

PUBLIC NOTICE ISSUED 5:30 P.M., SEPTEMBER 16, 2020

Request for Proposals, Qualifications, and Rates

Kisatchie-Delta Regional Planning & Development District is seeking a qualified grant and program management firm to assist with and manage federal and state grant funding programs and projects specifically related to public sector and eligible non-profit organizations' eligibility for assistance and/or reimbursements under the 1) CARES Act or other Federal and/or State relief; and 2) FEMA Public Assistance, Hazard Mitigation, CDBG, or other assistance.

Submittals will include a brief narrative of 5 pages or less including:

- 1) **Firm Qualifications** pertaining to program and grant management services
- 2) **Demonstrated Experience** of the last 3 years with the CARES Act or FEMA Public Assistance and/or other Federal or State relief benefitting public sector entities, local government, and/or eligible non-profit organizations
- 3) **Specific Experience** complying with and successfully navigating relevant State of Louisiana and Federal Procurement laws and processes and 2 references that can confirm both work experience and procurement experience to include
  - a) Name of Awardee/Entity with phone and/or email address
  - b) Grant Name and Award Amount
  - c) Nature of Work or Scope of Work performed and Dates of Performance
- 4) **Itemized Rate Schedule for Services** related to administrative and programmatic services to assist local governments and non-profit organizations under the CARES Act, FEMA Public Assistance, and/or other similar State and Federal relief; refer to recommended list of 17 services and provide hourly and/or unit prices

**Respondents may group recommended services or add additional services**

- 5) **Key Personnel** employed by or associated with the firm possessing the referenced experience and service performance outline

**Debarred and/or suspended firms/contractors/parties need not apply. Small, disadvantaged, minority, women, veteran, veteran-disabled or other SME businesses are encouraged to apply.**

Please submit your Proposal with Qualifications and Rates via email to [heather@kdelta.org](mailto:heather@kdelta.org) or in advance of the deadline for consideration under exigency circumstances of complex disaster created by COVID-19 and the recently declared disasters associated with Hurricane Laura or subsequent disaster events by no-contact door delivery or mail to 3516 Parliament Court, Alexandria, LA 71303. **IF SENT BY EMAIL, include a subject line "RFP-Q-R EXIGENCY-OTHER". IF SENT BY DROP OFF OR MAIL, label outside of sealed envelope "RFP-Q-R EXIGENCY-OTHER".** All responses shall be moved to a folder and stored unopened. An email/digital response shall be transferred to an online folder and remain unopened until bids are opened. Desired responses shall be received by 10: 30 a.m. September 21, 2020 for consideration at the September 21, 2020 public meeting. Questions should be sent to Samuel "Quint" Carriere via email to [quint@kdelta.org](mailto:quint@kdelta.org). To confirm receipt of email, call Quint Carriere at 318-487-5454.

Responses will be opened and reviewed at a Public Meeting on Monday, September 21, at 1 p.m. for reviewing and determining recommendations on proposals for tabling or selecting for award and negotiation, contingent on confirmation of experience and qualifications, including reference verification. If only one respondent, an agreement may be entered for exigency circumstances and additional responses sought to confirm cost reasonableness or otherwise effect complete procurement requirements for other services.

Kisatchie-Delta Regional Planning & Development District reserves the right to reject all of the submittals in response to this Request or to select multiple respondents. Kisatchie-Delta Regional Planning & Development District intends to engage in at least one agreement related to this Request for Proposals, Qualifications, and

Rates in order to assist members in Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, and Winn Parishes and/or other public sector or non-profit organizations and/or one or more Federally-recognized Tribal governments within the Economic Development District for Region 6 and/or its members' jurisdictions under exigency, emergency, and/or foregoing circumstances;

**This includes but is not limited to procurement to benefit intergovernmental and or similar agreements of Kisatchie-Delta Regional Planning & Development District local government or non-profit organizations within Region 6 to opt in for selected services procurement for emergency, exigency, and/or related ongoing or foregoing activity and recovery and/or engagement of a selected respondent to enter public-private agreement with Kisatchie-Delta Regional Planning & Development District to enter a public-private sector relationship that serves the same or similar purposes.**

Kisatchie-Delta Regional Planning & Development District, Inc. is 1) Federally chartered by the U.S. Department of Commerce Economic Development Administration as an Economic Development District; 2) Legislatively enacted as a public commission for the State of Louisiana, namely a Planning and Development District serving Region 6; 3) recognized by the Internal Revenue Service as a 501(c)4 non-profit organization; and 4) an Equal Opportunity Employer, Provider, and/or Lender.

**Overall Program and Services Management**

**Recommended List for Services and Rates**

1)	Direct and coordinate activities to meet the objectives of the overall program and management plan
2)	Assist in obtaining FEMA/CARES Act reimbursement, as well as any other federal/state/local funding source
3)	Assist in securing FEMA/HMGP grants to cover program implementation costs
4)	Assist an entity with project identification; manage, report, monitor processes, submittals, and/or projects to ensure delivery within the established schedule and cost parameters, in compliance with quality assurance requirements; provide timely project communications; develop and implement appropriate recovery strategies when management objectives are at risk; provide oversight of phased deliverables to ensure work is in compliance with FEMA or other cognizant/regulatory regulations and policy
5)	Facilitate coordination efforts between all Federal and State agencies throughout the life of a project or reimbursement process.
6)	Facilitate application development and Benefit Cost Analysis methodology
7)	Facilitate Cost Reasonableness methodology for local documentation
8)	Prepare and submit timely Reports and Reimbursement Requests
9)	Facilitate all Requests for Information (RFI) from State and/or Federal Agencies over the life of the effort
10)	Attend all project related meetings with the Kisatchie-Delta and/or other entities; represent, as needed, the interests of the applicant/recipient at State and/or Federal Agency meetings and other agencies as necessary and provide project information to them as required
11)	Manage all documentation and processes in the appropriate reimbursement/grants portals and otherwise as needed
12)	Provide audit and funding compliance reviews on all projects as required based on the funding source
13)	Assist in project/program financial or programmatic audits
14)	Manage project files and support documentation through closeout
15)	Work with appropriate federal, state, local, non-profit and, if applicable, private agencies for obtaining, maximizing, and ensuring compliance of FEMA, CARES Act, and other funding grant and/or reimbursement regulations
16)	Debris Monitoring during Emergency Declaration and/or in Declared Disaster(s)
17)	Administer Payroll and Record Keeping on all grants or other reimbursements assistance processes overseen or other programs and projects where Davis-Bacon wage rates are required.