



# GOVERNMENT OF PUERTO RICO

## Central Office of Recovery, Reconstruction and Resiliency

April 23, 2019

### *Answers to RFP COR3-RFP-2019-01 Questions*

#	QUESTIONS	ANSWER
1.	The RFP specifies proposals be submitted via email by 15:00 hours on April 27, 2019. Does COR3 intend for proposals to be submitted on a Saturday?	YES
2.	The RFP would seem to imply the contract will be T&M. Is this the anticipated contract type?	TIME AND MATERIALS (T&M) CONTRACT WILL BE
3.	<b>3.1.1 Staff Requirements, pages 5–6, and Attachment E:</b> Since the RFP’s Organizational and Staffing Plan requests the proposer to “demonstrate their ability to adequately staff and scale each functional area...,” are proposers allowed to change the pricing table to include additional labor categories and level of effort by labor category to calculate the total evaluated price.	PLEASE PROVIDE BOTH TABLES, ALTERATED AND NONE ALTERATED
4.	<b>Page 15:</b> Are the Cover Page and Transmittal Letter included within the 70-page limit?	NO, THEY SHOULD NOT BE COUNTED AS PART OF THE 70 PAGE LIMIT.
5.	Should the RFP Check List be included in the submitted proposal. If so, does it count as part of the 70-page limit?	YES, PLEASE INCLUDE. THEY SHOULD NOT COUNT AS PART OF THE 70 PAGE LIMIT.
6.	<b>Firm experience and Financial Capacity, page 16:</b> The RFP requests a copy of the proposer’s most recent audited financial statement. This document is lengthy (i.e., 90 pages). Are offers permitted to provide this in an appendix that is excluded from page count?	YES.
7.	Liquidated damages are against our company standards. Will you waive the liquidated damages clause?	YES. THIS CLAUSE MAY BE WAIVED BY COR3.
8.	The RFP states, “The Proposer shall pay to COR3, as liquidated damages, \$1,000 for each calendar day that the goods and services requested are late until deemed in compliance subject to a maximum of \$10,000.”	-
	a. Will a deliverable be deemed late if it is turned in on time and then subsequently rejected?	NO.
	b. Is \$10,000 the maximum under the contract or per occurrence?	PER OCCURRENCE.

9.	The RFP states, "For the purpose of applying and calculating such liquidated damages, a grace period of ten (10) days shall be observed." Please clarify what this means.	-
	a. Does a deliverable have to be 10 days late before the liquidated damages of \$1,000 per days begin?	YES, BUT 10 DAYS WILL BE GIVEN UPON NOTICE.
	b. Will notice and 10 days opportunity to correct the problem occur during this grace period?	NOTICE WILL BE GIVEN. 10 DAY GRACE PERIOD WILL BE AWARDED FROM DATE OF NOTICE.
10.	Can we make exceptions to the RFP?	NO.
11.	The RFP states, "Invoices will be processed for payment only after approval by COR3's Contract Manager or his designee, and after FEMA / COR3 review and approval of expenses."	-
	a. What is the maximum number of days that COR3 will take to approve or reject an invoice?	10 DAYS
	b. Is payment of our expenses contingent on FEMA's approval of expenses?	NO
12.	What are the insurance requirements of the RFP?	PROFESSIONAL LIABILITY INSURANCE TO PROVIDE FOR ERRORS, OMISSIONS AND NEGLIGENT ACTS THAT MAY ARISE FROM THE SERVICES RENDERED UNDER THIS RFP IN THE MINIMUM AMOUNT OF \$1,000,000.00, PER CLAIM. COMMERCIAL GENERAL LIABILITY INSURANCE IN THE MINIMUM AMOUNT OF \$1,000,000.00, PER OCCURRENCE.
13.	Are we required to submit a proposal guarantee with this proposal?	NOT APPLICABLE TO THIS RFP. HUD ONLY REQUIRES THESE BONDS FOR CONSTRUCTION AND IMPROVEMENTS OVER \$100,000
	a. Is this the same as a bid bond?	-
	b. What is the proposal price on which we should base the bond?	-
	c. When will the bid bond be returned?	-
14.	When are the payment and performance bonds due?	NOT APPLICABLE TO THIS RFP. HUD ONLY REQUIRES THESE BONDS FOR CONSTRUCTION AND IMPROVEMENTS OVER \$100,000
	a. What is the contract price on which we should base the bonds?	-
	b. Can we base these bonds on the Purchase Orders?	-
	c. When will these bonds be returned?	-
15.	Regarding the applicability of the bonding requirements in section 28, please clarify:	NOT APPLICABLE TO THIS RFP. HUD ONLY REQUIRES THESE BONDS FOR

		CONSTRUCTION AND IMPROVEMENTS OVER \$100,000
	a. Is the work subject of this RFP categorized as a “construction or facility improvement contract?”	-
	b. Will we be required to obtain bonds pursuant to this section?	-
	c. Can you provide any additional details on the applicability, cost, and timing of the bonds?	-
	d. Can these bonds be waived?	-
16.	What is COR3’s utilization of the EMMIE system for HMA grants? A requirement is familiarization of EMMIE in multiple roles for staffing requirements.	NEMIS HMGP IS THE MITIGATION MODULE OF NEMIS. YOU MAY ALSO HEAR IT REFERRED TO AS THE HMGP SYSTEM THIS SYSTEM MODULE PROVIDES A WAY TO ADMINISTER HAZARD MITIGATION GRANT PROGRAM (HMGP) INFORMATION AND GRANT APPLICATIONS.
17.	In 3.1.1(c) – Staffing Requirements and in Attachment E (Pricing) COR3 has 7 positions noted. In the description/needs of the proposed staff you have eight (8) positions noted with the addition of ‘Hazard Mitigation Project Lead’. Just need to know if there are 8 or 7 potential positions for staffing and pricing purposes?	THE NUMBER OF POSITION FOR STAFFING IS 8.
18.	Shall the proposer submit one resume per listed position or a sampling of resumes per position?	WE EXPECT THE RESUME OF THE LEADERS AND A SAMPLING OF THE PERSONEL THAT THE CORPORATION CAN PROVIDE
19.	Can you please expand and/or verify the general description for the Hazard Mitigation Specialist?	THE HM SPECIALIST WILL PARTICIPATE IN AND/OR LEAD PROJECT INITIATIVES FOR, STATE AND/OR LOCAL CLIENTS RELATED TO HAZARD MITIGATION. WORK MAY INCLUDE, BUT IS NOT LIMITED TO: PROGRAM MANAGEMENT, DEVELOPMENT AND/OR REVIEW OF FEDERAL GRANT APPLICATIONS, PROGRAM MONITORING, REVIEW AND IMPROVEMENT OF PLANS, DOCUMENTS, MANUALS, POLICIES, AND PROCEDURES. DIVERSE BACKGROUNDS CAN BE CONSIDERED. THE PERSONNEL MUST EXPECT LIMITED SUPERVISION AND MUST BE COMFORTABLE WORKING WITH OR MANAGING TEAMS, AND

		INTERACTING DIRECTLY WITH CLIENTS, AND TEAMING PARTNERS.
20.	In the Proposal Format section, COR3 asks that financial statements be included with the Firm's Experience. Financial statements can often be up to 40 pages in length, but the section is limited to 8 pages and the entire proposal is limited to 70 pages. Would COR3 consider allowing financial statements to be included as an appendix outside of page count?	YES.
21.	Does the RFP number have 2019 in it? In section 9, regarding the Cover Page, the proposal lists the RFP number as: COR3-RFP-2019-01, which contradicts the number provided on the title page: COR3-RFP-01. Which is correct?	COR3-RFP-2019-01
22.	The RFP Checklist is included on the RFP checklist. Does COR3 want the RFP checklist to be completed and submitted with the RFP? If so, where should it be included?	YES, PLEASE INCLUDE AFTER COVER PAGE.
23.	The Proposal Format section does not give a clear place for A, C, and D. Where should these forms be placed?	PLEASE ATTACH AT THE END, IN ORDER.
24.	Does COR3 want Attachment E to be placed in the Cost Proposal section? Does COR3 desire anything else to be provided in the Cost Proposal section?	PLEASE ATTACH AT THE END IN ORDER.