

City of Scott, Louisiana
125 Lions Club Road
Scott, LA 70583

REQUEST FOR PROPOSALS (RFP)
Grant Management Consultant Services

Closing Date: **3:00 PM CT, March 27, 2025**

SUBMITTALS

Submittals are due on or before the closing date and time. Submittals received after the closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time. The response (including copies) must be submitted in a sealed envelope or package clearly marked with the Respondent's name and address and labeled "RFP – Grant Management Consultant Services". Electronic submissions will NOT be accepted.

Minority businesses, women's business enterprises, and labor surplus area firms are highly encouraged to submit a proposal in response to this RFP.

FOR FURTHER INFORMATION CONCERNING THIS RFP, PLEASE CONTACT:

Bonnie Anderson at banderson@cityofscott.org or (337) 233-1130

REQUIRED SIGNATURE PAGE FOR PROPOSALS

This page, signed by an authorized officer of your Company, must accompany your proposal as the cover page.

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce The City of Scott to consider this proposal, the Company irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to The City of Scott, and Company further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to The City of Scott.

Please type or print legibly information below.

Proposer hereby acknowledges receipt of the RFP and agrees to Terms and Conditions set forth in this RFP.

PROPOSER INFORMATION

Firm Name: _____

Address: _____ City/State/Zip: _____

Phone No.: _____ Fax No.: _____

AUTHORIZATION TO PROPOSE (must be signed):

By: _____
Signature Offer Date Printed Name

Primary Contact Person (If other than above):

Name: _____ Phone No: _____ Fax No: _____

Title: _____ E-mail Address: _____

SECTION I. BACKGROUND AND SCOPE OF WORK

The City of Scott (the City) is seeking to engage the services of one or more qualified consultants (“Respondent” or “Consultant”) to provide Grant Management Services. The City requires professional expertise in grant management for relevant state and federal grant opportunities, including grants for infrastructure improvement opportunities and disaster recovery grant opportunities. Respondents should be prepared to assist the City in applying for and receiving all available funding as well as confirming no duplications between grants occurs.

Costs of proposal preparation and any costs incurred to respond to this RFP are the sole responsibility of Respondent. The City assumes no responsibility for any such costs incurred by the Respondent.

The City expects that the costs for the services contemplated under this RFP will be reimbursed through grants administration funding available through relevant grants or with Federal Emergency Management Agency (FEMA) funding in the event of a federally declared disaster. As such, all work must be completed in compliance with applicable state and federal grant provisions and requirements as well as FEMA’s rules and guidance, including federal laws, regulations, executive orders, and the federal cost principles at 2 C.F.R. Part 200.

The City hereby issues this Request for Proposals (RFP) for Grant Management Consultant Services from experienced firms to provide management and administrative support of grant activities as needed for state and federal programs, including those available from FEMA, the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP), and other state agencies providing grants for infrastructure projects as well as disaster recovery, restoration, and rehabilitation.

The contract awarded as a result of this procurement will be a contingency contract whereby the selected Respondent is contractually obligated to provide the services listed in the scope of work upon the issuance of a contract task order by the City.

SCOPE OF WORK

The scope of services to be provided pursuant to this RFP includes technical, administrative, management, and other related services necessary to assist the City with development, submission, management, and closeout of grant applications and awards.

Consultant will assist in the following grant management functions:

- Identification of available federal and state grant opportunities for the City.
- Prepare and submit all grant applications and related documents to the correct governmental authority.
- Manage awarded grants on behalf of the City.
- Function as a liaison with local, state, and federal agencies and representatives.

Consultant will assist the City with development, submission, management, and closeout of grant applications and management of all disaster-related grants in response to a federally declared disaster, including but not limited to:

- Meet all stated deadlines applicable to FEMA and the State’s required timelines to recover full reimbursement.
- Assist with or review completed damage assessments.
- Work closely with GOHSEP and FEMA on the development of FEMA Project Worksheets (PW) for all

eligible Projects, including Permanent Work Projects.

- Obtain initial project eligibility determinations.
- Ensure accurate and comprehensive damage descriptions.
- Ensure accurate and comprehensive scopes of work.
- Review completed Cost Estimating Format for appropriate funding.
- Identify any possible Section 406 Hazard Mitigation opportunities.
- Draft PW versions.
- Ensure all projects are in compliance with local, state, and federal rules and regulations.
- Establish and maintain an electronic document management system.
- Process PWs for completed projects for closeout.
- Provide strategic advice.
- Attend and facilitate meetings and provide detailed meeting minutes.

Contractor will assist the City in the all project and grants management functions, including the following key service areas:

Emergency Protective Measures

- Assist in the proper procurement of vendors and contractors.
- Review vendor and contractor invoices for accuracy, make a recommendation for payment, and request reimbursement.
- Collect, scan, and file all project documentation.
- Assist in accounting for the use of Force Account Labor and Equipment and request reimbursement.
- Assist with documentation of Direct Administrative Costs and request reimbursement.

Permanent Work/Repair Projects

- Assist in the proper procurement of vendors and contractors, as requested.
- Assist with project-specific activities for Permanent Work Projects.
- Provide strategic advice.
- Review vendor and contractor invoices for accuracy.
- Collect, scan, and file all project documentation.
- Assist in accounting for the use of Force Account Labor and Equipment and request reimbursement.
- Assist with documentation of Direct Administrative Costs and request reimbursement.

Environmental Planning and Historic Preservation (EHP)

- Coordinate agency and public involvement and permits.
- Assist in preparation of any needed Environmental Assessments.
- Document project alternatives considered.
- Document affected environment and potential impacts to include:
 - Physical Resources
 - Water Resources
 - Coastal Resources
 - Biological Resources
 - Cultural Resources
 - Socioeconomic Resources
- Evaluate mitigation measures.

PROPOSALS

Each proposal shall contain sufficient information demonstrating that the Respondent has sufficient, qualified staff available to complete the required scope of work. Resumes of key personnel such as the following should be included in the proposal: Program Manager, Grants Policy Advisor, Subject Matter Expert, Environmental Planning and Historic Preservation (EHP) Subject Matter Expert, Senior Grants Manager, Grants Manager, Senior Project Manager, Project Manager, Construction Manager, Project Coordinator, Administrator, GIS Specialist, etc.

Proposals shall include sufficient information about the Respondent's qualifications to assist the City in making the proper determinations about their capabilities including:

- History of working on federal and state grant opportunities and programs.
- History of working with hurricane recovery projects for governmental entities and/or private non-profit organizations.
- History of working with GOHSEP and FEMA.
- History of working on Public Assistance and hazard mitigation projects for declared disasters totaling more than \$50,000,000 within the last 5 years.
- History of providing grant management and project management services for Projects funded through FEMA Public Assistance Categories A – G.
- Documented results of completing projects in compliance with audit requirements and ability to successfully close out FEMA Project Worksheets.
- Working knowledge of the FEMA Public Assistance Program with particular focus on permanent work projects and/or hazard mitigation projects.

Respondents with extensive, specialized, and successful experience working with state agencies, including GOHSEP, and federal agencies, including FEMA. Specific experience is required with the FEMA Public Assistance Program on Permanent Work Projects and Hazard Mitigation Projects will receive higher evaluations in the selection process. All proposals will be evaluated by applying a set of evaluation criteria (Exhibit A) and awarding points to each proposal.

Documents required as a part of each proposal are attached hereto and include:

- Required Signature Page for Proposals
- E-Verify Affidavit
- Past Criminal Convictions of Bidders Attestation
- Non-Solicitation and Unemployment Affidavit
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Certification regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
- Price Schedule

SECTION II. GENERAL TERMS AND CONDITIONS

1. RFP Process

1.1 This RFP is subject to all applicable State and local laws, including the Louisiana Code of Governmental Ethics.

1.2 Written addenda to the RFP may be issued to provide clarification, corrections, or to answer questions. Respondents may submit questions regarding this RFP to [Bonnie Anderson at banderson@cityofscott.org](mailto:banderson@cityofscott.org). Questions may be submitted until fifteen (15) days prior to the submission date, **March 12, 2025**. Answers to all questions received will be incorporated in an addendum and sent to all proposers who requested an RFP by email not later than six (6) days before the submission date, **March 21, 2025**.

1.3 The City reserves the right to request additional information to clarify proposals. The City shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.

2. Submission of Proposal

2.1 Proposals must be submitted by the time and date specified in this RFP. Proposals must be hand delivered to: **125 Lions Club Road, Scott, LA 70583**.

2.2 Each Respondent shall provide a submittal package based on the designated point evaluation scoring criteria. The submittal shall provide clear and sufficient information to enable the Selection Committee to evaluate the responsiveness and quality of the proposal. The Selection/Scoring Criteria (Exhibit A) will be used to evaluate all proposals received. Failure to provide all required information, including the "Required Signature Page for Proposals", shall be cause for rejection of the proposal as non-responsive.

2.3 Respondent shall submit an original and three (3) copies of proposal by the date and time specified. Failure to submit the required number of copies may result in finding of non-conformance. Originals should be clearly marked. Proposals shall be submitted in a sealed package with the Respondent's name and return address affixed and marked "RFP – Grant Management Consultant Services".

2.4 The City will not be responsible for submissions hand-delivered to the incorrect location.

2.5 Any proposal received after **3:00 PM CT on March 27, 2025**, will be deemed unresponsive and will be returned to Respondent unopened.

3. Public Disclosure

It is understood and agreed upon by the Respondent in submitting a proposal that the City has the right to withhold all information regarding this procurement until after contract award, including but not limited to the number received; competitive technical information; competitive price information; and the Source Selection Committee's evaluation concerns about competing proposals. Information that may be released after award is subject to the disclosure requirements of the Louisiana Public Records Act. Respondent specifically waives any claims against the City related to the disclosure of any materials if made under a public records request.

4. The City's Commitment

4.1 The City shall have the right to reject or accept any proposal or offer, or any part thereof (i.e., any component of any proposed solution), for any reason whatsoever and to accept a proposal other than the lowest offer, at its sole discretion.

4.2 This RFP does not commit the City to award, nor does it commit the City to pay any cost incurred

in the submission of the proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

4.3 The City reserves the right to terminate this RFP at any time prior to contract execution.

4.4 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, director, or employee of the City shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

4.5 The City reserves the right to revise any part of the RFP by issuing an addendum to the RFP at any time in accordance with relevant Louisiana Revised Statutes. Issuance of this RFP in no way constitutes a commitment by the City to award a contract. The City reserves the right to accept or reject, in whole or part, all proposals submitted, and/or cancel this announcement if it is determined to be in the City's best interest. All materials submitted in response to this announcement become the property of the City and selection or rejection of a proposal does not affect this right.

5. Late, Modified, or Withdrawn Proposals

5.1 Any proposal received after the time specified for receipt will not be considered.

5.2 No modification of a proposal, except a modification resulting from the City's request for "best and final offer", will be accepted.

5.3 No Respondent may withdraw its proposal within forty-five (45) days after the actual date of opening thereof.

6. Evaluation and Selection

6.1 Objective

The purpose is to evaluate all proposals with the ultimate interest of entering into an agreement with that Respondent determined to be most advantageous to the City's price and other factors considered.

6.2 Evaluation

A Source Selection Committee is appointed by the City for the purpose of evaluating qualifications and proposals received in response to this RFP. The Committee will evaluate proposals submitted by qualified Respondents on the basis of the guidelines set forth in the RFP. The City reserves the right to request additional information and clarification of any information submitted.

Evaluation criteria have been established to determine which Respondent will best contribute to the overall goals of the City. This criterion is detailed in Exhibit A, Selection/Scoring Criteria, which is attached hereto and made a part hereof.

The Source Selection Committee will determine if interviews are necessary as part of its evaluation process.

6.3 Recommendation and Selection

The Source Selection Committee will present its recommendation for award. As part of the negotiation process, the City reserves the right to negotiate with the successful Respondent(s). This award will be made to the most responsible Respondent(s) whose proposal is determined in writing to be most advantageous to the City based on the scoring criteria set forth in this document. The City also reserves the right to reject any and all proposals or select more than one Respondent.

7. Term

The contract, if any, issued following this RFP shall be for an initial term not to exceed **three (3) years**. Upon mutual agreement of the City and Respondent, the initial term may be extended for two (2) one (1) year option periods.

8. Insurance

Respondent shall obtain, pay for, and keep in force, at its own expense, minimum insurance effective in all localities where Respondent may perform the work hereunder, with such carriers as shall be acceptable to the City:

8.1 Statutory Workman's Compensation covering all State and local requirements and Employer's Liability Insurance covering all persons employed by Respondent in connection with this agreement.

The limits for Statutory Workman's Compensation shall be not less than:

- Employer's liability limits of \$1,000,000/\$1,000,000/\$1,000,000
- Some contracts may require USL&H or maritime coverage. This should be verified with the City.
- No excluded classes of owners/officers or employees shall be allowed on the City's premises.

WAIVER OF SUBROGATION in favor of the City should be indicated on certificate.

8.2 Commercial General Liability, including:

- Contractual liability assumed by this agreement;
- Personal and advertising liability;
- Completed operations; and
- Medical payments.

The limits for Commercial General Liability shall not be less than:

- \$1,000,000 each occurrence limit
- \$2,000,000 general aggregate limit
- \$1,000,000 products/completed operations aggregate limit
- \$1,000,000 personal and advertising injury limit
- \$5,000 medical expense limit (desirable but not mandatory)

The City will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of the City should be indicated on the certificate.

Some contracts may require Protection and Indemnity coverage. This should be verified with the City.

8.3 Comprehensive Automobile Liability covering all owned, hired, and other non-owned vehicles of the Respondent.

The limits for Comprehensive Automobile Liability shall not be less than: \$1,000,000 CSL

The City will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of the City should be included on the certificate.

8.4 Professional Liability Insurance covering the Wrongful Acts of those professional firms and individuals performing services for the City. Certain classifications of service providers will be required to provide evidence of Professional Liability Insurance. Examples of these providers include but are not limited to: Professional Engineers, Architects, Land Surveyors, Attorneys, and IT Consultants.

The limits for Professional Liability Insurance shall not be less than: \$1,000,000 CSL

WAIVER OF SUBROGATION in favor of The City shall be included on the Certificate.

OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.

All required insurance certificates shall be submitted to the City within ten (10) days of provisional award. Respondent shall maintain insurance in full force and effect during the entire period of performance of work. Failure to do so shall be cause for termination of the contract. All policies must have a thirty (30) day non-cancellation clause giving the City thirty (30) days prior written notice in the event a policy is changed or canceled.

9. Submittals Required upon Provisional Award

The following documentation must be submitted to the City within ten (10) days of provisional award:

- Insurance Requirements as specified in Section 8.0, if not currently on file.
- A current, fully executed Taxpayer Identification Number (W-9 form)

10. Invoices

Certified itemized invoices submitted to the City for the payment of these services shall be submitted to the **City Clerk at 125 Lions Club Road, Scott, LA 70583**, by the 10th of each month. All invoices will be processed and payment submitted within thirty (30) days after receipt of the invoice.

11. The City reserves the right to engage the assistance of the Respondent on a grant-by-grant or storm-by-storm basis.

12. Hold Harmless

To the fullest extent permitted by law, Respondent shall indemnify, hold harmless, and defend the City and all of its agents and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of company.

13. Non-assignability

No Respondent shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the City. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the City.

14. Exclusions

Pursuant to Louisiana Revised Statute 38:2227, Respondent must certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Respondent must further certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, contractors' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal.

15. Disclosure

Respondent must disclose whether it provides services or pays commissions to any employee or elected official of the City. If so, Respondent must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

16. E-Verify Program

Pursuant to Louisiana Revised Statute 38:2212.10, Respondent must certify that it and each individual, firm, or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with the City has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. Respondent must verify the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

SECTION III. COMPLIANCE WITH FEDERAL PROCUREMENT

Procurement pursuant to this RFP will comply with all applicable federal requirements, including those specified in *Appendix II to 2 CFR Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*.

E-VERIFY AFFIDAVIT

STATE OF LOUISIANA
PARISH OF _____

BEFORE ME, the undersigned Notary Public, PERSONALLY CAME AND APPEARED,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity Name

who hereby personally and as the authorized representative of the above identified legal person executes this affidavit, as the undersigned contractor verification of its current and future compliance with L.S.A. R.S. 38:2212.10, stating affirmatively that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with The City of Scott has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. The contractor hereby verifies the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

Contractor shall not assign this contract or any monies due or to become due hereunder or subcontract any part of the work without the prior written consent of The City of Scott.

Contractor verifies that contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to The City of Scott no later than five (5) business days of contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

Signature of Authorized Signatory

Date E-Verify ID Assigned

Printed Name of Signatory

E-Verify ID

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF _____, 2025.

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

PAST CRIMINAL CONVICTIONS OF BIDDERS ATTESTATION (LA. R.S. 38:2227)

STATE OF LOUISIANA
PARISH OF _____

BEFORE ME, the undersigned Notary Public, PERSONALLY CAME AND APPEARED,

I, _____, (Appearer) the owner/authorized representative of

Company / Individual / Legal Entity Name

Appearer, as a bidder on the herein named project, does hereby attest that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to, any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

B. For five years prior to the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of a business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Contractor’s misapplication of payments (R.S. 14:202)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Issuing worthless checks (R.S.14:71)
- (i) Malfeasance in office (R.S. 14:134)

Name of Bidder

Signature of Authorized Signatory of Bidder

Project Name/Number

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 2025.

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT

(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned authority, came and appeared,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity Name

who, being first duly sworn, deposed and state that I personally and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named contractor nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by contractor whose services were in the regular course of their duties for contractor in connection with the construction, alteration or demolition of a public building or project.

The above-named contractor, if awarded, continually affirms that no part of the contract price received by contractor was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services were in the regular course of their duties for contractor.

The above-named contractor hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee.

Contractor verifies that contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to the City of Scott no later than five business days after contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

_____ Signature of Authorized Signatory	SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____ 2025.
_____ Printed Name of Signatory	_____ Notary Signature
_____ Title of Authorized Signatory	Printed Notary Name: _____
_____ Project Name/Number	Notary/Bar Roll Number: _____
	My Commission is for/expires on: _____

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

“Non-federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.” (2 CFR 200.212)

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, for all lower-tier transactions meeting the threshold and tier requirements. (2 CFR 180.300)

Terms Defined

- *Nonprocurement Transaction*: A transaction under federal non-procurement programs, which can be either a primary covered transaction or a lower-tier covered transaction. (2 CFR 180.970)
- *Lower-Tier Covered Transaction*: (1) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction; (2) any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed \$25,000; (3) any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount.
- *Participant*: Any person who submits a proposal for or who enters into a covered transaction, including an agent or representative of a participant. (2 CFR 180.980)
- *Principal*: An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or a consultant or other person, whether or not employed by the participant or paid with federal funds, who (1) is in a position to handle federal funds; (2) is in a position to influence or control the use of those funds; or (3) occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction. (2 CFR 180.995)
- *System for Award Management (SAM) Exclusions*: The list maintained and disseminated by the General Services Administration (GSA) containing names and other information about persons who are ineligible. (2 CFR 180.945).
- *Debarment*: Action taken by a debarring official to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR 180.925)
- *Suspension*: Action taken by a suspending official that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR 180.1015)
- *Ineligible or Ineligibility*: A person or commodity is prohibited from covered transactions because of an exclusion or disqualification. (2 CFR 180.960)
- *Person*: Any individual, corporation, partnership, association, unit of government, or legal entity, however organized. (2 CFR 180.985)
- *Proposal*: A solicited or unsolicited bid, application, request, invitation to consider, or similar communication by or on behalf of a person seeking to participate or to receive a benefit, directly or indirectly, in or under a covered transaction.
- *Voluntary Exclusion*: A person's agreement to be excluded under the terms of a settlement between the person and one or more agencies. Voluntary exclusion must have governmentwide effect. (2 CFR 180.1020)

- *Voluntarily Excluded*: The status of a person who has agreed to a voluntary exclusion. (2 CFR 180.1020)

Instructions for Certification

1. By signing and submitting this proposal or agreement, the prospective lower-tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower-tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by signing or certifying and submitting this proposal or agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by signing or certifying and submitting this proposal or agreement that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower-Tier Covered Transactions, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the non-procurement list.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—
Lower-Tier Covered Transactions**

- 1. The prospective lower-tier participant certifies, by signing or certifying and submitting this proposal or agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

- 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation.

Contractor Name

Contract Number

Name

Title

Signature

Date

Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CONTRACTOR certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, CONTRACTOR understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

CONTRACTOR Name

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

THE CITY OF SCOTT
RFP – Grant Management Consultant Services

Price Schedule

List of each position, and any other costs or expense for which the City of Scott will be billed, including but not limited to travel, equipment, and miscellaneous reimbursable expenses. Respondent may offer different or additional labor categories by attaching a separate sheet. Respondent must provide a brief job description for each labor category offered. Evaluation of pricing will compare rates based on job descriptions, rather than job title, as appropriate.

Position Description	Brief Job Description	Rate Per Hour
1. Program Manager		\$
2. Subject Matter Expert		\$
3. EHP Subject Matter Expert		\$
4. Senior Grants Manager		\$
5. Grants Manager		\$
6. Senior Project Manager		\$
7. Project Manager		\$
8. Construction Manager		\$
9. Project Coordinator		\$
10. Administrator		\$
11. GIS Specialist		\$

EXHIBIT A

The City of Scott - Source Selection Committee Selection/Scoring Criteria

Firm Name: _____

Range

Total
Points

SCORE CARD FACTORS

Key Personnel Qualifications & Experience

0-30 pts

Suitability of the cited relevant experience of the Respondent's key personnel with such reference information being focused on experience, subject knowledge, work quality, cost control, and completion of work on schedule.

Understanding of Project/Familiarity/Technical Approach

0-30 pts

- Respondent's proposal should evidence understanding of project scope.
- Respondent's proposal should provide methodology for accomplishing the scope of work (e.g., ability to meet the City's objectives including scope, schedule, quality, and related factors; collaborative coordination with the City of Scott; coordination with outside agencies and entities; other aspects of work requirements deemed important by the Respondent, etc.).

Relevant Experience & References

0-25 pts

- Respondent's experience in providing the same relevant services within the past five years.
- References submitted as part of the RFP submittal with such reference information being focused on management, work quality, cost control, and completion of work on schedule.
- Compliance with policies, procedures and requirements as stated in the RFP.

Pricing

0-15 pts

- Price will be evaluated for the best overall value to the City. The quality of the proposed plan and other technical evaluation features in relation to price will also be considered.

TOTAL _____

Committee Member Signature _____

MAYOR
JAN-SCOTT RICHARD
CITY MANAGER
BRENDA T. DUGAS
CITY CLERK
SHELLEY M. GAUTREAU



COUNCIL
MARK MOREAU
Councilman At Large
DOYLE J. BOUDREAU
TERRY MONTOUCET
LEE DOMINGUE
BLAINE ROY

City of Scott
Request for Proposals (RFP)
Grant Management Services
Addendum No. 1
Issued March 19, 2025

The City of Scott received the following questions for the Grant Management Services Request for Proposals and issues the clarification and/or answers below:

1. Can proposal be delivered electronically (e.g., via email)?
 - a. No

2. If the proposal must be hard copy, can it be delivered via FedEx?
 - a. Yes

3. Should the structure of our proposal follow the evaluation criteria?
 - a. It does not have to but should include all required information.

4. In our experience supporting similar projects, we typically do not require different staff at the more senior levels (e.g., program manager, senior project manager, project manager, etc). Would the City be amenable to us providing job descriptions and rates only for those positions we intend to use?
 - a. Yes

5. Section 8.1, Statutory Workman's Compensation, indicates some contracts may require USL&H or maritime coverage and that this should be verified with the City. Please confirm that the resulting contract will not require USL&H or maritime coverage.
 - a. Will not be required

Issued by: Bonnie Anderson, CFM
Comprehensive Plan Facilitator
City of Scott