



Request for Proposals for Grant Management Services

RFP No. GM-001

Addendum #1

October 19, 2021

This Addendum is hereby incorporated into the solicitation package for the Request for Proposals (“RFP”) referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents.

RESPONDENT QUESTIONS:

Pursuant to the Schedule noted in the RFP, the question deadline was October 18, 2021 at 5:00pm CDT. Terrebonne General issues this first Addendum to provide responses to the questions received from prospective Respondents (slightly revised for clarity). Terrebonne General further confirms to all interested Respondents that the Proposal Due Date and Time remains **October 22, 2021 at 12:00 pm CST**. All Proposals must be submitted on or before this deadline and consistent with the requirements set forth in the RFP.

This addendum will be posted to the Terrebonne General website at tghealthsystem.com/about/RFP.

No.	Question	Response
1	Is the contractor expected to be on-site or is remote work acceptable?	Though Terrebonne General anticipates that some on-site work will be necessary for the completion of the scope of work as described in the RFP, remote work will be permitted to the extent the respondent can satisfactorily complete the scope of work.
2	What is the estimated period of performance?	The terms and conditions of the resulting non-exclusive contract will be negotiated with successful Respondent(s). Terrebonne General expects the successful respondent to complete the scope of work described at Exhibit A of the RFP, which includes the provision of services through project close out. Accordingly, the period of performance is open ended.
3	Would Terrebonne General consider an extension of the proposal due date to October 29 to allow bidders to evaluate responses to questions and to respond to the RFP?	Unfortunately, due to the expedient nature in which Terrebonne General must procure a grants manager, we are not able to extend the deadline to submit a proposal in response to the RFP.

4	Page 14, Exhibit E notes that there is no limit as to the number of pages that respondents can submit for its price proposal. Other than completing Exhibit E, is Terrebonne General requesting any additional pricing information?	Respondents are expected to complete the Price Proposal as laid out in Exhibit E to the RFP. No additional pricing information is necessary. Should respondents have additional information or would like to propose a different pricing format, it may submit additional pages to do so as referenced on page 24 of the RFP.
5	Is there an incumbent currently performing this work? If so, please provide the name of the incumbent and the contract number.	Terrebonne General is not currently using contract support for the full scope of work contained in the RFP.
6	What drove the identification of potential vendor companies?	It is the intent of Terrebonne General that the grant management services detailed in the RFP are procured in accordance with Federal and State procurement requirements. The solicitation was widely advertised and distributed through various means, including specific solicitation of minority and woman owned businesses, and other historically disadvantaged enterprises.
7	Can you clarify what type of proof will be accepted with regard to Page 13, Section D - Proof of Respondent's Business Tax Receipt? Is registration with the State of Louisiana required to submit a proposal? Is a Certificate of good standing issued by the state in which the company is organized sufficient to meet the requirements of Page 13, Section D?	Terrebonne General will accept documentation demonstrating that the respondent has been cleared by applicable state or local governments to provide goods or services. Such proof may include a Certificate of Use, Business Tax Certification, or other evidence that the Respondent has paid any applicable Business Tax fees or otherwise may operate in the State of Louisiana.
8	Has Terrebonne applied for and received federal grant awards?	Terrebonne General has received federal grant awards through the Provider Relief Fund this past year and has received FEMA funding on previous occasions. The extent of funds received this year will be the first time Terrebonne General has exceeded the threshold for single audit.
9	Does Terrebonne have a grants person on staff who is responsible for managing grants?	Meggan Murray, Terrebonne General's Assistant Vice President of Finance Administration, is managing Terrebonne General's grants.

10	How much in FEMA Public Assistance funding has Terrebonne General received to date related to DR-4611 and COVID-19?	Terrebonne General is in varying stages of the reimbursement process to receive the funding approved for DR-4611 and COVID-19. Terrebonne General estimates that it has received approximately \$2 million in funding for expenses through October 2020 to address and respond to COVID-19. This represents the 80% portion that was funded by GOHSEP. Terrebonne General expects to receive the remaining 20% after the full audit process. Though Terrebonne General has been working on submitting expenses incurred after October 2020, these expenses have not yet been submitted. There have been no disbursements related to Hurricane Ida to date.
11	To date, how many reimbursement requests has Terrebonne General submitted to FEMA related to DR-4611 and COVID-19?	Terrebonne General has submitted one claim for COVID-19-related expenses at this point. Terrebonne General has submitted its Request for Public Assistance funding but has not submitted any expenses associated with Hurricane Ida to date.
12	At what frequency has Terrebonne General submitted FEMA PA reimbursement requests related to DR-4611 and COVID-19 (monthly, quarterly, etc.)?	Reimbursement requests are prepared according to varying factors, including priority, size of funding impacted, and documentation required, and submitted to the recipient for review accordingly. Terrebonne General is open to submitting its requests at whatever frequency is deemed necessary and appropriate.
13	Can you provide an estimate of COVID-related and FEMA Public Assistance expenses incurred that have yet to be submitted for reimbursement?	Terrebonne General continues to evaluate its expenses for these events and has not yet confirmed the total that will be submitted under FEMA's Public Assistance program. Terrebonne General expects that the majority of assistance will be for Hurricane Ida, which Terrebonne General estimates in excess of \$25 million. Because of the complexity of the various COVID funding sources and applicable eligible expenditures for each, Terrebonne General does not have an estimate of remaining expenses related to COVID-19 at this time.
14	Section VI, Ethics Requirement states that respondents shall submit a signed and notarized statement regarding conflicts of interest on Exhibit C; however, Exhibit C does not have space or an area designated for a notary to sign and seal. Can Terrebonne General please confirm that Exhibit C does not need to be notarized?	Given the time constraints and circumstances, Terrebonne General will accept a signed Exhibit C with omission of notary with submission of a respondent's proposal; however, Terrebonne General will require a notarized statement from the selected vendor before signing of any contract.

**** END OF ADDENDUM #1 ****