

## SWLA CENTER FOR HEALTH SERVICES

### REQUEST FOR PROPOSAL

#### Disaster Recovery Consulting and Representation Services

Issue Date: December 10, 2020

SWLA CENTER FOR HEALTH SERVICES is a non-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code and designated by the Centers for Medicare and Medicaid Services of the United States Department of Health and Human Services as a federally-qualified health center [“FQHC”], as defined in Section 1905(1)(2)(B) of the Social Security Act (42 U.S.C. § 1396d(1)(2)(B)).

SWLA CENTER FOR HEALTH SERVICES (“SWLA”) is requesting and invites interested parties to submit proposals no later than **10:00 a.m. CST on Friday, December 18, 2020**, from experienced and qualified firms to provide Disaster Recovery Consulting and Representation Services to SWLA for Hurricane Laura and Hurricane Delta natural disasters (“Declared Major Disasters”) that occurred on August 27, 2020 and October 9, 2020.

Request for Proposal packets can be obtained from:

[www.swlahealth.org](http://www.swlahealth.org)

c/o Jessica Jolly

Chief Operations Officer

[jjolly@swlahealth.org](mailto:jjolly@swlahealth.org)

(337) 660-4682

Sealed proposals will be accepted at:

SWLA Center for Health Services

2000 Opelousas Street

Lake Charles, Louisiana 70601

**DESCRIPTION:** SWLA Center for Health Services desires to hire a Consulting Firm to perform grant management, administrative and related services relative to disaster recovery efforts resulting from hurricanes Laura and Delta pertaining to Federal Emergency Management Agency (“FEMA”) and other applicable programs and/or projects including, but not limited to, FEMA Public Assistance Grant Program where FEMA provides supplemental Federal Disaster Grant Assistance to certain Private Nonprofit organizations for such things as debris removal, emergency protective measures, hazard mitigation, the repair, replacement or restoration of disaster damaged facilities, as well as compliance with applicable federal laws, regulations and policies to become eligible for and complete reimbursement requests pursuant to FEMA Project Worksheets, and eligibility for other federal, state and locally funded grants related to disaster recovery.

## INSTRUCTIONS:

1. The Proposal: Proposals should be submitted in the format outlined in this RFP and should be a complete response to this RFP. The proposal should be submitted in a sealed envelope that shows the name and address of the person or persons submitting the proposal. The proposal should be signed by an officer authorized to make a binding commitment for the organization making the proposal. All cost and price information submitted in each proposal will remain irrevocable for a period of 120 days from the date of submittal of the proposal. All proposals submitted become the property of SWLA.
2. Proposal Composition: The proposal should be divided into eight (8) separate sections comprised of the following information:
  - A. *Proposer Information*: Provide legal name of the firm, trade name if appropriate, address, telephone and fax number, website, email address, federal tax identification number, name of representative/contact person, their title, and name and title of person authorized to contract for the firm.
  - B. *Cover Letter/Executive Summary*: The cover letter must be signed by a person authorized to bind the firm or company to the terms of the proposal and indicate the proposer's intent to be bound by the terms of the proposal and the prices provided in the proposal. The executive summary should provide an overview of the proposal and summarize its key points.
  - C. *Proposer's Qualifications*: Describe the proposer's ability to meet SWLA's objectives, to perform the tasks listed in the proposal, including (a) a statement regarding the financial capability of the firm or company, (b) description of the office(s) from which the proposed services are being performed, (c) nature of the staff that will be performing the proposed services, (d) list of resources and equipment available to assist in the performance of the services proposed and to perform the scope of work detailed in the RFP.
  - D. *Proposer's FEMA/Disaster Recovery Experience*: Provide a statement of the proposer's familiarity and experience with FEMA's Public Assistance Program, as well as with other federally-funded disaster recovery programs, and applicable laws, rules, regulations and guidelines.
  - E. *References*: Provide at least three (3) references for work done in previous declared major disasters and for disaster recovery contracts of similar size and scope, including the name of the contracting organization, length of the contract, brief summary of the work performed, and contact information.
  - F. *Management and Response Plan*: Describe in detail how services proposed will be provided to cover the scope of work detailed in the RFP and any other work that is anticipated to be performed, including a description of major tasks and subtasks to be performed.
  - G. *Pricing Schedule*: List of costs for the unit prices and hourly rates.
  - H. *Personnel*: Attach resumes' of those personnel who will be involved in the management of this project, including level of experience in the area of each service delivery. Also, indicate the level of involvement by proposer's principals in the day-to-day performance and operation of the contract.

3. Changes to the Proposal: Changes to the proposal may be made at any time prior to the opening of the proposals. However, all changes must be submitted in writing in an envelope marked "Modification to Proposal." The proposal and modifications will be opened at the same time and the proposal changed accordingly.

4. Acceptance of Proposal: SWLA intends to award a contract to the proposal that best satisfies its disaster recovery needs. All proposals received by the RFP deadline will be carefully evaluated for conformity with RFP requirements and selection will be based upon RFP technical factors/criteria, price and SWLA disaster recovery needs. SWLA is seeking the best combination of experience, quality of service, and best fit for SWLA's disaster recovery needs. As a result, SWLA specifically reserves the right to negotiate with responding proposers with no commitment to award a contract. SWLA may award a contract solely on the basis of the proposal submitted without any negotiations. SWLA reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation of the RFP which does not affect the price of the proposal or give one party an advantage or benefit not enjoyed by other parties, or adversely impact SWLA's interest. When granted, a waiver shall not modify the RFP requirements or excuse any party from full compliance with the RFP specifications and other contract requirements if the party is awarded a contract. Contents of a proposal may become contractual obligations if a contract is awarded and failure to honor the proposal terms may result in cancellation of the award.

5. Rejection of Proposal: Any proposal that does not conform to RFP requirements may be rejected. Reasons for rejection of a proposal may include, but are not limited to the following:

- A. The proposal contains unauthorized amendment(s) to RFP requirements.
- B. The proposal is conditional.
- C. The proposal is incomplete or contains irregularities making the proposal indefinite or ambiguous.
- D. The proposal is not received by the deadline.
- E. The proposal is not signed by an authorize representative of the party.
- F. The proposal contains false or misleading statements, information or references.
- G. The proposal does not offer to provide all services required by the RFP.

6. Award of Contract: The party whose proposal results in a contract award shall provide a properly prepared Professional Services Agreement to SWLA for review and consideration. In the event SWLA does not approve and return the proposed agreement to the party within 120 days, the party may require it be released from contract obligation.

7. Compliance with Laws: Each party submitting a proposal understands and acknowledges SWLA is an equal opportunity employer and maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, sexual orientation, age, national origin, physical handicap, disability, or any other consideration deemed unlawful by federal, state and local laws. Each party submitting a proposal agrees during the term of any agreement to strictly adhere to this policy in its employment practices and provision of services pursuant to the agreement.

**MINIMUM GENERAL EVALUATION CRITERIA:** The evaluation factors to be considered in the evaluation of proposals include:

- A. Demonstration of the firm's prior experience in providing consulting services in the performance of disaster projects of a similar nature and its familiarity with FEMA and other federal and state programs, including a minimum of three (3) references. *0-30 Points*
- B. Proposed strategy of the firm in representing SWLA in responding to FEMA and other federal and state programs with regard to the Declared Major Disasters. *0-25 Points*
- C. The firm's capacity to address SWLA's scope of work. *0-20 Points*
- D. Rates and potential costs for consideration of qualified reimbursement. *0-20 Points*
- E. Capability and qualifications of proposed personnel. *0-15 Points*
- F. Consideration for minority-owned and/or women-owned business enterprises. *0-15 Points*

**SCOPE OF WORK:** The firm selected will be responsible for services including, but not limited to the following:

1. Advise on FEMA Public Assistance Grant Program rules, practices and procedures, in addition to providing extensive knowledge, experience and technical competence in dealing with federal laws and regulations, specifically including the Stafford Act, 2 CFR 200, and the Sandy Recovery Improvement Act of 2013.
2. Advise on and provide financial grant management support to maximize reimbursements of disasters recovery expenses.
3. Develop process/system to submit federal and state government applications, identify projects, capture costs, prepare cost reports, reconcile invoices, and close out projects associated with the Declared Major Disasters.
4. Attend meetings with state and federal emergency entities and FEMA to address eligibility and process issues.
5. Proactively identify and resolve issues that may arise relative to the funding of work to be completed.
6. Provide technical assistance as requested, including that relative to engineering and architectural support in the coordination of activities provided by all professional engineering and architectural firms and contractors, among other types of assistance as required/requested by SWLA.
7. Provide support in completing damage assessments to facilities, systems, components, utilities and infrastructure as applicable.
8. Ensure that all eligible damages have been identified, quantified and presented to the appropriate federal, state, parish and local agencies, including incorporating eligible damage information into Project Worksheets and grant applications with supporting documentation and proper cost estimates, using FEMA Cost Estimating Factor ("CFE") when necessary.
9. Obtain, analyze and gather field documentation, including relevant records in order to extract pertinent information necessary for submittal, including timekeeping and staff assignment records as applicable.
10. Evaluate and assist in the formulation of FEMA Public Assistance Emergency and Permanent Work Project Worksheets, particularly requiring expertise in Cost Estimating, developing detailed Damage Descriptions and Dimensions (DDD) and project Scope of Work (SOW).
11. Assist in the development of hazard mitigation proposals under Section 406 of the Stafford Act, grant applications, benefit cost analyses and other services related to the Hazard Mitigation Grant Program and other mitigation programs by identifying, developing and evaluating opportunities for hazard mitigation projects to reduce or eliminate risk from future events.

12. Evaluate alternate and/or improved projects.
13. Review Project Worksheets to determine eligibility costs and third-party refunds and reimbursements as applicable.
14. Prepare all appropriate appeals (including first and second) as applicable.
15. Advise on FEMA rules, practices and procedures and advise on how to track costs, including direct administrative costs to facilitate reimbursement for all eligible client costs, including contractor costs.
16. Conduct pre-audit activities and prepare documentation for audit.
17. Meet as necessary with federal, state, parish and local officials and representatives in connection with the programmatic, financial, contracting and accounting services necessary to meet appropriate governmental laws, regulations and guidelines.
18. Prepare reports from the State and FEMA as needed.
19. Provide oversight of contractors' billing to ensure that they invoice properly and are only compensated for work actually performed, and that all costs eligible for the disasters grant funding are documented and claimed.
20. Categorize, record, track and file costs in support of the financial reimbursement process, including tracking project worksheet status and status of payment from the State and FEMA.
21. Design and develop IT solutions that support the management and implementation of the disasters recovery programs.
22. Provide experience managing data for disaster recovery programs.
23. Provide expertise to analyze data and information for process improvement and optimization.
24. Coordinate daily or appropriate briefings, work progress, staffing and other key items with SWLA.
25. Certify contractor equipment as appropriate using methodology and documentation practices appropriate for contract monitoring.
26. Provide comprehensive review of project documentation and data for quality control.
27. Provide and conduct other tasks as determined by SWLA to be imperative.