

ADDENDUM NO. 3

Request for Proposals (RFP)

Acadia Parish Police Jury– Grants Management

RFP No.: 26-26-08

ISSUE DATE OF ADDENDUM: September 21, 2026

1. Firm and proposed-team experience

Section 4.5 requests three references for clients for whom similar FEMA projects were managed by “your firm.” May a proposer satisfy this requirement using qualifying projects performed by an identified subcontractor that will have a substantive role in the resulting contract? Separately, for evaluation of Background and Experience and Key Personnel, will the Parish consider directly relevant experience of proposed personnel gained with prior employers when that experience is clearly attributed?

Response: The three (3) references required under Section 4.5 should represent similar FEMA projects managed by the proposer’s firm. Qualifying projects performed by a proposed subcontractor may be identified as part of the subcontractor’s experience; however, they do not satisfy the proposer’s three (3) firm references unless the subcontractor is the firm submitting the proposal. Relevant experience of proposed personnel gained through prior employers may be included in evaluating Background and Experience and Key Personnel, provided the experience is clearly identified and attributed to the individual’s prior employment.

2. Reference requirements

Section 1.1 lists “References” as Item 5 and “Three (3) References of Similar FEMA Projects” separately as Item 7. Is the Parish requesting two separate sets of references, or will the three FEMA project references required by Section 4.5 satisfy both submittal items?

Response: The three (3) references for similar FEMA projects required under Section 4.5 may be used to satisfy both Item #5 and Item #7 of Section 1.1, provided they meet the requirements specified in Section 4.5. An additional set of references is not required.

3. Price proposal and task pricing

Section 4.6 requires hourly rates and a “total price per task,” while the RFP establishes an as-needed task-order contract and does not identify specific tasks or quantities for proposers to price. Please clarify how proposers should develop the required total price per task. Should proposers provide Exhibit A hourly rates at this

stage and develop total pricing when individual task orders are issued, or will the Parish provide assumed tasks for proposal-stage pricing? Please also clarify whether proposers are expected to select either a fixed-sum or cost-reimbursement pricing structure at the proposal stage, or whether that determination may be made for individual task orders.

Response: Proposers should complete Exhibit A by providing the hourly rates for each applicable position and identify any additional costs, fees, or reimbursable expenses, other than mileage and per diem, that may be charged to the Police Jury. Specific task pricing or quantities are not required at the proposal stage. The determination of whether an individual task order will be structured on a fixed-sum or cost-reimbursement basis will be made for each task order.

4. Twenty-five-page limit

The RFP limits the response to 25 pages inclusive of resumes and the cover page. Please clarify whether required administrative supporting documents, including the Certificate of Insurance, SAM.gov documentation, Louisiana Secretary of State documentation, federal forms, Exhibit B and addenda acknowledgments, are also included within the 25-page limit or may be provided outside the page-limited proposal.

Response: The 25-page limitation has been removed by Addendum. Therefore, required administrative supporting documents, including the Certificate of Insurance, SAM.gov documentation, Louisiana Secretary of State documentation, federal forms, Exhibit B, and addenda acknowledgments, are not subject to a page limit. Proposers should provide all required documentation as specified in the RFP.

5. Subcontractor documentation

Section 4.3 states that, when subcontractors are used, proposers should provide the same information regarding subcontractors as is requested for the proposer. Does this require each proposed subcontractor to provide the firm-level administrative documentation required in Sections 4.7 through 4.13, or is the requirement intended to apply to the subcontractor's qualifications, proposed personnel and utilization?

Response: The requirement in Section 4.3 is intended to address the subcontractor's qualifications, experience, proposed personnel, and anticipated utilization in the project. Subcontractors are not required to provide

separate firm-level administrative documentation identified in Sections 4.7 through 4.13 unless specifically required elsewhere in the RFP.

6. Historical and anticipated contract value

For proposal planning and staffing purposes, please provide the approximate annual spend under the current grant management agreement for the most recent three fiscal years. Please also indicate whether the Parish has established an anticipated annual budget or not-to-exceed amount for the contract resulting from this RFP. If no such amount has been established, please identify the approximate value or level of active grant-management work expected to transition to the selected consultant at contract commencement.

Response:

FY 2023: \$353,736.25 annual spend

FY 2024: \$234,389.14 annual spend

FY 2025: \$202,790.82 annual spend

Most of these costs were reimbursed through various grants.

Response: No, there is no annual budget or not-to-exceed amount. We issued task orders and notices to proceed. The expectation is the new consultant would manage all new projects. The existing consultant would close out current projects pending board approval.

1. Does the 25 page limit include the requested Table of Contents listed on page 3 of the RFP?

Response: The 25-page limitation has been removed by Addendum. Therefore, the Table of Contents is not subject to a page limit. Proposers are encouraged to keep their submissions concise and organized in a single booklet.

2. Does the 25 page limit include the requested proposal formatting of sections 4.6 - 4.13 (pricing/docs/forms) listed on page 8 of the RFP?

Response: The 25-page limitation has been removed by Addendum. Therefore, the sections identified in Sections 4.6 through 4.13 are not subject to a page limit. Proposers should provide all requested pricing, documentation, and forms as specified in the RFP. Proposers are encouraged to keep their submissions concise and organized in a single booklet.

1. **P. 4, 1.2** (page limit): Are the Table of Contents, forms, insurance certificate, and other requested supporting documents (e.g., SAM.gov, SOS report) included in the 25-page limit?

Response: The 25-page limitation has been removed by Addendum. Therefore, the Table of Contents, forms, insurance certificate, and other requested supporting documents are not subject to a page limit. Proposers should provide all required information and documentation as specified in the RFP. Proposers are encouraged to keep their submissions concise and organized in a single booklet.

2. **P. 7, 4.6:** It is our understanding that we should provide an hourly rate for each position. We assume that “product-based delivery” pricing could be required in the future, but is not required for this proposal. Please confirm if providing hourly rates will be sufficient.

Response: Yes. Proposers should provide the hourly rates for each position as requested in Exhibit A. Product-based delivery pricing is not required as part of this proposal. Proposers should also disclose any additional costs, fees, or reimbursable expenses not otherwise listed in the RFP.

3. **P. 8, 4.1.3:** Should we print the entire addendum(s) or just the signature page? And are these included in the page limit?

Response: Proposers should include the entire addendums with the appropriate signature. Addenda are excluded from the page limit.

4. **P. 7, 4.4** (Background and Experience): Would the Parish consider placing the resumes out of the 25-page limit or increase the page limit within the proposal?

Response: Response: The 25-page limitation has been removed by Addendum. Resumes should be included as required by the RFP. Proposers are encouraged to keep their submissions concise and organized in a single booklet.

4.11 Federal Forms

Please print the “Reps and Certs (Financial Assistance) page from Sam.gov which shows the certification of federal requirements i.e. debarment, lobbying, etc. To get there, log into sam.gov. Go to renew or update, click on view. On the left side of the menu, select “Reps and Certs (Financial Assistance). Print the page and include with proposal.

We logged in to SAM.gov and printed out a page that states “Reps and Certs (Financial Assistance). It states that Westwood Professional Services, Inc. does not plan to apply for federal assistance. I don’t see where there is anything on this page to fill out/complete. Also, it does not refer to debarment, lobbying, etc.

We do have our SAM registration certificate we are going to submit as well; however, we want to be sure this is the information you would like us to include with our proposal.

Response: If the certification paragraph does not appear, please complete and include the Certification Regarding Lobbying with the RFP.

[2025 Federal Clause Attachment.docx](#)
[Certification-Regarding-Lobbying.pdf](#)
[Updated 2024 Contract Provisions Guide.pdf](#)

1. Please clarify which of the required sections listed in Section 1.1 are included in the 25-page limit

Response: Response: The 25-page limitation has been removed by Addendum. Therefore, the required sections listed in Section 1.1 are not subject to a page limit. Proposers are encouraged to keep their submissions concise and organized in a single booklet.

2. Section 1.1 Required Submittals include “References” twice (#5 and #7). Please clarify where References should appear in the proposal.

Response: Item #5 requests professional references, while Item #7 requests three (3) references for similar FEMA projects managed by the firm. The FEMA project references required under Item #7 are addressed in Section 4.5.

The same three references may be used to satisfy both Items #5 and #7, provided they meet the requirements of Section 4.5. An additional three FEMA project references are not required if the references provided under Item #5 meet the requirements of Section 4.5.

3. Would the Police Jury please consider excluding resumes from the 25-page limit. As 12 positions are cited in Exhibit A: Staff and Rates, submitting 12 one-page resumes for each staff would account for half of the proposal.

Response: The 25-page limitation has been removed by Addendum. Resumes should be submitted as required by the RFP. Proposers are encouraged to keep their submissions concise and organized in a single booklet.

4. Can the Parish please clarify in Section 4.6 what is meant by total price per task. Is there additional information not included in the cost attachment that the Parish would like submitted?

Response: “Total price per task” refers to any potential costs associated with completing the task that are not otherwise included in the mileage and per diem expenses specified in the RFP. Proposers should identify any additional costs, fees, or reimbursable expenses that may be incurred.

5. As the responses to inquiries will be released less than a week prior to the proposal deadline, would the Parish please consider extending the proposal deadline to allow bidders additional time to incorporate any changes, particularly related to page limit.

Response: Unfortunately, the Parish is under a strict timeline to ensure that a consultant is in place by November 30, 2026. Therefore, we are unable to extend the proposal deadline.

1. Section 4.6 requests hourly rates and a total price per task, and states that proposals may be structured as fixed sum or cost reimbursement, while specific tasks and quantities are not defined. Could you please clarify how proposers should structure the price proposal for evaluation purposes?

Response: Proposers should complete the hourly rates requested in Exhibit A and disclose any additional costs, fees, or reimbursable expenses not otherwise listed in the RFP. This information is requested to ensure the Police Jury is aware of all potential costs associated with the services.

2. The contract includes an initial one-year term with up to three additional one-year renewals. May hourly rates be adjusted upon renewal, or are proposed rates expected to remain fixed for the full potential contract period?

Response: No. The hourly rates established and agreed upon at the beginning of the contract shall remain fixed for the full duration of the contract, including any renewal terms.

3. Are there current projects or anticipated task orders expected to be issued under the resulting contract?

Response: The expectation is that the new consultant will be responsible for managing all new projects, task orders, and Notices to Proceed issued under the resulting contract. The existing consultant will continue to manage and close out current projects, subject to Board approval.

4. Does this opportunity require that the awarded contractor's key personnel be physically based or located in Louisiana, or may personnel be deployed to the Parish as needed without maintaining a permanent in-state presence?

Response: No. The awarded contractor and its key personnel are not required to be physically based or located in Louisiana. Personnel may be deployed to the Parish as needed. As outlined in the RFP, personnel may be requested for activation based on the Parish's needs.

1. Does the Table of Contents on page 3 of the solicitation have a redundancy for the reference requirement (numbers 5 & 7) or is the solicitation requesting another 3 references in addition to those listed in number 5? The second request for references doesn't appear to be included in Section 4-Proposal Expectations.

Response: Item #5 requests professional references, while Item #7 requests three (3) references for similar FEMA projects managed by the firm. The FEMA project references required under Item #7 are addressed in Section 4.5.

The same three references may be used to satisfy both Items #5 and #7, provided the references meet the requirements of Section 4.5. An additional three FEMA project references are not required if the references provided under Item #5 meet the requirements of Section 4.5.

1. May I get an electronic copy of this opportunity?

Response: Electronic copies of the RFP are available on the APPJ website under the Announcements section and through Central Bidding.

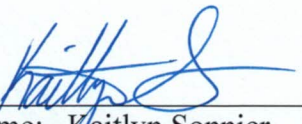
All other terms, conditions, and requirements of the original RFP remain unchanged.

Proposals shall continue to be submitted to:

Acadia Parish Police Jury Government, Acadia Parish Police Jury OHSEP
505 NE Court Circle Crowley, LA 70526

By order of Acadia Parish Police Jury.

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature 
Printed Name: Kaitlyn Sonnier
Title: OHSEP Director
Company: Acadia Parish Police Jury