SERVICES - REPLACE SEWER LINES AND WATER SUPPLY MAIN LINES RFP #17-013 ADVERTISEMENT FOR PROPOSALS The Housing Authority of the City of Westwego (WHA) is hereby issuing this Request for Proposals in accordance with its small purchase procedures, whereby competition is received through an informal solicitation process. The Housing Authority of the City of Westwego (WHA) is soliciting competitive proposals from qualified and experienced Plumbing Contractors properly licensed pursuant to LA R.S. 37:2150-2192. Respondents must document experience providing the required services, preferably for public housing authorities or apartment complexes, through the Request for Proposals (RFP) process. Proposals should demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a Contract with WHA. The proposal shall include evidence of the Respondent's previous experience and qualifications relative to the provision of such services. Once selected, the successful Respondent(s) will enter into an Indefinite Delivery Indefinite Quantity type contract with WHA to perform the required scope of services on an "on-call" basis, which will provide for the payment of direct labor hours at fixed hourly rates, and will provide for the payment of materials at cost. Sealed responses to this solicitation will be received by the Housing Authority of the City of Westwego (WHA) until 1:30 PM Central Standard Time on December 6, 2017. Deliver four (4) complete sets (one original clearly marked or stamped "original", and three (3) copies) of the required submittals in a sealed envelope clearly marked with the words "RFP Documents", to the following address: Housing Authority of the City of Westwego Dorian Rawles, Executive Director 1010 Sixth Street Westwego, Louisiana 70094 The following information must be printed in the upper, left-hand corner on the outside of the envelope when submitting proposals: Respondent's Company Name Respondent's Company Address RFP Number Proposal Due Date and Time All responses submitted are subject to these Instructions and Supplemental Instructions to Offerors, General and Supplemental Conditions, and all other requirements contained in the RFP documents - all of which are made a part of this Request for Proposals by reference. The Housing Authority of the City of Westwego reserves the right to reject any or all proposals for just cause and to waive any informalities in the submission process if it be in the public interest to do so. Complete RFP documents will be provided in digital PDF format upon request. Requests for the RFP documents and any questions about the RFP shall be e-mailed to michael@volumezero.com with the Subject line, "WHA RFP 17-013", and the body text shall include the requester's name, company name, and phone number. The e-mail address from which the request is received shall be the e-mail address to which the bidding documents (including any addenda) are sent. There will be no pre-proposal conference. Housing Authority of the City of Westwego Dorian Rawles, Executive Director Publish dates: November 8, 2017 November 15, 2017 November 22, 2017

Notices and Announcements - Legal Notice



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EXAMPLE REQUEST FOR QUALIFICATION (RFQ) STATEMENTS FOR ARCHITECTURAL + ENGINEERING (A + E) SERVICES

A Request for Qualifications (RFQ) can be used as a qualifications-based procurement where competitors' qualifications are evaluated and the most qualified competitor is selected, subject to fair and reasonable compensation.

This method is ONLY for use when procuring architectural or engineering services.



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Request for Qualification (RFQ) Statements for A + E Services

Introduction

The _____ hereafter referred to SUBRECIPIENT (Applicant) is seeking qualification statements from firms relative to _____ .
 [AGENCY] [INSERT PROJECT DESCRIPTION]

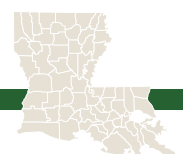
The SUBRECIPIENT (Applicant) is interested in contracting with a firm to provide the professional engineering services associated with projects including the design and inspection all in compliance with the Federal Emergency Management Agency (FEMA) requirements and the Louisiana Governor’s Office of Homeland Security & Emergency Preparedness (GOHSEP) requirements. The specific publicly owned facilities include, but are not limited to:

Part One (1): Scope of Services

[TAILOR TO WHAT YOU NEED - THE FOLLOWING ARE EXAMPLES OF ARCHITECTURAL SERVICES]

The services to be provided by the Architect for this project will include, but not be limited to:

1. Assist the SUBRECIPIENT (Applicant) with identifying and prioritizing the needed improvements to each damaged publicly owned facility.
2. On behalf of the SUBRECIPIENT (Applicant), if required, prepare all necessary environmental permits that may be needed including but not limited to, the State of Louisiana Department of Natural Resources Coastal Use Permit and the U.S. Department of Army Corps of Engineers permit(s).
3. Assist the SUBRECIPIENT (Applicant) with providing information to the SUBRECIPIENT (Applicant) or their Contractor for submission of Direct Administrative Costs (DAC) tasks associated with this disaster.
4. Prepare preliminary architectural drawings for review approval by the SUBRECIPIENT (Applicant).
5. Prepare a final *Project Manual*, specifications and plans to be submitted for review to both the Louisiana Office of the State Fire Marshal and the Louisiana GOHSEP within no later than ___ months of the receipt of a *Notice to Proceed* from the SUBRECIPIENT (Applicant). The construction bid package shall be prepared in conformance with the applicable Federal, State and local requirements, including the provisions required by FEMA.
6. Assist the SUBRECIPIENT (Applicant) with the bid advertisements, including preparing the advertisement for bids solicitation, conduct the bid opening and comply with all the requirements of the *Louisiana Public Bid Law* and FEMA procurement requirements, attend and conduct the bid opening, prepare a tabulation of the bids, provide a written recommendation, assist with the award process, prepare all the necessary contracts and issue the notice to proceed.
7. Conduct the pre-bid and pre-construction conferences as necessary.
8. Coordinate and/or conduct any surveying, field staking and testing needed.
9. Provide construction oversight (inspection) throughout the life of the project(s) to ensure work is completed in an acceptable manner and provide written inspection reports to the SUBRECIPIENT (Applicant), perform a final inspection providing the



SUBRECIPIENT (Applicant) with the final inspection report (punch list) and prepare the *Act of Substantial Completion* along with a formal recommendation to the SUBRECIPIENT (Applicant) relative to the completion/acceptance of the project(s).

10. Review and approve all Contractor requests for payment and submit approved requests to the SUBRECIPIENT (Applicant).
11. Prepare the necessary requests for payment to process with the SUBRECIPIENT (Applicant) and GOHSEP.
12. Provide the SUBRECIPIENT (Applicant) or their Consultant performing the Direct Administrative Costs (DAC) task with any information needed for project close-out.
13. Provide the SUBRECIPIENT (Applicant) with a reproducible set of 'as-built' drawings upon project completion.

Part Two (2): Proposals

[THE FOLLOWING ARE EXAMPLES -TAILOR TO LOCAL REQUIREMENTS, ORDINANCES, POLICIES OR PROCEDURES]

Respondents are to provide a transmittal letter and the Respondent's response needs to be formatted by numbering the three (3) following items as the items are presented herein along with any subparts (letters). Interested Respondents are to submit responses that contain the following information:

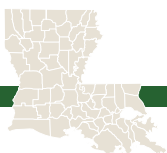
Transmittal Letter

1. Introduction
2. Experience and Specialized Knowledge
3. Personnel/Professional Qualifications

TRANSMITTAL LETTER

By signing the letter and/or offer, the Respondent certifies that the signatory is authorized to bind the Respondent. The proposal should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent is willing to perform these services and enter into a contract with the SUBRECIPIENT (Applicant);
- c. A confirmation that the Respondent has not had a record of substandard work within the last **five (5) years**;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last **five (5) years**;
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including the term of the contract, including payment of any and all charges resulting from the contract;
- f. A confirmation that the Respondent took affirmative steps to include small, minority and women-owned businesses;
- g. Any other information that the Respondent deems appropriate;
- h. The signature of an individual who is authorized to make offers of this nature in the name of the Respondent submitting the proposal.



1. INTRODUCTION

Respondent needs to list the following:

- a. Name of Respondent
- b. Respondent Address
- c. Respondent Telephone Number
- d. Respondent Federal Tax Identification Number
- e. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.
- f. Describe Respondent's firm and the personnel to be assigned to this project by providing its type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.

2. EXPERIENCE + SPECIALIZED KNOWLEDGE

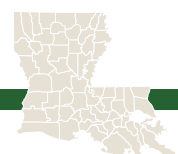
Respondents needs to:

- a. Provide the date the Architect (to be assigned as Project Manager to this project) became a licensed Architect.
- b. Describe or list any prior engagements that the Firm assisted an entity with the type of project for which architectural design and inspection services are being requested as described in the Introduction providing examples of similar type projects in the last 10 years.

Respondent should provide the name of the entity, contact person, year completed, a short description of the services provided, a description of the project and the approximate total cost of the project.

- c. Describe or list any prior and/or on-going engagements that the Firm assisted a governmental entity with architectural design and inspection services for Federal Emergency Management Agency (FEMA) funded projects in the last 10 years. Respondent should provide the name of the governmental entity, contact person, year completed or to be completed, a short description of the services provided, a short description of the FEMA projects and FEMA program and the approximate total cost of the project.
- d. Describe the Firm's (and if applicable the team-Subcontractors) workload and current capacity (including any Subcontractors utilized) to accomplish the work in the required time as outlined in Part One (1). Respondent shall indicate specifically how long he/she proposes to complete/submit the final plans and specifications, along with providing what type of assurance (including self-imposed liquidated damages) the Firm will propose for not meeting the time schedules presented.
- e. Provide documentation regarding either the Respondent (i) is a small, minority or woman-owned business; or (ii) has included as a subcontractor on the Respondent's team a small, minority or woman-owned business; or (iii) has made a good faith efforts to undertake the required steps to include small, minority or woman-owned businesses.

FEMA requires recipients and sub-recipients of federal assistance to take affirmative steps to ensure small businesses, minority and women's business enterprises are utilized as outlined under 2 CFR 200.321 when possible and the SUBRECIPIENT (Applicant) agrees with this policy. To this end, Respondent's that are not eligible for certification are encouraged to use small, minority or women-owned businesses as subcontractors for this project.



To be responsive to this RFQ, if Respondent isn't a small, minority or women-owned business, the Respondent must certify that they have put forth a good faith effort to use small, minority or women-owned businesses as subcontractors. By submitting a response to this RFQ, the Respondent shall certify that they are in compliance with this requirement.

Written notification is the preferred method to inform small, minority and women-owned businesses of potential subcontracting opportunities. Not all inclusive, the following list of resources is provided for informational purposes:

- i. Small Business Administration (SBA):
sba.gov/offices/district/new-orleans
- ii. Louisiana Economic Development (LED):
smallbiz.louisianaeconomicdevelopment.com
- iii. State of Louisiana's DOTD Disadvantaged Business Enterprise (DBE) Program:
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/Pages/DBE_Certification.aspx
- iv. City of New Orleans' DBE Program:
neworleans.dbesystem.com/FrontEnd/VendorSearchPublic.asp?TN=neworleans&XID=5545

Copies of notification to at least three (3) (or more) certified small, minority or women-owned businesses will satisfy the notification requirements. Notification must be provided to the certified entrepreneurship by the Respondent in writing no less than five working days prior to the date of proposal deadline. Notification must include the scope of work, information about required qualifications and the name of a person to contact.

- f. Describe any additional information the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project.

3. PERSONNEL/PROFESSIONAL QUALIFICATIONS

[TAILOR TO WHAT YOU NEED- THE FOLLOWING ARE EXAMPLES OF POSITIONS]

Respondents should:

Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Professional Architect, (3) Senior Architect, (4) Mid-level Architect, (5) Senior CAD Technician, (6) CAD Technician, (7) Inspector and (8) Administrative Staff; who would be assigned to act for Respondent's firm in key management, technical and field positions providing the services described in the Proposal, and the functions to be performed by each.

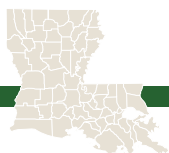
Part Three (3): Selection Criteria

[THE FOLLOWING ARE EXAMPLES -TAILOR TO LOCAL REQUIREMENTS, ORDINANCES, POLICIES OR PROCEDURES AND BASED ON YOUR NEEDS AND PRIORITIES]

Respondent's response will be evaluated on the basis of the written materials submitted and according to the following factors:

1. Length of time the Architect has been a Licensed Architect (Response in Item 2.a)

Less than five (5) years	0 pts
Five (5) to 10 years	5 pts
Over 10 years	10 pts



2. Experience of the Firm with providing architectural design and inspection services for this type of project, i.e. major renovations of buildings (major being considered construction costs greater than \$300,000) in last 10 years. (Response in Item 2.b)

No previous experience	0 pts
Performed one (1)-five (5) such major renovation projects	10 pts
Performed six (6)-10 such major renovation projects	20 pts
Performed more than 10 such major renovation projects	30 pts

3. Experience of the Firm with providing architectural design and inspection services on Federal Emergency Management Agency (FEMA) projects in the last 10 years. (Response in Item 2.c.)

No previous experience	0 pts
Performed or currently under contract performing one (1)-five (5) projects	10 pts
Performed or currently under contract performing six (6)-10 projects	20 pts
Performed or currently under contract performing more than 10 projects	30 pts

4. Current capacity of the Firm along with assurance provided by the Firm that the Firm will complete the architectural design within the time period prescribed. (Response in Item 2.d)

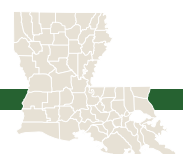
Complete / submit final plans and specifications in more than 12 months	0 pts
Complete / submit final plans and specifications in more than nine (9) months but less than 12 months	15 pts
Complete / submit final plans and specifications in less than nine (9) months	25 pts
Complete / submit final plans and specifications in less than nine (9) months with self-imposed liquidated damages	30 pts

Part Four (4): Submittal Information:

All questions pertaining to this RFQ must be submitted in writing no later than _____ on _____ and addressed to:
 [TIME] [DATE]

 [NAME]

 [ADDRESS]



All responses to this RFQ will be evaluated according to *Part Three (3) - Selection Criteria* in this RFQ and corresponding point system. The responses will be evaluated on the basis of written materials and the responses submitted. Sufficient information must be included in the response to Part Two to assure that the correct number of points are assigned to the Selection Criteria. Incomplete or incorrect information may result in a lower score, and not properly responding in the format as required in Part Two (2) may result in the Respondent's response being deemed non-responsive and thus not scored. Written or oral discussions / presentations for clarification may be conducted at the discretion of the SUBRECIPIENT (Applicant) to enhance the SUBRECIPIENT'S (Applicant's) understanding of any or all of the responses submitted.

The SUBRECIPIENT (Applicant) reserves the right to reject any and all responses / proposals.

SUBRECIPIENT (Applicant) reserves the right to amend the RFQ at anytime. Any amendments to or interpretations of the RFQ shall be described in written addenda. Notification of the addenda will be mailed or delivered to all such prospective consultants officially known to have received the RFQ and to the address provided by each prospective consultant. Failure of any prospective consultants to receive the notification or addenda shall not relieve the consultants from any obligation under its proposal as submitted or under the RFQ, as clarified, interpreted or modified. All addenda issued shall become part of the RFQ. Prospective consultants shall acknowledge the receipt of all addenda in their submittal. It will be

_____ sole option to disqualify a submittal of qualifications for failure to
[AGENCY]
acknowledge in the submittal the receipt of addendum.

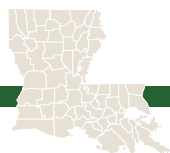
If SUBRECIPIENT (Applicant) determines that the addenda may require significant changes in the preparation of the submittal of qualifications, the deadline for submitting may be postponed by **seven (7) days** to allow Consultants sufficient time to revise their submittal. Proposals stating conditions, exceptions, reservations or understandings (hereinafter "deviations") relating to the RFQ may be rejected. Consultants may propose alternates either within one (1) overall proposal or by submitting more than one (1) proposal. Any and all deviations must be explicitly, fully, and separately stated in the proposal, setting forth at a minimum the specific reasons for each deviation so that it can be fully considered and, if appropriate, evaluated by SUBRECIPIENT (Applicant). All deviations found to be acceptable by SUBRECIPIENT (Applicant) shall be evaluated in accordance with the appropriate evaluation criteria and procedures, and may result in the consultants receiving a less favorable evaluation.

The SUBRECIPIENT (Applicant) may require the most favorable Respondents to provide oral interviews following the submission of the responses, but if not, all responses will be scored and ranked with the highest rated firm being awarded the contract.

Unsuccessful offers will be notified as soon as possible.

In the event that oral interviews will be held, the SUBRECIPIENT (Applicant) will determine which firm will be awarded the contract with twenty-five percent of the rating based on the Respondent's score of the Selection Criteria in Part Three of the RFQ and twenty-five percent of the rating to be based on the Respondents response to Item 2.g in Part Two of this RFQ and the other fifty (50) percent of the rating based on the results of the oral interviews.

The SUBRECIPIENT (Applicant) will then begin to negotiate a contract with the Firm selected. The negotiations will include the development of a contract including the scope of services and the fee(s) to be paid along with establishing a maximum fee. If the negotiations to develop a contract to the satisfaction of the SUBRECIPIENT (Applicant) cannot be reached and / or cannot be reached in a timely manner [___ days], the SUBRECIPIENT (Applicant) will then discontinue the negotiations with the highest ranked Firm and begin to negotiate a Contract with the next highest ranked Firm (Respondent) and so on.



The term of a Contract resulting from this solicitation shall begin upon a fully executed contract between the SUBRECIPIENT (Applicant) and the Firm and shall cover through close-out of the final project.

Five (5) copies of the response and any supplemental information should be provided. Proposals and subsequent offers shall be valid for a **period of ___ days**. All responses should be sealed and marked on the outside:

QUALIFICATION STATEMENT FOR A + E SERVICES

It is not required, but the SUBRECIPIENT (Applicant) may request each Respondent to also submit one (1) electronic copy of their response. This response can be sent via email to _____ [EMAIL ADDRESS]

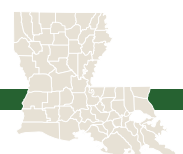
Responses to this *Request for Qualification Statements for A + E Services* must be hand-delivered or mailed so that the Respondent's proposal is received no later than

_____ on _____:
[TIME] [DATE]

_____ [NAME]

_____ [SUBRECIPIENT (APPLICANT)]

_____ [ADDRESS]



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EXAMPLE RFQ ADVERTISEMENT

CERTIFICATE OF PUBLICATION

DATE 11-10 20 16

STATE OF LOUISIANA
PARISH OF VERMILION

BEFORE ME THE UNDERSIGNED AUTHORITY, PERSONALLY
CAME AND APPEARED

Kayla Case

WHO, BEING DULY SWORN, DEPOSES AND SAYS:
THAT SHE IS THE

Classified Manager

OF THE ABBEVILLE MERIDIONAL A NEWSPAPER
PUBLISHED AT ABBEVILLE, PARISH OF VERMILION,
LOUISIANA.

THAT THE HERETO ATTACHED NOTICE WAS PUBLISHED
IN EVERY COPY OF EACH ISSUE OF SAID NEWSPAPER IN
THE ISSUES DATED

November 10, 2016

SIGNED Kayla Case
SWORN AND SUBSCRIBED BEFORE ME IN ABBEVILLE,

LOUISIANA, ON THIS 10th DAY OF
November A.D., 20 16

Theresa Milliman NOTARY PUBLIC
THERESA MILLIMAN #66230

MY COMMISSION EXPIRES AT DEATH



PUBLIC NOTICE

As a result of the flooding event in August, 2016, Vermilion Parish was included in the Major Disaster Declaration (DR-4277). The Village of Maurice is interested in procuring a firm to assist with the architectural services associated with the Federal Emergency Management Agency Public Assistance Grant Program.

The procedures for the selection of this firm will be in accordance with the procurement requirements under 2 CFR 200. All responses received will be evaluated in accordance with the selection criteria and corresponding point system that is identified in the Request for Qualification Statement for Architectural Services for the Village of Maurice for the FEMA Public Assistance Grant Program package. The package also identifies the scope of services to be performed by the selected firm. The Village will award a contract to the respondent obtaining the highest score in the evaluation process for this project.

Interested parties are invited to secure a package from Mayor Wayne Theriot, at villageofmaurice.mayor@cox-internet.com or at the Maurice Village Hall, 406 Lastic Avenue, Maurice, Louisiana 70556. A response to this request must be hand-delivered or mailed to the above named person at the above listed physical address in such a manner that it is received no later than noon on December 12, 2016. The Village of Maurice is an Equal Opportunity Employer and encourages all small, minority and women owned business enterprises to apply.

November 10, 2016



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