

Subject: IFB Questions (04PAGS)

Mr. Williams,

Thank you for the opportunity to submit the following questions in relation to MEMA's Invitation for Bids for Professional Services to Support Public Assistance Grants (IFB #: 04PAGS).

- 1) Please clarify the reference to 1604 experience. Section 2.1 states that "the offeror must have 5 years FEMA-1604 PA experience dealing with ongoing infrastructure projects", and Section 2.3.1.1.a) states that "the contractor must have at least five (5) years' experience with Public Assistance FEMA 1604 Hurricane Katrina." The numerical designation 1604 is specific to the Presidential Disaster Declaration for Hurricane Katrina within the State of Mississippi. A strict interpretation of the requirement for 1604 experience could therefore be interpreted to exclude firms with extensive Public Assistance experience acquired on other disasters or in other states.
 - a. Was it MEMA's intention to exclude vendors with more than 5 years of experience with FEMA Public Assistance in the State of Mississippi that was accrued on disasters other than Katrina?
 - b. Was it MEMA's intention to exclude vendors with more than 5 years of experience with FEMA Public Assistance for Hurricane Katrina that was accrued in states outside of Mississippi?
 - c. If the answer to the previous two questions is no, does MEMA wish to receive responses from vendors with more than 5 years of FEMA Public Assistance experience which accrued that experience on disasters other than 1604?

Answer: The State requirement is due to the unique set of requirements and disaster specific guidance's inherent with FEMA 1604. This specific disaster also falls under the jurisdiction of FEMA Region IV with its own particular operating procedures.

- 2) Please clarify the units of cost that respondents should cite for this opportunity. Section 1.8 states that "compensation for services will be in the form of a fixed-price agreement," and Attachment B states that "pricing must include ALL associated costs."
 - a. Should the price quote be a single figure that represents the annual total for all three positions based on a forty-hour work week?
 - b. Should the price quote indicate a daily, weekly, or monthly total instead?
 - c. Should respondents include hourly rates for each position classification?

Answer: Offeror should provide both the single figure as well as the hourly rates for each position classification.

- 3) Please clarify the estimated level of effort for positions cited.
 - a. Does MEMA anticipate utilizing contract staff resources on a full-time or part-time basis during the initial one-year term?
 - b. If MEMA anticipates utilizing contract staff resources on a part-time basis, can you please provide the estimated number of hours for each position to assist in calculating a fixed-price quote?

- c. Will compensation be based on hourly rates and actual hours worked by contract staff, or will it be provided in the form of fixed-price disbursements instead?

Answer: Position is full time basis.

- 4) Please clarify the location of this opportunity and any associated travel requirements.
 - a. Where will these positions be located?
 - b. Is travel required between the capital region and Gulf Coast?
 - c. Should travel be included in the fixed-price quote, or will it be reimbursed separately according to a different rate schedule (e.g. GSA, IRS)?
 - d. If the fixed-price quote should include travel, can you please provide an estimate of travel volume to assist in calculating the fixed-price quote?

Answer: Duty location will be in Biloxi MS, 5 days a week.

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Mr. Williams,

Should bidders submit an hourly rate on Bid Form/Attachment B or will price be negotiated with successful candidate after selection? Thanks.

Answer: Offeror should provide both the single figure as well as the hourly rates for each position classification.

MAHC