



**ST. JOHN THE BAPTIST PARISH  
PURCHASING & PROCUREMENT DEPARTMENT  
1811 W. Airline Highway  
LaPlace, LA 70068**

**REQUEST FOR PROPOSALS (RFP)  
Disaster Management Services**

Proposal No. RFP.2020.07

Closing Date: May 22, 2020 at 9:45 A.M. Local Time

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***SUBMITTALS***

***Submittals are due on or before the exact closing date and time. Submittals received after the exact 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 Proposer's name and address, and "RFP – Disaster Management Services".***

Publish:  
L'Observateur:  
April 29, 2020  
May 6, 2020  
May 13, 2020

**FOR FURTHER INFORMATION CONCERNING THIS RFP, PLEASE CONTACT:**

Peter Montz, Purchasing & Procurement Department

Phone: (985) 652-9569

E-mail: [p.montz@stjohn-la.gov](mailto:p.montz@stjohn-la.gov)

**QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 3:00 P.M. May 15, 2020.**

**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 Proposer 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 Proposer(s) or person(s).

In order to induce the Parish to consider this proposal, the Proposer 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 St. John the Baptist Parish, and Proposer 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 St. John the Baptist Parish.

**Please type or print legibly the information below.**

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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: \_\_\_\_\_

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**If this proposal is being submitted on behalf of an agent/broker, please complete section below:**

Submitted on behalf of: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**REQUEST FOR PROPOSALS**  
**Disaster Management Services**

**BACKGROUND**

The St. John the Baptist Parish Government is seeking professional services to provide assistance and support for grants management and administration and associated disaster recovery project management activities as needed for federal and state programs, including primarily, but not limited to, the Federal Emergency Management Agency Public Assistance Program, Federal Emergency Management Agency Hazard Mitigation Program, HUD Community Development Block Grant Program, and U.S. Department of Transportation programs. All Proposals must meet 2 CFR 200. Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments Procurement §85.36. Respondents with extensive, specialized, and successful expertise in the FEMA Public Assistance Program will receive higher evaluations in the selection.

The RFP package includes the following:

1. Required Signature Page for Proposals
2. General Terms and Conditions
3. Past Criminal Convictions of Bidders Attestation
4. Non-Solicitation and Unemployment Affidavit
5. Corporate Resolution
6. Certificate of Authority
7. Certificate Regarding Debarment
8. E-Verify Affidavit
9. Exhibit A – Scope of Work
10. Exhibit B – Selection Scoring Criteria

It is the intention of St. John the Baptist Parish to award a contract to the Proposer with the best proposal that will provide assistance and support for grants management and administration and associated disaster recovery project management activities as needed for federal and state programs.

**GENERAL TERMS AND CONDITIONS**

**1.0 RFP Process**

- 1.1 This RFP is subject to all applicable state and local laws, including the Louisiana Code of Governmental Ethics.
- 1.2 RFP's, associated documents and addenda may be obtained from the Department of Purchasing and Procurement at 1811 W. Airline Hwy., LaPlace, LA 70068 or by downloading from the Parish's website at [www.sjbparish.com](http://www.sjbparish.com) or Central Bidding at [www.centralbidding.com](http://www.centralbidding.com). Electronic proposals will be accepted only on [www.centralbidding.com](http://www.centralbidding.com).
- 1.3 Written addenda to the RFP may be issued to provide clarification, corrections, or to answer questions. It is the Company's responsibility to periodically check either Parish website, or Central Bidding for addenda that may be issued to implement changes or clarifications to the RFP, prior to due date. **Checking the Parish website is HIGHLY recommended.**
- 1.4 The Parish reserves the right to request additional information to clarify proposals. The Parish shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.

- 1.5 Questions and comments regarding this Proposal must be submitted in writing to St. John the Baptist Parish, Purchasing & Procurement Department, **ATTN: Peter Montz, 1811 West Airline Highway, LaPlace, LA 70068** or via e-mail to [p.montz@stjohn-la.gov](mailto:p.montz@stjohn-la.gov) no later than **3:00 P.M. on May 15, 2020**.

## **2.0 Submission of Proposal**

- 2.1 Proposals shall be addressed to St. John the Baptist Parish and delivered to the receptionist located in the St. John the Baptist Parish Government Complex, 1811 West Airline Hwy., LaPlace, LA no later than **9:45 A.M. local time on May 22, 2020**. **Proposal package must be submitted in a sealed envelope or package clearly marked with the Proposer's name and address, and "RFP – Disaster Management Services".**
- 2.2 Each Proposer 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 B) will be used to evaluate all proposals received. Failure to provide all required information with the exception of scope of work that does not pertain to your Company, including the "Required Signature Page for Proposals" shall be cause for rejection of the submittal as non-responsive.
- 2.3 Proposer shall submit an original, six (6) copies and one electronic copy of proposal by the date and time specified. Failure to submit the required number of copies may result in finding of non-responsive. Original should be clearly marked.
- 2.4 The Parish will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.
- 2.5 Proposals submitted by facsimile (FAX) or e-mail will not be accepted. Any proposal received after **9:45 A.M. local time on May 22, 2020** will be deemed unresponsive and will be returned to Proposer unopened.

## **3.0 Pre-Proposal Conference**

None

## **4.0 Opening**

Proposals will be opened publicly at **10:00 A.M. local time on May 22, 2020** in the St. John the Baptist Parish Government Complex Council Chambers, 1811 W. Airline Highway, LaPlace, LA 70068.

## **5.0 Public Disclosure**

It is understood and agreed upon by the Proposer in submitting a proposal that the Parish 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 Parish's evaluation concerns about competing proposals. Information releasable after award is subject to the disclosure requirements of the Louisiana Public Records Act. Proposer specifically waives any claims against Parish related to the disclosure of any materials if made under a public records request.

## **6.0 Parish Commitment**

- 5.1 Parish 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 other than the lowest offer, at its sole discretion.

- 5.2 This RFP does not commit the Parish to award, nor does it commit the Parish to pay any costs 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.
- 5.3 The Parish reserves the right to terminate this RFP at any time prior to contract execution.
- 5.4 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, or employee of the Parish shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.
- 5.5 The Parish 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 Parish to award a contract. The Parish 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 Parish's best interest. All materials submitted in response to this announcement become the property of the Parish, and selection or rejection of a submittal does not affect this right.

## **7.0 Late, Modified, or Withdrawn Proposals**

- 6.1 Any proposal received after the exact time specified for receipt will not be considered.
- 6.2 No modification of a proposal, except a modification resulting from the Parish's request for "best and final offer," will be accepted.
- 6.3 No Proposer may withdraw his/her proposal within forty-five (45) days after the actual date of opening thereof.

## **8.0 Evaluation and Selection**

- 7.1 Objective - The purpose is to evaluate all proposals with the ultimate interest of entering into an agreement with that Proposer determined to be most advantageous to the Parish, price and other factors considered.
- 7.2 Evaluation - A Source Selection Committee is appointed by the Parish President for the purpose of evaluating qualifications and proposals received in response to an RFP. The Committee will evaluate proposals submitted by qualified Proposers/Companies on the basis of the guidelines set forth in the RFP. The Parish reserves the right to request additional information and clarification of any information submitted.
- 7.3 Evaluation criteria have been established to determine which Company/Proposer will best contribute to the overall goals of the Parish. These criteria are detailed in Exhibit C (Selection/Scoring Criteria) which is attached hereto and made a part hereof.
- 7.4 The Source Selection Committee will determine if interviews are necessary as part of its evaluation process.
- 7.5 Recommendation and Selection - The Parish Administration will present its recommendation to St. John the Baptist Parish Council for award. As part of the negotiation process, the Parish reserves the right to negotiate with the successful Company. This award will be made to the most responsible Proposer whose proposal is determined in writing to be most advantageous to the Parish, based on the scoring criteria set forth in this document. The Parish also reserves the right to reject any and all proposals.

## 9.0 Terms

The initial contract shall be effective for three (3) years from the date of execution. Upon written mutual agreement between the Parish Council and the Company, this contract may be extended two (2) additional times, for one (1) year. The proposed Proposer will begin work without unreasonable delay and without suspension of work unless authorized in writing by the Parish. **The Parish will not honor or consider any price increase, fuel surcharge, or add-on cost during the established performance period. The proposed Proposers must submit firm fixed pricing.**

## 10.0 Insurance

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

- A. **Statutory Workman's Compensation** covering all state and local requirements and Employer's Liability Insurance covering all persons employed by Proposer/Proposer in connection with this agreement.

The limits for "A" above shall be not less than:

1. Employer's liability limits of \$1,000,000/\$1,000,000/\$1,000,000
2. Some contracts may require USL&H or maritime coverage. This should be verified with Insurance Department/Legal Dept.
3. No excluded classes of owners/officers or employees shall be allowed on Council's premises.

**WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.**

- B. **Commercial General Liability**, including:

1. Contractual liability assumed by this agreement
2. Owner's and Proposer's Protective Liability (if Proposer is a General Proposer) may be required.
3. Personal and advertising liability
4. Completed operations
5. Medical payments

The limits for "B" above shall not be less than:

1. \$1,000,000 each occurrence limit
2. \$2,000,000 general aggregate limit
3. \$1,000,000 products/completed operations aggregate limit
4. \$1,000,000 personal and advertising injury limit
5. \$50,000 fire damage limit
6. \$5,000 medical expense limit (desirable but not mandatory)

**St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.**

Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Department/Legal Dept.

- C. **Comprehensive Automobile Liability** covering all owned, hired and other non-owned vehicles of the Company.

The limits for "C" above shall not be less than:

1. \$15,000/\$20,000BI/\$25,000 PD

**St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be included on certificate.**

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

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement prior to commencement of work. Proposer shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

- D. **Professional Liability Insurance** covering the Wrongful Acts of those professional firms and individuals performing services for St. John the Baptist Parish. 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 Proposers.

The limits for "D" above shall not be less than:

\$1,000,000 CSL

**WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council 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 Director of Purchasing & Procurement prior to commencement of work. Proposer shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

#### **11.0 Submittals Required upon Provisional Award**

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the submittal to be rejected as non-responsive:

- Insurance Requirements as specified in Section 9.0, if not currently on file
- A current, fully executed Taxpayer Identification Number (W-9 form)
- A current St. John the Baptist Parish Occupational License, if applicable.
- Attestation, Non-Solicitation, and E-Verify Forms

#### **12.0 Invoices**

Itemized invoices for payment of these services shall be submitted to Administration for approval prior to routing to Accounts Payable.

#### **13.0 Hold Harmless**

To the fullest extent permitted by law, Proposer shall indemnify, hold harmless, and defend the Parish Council 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.

#### **14.0 Non-assignability**

No Proposers shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the Parish. This provision shall not be construed to prohibit the Proposer 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 Parish.

**15.0 Exclusions**

Pursuant to Louisiana Revised Statute 38:2227, Proposer 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. Proposer 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; Proposers' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal.

**16.0 Disclosure**

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

**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, \_\_\_\_\_, (Appeared) the owner/authorized representative of

\_\_\_\_\_  
Proposer/ Individual / Legal Entity Name

Appeared, 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 business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Proposer'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 \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

Printed Notary Name: \_\_\_\_\_

Notary/Bar Roll Number: \_\_\_\_\_

My Commission is For/Expires: \_\_\_\_\_

**ST. JOHN THE BAPTIST PARISH  
NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT**  
(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

STATE OF \_\_\_\_\_

PARISH/COUNTY 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 Proposer 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 Proposer whose services were in the regular course of their duties for Proposer in connection with the construction, alteration or demolition of a public building or project.

The above named Proposer, if awarded, continually affirms that no part of the contract price received by Proposer 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 Proposer.

The above named Proposer 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.

<p>_____ Signature of Authorized Signatory</p> <p>_____ Printed Name of Signatory</p> <p>_____ Title of Authorized Signatory</p> <p>_____ Project Name/Number</p>	<p>SUBSCRIBED AND SWORN BEFORE ME ON THIS</p> <p>_____ DAY OF _____ 2020.</p> <p>_____ Notary Signature</p> <p>Printed Notary Name: _____</p> <p>Notary/Bar Roll Number: _____</p> <p>My Commission is for/expires on: _____</p>
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Proposer verifies that Proposer will collect an affidavit in this form from any approved subProposer and forward a copy to: Saint John the Baptist Parish, 1811 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days after contracting with its subProposer ; however, in no instance shall the affidavit be received after commencement of work by the subProposer .

**CORPORATE RESOLUTION**

(For Corporations Only)

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF \_\_\_\_\_, INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_, INCORPORATED,  
DULY NOTICED AND HELD ON \_\_\_\_\_, 2020,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED. THAT \_\_\_\_\_, BE AND IS HEREBY APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH THE PARISH OF ST. JOHN THE BAPTIST OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO THE EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THE SAME HAS NOT BE REVOKED OR RESCINDED.

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
DATE



Certification Regarding
Debarment, Suspension, and Other Responsibility
Matters Primary Covered Transactions

CERTIFICATE OF AUTHORITY

(For LLC's Only)

I attest that I am the sole member and manager of \_\_\_\_\_ and

Proposer Name

that in my capacity as manager, I \_\_\_\_\_ am authorized

Authorized Representative

under the state of Louisiana to conduct all negotiations, bidding, concerns and transactions with St. John the Baptist Parish Council or any of its agencies, departments, employees or agents, including but not limited to the execution of all bids, proposals, papers, documents, affidavits, bonds, sureties, contracts, purchase orders, and notices issued pursuant to the provision of any such bid or contracts for said company.

Domicile Address:

Four horizontal lines for entering the domicile address.

Phone No: \_\_\_\_\_

Notary section containing fields for Signature of Authorized Signatory, Printed Name of Signatory, Title of Authorized Signatory, and Notary Signature, Printed Notary Name, Notary/Bar Roll Number, My Commission is for/expires on.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U. S. Small Business Administration.

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or Voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local Terminated for cause of default.
- (2) Where the Prospective primary participant is unable to certify to any of the statements in this Certification, such prospective primary participant shall attach an explanation to this proposal

Business Name: -

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Date \_\_\_\_\_ By \_\_\_\_\_  
Name and Title of Authorized Representative

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Signature of Authorized Representative

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. 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 the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal 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 entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. 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 ineligibility of its principals. Each participant may, but is not required to check the Non-Procurement List
9. 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
10. Except for transactions authorized under paragraph 6 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 may terminate this transaction for cause or default.

**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 Company 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 St. John the Baptist Parish 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 Company 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.

Company 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 St. John the Baptist Parish.

Company verifies that the Company will collect an affidavit in this form from any approved subcontractor and forward a copy to: St. John the Baptist Parish, 1801 West Airline Hwy, LaPlace, Louisiana 70068, no later than five 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 \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

Printed Notary Name: \_\_\_\_\_

Notary/Bar Roll Number: \_\_\_\_\_

My Commission is For/Expires: \_\_\_\_\_

## **EXHIBIT A**

### **Scope of Work**

#### **SERVICES**

The St. John the Baptist Parish Government is seeking professional services to provide assistance and support for grants management and administration and associated disaster recovery project management activities as needed for federal and state programs, including primarily, but not limited to, the Federal Emergency Management Agency Public Assistance Program, Federal Emergency Management Agency Hazard Mitigation Program, HUD Community Development Block Grant Program, and U.S. Department of Transportation programs. All Proposals must meet 2 CFR 200. Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments Procurement §85.36. Respondents with extensive, specialized, and successful expertise in the FEMA Public Assistance Program will receive higher evaluations in the selection.

The scope of services described herein requires the Proposer to develop and implement a recovery plan to restore facilities to their pre-disaster condition. A primary objective of this Request for Proposals is to ensure that projects within the recovery program are accomplished on time and within budget. Another objective of this Request for Proposals is to maximize eligibility and reimbursement for all aspects of the recovery program.

- (1) Assistance and support for program management and direct administrative cost services required to restore public facilities damaged in the COVID-19 Public Health Emergency in compliance with all federal and state requirements.
- (2) Consulting services to coordinate with St. John the Baptist Parish Government authorized staff to review the existing disaster recovery policies and procedures and provide recommendations to streamline the documentation and reimbursement process.
- (3) Pre-position assistance and support for program management and grant management services for future disasters in compliance with all federal and state requirements.

The successful Proposer should possess the ability to:

- Provide program management assistance and support for grants management and administration, primarily but not limited to, The Federal Emergency Management Agency Public Assistance Program.
- Provide engineering services to undertake detailed damage assessments and repair recommendation, as needed.
- Ensure that all eligible damages have been identified, qualified and presented to the St. John the Baptist Parish Government, Federal and State agencies. All eligible damages shall be incorporated into FEMA Project Worksheets (PW's) and grants applications with supporting documentation and proper cost estimates, using the FEMA cost estimating factors (CEF) when necessary.
- Provide field inspection services as necessary to ensure compliance to schedule, budget and quality contractual requirements.  
Prepare and coordinate the development of PW's and versions as required with St. John the Baptist Parish Government, Federal and State Agencies. This includes project development, formulation, and processing as required for small and large projects.

Advise St. John the Baptist Parish Government on FEMA capped projects, and assist in preparing requests to FEMA for improved, alternate projects, and alternate procedures pilot programs, if needed.

- Assist St. John the Baptist Parish Government in establishing a process to bid, evaluate and contract with building Proposer s and suppliers for construction services in accordance with procurement instructions and policies provided by St. John the Baptist Parish Government.
- Review eligibility issues for St. John the Baptist Parish Government and develop justifications for presentation to the Federal, State and other agencies in providing disaster recovery funds.
- Engage with St. John the Baptist Parish Government to obtain all costs and necessary backup documentation to develop, revise and submit PW's and grants applications to the Federal agencies and State agencies to be approved, obligated and reimbursed.
- Provide support to St. John the Baptist Parish Government on all relative grant policies, including but not limited to providing the Owner with any changes in policies, procedures, processes or deadlines throughout the financial disaster recovery process.
- Provide insurance guidance and supporting insurance claim resolution to maximize reimbursements.
- Provide support in engaging FEMA and Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). Assist the PARISH in obtaining FEMA reimbursement as well as any other federal/state/local capital funding source, including State and Federal Tax Credits. Attend meetings with related State, Federal and other agencies as necessary and provide project information to them as required.
- Prepare and conduct the close out process, ensuring maximum recovery and retention of all eligible funding and availability of supporting documents for potential audits.
- Advise St. John the Baptist Parish Government on overall recovery programs and the recovery process.
- Prepare for and respond to inspections and audits for ongoing completed projects.
- Other grants management and disaster recovery project management duties as assigned.

Technical Requirements:

- (1) Qualifications shall include one or more project team members who shall be a Louisiana licensed engineer. The firm shall be a registered, licensed engineering firm in the State of Louisiana.
- (2) Qualifications shall include one or more team members with a minimum of 5 years' experience, knowledge of and application of federal laws, regulations and policies that govern the FEMA Public Assistance and Hazard Mitigation Programs. Knowledge of HUD Community Development Block Grants, and application of federal laws, regulation and policies are required.
- (3) Qualifications shall demonstrate experience in successful management of flood protection, flood control, and drainage projects.
- (4) Qualifications shall demonstrate experience with proactive dispute resolutions and claims avoidance. Qualifications shall determinate experience with all aspects of the FEMA program management process from damage assessments through close out.

The Proposer shall serve as a representative of the Owner (St. John the Baptist Parish Government). The Proposer (or any entity of the Program Management team) will not be allowed to perform architectural or engineering design, or construction services (outside the scope of services outlined in the RFP).

The overall objective is to assist the St. John the Baptist Parish Government in managing the implementation of design and construction phases to achieve the objectives of the St. John the Baptist Parish Government Recovery Plan.

The Owner (St. John the Baptist Parish Government) shall determine and designate the services as needed.

