

RFP 08-S-02 Attachment C  
Questions and Answers  
February 1, 2008

**Q - Contractor is expected to change policies and procedures for awarding units to individuals. What is the anticipated approval time of these changes estimated with FEMA/HUD?**

A- Only MEMA will make changes to policy. The contractor may recommend them. The time that it will take to obtain FEMA/HUD approval, if needed, cannot be estimated and will depend on the nature of the request. . Generally, FEMA and HUD have responded quickly to minor changes to procedure.

**Q - Is there a backlog of individuals approved for temporary and/or permanent housing? If so what is the size of each pool?**

A – There is a difference between approved individuals and approved sites. Everyone who is eligible can be approved, but they must have an approved site for the unit. The site must be technically acceptable, such as access and soil conditions, and must meet the approval of local jurisdictions. There is NO backlog of approved individuals with approved sites.

**Q- As to permanent housing solutions, it will be essentially up to the Contractor to design and implement all facets of this portion of the Program and the Contractor is to be given free reign to do so?**

A-The contractor will be responsible for “Developing and implementing new and innovative permanent housing strategies to provide permanent housing for disaster victims using MAHPP housing units.” The contractor will assist the state in implementing the strategies that the state approves. Any further contracting will be done by the state.

**Q- Does MEMA anticipate compensating the successful proposer for mobilization necessary prior to the anticipated start date of April 2, 2008?**

A- The state anticipates only paying those costs incurred after the date of award. The date of award may be before April 2, 2008 if it is convenient and in the best interests of the state.

**Q-Does MEMA's desire to have turnkey operations include the successful proposer directly subcontracting construction, hauling and installation of the permanent housing units? If not, describe the turnkey services required for permanent housing.**

A- No. The term "turnkey" in this context refers to the management functions of this program. Existing contracts for procurement, installation and maintenance of cottages will remain in effect.

**Q- Can further information be supplied that currently describes FEMA's policies and procedures for assigning temporary public housing for this project in addition to sources referred to in RFP?**

A-. Additional information is available at <http://www.fema.gov/plan/ehp/ahpp.shtm>

**Q- Since it is anticipated an interview will be performed on February 11, 2008, can we be provided the format for this interview prior to proposal submittal? For example, are power points going to be unacceptable as with previous interviews?**

A – The format for the interview will be provided as soon as possible.

**Q-Is it anticipated that there will be program income and who will be responsible for management of the program income and administration?**

A-.The contractor will assist the state in managing of disposal of units. There is no responsibility for the contractor in the management of the proceeds of the sale of the cottages.

**Q-What are the anticipated environmental clearance requirements for permanent housing?**

A- There are outlined in the Articles of Agreement.

**Q-Does the RFP govern over supplemental documents issued in the RFP?**

A- The RFP governs documents listed as Attachments, Addenda or Amendments. Other documents are for informational purposes and do not need to be included in the proposal.

**Q- Please clarify that the RFP is only requesting "Services" and not "products or Services."**

A-The types of products that we be required are electronic data and written reports..

**Q-Page 13 of the RFP asks that references be provided on the Proposal Form. Page 19 asks for a specific format within the response format. Which do you prefer?**

A-Page 13 has been changed to match page 19.

**Q-Could you please provide an expected demobilization rate and conversion rate for existing temporary units and projected new permanent installations in order to make bid budgets more comparable?**

A-The state anticipates that there will be approximately 2000 temporary units installed. The estimated number of 500 of these units will be converted to permanent installation. The remaining 1500 units would be demobilized at a rate of 500 per month beginning in December 2008. MEMA estimates that there will be 1000 additional permanent units installed.

**Q-When to the current leases expire for the temporary units?**

A-Most leases expire in January 2009

**Q -Will MEMA own any potential group sites?**

A- No.

**Q- Will MEMA manage any potential group sites?**

A- No

**Q -Could you please estimate the numbers of evictions we will have to deal with (for budgeting purposes)?**

A. No There is insufficient information to make an adequate estimation.

**Q-Will housing advisors assist in obtaining financing for permanent converted and permanently installed units?**

A- Possible, but not likely.

**Q- Who sets the price for purchase of permanent units? Will DFA require an upfront payment requiring financing or will DFA be comfortable with receiving a monthly rent until the unit is "in effect" paid for? Who will determine length of time for rent?**

A- This has not been determined.

**Q- If the Contractor takes over existing state office space will it be required to pay the rent and if so, is that a reimbursable cost?**

A-The current office space will be pay for by MEMA until the current lease expires, see above.

**Q-What items need to be included in the information management system?**

A- The information management system needs to be able to handle all information about the program. This includes all information about the applicant, their status and all information about the unit. The amount of information that needs to be included has grow throughout the project and will continue to do so.

**Q-Will copies of the Memorandums of Understanding be posted for review prior to award of contract and if so will time spent prior to contract effective date be reimbursed by the State?**

A – Selected MoUs may be posted if time permits. The state does not anticipate reimbursing any pre-award expenses.

**Q-Will the Contractor be responsible for putting out or assisting with an RFP for permanent installations?**

A- The contractor will assist with all future RFPs as they will with all aspects of the program.

**Q-Where is the transition sites located in Mississippi?**

A- The Transition Site (staging area) is located at 10421 North Turner Road, Gulfport, MS 39603

**Q-What are the current hours of operation for the call center?**

A- Currently, 8-5, M-F. However, the hours will change as needed.

**Q-Does AHMS create and dispatch work orders?**

A-No. The information is entered into AHMS manually.

**Q-Does the state plan to award the maintenance task and the housing advisor task to another contractor other than the successful bidder of the MAHPP Program?**

A- The state intends to keep the current maintenance contract in place. MEMA does not anticipate doing a separate contract for the housing advisor task. The proposer should have a base proposal with the housing advisors as MEMA staff and an alternate with the housing advisors as contractor staff.

**Q- Will there be another RFP for the deactivation process?**

A- We anticipate developing a separate demobilization/deactivation RFP and contract. The Management Contractor will assist with this. The current H&I contractor will be free to bid on this contract if he chooses.

**Q-Will all bids be based on the same of units?**

A- All proposal should be based on the information on Page 5 of the RFP.

**Q-How long will installations (temporary and permanent) continue? Echo units as well?**

A- The Housing portion of the program ends on March 31, 2009. Deactivation or conversion of temporary to permanent must be completed by the end of June 2009. MS Eco-Cottages will be permanent installations.

**Q- Services currently being paid on a monthly basis by MEMA that will be transferred or sublet to the contractor. Will MEMA continue to pay for these items or will the contractor need to include them in their budget? ie; bldg lease, copier, etc**

A- MEMA expects to continue all leases and services and these do not need to be figured into the budget submission.

**Q-Is a staffing outline in the following format to accompany budget sufficient?**

**Job Description**

**Number Of Personnel assigned to that position**

**Rate**

A- This will be sufficient but please show these positions in an organizational chart.

**Q- Please clarify what expense items should be included in the labor rate vs what is to be broken out as a reimbursable expense: For example: Per diem, lodging, vehicles, equipment, phones, hand held service, web hosting, offsite trailer expenses, office supplies and expenses.**

A- Labor rates refer to direct, indirect, fringe and other miscellaneous expenses. Other expenses such as those listed above should be broken out. Note- reimbursement for cell phones may require call usage information.

**Q-Should a 50 hr work week be budgeted for the contract term (recognizing that reductions may be made upon negotiation)?**

A-Yes, for proposal purposes, use 50 hours for the contract term. MEMA understands that this may vary, but this is impossible to predict at this time.

**Q-Will the MEMA trailers remain available to the contractor for the term of the contract?**

A- Yes. We will attempt to post a listing of all available equipment on the website for informational purposes but such information will not be incorporated into the RFP.

**Q-Will the contractor be responsible for site plan preparation, design and/or construction?**

A- For individual sites, the contractor will be responsible for site plan preparation and design, but they will only inspect construction (installation of units.)

**Q-Do we anticipate the current H&I contractor to perform permanent installations and de-mob or will de-mob be a new contract?**

A- We anticipate developing a separate demobilization/deactivation RFP and contract. The Management Contractor will assist with this. The current H&I contractor will be free to bid on this contract if he chooses.

**Q-Is this a one year contract from contract award date?**

A- it may be slightly more or less than a year, depending on the actual date of the award. The proposal should be made for a year.

**Q-It was mentioned that the current haul and install contract could be extended for an additional 270 days, has this been decided? If not, when will this decision be made?**

A-This contract will be extended.

**Q-If the CONTRACTOR is not interested in assuming HA responsibilities and/or management of the maintenance contract, would the state be interested in bidding these responsibilities separately?**

A-The proposer must show assuming the Housing Advisor responsibilities as an alternate. Failure to do so will result in the rejection of the proposal. The state will not bid these services separately.

**Q-If TL Wallace were awarded the management contract, how would that affect their current haul and install contract?**

A-We will seek a legal opinion on the potential conflict of interest, if TL Wallace submits a proposal.

**Q- Since the permanent installs will require more time to install and**

A. This question is incomplete

**Q-In a situation where a temporary installation is deemed to become permanent, who will absorb the cost for the occupant to be housed while the necessary changes are being made from temporary to permanent?**

A-It is not anticipated that the state or its contractors will absorb this cost. It is unknown what other funding may be available at this time.

**Q-Will the Eco Cottage installs be covered under the current TL Wallace haul and install contract?**

A – It is anticipated that the manufacturer will install the Eco Cottage because of the nature of the design.

**Q -Will the permanent sets and demobilization be covered under the current haul and install contract? If this decision is not current decided, when will this decision be made?**

A- We anticipate developing a separate demobilization/deactivation RFP and contract. The Management Contractor will assist with this. The current H&I contractor will be free to bid on this contract if he chooses.

Questions and Answers for Mississippi Alternative Housing RFP # 08-S-02

January 29, 2008

**Q: Will MEMA continue to employ the call center and have it located in Jackson? Is a Call Center required to be maintained by the Contractor?**

A: No. MEMA expects to close the call center at the State Emergency Operations Center in Pearl. The call center will be a very important responsibility of the contractor and location can be determined by both the contractor and the state.

**Q: As we put in our call center staff, will there be equipment from the previous contractor available to us or do we need to plan on equipping our center for this?**

A: Yes, a list of state-owned equipment that is used in the Gulf Coast call center will be provided. The contractor is responsible for equipping and operating the call center at any level needed above the requirements of the equipment being used.

**Q: Will the role of the MEMA housing advisors be the responsibility of the contractor or will they remain under the direction of MEMA? Would the state consider allowing the PM to assume all housing counseling activity versus using the existing advisors?**

A: State personnel regulations prohibit state employees from being supervised by contractors. The base bid would include the state maintaining a full staff, estimated number of 40 housing advisor employees.

As a bid alternate, the state will consider allowing the contractor to assume all housing counseling activities; however, as with all other functions of this contract a small number of state employees will monitor the process to ensure quality control. Contractors bidding on this program must submit their estimated costs for the option of providing all housing counseling.

**Q: For budget purposes, is this period of performance nine months or one year? As to the final report referenced on page 10, is it to be completed before December of 2008 or at the completion of the program in 2009?**

A: The period of performance, or the grant, is until December 31, 2011. After March 31, 2009 activities will mostly consist of monitoring and reporting unless there are lingering

issues with demobilization and disposition. In the terms of agreement signed with FEMA, the final report is due, “90 days after the close of the grant.”

**Q: As to the final audit report referenced on page 10, is it to be completed before December of 2008 or at the completion of the Program in 2009?**

A: The term “final audit ready” used on page 10 means that all records and reports of the contractor will be ready for audit in conformance with OMB Circular No. A-133. Contractors should be prepared for single audits annually, or as requested by the federal government at any time they deem necessary.

**Q: Is option year budget required or expected?**

A: Required.

**Q: Is there a limit to the project references that we may submit?**

A: Yes. Three is the maximum number of project references

**Q: Will the contractor have oversight of the T.L. Wallace maintenance contract?**

A: As part of the base bid, the state has oversight of the maintenance contract. However, as a bid alternate, the state will consider allowing the contractor to assume management of the maintenance contract.

**Q: Are M-54 & M-55 forms required?**

A: No, but they can be used if contractor so desires.

**Q: Will you clarify the scope of the requested audit in the RFP?**

A: Please see page 4 for language changes from the word “audit” to “financial oversight.”

**Q: Who will represent the state as the “Client Contact” or “Project Manager”?**

A: The executive director of the Mississippi Emergency Management Agency will serve as the client contact or project manager. The director may delegate responsibilities for oversight to other MEMA staff.

**Q: Page 3.E: What products, Letters of Agreement, or Memoranda of Understandings define the project terms? How do these relate to the term “legally defensible?”**

A: The primary guidance for the program is described in the Articles of Agreement and the Performance Management Plan between the state and FEMA. Copies of these are posted on the [www.msema.org](http://www.msema.org) Web site for reference. The state has also entered into Memoranda of Understandings with local governments.

On Page 3, section E, the state is asking the contractor in their proposal to provide specific project references that prove the contractor is prepared to meet the stringent demands on the state by both the federal and local governments.

**Q: Page 5.B: The term “turnkey” is used in the first sentence. Is it the intent of this solicitation to have the “Contractor” provide *internal capacity* to fulfill the haul/install and demobilization work?**

A: No. The existing haul, install and maintenance contracts will remain in effect.

**Q: Page 5.B: The first sentence in the second paragraph states’ “the CONTRACTOR will oversee all aspects of the MAHPP, including oversight of other contractor’s activities”. Page 8.g: the last sentence under bullet 2 says, “Provide quality control of installations and ensure that they meet the requirements of ATTACHMENT B”. These directives appear to be in conflict with the concept of a “turnkey” operation. Please clarify.**

A: The term “turnkey” in this context refers to the management functions of this program.

**Q: Page 5.B: Will the existing Haul/Install contractor be responsible for installing the remaining 300 temporary units?**

A: Yes. However, 300 is an estimate and that figure could change.

**Q: Page 7.e: Who is the “Engineer of Record” and who will be responsible for initial QC inspections of newly constructed units at the factory?**

A: The Engineer of Record for current production and inspection services are provided by NTA, Inc. The MS Eco Cottage is still in design and is not in construction at this point.

**Q: Page 7.c: The Public Outreach initiative states that the CONTRACTOR will coordinate with MEMA External Affairs. Will that group have a person assigned to the Gulfport project office?**

A: No. The contractor will be expected to maintain close coordination with MEMA External Affairs in Pearl.

**Q: How many state employees do you anticipate being assigned to the project office and in what capacities?**

A: State staff will likely be reduced from the current number of approximately 60 based on the bid alternates that may be executed.

**Q: Page 7.d: The last bullet states that the CONTRATOR is to “interface...” Who is that person(s)?**

A: The contractor will interface with architects, engineers or others assigned as they are determined in dealing with the MS Eco Cottage.

**Q: Page 8.g: In the fourth bullet, mention is made of “partnering entities”. Who are these partners?**

A: Local governments, non-profit and for-profit entities, community groups, the state, FEMA and other public entities as necessary.

**Q: Is there a budget cap for this project? Will the CONTRACTOR scope include researching other potential grant sources?**

A: Yes, there is a budget cap. No, the contractor will not research additional grant sources.

**Q: Will the current MEMA MAHP office be available to the CONTRACTOR?**

A: MEMA has leased a Gulfport facility until April 8, 2009. During the course of the program, the contractor and MEMA may use this facility and choose to enter into a longer lease agreement, or both parties may end this lease by giving at least 30 days notice to the property owner if another facility is chosen.

**Q: Page 10.i: Bullet 4 mandates a final report be delivered to the state by December 31, 2008. It appears that the project will not be complete by that date. This assumption appears to be substantiated by Page 10.j. There it states that the final disposition plan be fully *implemented* by the end of 2008 (bullet 3). Please clarify.**

A: This has been corrected in the proposal. As has been previously stated, the contractor will remain with limited staff during the reporting and evaluation period and will assist in the final report(s) following the conclusion of the grant period in 2011.

**Q: Page 12.H: 40 hour work week. Page 19.I: 50-hour work week. Which figure should be used for budgeting?**

A: This has been corrected in the proposal. A 50-hour work week should be used for budgeting.

**Q: Page 11, bullet 5. “Small Business Participation.” Can you please explain what functions the PM will be required to do in reference to this bullet point?**

A: This was redundant since the contractor will monitor the activities of all other contractors, large and small. It has been removed from the document.

**Q: The RFP indicates that there will be 250 - 300 additional temporary units to install by June 30. Of these, how many already have identified sites for installation?**

A: Site plans are ongoing and change daily. The program is also now beginning to set units in Pearl River County, so all of these sites being identified are new.

**Q: Will the existing state case workers continue to work with the applicants and tenants during occupation and transition to permanent housing? How many state case workers will be available to help with this function?**

A: The base bid would include the state maintaining the staff of approximately 40 case workers. As a bid alternate, the state will consider allowing the contractor to assume all case workers who will work with the applicants and tenants during occupation and transition to permanent housing. Contractors bidding on this program must submit their estimated costs for this option of providing all case workers.

**Q: In evaluating our staffing, is 2,500 units the maximum number of units that we need to prepare cost estimates for in the management of the contract? In figuring the annual estimated budget, how many units (temporary and permanent) should be used for budgeting?**

A: The program goal total is approximately 3,700 units. Out of that total, at least 1,000 units will be permanent. However these are estimates and may change.

**Q: As to the budget, Would it be possible for this to be structured like the IATAC contracts that FEMA has with its contractors and be a Cost Plus arrangement?**

A: No. Both the state of Mississippi and the U.S. Department of Homeland Security Office of Inspector General consider this form of contracting to be not cost effective.

**Q: What are the requirements of the MEMA/FEMA agreement applicable to the documentation of the pilot program as referenced on page 10? Will we be able to see those requirements prior to preparation of responses to the RFP?**

A: Requirements of the program are documented in the Articles of Agreement and the Program Management plan that are posted on [www.mscoitage.org](http://www.mscoitage.org) Web site.

**Q: As to permanent housing solutions, it will be essentially up to the contractor to design and implement all facets of this portion of the program and the contractor is to be given free rein to do so?**

A: As with all aspects of this program, MEMA and the Office of the Governor will have input and oversight in this program area.

**Q: Is the place of performance Hancock, Harrison, Jackson, Pearl River, Stone and George counties?**

A: The state now has memorandums in place with Hancock, Harrison, Jackson & Pearl River counties. However, the program may be initiated in other counties, including George and Stone, but may not be limited to those six counties.

**Q: How will this position interface with manufacturers or the unit?**

A: The Engineer of Record (staff) inspects the unit at the manufacturing facility to ensure they are built to standard. Units are shipped based on directives of the management contractor. On issues dealing with production schedules or problems with the units at the Contractor also inspects the units once they are shipped to state staging areas. Contractor must also coordinate the resolution of problems with the engineer and manufacturer.

**Q: Are we required to track the units from the manufacturer's plant/warehouse to MS or just from applicant selection to installation to final disposition?**

A: Contractor will be required to track units from the time they are inspected at the factory until final disposition.

**Q: Will this position determine which maintenance items are warranty and which are Maintenance & Deactivation service calls?**

A: Yes, based on the warranty as provided by the manufacturers

**Q: Can the costs to develop additions to the reporting system be included in the budget or are those costs which cannot be recouped by the Contractor? For example, it states tech support and hosting are the responsibility of Contractor and that Source Codes and Data from the beginning of the project will be provided and must be incorporated into the Platform. If there are significant costs associated with the incorporation of source codes and data and/or tech support and hosting are those costs the responsibility of the Contractor or can they be included in the budget?**

A: Yes, these costs can be included in the program's budget.

**Q: How much information is included in the Source Codes and Data from the beginning of the project? What format is the Source Codes and Data currently being maintained in?**

A: The AHMS source code is 22.4 MB and it consists of over 62,000 lines of custom code. The AHMS database (SQL-2005) contains 1.52 GB of applicant and unit data. The MobileFrame database contains 1.95 GB of site and unit inspection data.

**Q: Does MEMA have a role in inspecting and signing off on units as RFO or is that the sole responsibility of the Program Manager Contractor?**

A: It is the responsibility of the contractors subject to the oversight of MEMA.

**Q: Will the haul and install contractor still utilize its tracking system or will that function be solely turned over to the program manager to use its system?**

A: There are no anticipated changes in the haul and install processes or the system they utilize.

**Q: Are there defined qualifications for people qualifying for permanent housing?**

A: The Articles of Agreement define the qualifications of anyone who participates in the program.

**Q: What are the costs for purchase of the permanent housing units?**

A: Units can be purchased in accordance with State Surplus Property regulations and costs determined by those regulations.

**Q: Is the government going to provide funding for applicants for the permanent housing?**

A: There may be modifications to the surplus property laws as it pertains to this program and therefore there may be methods of reducing the costs for individuals and private-non-profits. There is not any other anticipated source of funding through federal or state sources to support this program.

**Q: Does the federal government or the state have guidance as to who qualifies for permanent housing?**

A: The Articles of Agreement define the qualifications of anyone who participates in the program.

**Q: If the contractor is bringing its own proprietary software system to the program, will the web based program schedule and reporting system remain the property of the contractor at the conclusion of the program?**

A: Yes, all proprietary software used by contractors will remain property of the contractors. However, anything additionally created or developed for the program or software modifications specifically made for this program will remain the property of the state. The software programs must be able to track cottage unit installation, maintenance and demobilization and all aspects of the applicant process. Those processes will include all the functions normally handled by FEMA personnel during FEMA's operations and other processes created by the state to manage the pilot program. All software programs used must meet the state's requirements to fulfill all reporting needs. Any source code for the program that is created while under contract to MEMA is the property of the state. At the

end of the contract, the vendor will be required to give access to the reporting modules of the software until the grant reporting requirements are complete.