

**David Alexander**  
Superintendent

**Patricia Russo**  
Board President  
District 7B

**Taft Kleinpeter**  
Vice President  
District 5B



1100 Webster Street  
Donaldsonville, LA 70346  
(225) 391-7000 (Gonzales) | (225) 257-2000 (Donaldsonville)  
[www.apsb.org](http://www.apsb.org)

Robyn Penn Delaney, District 1  
Scott Duplechein, District 2  
Julie Blouin, District 3  
Kerry Diez, District 4A  
John Murphy, District 4B  
Shawn Sevario, District 5A  
Lorraine Wimberly, District 6A  
Louis Lambert, District 6B  
Troy Gautreau, Sr., District 7A

---

## **RFP-5098**

### **RFP Response Procedures Dated August 29, 2016**

#### **■ 1.0 Public Notice-Invitation for Recovery Program and Grants Management Services**

This Request for Proposals (RFP) is issued by the Ascension Parish School Board (hereinafter referred to as APSB).

The APSB has experienced extensive damages as a result of the recent flooding in South Louisiana, specifically in Ascension Parish. Many school sites, equipment, vehicles and Administrative offices were flooded.

On August 29, 2016, the School system will implement a return to school plan which involves bussing students from flooded sites to sites that were unaffected. The School System desires to conduct a timely recovery and rehabilitation of all affected sites so that the students can return to their community school sites as soon as possible. The Ascension School System is seeking proposals from respondents with experience in FEMA programs, grants management, public assistance, hazard mitigation, Direct Federal Assistance and General Project Management. The successful proposer will be expected to provide expertise and options that will result in a fast recovery at each site and maximum reimbursement for funds spent during this process. The safety of our students is of the utmost priority therefore all necessary precautions must be taken to ensure that the return into affected buildings is environmentally safe and in compliance with applicable codes and regulations. The successful proposer shall engage all applicable authorities having jurisdiction to ensure code compliance and safety.

#### **■ 2.0 RFP Scope of Services**

The Scope of Services may be obtained by visiting the website at [www.apsb.org/recoveryrfp](http://www.apsb.org/recoveryrfp) or contacting Cassandra Coleman, Purchasing Secretary, 1100 Webster Street, Donaldsonville, Louisiana 70346, 225/391-7134. The documents can also be found on [www.bidsync.com](http://www.bidsync.com)

#### **■ 3.0 General Information**

It is the policy of the Ascension Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabilities, or veteran status in educational programs and activities. This includes, but is not limited to, admissions, educational services financial aid and employment.

Respondents, their consultants, sub-consultants, or other parties representing the Respondent for this solicitation may not contact any member of the RFP Selection Panel concerning this project from the date of advertisement until after the date of selection.

The Ascension Parish School Board reserves the right to reject any and/or all of the proposals in response to this RFP.

The firm selected will be responsible for assembling the sub consultants necessary to meet the requirements of the RFP. The Ascension Parish School Board reserves the right to review the proposed firm/team and reject any sub consultants identified to be part of the applicant's team due to poor past performance.

#### ■ 4.0 Proposal

The purpose of this response is to provide members of the RFP-5098 Selection Panel with specific information regarding the qualifications of interested firms submitting for a particular project.

Proposers should include a cover letter submitted on official business letterhead addressing the intent of the proposer to submit a response to this RFP.

Proposers should include an Executive Summary. This section should serve to introduce the purpose and scope of the proposal. This section should also include a summary of the proposer's qualifications and ability to meet the overall requirements of the RFP.

Proposers should give a brief description of their company to include brief history, corporate structure and organization, number of years in business, and copies of its latest financial statements, preferably audited.

Proposers should describe prior experience in working on projects of similar scope and size to RFP 5098. Provide the same information on all sub consultants that will participate.

Proposers shall provide a technical proposal as part of the response. The Technical Proposal shall consist of a written narrative and should include enough information to satisfy evaluators that the proposer has the appropriate experience and qualifications to perform the scope of services as described herein.

The proposer must sign and submit the Certification Statement shown in Attachment I.

Proposers shall provide at least two references with Name and contact information for their firm and for their sub consultants.

Proposers shall provide a Cost Proposal (attachment II) as part of the response.

Proposers should provide resumes for the individuals assigned to this contract evidencing the staff positions the individual will be assigned. The individual should be further identified as either a company employee or sub-contractor. The proposer should provide detailed information addressing the experience and qualifications of assigned personnel. The following is a list of proposed positions:

1. Program Director
2. Policy Expert
3. Senior Project Manager
4. Project Manager
5. Assistant Project Manager
6. Project Controls Specialist
7. Document Controls Specialist
8. Administrative Assistant
9. PA Policy Specialist
10. Reimbursement Specialist

11. Closeout Specialist
12. Data Manager
13. Accounting/Audit Support Specialist
14. Insurance specialist
15. Damage Assessment Team Lead
16. Subject Matter Expert
17. Cost Estimator
18. Scheduler
19. Principal

#### **4.1 Deadline and Submittal**

Six(6) copies of the proposal shall be submitted to Mr. Carl Fontenot, APSB Purchasing Manager, Ascension Parish School System, 1100 Webster Street, Donaldsonville, Louisiana 70346, not later than 2:00 p. m., Thursday September 8, 2016.

Proposals shall be clearly packaged, labeled and separated from each other.

The outer package of all proposals shall be clearly packaged and labeled with the following:

RFP 16-5098  
Firm Name

Unless otherwise stated or required by the instructions, all other attachments or embellishments shall be excluded. It is also requested that Application forms not be bound into a booklet, but be stapled in the top left corner.

Proposals that have not been received by the deadline (date and time above) will be rejected.

Late Proposals shall not be accepted nor shall additional time be granted to any potential Respondent. Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

Respondents assume the risk of the method of dispatch chosen. The Ascension Parish School System assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual receipt of response by the APSB Office.

Proposals will be opened at the School Board Office, immediately following the deadline for receiving the proposals on the above noted date.

#### **4.2 Term of Contract**

The period of any contract resulting from this RFP is tentatively scheduled for a one year term to begin on or about September 7, 2016. This term may be adjusted based on scheduling discussions with the firm who is awarded the rfp.

#### **4.3 Proposer Inquiries and Point of Contact**

The sole point of contact for this RFP is:  
Mr. Carl Fontenot  
Ascension Parish School System – Purchasing Manager  
1100 Webster Street  
Donaldsonville, LA 70346  
Ph: (225) 391-7133  
Fx: (225) 474-2509  
[Carl.fontenot@apsb.org](mailto:Carl.fontenot@apsb.org)

\*All written or verbal correspondence regarding the RFP should be directed to the RFP Sole Point of Contact.

#### **4.4 Preparation Costs**

The Ascension Parish School System is not responsible for any costs associated with the preparation, submittal, or presentation of any response.

#### **4.5 Nondiscrimination**

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Ascension Parish School System's contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal constitutional statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the Ascension Parish School System or in the employment practices of the Ascension Parish School System's contractors. Accordingly, all Respondents entering contracts with the Ascension Parish School System shall, upon request, be required to show proof of such nondiscrimination.

#### **4.6 Minority and Women-Owned Business Enterprises Participation**

The Ascension Parish School System encourages participation from minority-owned, and women-owned businesses. Incorporation of these types of firms into the project team is encouraged.

#### **4.7 Small Business Enterprises Participation**

The Ascension Parish School System encourages participation from small business enterprises. Incorporation of these types of firms into the project team is encouraged.

#### **4.8 Labor Surplus Firms Participation**

The Ascension Parish School System encourages participation from small business enterprises. Incorporation of these types of firms into the project team is encouraged.

#### **4.9 Veteran and Hudson Initiative Programs**

The Ascension Parish School System encourages participation from veteran owned business enterprises.

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurs (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at [https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp). Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg) may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <http://wwwprd.doa.louisiana.gov/osp/lapac/vendor/srchven.asp>. When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select Smalle, VSE, or DVSE.

#### **4.10 Required Review and Waiver of Objections by Respondents**

Respondents should carefully review this RFP and all attachments for defects, objections, or any other matter requiring clarification or correction. Comments concerning RFP objections must be made in writing no later than 5 days prior to the RFP deadline. This will allow issuance of any necessary amendments.

Protests based on any objection shall be considered waived and invalid if these faults have not been brought to the attention of the Ascension Parish School System Office prior to the deadline above.

\*Submittal of a Response shall constitute acceptance of the terms, conditions, criteria, requirements, and evaluation process of the RFP and resulting contract, and operates as a waiver of any objection.

#### **4.11 Response Withdrawal**

Respondents may withdraw a submitted Response at any time up to the deadline for submittal. To withdraw a Response, the Respondent must submit a written request, signed by an authorized representative, to the RFP point of contact before the deadline for submitting Statements of Qualifications. After withdrawing a previously submitted Response, the Respondent, may submit another Response at any time up to the deadline for submitting Statements of Qualifications.

#### **4.12 Response - Amendments and Errors**

The Ascension Parish School System shall not accept any amendments, revisions, or alterations to Proposals after the deadline for submittal.

Respondents are liable for all errors or omissions contained in their Proposals. Respondents shall not be allowed to alter Proposals documents after the deadline for submittal.

#### **4.13 Property of Response**

All Statements of Qualifications and other materials submitted in response to this RFP procurement process become the property of the Ascension Parish School System. Selection or rejection of a response does not affect this right. All submittal information shall be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Upon the completion of the review and evaluation of all proposals submitted in response to the RFP, all proposals shall become public documents of the Ascension Parish School System and open for review by the public. By submitting a Response, the Submitter acknowledges and accepts that the full contents of the Response shall become a public record open to public inspection. The wishes of any Respondent marking a Response, or any part of a Response as proprietary and/or confidential shall be neither accepted nor honored.

#### **4.12 Insurance Requirements**

See Insurance requirements for Vendors 2016 which can be found at [www.apsb.org/recoveryrfp](http://www.apsb.org/recoveryrfp)

#### **4.13 Addenda**

Prior to the deadline for proposals, the APSB reserves the right to issue addenda to the RFP Procedures and Scope of Services. Respondents are responsible for ensuring receipt of all addenda and incorporating any changes into their proposal. Respondents shall acknowledge receipt of all addenda by listing those received in their cover letter. The owner reserves the right to reject a proposal for failure to acknowledge receipt of any addenda. Addenda will be posted at [www.apsb.org/recoveryrfp](http://www.apsb.org/recoveryrfp) and at [www.bidsync.com](http://www.bidsync.com)

### **■ 5.0 Evaluation Criteria and Selection Process**

#### **5.1 Evaluation and Selection**

All responses received from this RFP will be evaluated by the Selection Panel for the purpose of selecting the Proposer that provides the best value for the Ascension Parish School Board.

#### **5.2 SELECTION PROCESS:**

The contract for this project will be awarded through a qualifications based selection process. All qualification statements submitted for this project will be reviewed by an RFP Selection Board. The selection process shall be as follows:

1. Each RFP Selection Board member shall independently evaluate each proposal submitted on this project in accordance with the general criteria as shown in Section 5.1.
2. Based upon each member's evaluation of the RFP submittals, each member shall rate each firm utilizing a standard Score Card. Each RFP Selection Board member shall finalize their score card to establish their top five (5) firms from the list of firms under consideration.
3. On the first ballot, each RFP Selection Board member shall then vote for their top five (5) firms in accordance with the following weighted voting schedule:
  - a) Five points for the first rated firm
  - b) Four points for the second rated firm
  - c) Three points for the third rated firm
  - d) Two points for the fourth rated firm
  - e) One point for the fifth rated firm
  - f) Zero Points for all other firms
4. The score of all firms shall then be totaled.
5. At this point the RFP Selection Board may select the highest scoring firm/team and move towards a contract. The RFP Selection Board may also choose to invite the top three (3) highest ranking firms to make Oral Presentations to the RFP Selection Board at a subsequent meeting.
6. If oral presentations are deemed necessary by the selection panel, the RFP Selection Board shall convene to hear Oral Presentations by the top three short listed firms. Upon completion of the Presentations each RFP Selection Board Member shall re-evaluate and complete their scoring and the RFP Selection Panel Members shall vote for one (1) firm from the short list. For a firm to be selected it must receive a simple majority of the votes being cast by the RFP Selection Board members voting.
7. If a firm does not receive a simple majority after the post-presentation ballot an additional ballot shall be taken with the top two (2) highest ranking firms. In the event of a tie, the RFP Selection Board shall first have a runoff vote for the tied firms. This vote shall be a single vote by each RFP Selection Board member

until one of the tied firms receives a majority. If there is still a tie, the RFP Selection Board Members shall re-vote until the tie is broken.

8. Once the top two (2) highest ranking firms have been obtained, a third ballot (or fourth ballot shall be taken) until one (1) firm receives a simple majority of the votes being cast. If no firm receives a simple majority of the votes being cast after two (2) rounds of balloting, the following tie breaking procedure shall be followed:

**1st Tie Breaker:** The first tie breaker shall be the total number of points a firm received on the first round ballot. If both firms received the same number of total points the second tie breaker shall be utilized.

**2nd Tie Breaker:** The second tie breaker shall be the total number of first place votes each firm received on the first round ballot. If both firms received the same number of first place votes, the following tie breaker shall be utilized.

**3rd Tie Breaker:** The Chairman of the RFP Selection Board shall select one of the two firms.

9. The RFP Selection Board reserves the right to discuss the firms being considered prior to any voting or balloting.

## Sample RFP Selection Board Score Card

### SCORECARD FACTORS

	Weight/Pts
<b>1. Firm/Sub-consultants/Key Personnel Qualifications and Experience</b>	0-20 pts.
○ Firm/Team shall be evaluated based on project specific experience and resources.	
○ Does the firm's past experience indicate examples of projects with similar scope of work	
○ Reputation of the firm (applicant) and sub consultants for personal and Professional integrity and competence.	
○ Primary focus should be on Prime Consultants Experience however the other team members (sub consultants) must be considered.	
○ Specific Personnel Experience with Similar Projects must be considered	
<b>2. Cost Effectiveness</b>	0-20 pts
○ Panel Members shall consider cost effectiveness of the proposal	
<b>3. Proposal/Understanding and Technical Approach</b>	0-20 pts
○ Firm/Team's response should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications.	
○ Responsiveness and ability to follow instructions	
<b>4. Size of Firm and Current Work Load</b>	0-20pts
○ Consideration to the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm's current workload.	
○ Number and size of projects currently under contract must be considered in relation to available Staff.	
○ A firm with capacity to take on more work should score higher in this category than a firm who appears to be spread out on current projects	
<b>5. Firm/Team Office Location Where Work Is To Be Performed</b>	0-20 pts
○ All proposals will be considered regardless of the office the work shall be performed in however the closer the office the higher the score.	
○ For this category, in state (LA) firms shall be scored higher than out of state firms.	
○ For this category, firms with an office within a 50 mile radius of 9690 Airline Hwy Sorrento, La 70778 shall be scored higher than firms outside of a 50 mile radius of 9690 Airline Hwy Sorrento, La 70778.	

### 5.3 Right to Reject Proposals

The Ascension Parish School System reserves the right, at its sole discretion, to reject any and/or all Proposals or to cancel this RFP in its entirety.

Any submittal that does not meet the requirements of this RFP may be considered to be non-responsive, and the submittal may be rejected. Respondents must comply with all of the terms of this RFP and all applicable local, state, and federal laws and regulations.

### ■ 6.0 Schedule of Events

The following RFP Schedule of Events represents the Ascension Parish School System's best **estimate** of the schedule that shall be followed. Unless otherwise specified, the time and day for the following events shall be between 8:00 a.m., and 6:30 p.m., Central Standard Time.

The Ascension Parish School System reserves the right at its sole discretion, to adjust this schedule, as it deems necessary.

Event	Date	Time
Advertise Solicitation	8/25/16	N/A
Deadline for written inquiries	9/3/16	2:00pm
Issue Responses to written inquiries	9/5/16	2:00pm
Deadline for Receipt of Proposals	9/8/16	2:00pm
Notice of Intent to award	9/21/16	n/a

---

## ATTACHMENT II - CERTIFICATION STATEMENT

---

*The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.*

**OFFICIAL CONTACT:** The APSB requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Telephone Number with area code: \_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_

C. Facsimile Number with area code: \_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_

D. US Mail Address: \_\_\_\_\_

Proposer certifies that the above information is true and grants permission to the APSB to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

The information contained in its response to this RFP is accurate;

Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;

Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.

Proposer's quote is valid for at least 90 days from the date of proposal's signature below;

Proposer understands that if selected as the successful Proposer, he/she will have 10 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Proposer certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at [www.epls.gov](http://www.epls.gov).)

**Authorized Signature:** \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

---

**SIGNATURE of Proposer's Authorized Representative**

---

**DATE**

---

**ATTACHMENT III - COST PROPOSAL**

---

(\***NOTE** – Cost Proposal should be submitted under separate cover and not with Technical Proposal)

<b>Position Description</b>	<b>Hourly Rate <sup>1</sup></b>
Program Director	
Policy Expert	
Senior Project Manager	
Project Manager	
Assistant Project Manager	
Project Controls Specialist	
Document Controls Specialist	
Administrative Assistant	
PA Policy Specialist	
Reimbursement Specialist	
Closeout Specialist	
Data Manager	
Accounting/Audit Support Specialist	
Insurance Specialist	
Damage Assessment Team Lead	
Subject matter Expert	
Cost Estimator	
Scheduler	
Principal	
<b>SUM OF HOURLY RATES</b>	

<sup>1</sup> Hourly rates listed in response to the above may be decreased through negotiation in any contract entered into as a result of this RFP, including the original contract and renewals, but cannot be increased.

END OF RFP-5098