

REQUEST FOR PROPOSALS FOR PROGRAM MANAGEMENT OF THE DISASTER RECOVERY HOUSING PROGRAMS

Addendum No. 1

Published December 2, 2015

Date RFP Issued: Tuesday, November 10, 2015

REVISED Deadline to Submit Proposals: Friday, December 11, 2015 by 4:00 P.M. C.S.T

To All Proposers:

This addendum is issued to clarify, add, delete, correct and/or change the proposal documents to the extent indicated herein and is hereby made a part of the above-noted RFP documents on which the contract will be based. Any modifications/changes made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the proposal are to remain in force. It is the responsibility of the Proposer to conform to this addendum.

1. *The Cover Page (page 1 of 65) has been revised to reflect an extension of the Deadline to Submit Responses, and shall now read as follows:*

Deadline to Submit Responses: December 11, 2015 4:00 P.M. CST

2. *Section I(C) – “General and Administrative Information – Important Dates and Deadlines” (page 4 of 65) has been revised to reflect an extension of the date by which the LHC shall respond to written inquiries from proposers and the deadline to submit proposals, and shall now read as follows:*

RFP published and posted to LHC website	Tuesday, November 10, 2015
Pre-submittal Conference*	Thursday, November 19, 2015
Deadline for submitting written inquiries	Monday, November 23, 2015 4:00 P.M. CST
Deadline for LHC to respond to written inquiries from Proposers	Wednesday, December 2, 2015
Deadline for submitting proposals	Friday, December 11, 2015 by 4:00 P.M. CST
Formal announcement of selected Proposer(s)	Wednesday, January 13, 2015
Contract Execution	TBD

3. *Section II(A) – “Proposal Information – Proposal Submission” (page 5 of 65), second paragraph, has been revised to reflect an extension of the deadline to submit responses, and shall now read as follows:*

Proposals shall be delivered in hard copy and in an electronic file. The hard copy shall be signed in the original, and ***received*** by the Louisiana Housing Corporation on or before 4:00 p.m. Central Time on **Friday, December 11, 2015**. Proposers should provide four (4) additional copies for a total of five (5) copies. **The cost proposal shall be submitted separately in a sealed envelope and should include one (1) original and four (4) copies.** The electronic file shall be delivered in PDF format on a USB flash drive in the same packet with the hard copies.

4. *Section II(D) – “Proposal Information – Questions and Answers Regarding the RFP”, first paragraph (page 7 of 65) has been revised to reflect an extension of the date by which the LHC shall respond to written inquiries from proposers, and shall now read as follows:*

Proposers may submit written questions concerning the RFP via e-mail to **Liza Bergeron** at lbergeron@lhc.la.gov by no later than 4:00 p.m. Central Time on Monday, November 23, 2015. All questions and answers shall be posted on LHC’s website at www.lhc.la.gov by Wednesday, December 2, 2015.

5. *Section III(B) – “Scope of Work – Overview”, first paragraph (page 13 of 65), has been revised to clarify that the LHC intends for the contract to be a task order contract, and shall now read as follows:*

This section details the program management tasks that the Contractor must perform in order to support LHC in the implementation and administration of the Small Rental Property Program, Katrina/Rita Housing Programs, Gustav/Ike Housing programs, Isaac Housing programs, and any other similar disaster recovery or disaster resiliency housing programs. It is the intent of the LHC for the contract(s) awarded under this RFP to operate on the basis of specific task orders. Task orders are created based on the scope of work and act as a foundation as to what the work will be. They are updated every quarter through the term of the contract. The Contractor will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under this contract. The scope of work presented is based upon circumstances existing at the time the RFP was released. The Corporation reserves the right to modify or delete tasks listed and, if appropriate, add additional tasks prior to and during the term of the contract, subject to the approval of the Louisiana Housing Corporation Board of Directors, and/or their assigns.

6. *Section III(C) – “Scope of Work – Programs” (page 13 of 65) is hereby revised to delete the Housing Development Loan Fund from the list of the programs for which the Contract will support the implementation and administration.*
7. *Section III(D) – “Scope of Work – Tasks and Services” (page 15 and 16 of 65), the paragraph labeled “Organizational and Staffing Plan” is hereby revised to add an additional paragraph clarifying language concerning the Contractor’s proposed staff and the ability to hire additional staff after the awarding of the contract. Such paragraph shall read as follows:*

Upon award of the contract, any staffing changes must be approved by the LHC prior to hire. LHC reserves the right to deny any additional staff or staffing changes based on budgetary constraints and/or inadequate justification.

8. *Section III(D) - "Scope of Work - Tasks and Services - Task 2: Program Operations Support", second bullet (page 18 of 65), is hereby revised to remove the word "existing" and shall now read as follows:*

Review subcontractors' contract deliverables for determination that the subcontractors are in compliance with their contracts and CDBG requirements

9. *Section IV(B)(7) – “Proposal Content – Contents of Proposal” (page 26 of 65) is hereby revised to delete language referring specifically to pending Securities Exchange Commission investigations, and shall now read as follows:*

The Proposer shall provide a statement of whether there are any pending investigations involving the Proposer, and if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) will impair the Proposer’s performance in a Contract under this RFP. Also, a statement documenting all open or pending litigation initiated by Proposer or where Proposer is a defendant in a customer matter must be provided. The Corporation reserves the right to request any additional information to assure itself of a Proposer’s financial status.

10. *Section IV(C)(4) – “Proposal Content – Contents of Cost Proposal – Other Direct Costs (ODC)” (page 28 of 65), is hereby revised to clarify what will be considered as Other Direct Costs and how that process will work, and shall now read as follows:*

4. **Other Direct Costs (ODC)**

Other Direct Costs (ODCs) should not be included in the cost proposals. These are expenses that would only occur during actual management of the program.

ODC’s are reimbursable expenses that require prior approval of the LHC in advance of all ODC purchases. Authorized purchases will require proper documentation for reimbursement and the contractor shall not attach any fee or other “mark-up” to the ODC.

ODCs may include postage (includes US Mail, FedEx, UPS, and etc.) for purposes of mailing notifications; personal computers workstations, laptop computers, and computer peripherals (scanners, printers, etc.); security for on-site inspections on a pre-approved basis; advanced recording fees; outreach and other public events; wireless communication devices (cell phones, GPS, wireless cards, etc.) for field based work; notary service fees and legal service fees related to Third Party Request for Release of Information. Additional ODCs, if required, must be approved in advance of purchase by the Project Manager and by the LHC.

Prior to the purchasing or leasing of any ODCs, the Contractor shall provide a list of ODCs to the Project Manager. The Project Manager will review that list and will either: (a) authorize the Contractor to purchase, obtain or lease the items or services and submit that expense for reimbursement (with proper documentation); or (b) deny the request. For any such purchase, LHC and/or federal procurement guidelines, if applicable, must be followed.

11. The Labor Category Table contained in Attachment B – Cost Proposal (page 61 of 65) is hereby revised to increase the weight given to the Program Analysts from 12 to 15, and shall now read as follows:

Labor Category	Proposer’s Hourly Rate	Weight	Weighted Avg.**
Program Analysts		15	
Program Manager		1	
Subject Matter Experts		1	
Total Weighted Hourly Rate			

12. The Unit-Based Services Table contained in Attachment B – Cost Proposal (page 62 of 65) is hereby revised to correct a formatting error. The row entitled “Applicable to All Applications” was intended to be a demarcation as opposed to a separate category. The table shall now read as follows:

Description	Cost Per Unit
Appeal Cost Evaluation – 1 st Unit	
Appeal Cost Evaluation – 2 nd , 3 rd , 4 th Unit	
Evaluation – Cost To Repair (Cost Per Property)	
Appraisal – 1 st Unit	
Appraisal – 2 nd , 3 rd , 4 th Unit	
Progress Inspection (Cost Per Structure) Average 2 per structure	
Disbursals – Average 3 per structure	
Applicable to all Applications:	
Environmental Review Record Reviews, Site Price	
Final Inspection – 1 st Unit	
Final Inspection – 2 nd , 3 rd , 4 th Unit	
Follow up Final Inspection – 1 st Unit	
Follow up Final Inspection – 2 nd , 3 rd , 4 th Unit	
Lead Risk Assessment	
Lead Clearance Inspection	
Additional Lead Clearance	
Total Unit Costs	

13. The Total Cost Table contained in Attachment B – Cost Proposal (page 63 of 65) is hereby deleted in its entirety.