

REQUESTS FOR PROPOSALS

for

Disaster Recovery Grant Management and Administration

Addendum No. 3

Published June 9, 2025

Date RFPs Published: April 24, 2025

Deadline to Submit Proposals: Tuesday, June 24, 2025 by 4:00 P.M. CDT

To All Applicants:

This addendum is being issued to clarify, add, delete, correct and/or change the Requests for Proposals for Disaster Recovery Grant Management and Administration (RFPs) to the extent indicated herein and is hereby made a part of the RFP documents on which the contract will be based. Any modifications/changes made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the RFPs, including those addressed through previously-issued addenda, are to remain in force. It is the responsibility of the applicant to conform to this addendum.



1. *Section IV, "Evaluation Criteria", Subsection B "Technical Proposal" (page 12) is hereby revised to correct a mathematical error:*

B. Technical Proposal (70 Points)

The technical criteria detailed in Section III(D) will be evaluated.

- Firm's capacity to address the LHC's scope of work (20 Points).
- Demonstration of the firm's prior experience in providing consulting services and its familiarity with federal and state agencies and programs (20 Points).
- Capability and qualification of the proposed personnel (10 Points).
- Small Entrepreneurships (MBE/SBE/WBE) Initiative (10 Points).
- Proposed strategy of the firm in representing the LHC in disaster recovery grant management and administration (10 Points).

2. *Section V, "Proposal Response Format", Subsection E "Cost Proposal" (pages 14-15) is hereby revised and shall read as follows:*

The cost proposal must provide the basic fee structure and indicate the hourly rates of the various staff members for each of the services anticipated under this RFP.

The cost proposal should state assumptions on which the firm's fee would be predicated and any factors that would change the actual fee. The proposer should state also what it considers to be the most appropriate method for determining a reasonable fee for this representation, and state the rationale for this determination.

The cost proposal shall also include any and all costs the Proposer desires to have considered in any contract entered into with the LHC.

Any taxes other than State and Local Sales and Use Taxes, from which the State is exempt, shall be assumed to be included in the Proposer's costs.

Potential costs and/or charges, if any, for any and all proposed services associated with the implementation and administration of this RFP which should be considered by the Corporation shall be submitted in the proposal.

Each Cost Proposal must also include a detailed listing of all expenses or fees that the Proposer deems as Additional Services which are to be paid directly to a subcontractor. These expenses shall be based on the actual costs incurred with no mark-up for overhead and/or profit allowed. If periodic related services are to be provided by subcontractors, a list must be provided that includes titles and respective hourly rates. Any expenses not specifically included will not be eligible for reimbursement and must be absorbed by the Contractor.

Other. Potential costs and/or charges, if any, for any and all proposed services associated with the implementation and administration of this RFP which should be considered by the Corporation shall be submitted in the proposal.

Each Cost Proposal must also include a detailed listing of all expenses or fees that the Proposer deems as Additional Services which are to be paid directly to a subcontractor. These expenses shall be based on the actual costs incurred with no mark-up for overhead and/or profit allowed. Any expenses not specifically included will not be eligible for reimbursement and must be absorbed by the Contractor.