



State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

December 15, 2021

ADDENDUM II

TO: ALL POTENTIAL PROPOSERS

RE: RFP #: 3000018011, Restoration Planning and Environmental Compliance Consulting Services

PROPOSAL DUE DATE: JANUARY 5, 2022 @ 3:00PM

I. QUESTIONS AND RESPONSES

1.	Q.	Please clarify if it is acceptable to include resumes for each assigned personnel in an appendix of our proposal submission.
	A.	Section 1.9.6 Proposed Staff Qualifications states “Proposer should submit a resume for each of the assigned personnel. Each resume should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person who may perform work outlined in the Scope of Services, anticipated level of effort and duration of involvement, and their on-site availability.” The Proposer may present this information as an appendix within the Proposal submission.
2.	Q.	We assume all forms and subcontractor information (including agreement letters and certifications) can also be included as attachments to our proposal.
	A.	Section 1.9.11 Subcontractors state “Persons who are not full-time employees of the Proposer shall be considered subcontractors. All subcontractors necessary to conduct the work should be identified as specified in 1.25 “Use of Subcontractors”, including the projected percentage of the scope of services to be accomplished by each subcontractor. For each subcontractor, the Proposer should include letters of agreement to undertake their portion of the proposed work.” The Proposer may submit this information as an attachment within the Proposal submission.
3.	Q.	Please confirm if all subconsultant project experience (examples and references) can be included along with the prime proposer’s experience in <i>Section 1.9.4 of the RFP, Company Background and Experience</i> (i.e., our Team’s experience).
	A.	Yes. Subconsultant project experience may be included with the prime proposers’ project experience.

4.	Q.	With regard to RFP page 9, Section 1.9.5, Approach and Methodology, which reads: <i>Proposals should include enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services as described herein.</i> Does CPRA have a page limit for Volume I of a potential Proposer’s response to the RFP?
	A.	No.
5.	Q.	With regard to RFP page 9, Section 1.9.6, Proposed Staff Qualifications, which reads: <i>The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the successful completion of the items outlined in the Scope of Services.</i> Will CPRA require detailed information about the experience and qualifications of a potential Proposer’s administrative personnel considered key to the successful completion of the items outlined in the Scope of Services? Per Section 1.9.6
	A.	Per Section 1.9.6, “The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the successful completion of the items outlined in the Scope of Services.”
6.	Q.	With regard to RFP page 38, Attachment II, Personnel Classification Description, which reads: <i>Senior Science Outreach Communicator - Duties include, but are not limited to, responsible for the overall direction, coordination, execution, control and completion of program or project level outreach and engagement activities for various stakeholder groups; Science Outreach Communicator - Duties include, but are not limited to, translation of scientific information into verbal and written communication appropriate for various stakeholder groups.</i> Can CPRA clarify whether Science Outreach Communication is synonymous with the practices utilized to fulfill Public Involvement requirements for undertakings to comply with NEPA regulations inside and outside of the Coastal Management Zone?
	A.	Public outreach for NEPA compliance is inclusive of duties for the Senior Science Outreach Communicator as listed in the Personnel Classification Descriptions on page 38 of the RFP.

II. RFP REVISIONS:

Change From:

1.50 Cybersecurity Training

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana’s Information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor’s employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Contractor must present evidence of such compliance annually and upon request. The Contractor may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

For purposes of this Section, “access to State government information technology assets” means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to access the State network, badging to access the State’s telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

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Explanation: The following statement has been removed: “or may use any alternate course approved in writing by the Office of Technology Services.”

END OF ADDENDUM II