



Baldwin Electric Membership Cooperative Association, Inc.

ADDENDUM #1

RFP No. Sally-01

Request for Proposals for Grant Management Services

Published: October 16, 2020

This addendum is hereby incorporated into the solicitation documents for the RFP referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. If applicable, additions are indicated by underlining, deletions are indicated by ~~striketrough~~.

Baldwin EMC has received the following questions (slightly revised for clarity) and provides the following answers regarding the above-referenced RFP:

- Q1. Is Baldwin EMC open to negotiate the terms and conditions at the contract stage with the awarded Respondent?**
- A1. As noted on page 9 of the RFP, the terms and conditions of the resulting non-exclusive contract will be negotiated with successful Respondent(s). The contract however will include the contract provisions required by 2 C.F.R. § 200.326 and FEMA guidance.
- Q2. Will Baldwin EMC provide a separate agreement issued after award?**
- A2. Yes.
- Q3. Will Baldwin EMC provide a copy of the agreement for the bidders to review?**
- A3. Baldwin EMC is working on the draft agreement and may provide it for review by issuing an additional addendum.
- Q4. If Baldwin EMC will not provide a copy of the Agreement, will you issue a PO against the RFP?**
- A4. As noted in the RFP, Baldwin EMC will award a contract as a result of the RFP. The contract may provide for work orders to cover specific scopes of work.
- Q5. In order to avoid duplication, will Baldwin EMC be amenable to requiring that only Exhibit G be submitted, and not Exhibit F?**
- A5. No. Both Exhibits F and G are required.

Q6. Within the Scope of Services is provided a list of “some of the services the successful Respondents may be asked to perform,” noting that the list was “not limited to” only the services listed.

Within the pricing form vendors are asked to provide a number of “Estimated Project Hours” by labor category. Since this will be awarded as a consultant services type contract, without a specific defined scope, vendors will not have an appropriate basis to develop the estimated labor hours.

In light of this, we respectfully ask that the requirement to provide the estimated number of hours be removed as a pricing requirement under Exhibit E.

A6. This request is granted. The “Estimated Project Hours” and the “Extension” columns on Exhibit “E”, Price Proposal, are not required. Respondents should use the revised price proposal form attached to this Addendum.

Q7. On page 17 of Baldwin-EMC-RFP-for-Grant-Management-Services-with-COI-Policy_Revised, which is Exhibit “A” there is a statement that says “Review contracts, advise Baldwin EMC on the establishment of contracts for emergency services or supplies related to COVID-19 and advise on the scope of work development for said contracts.”

Did Baldwin EMC mean COVID-19 or was this meant to refer to review of contracts related to services in response to Hurricane Sally?

A7. The reference to COVID-19 was made in error. The last bullet on page 17 of the RFP is revised as follows:

- Review contracts, advise Baldwin EMC on the establishment of contracts for emergency services or supplies related to ~~COVID-19~~ Hurricane Sally (or subsequent disaster during the Agreement term), and advise on the scope of work development for said contracts.

Q8. The scope of work includes this: Provide construction and restoration claims consulting. Such efforts may include estimation, bid document preparation and construction and budget oversight.

It is our understanding that the services required are for grants management. This statement sounds like the selected contractor is to do construction cost estimates, production of construction bid documents, and construction oversight and construction budget oversight.

Can this please be clarified?

A8. The intent is not to assign construction management work. The Successful Respondent will however be expected to assist with review of estimates and will provide support to Baldwin EMC throughout the FEMA reimbursement process to ensure eligibility of the cost, which may include documentation of cost reasonableness and assistance with procurement compliance. For clarity, the first bullet on page 17 of the RFP is revised as follows:

- Provide construction and restoration claims consulting. Such efforts may include ~~estimation, bid document preparation and construction and budget oversight~~ consulting

on FEMA programmatic and regulatory requirements related to cost estimation, bid document preparation, and construction and budget oversight.

**** END OF ADDENDUM No. 1 ****

REVISED PER ADDENDUM #1
Exhibit "E": Price Proposal
RFP No. Sally-01 – Grant Management Services

Unless otherwise indicated in this Scope of Services, all services performed under this contract shall be paid in accordance with this Price Proposal.

An authorized representative of the firm offering this proposal must complete this form in its entirety. Prices entered herein shall not be subject to withdrawal or escalation by Respondent. Baldwin EMC reserves the right to hold proposals for a period not to exceed 90 days after the deadline for submission stated in this RFP before awarding the contract.

Any estimate of quantities of work to be done and materials to be furnished under the specifications as shown on the Price Proposal Form (or elsewhere) is approximate only and not guaranteed by Baldwin EMC. Baldwin EMC does not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities, nor shall the Respondent plead misunderstanding or deception because of such estimate of quantities or of the character, location of the work, or other condition pertaining thereto.

Respondent: _____

By: _____

Date: _____

PROPOSED HOURLY RATES

(Respondent may offer different or additional labor categories by attaching a separate sheet.)

Item No / Position Description	Unit Price Per Hour
1. Project Executive	\$
2. Project Manager	\$
3. Project Writer	\$
4. Project Accountant	\$
5. Data Manager	\$
6. Administrative Support	\$
7. Subject Matter Expert	\$
8. Closeout Specialist	\$

Labor rates shall include all equipment, tools, and supplies necessary for the employee to perform the tasks assigned, including any costs associated with necessary software or data management.

Any other out of pocket expenses, such as travel related expenses, meal allowances, or hotel rooms shall be reimbursed at cost and must be pre-approved in writing by Baldwin EMC.

Respondent may alter the categories listed above or propose a different form of contract (e.g., unit rates) as an alternative. Baldwin EMC reserves the right to select the proposal that it deems most advantageous to Baldwin EMC, in its sole discretion, based on the evaluation factors as described in this RFP.