

**Invitation to Negotiate 18-ITN-003-BM**  
**Management of the Florida Community Development Block Grant Disaster Recovery (CDBG-DR) Program**  
**Technical Questions and Answers**

Please note that the Department’s responses are not **final, official or binding**. Violation of section 287.057(23) of the Florida Statutes, by a respondent to a solicitation, or persons acting on their behalf, may be grounds for rejecting a response. The Department’s responses to timely submitted questions are provided below:

Question Number	Page Number, Section	Question	Answers
1		Is there an incumbent for this RFP or with similar scope of work? If, yes, please list the current contractor and describe the task current contractor is assigned.	No. All information pertaining to vendors is available online or through the public record.
2		What other vendors over the past 8 years have been procured by the Florida Department of Economic Opportunity for CDBG work?	All information pertaining to vendors is available online or through the public record.
3		Does the Florida Department of Economic Opportunity anticipate issuing a separate Invitation to Negotiate for independent monitoring and oversight of the program / program manager similar to what has been done in New York through the Governor’s Office of Storm Recovery and in Texas through the Texas General Land Office?	DEO does anticipate additional procurements.
4	Page 17, B.40 State Project Plan	Please confirm that Respondents should submit the State Project Plan as an Attachment to the Technical Reply.	Yes.
5	Page 16, B.39 Attachment H – Reference Questionnaire	One of our state client references for a program similar in scope and scale to the Florida project has internal regulations that prohibit them from signing the reference questionnaires; however, they are willing to provide verbal feedback over the phone. Would DEO accept this form of evaluation for past performance references?	No.
6	Page 48, Attachment A – Reference Form	Attachment A (Reference Form) asks for three client references for similar work that “has been performed for a period of at least five (5) continuous year(s).” Please confirm that it is the intent of this particular section to have the respondent provide 3 references demonstrating the firm has worked in the field of disaster recovery for at least five years.	The intent of the particular section in question (Attachment A, Reference Form) is to have the respondent provide three (3) client references totaling five (5) continuous years of service. At a minimum, one (1) of the verifiable clients must include a state reference where the Respondent has performed CDBG-DR program management services within the last ten (10) years similar in size and scope to this solicitation. See Addendum 4 updating this requirement from five (5) to ten (10) years.
7	Page 48, Attachment A – Reference Form	If we include a subcontractor reference as one of the three requested references, should we complete a separate Attachment A for the subcontractor?	No.

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8	Page 33, C.6.1, bullet #9.	<p>Regarding the existing case management system referenced in bullet 9:</p> <ul style="list-style-type: none"> <li>• What is the existing case management system?</li> <li>• What does it track?</li> <li>• What platform is it built on?</li> <li>• Will the system be accessible from the intake centers and other locations outside the DEO network?</li> <li>• What reporting functions are built into it?</li> <li>• Should the contractor for this project assume that we are not responsible for modifications to the system to complete this scope of work?</li> </ul>	<p>DEO does not have an existing case management system DEO will procure a technology for case management through a separate procurement and is currently researching technology solutions. The Contractor will be responsible for entering data into the DEO system once procured.</p>
9	Page 35, C.6.1 Program and Contract Administration, bullet #25.b.	<p>Regarding the distribution of funds:</p> <ul style="list-style-type: none"> <li>• Please confirm that the while the contractor will help administer subrecipient agreements, the State, not the contractor, will be responsible for actual disbursement of funds to subrecipients.</li> <li>• Please clarify whether any funds will be disbursed directly from the State to grant recipients?</li> </ul>	<p>Yes, DEO will be responsible for the actual disbursement of funds to subrecipients and to grant recipients.</p>
10	Page 38, C.6.9 Housing Services Construction Management, bullet #2.	<p>The contractor must “establish the home’s relative value”. What is the definition of “relative value”?</p>	<p>See Section IV, Projects and Activities, Subsection 2, Program Budget of the Draft Action Plan Posted for Public Comment on April 20, 2018 at <a href="http://www.floridajobs.org/cdbg-dr">www.floridajobs.org/cdbg-dr</a>.</p>
11	Page 40, C.6.12 Intake Eligibility Operations, bullet #4.	<p>Regarding the referenced Intake and Eligibility System:</p> <ul style="list-style-type: none"> <li>• Is the Intake and Eligibility System the same as the <i>Case Management System</i> referenced as a case management system in C.6.1 Item 9</li> <li>• If not the same, is the contractor to provide and price an Intake and Eligibility system?</li> <li>• Please define “other statewide Intake and Eligibility Operators”.</li> <li>• What Intake and Eligibility system do the other operators use?</li> <li>• Does DEO’s system include a web-based application process, or does the Contractor need to develop this and integrate it with DEO’s system?</li> </ul>	<p>Yes, the intake and eligibility system is the same as the case management system. As stated, “The Contractor will provide Intake and Eligibility Operators.” “Other statewide Intake and Eligibility Operators” refer to the same Intake and Eligibility Operators. In other words, Operators within the system will coordinate with each other. DEO does not have an existing web-based application process. The Contractor will be responsible for assisting DEO in developing a web-based application process, creating an application, and posting the application to DEO’s existing website.</p>
12	Page 27, Centralized Environmental Review Services	<p>Centralized Environmental Review Services (RFP Section C.6.6), mentions the Contractor preparing environmental reviews, including supporting documentation. Will the Contractor be asked to prepare all environmental reviews for all of the programs listed in Section C.3 or will another entity (e.g., a county or city) be involved in preparing these documents? If other entities are involved in preparation, what is the contractor’s responsibility?</p>	<p>The Contractor will be responsible for completing Tier I and Tier II Environmental Reviews for all programs managed directly by DEO. For subrecipient managed projects, the Contractor will be responsible for providing oversight and completing Tier II Environmental Reviews and approvals. Please see Action Plan Section IV, Projects and Activities, Subsection 2, Program</p>

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			Budget, and Subsection 4, Program Details, for more information.
13	Page 27, Centralized Environmental Review Services	The Federal Register notice [Docket No. FR-6066-N-01], HUD “strongly encourages grantees to allocate general administration funds to retain a qualified historic preservation professional, and support the capacity of the State Historic Preservation Officer/Tribal Historic Preservation Officer to review CDBG-DR projects.” Does DEO want the Contractor to provide this historic preservation professional as full-time staff to assist DEO under the Centralized Environmental Review Services on page 27 of 86 of the RFP?	Yes.
14	Page 26, C.3 General Description	Can DEO provide an estimate of the funding amounts, number of applications and minimum/maximum grant award amounts expected for each program type listed in Section C.3 of the RFP? This information is necessary in order for respondents to determine the size and scale of the approach and to provide accurate costing, especially if the Department intends to stay with a fixed cost approach.	See Draft Action Plan, Section IV, Subsection 2, Program Budget for a breakdown of the specific funding amounts, estimated number of units, and maximum award amounts per program. Also, note HUD’s additional allocation for the state of Florida.
15	Page 8, B.21, Contract Period	The RFP notes the possibility of an additional term not to exceed 6-months. Given the scope of work will be unknown, please confirm that no price is required for the extension.	No price is required for an extension at this time.
16	Tab 3, Project Approach:	The ITN states: “To accurately assess DEO cost and workload, the Respondent should explicitly address in staffing-hours the extent their reply would require changes to DEO processes and procedures.” Please clarify the information you are requesting. <ul style="list-style-type: none"> <li>• Are you asking respondents to estimate DEO staffing needs? If yes, we will need to understand DEO’s current staffing, roles and responsibilities. If no, what is required of the contractor.</li> <li>• Are you asking respondents to suggest changes to DEO’s internal processes and procedures? If yes, please provide copies. If no, what is required of the contractor?</li> </ul>	The Respondent should estimate in staffing hours if respondent is suggesting changes to DEO’s processes and procedures.
17	Page 35, C.6.1 Program and Contract Administration, bullet 26.a.	For historic preservation compliance, will CDBG-DR projects be subject to the stipulations in a Section 106 Programmatic Agreement, or some other alternative review process involving SHPO?	DEO has begun the process of setting up a Section 106 Programmatic Agreement and will finalize the agreement once the Action Plan has been submitted to and approved by HUD.
18	Page 17, B.40 State Project Plan	RESPECT & PRIDE requires written proof of a subcontractor agreement be submitted with their reply. In addition to a one page letter supplied by the subcontractor, would the Florida Department of Economic Opportunity accept inclusion of a Teaming Agreement in lieu of a Subcontractor Agreement, as a subcontractor agreement would be developed after contract award and client acceptance of the proposed subcontractor?	Yes.

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19	Attachment B Cost Reply and Section B.21	Given that section B.21 indicates a 3 year (36 month) period of performance with a possible 6-month extension, would DEO please differentiate what offerors are required to present in each of the tables in Attachment B Cost Reply?	Respondents are not required to propose any pricing for the possible six (6) month extension. Respondents should propose a fixed price for each deliverable for each contract year. This includes pricing for three (3) years for the Initial Contract Term and three (3) years for the Renewal Contract Term. Respondents should provide pricing in the format provided per Attachment B, Cost Reply, only.
20	Attachment B Cost Reply and Section B.21	The RFP requests a firm fixed price response from the applicant. However, without a detailed Action Plan, description of the activities, information about the number of applicants and projects there is no way for applicants to provide comparable firm fixed price responses. Would DEO provide the assumptions against which we should bid a firm fixed price? Alternatively, would DEO consider requiring just rates with a price to be negotiated upon award?	The detailed Action Plan is now available for public comment at <a href="http://www.floridajobs.org/CDBG-DR">www.floridajobs.org/CDBG-DR</a> Respondents should provide pricing in the format provided per Attachment B, Cost Reply.
21	Page 11, B.32 Conflict of Interest	<p>According to public record, DEO conducted an Emergency Purchase procurement under Executive Order 17-235 in the Fall of 2017 and entered into a contract (Contract #PO1670208) with a consulting firm (Horne LLP) to assist with program planning and design for recovery programs.</p> <p>Separately, in the Fall of 2017 DEO also issued, and subsequently cancelled, a procurement for Hurricane Matthew/Hermine – Stand-Up to the CDBG-DR Program (RFP 17-RFP-004-LJ). In response to a question posed prior to that cancellation, Florida stated that “The Respondent that is awarded the contract pursuant to this solicitation shall not be eligible to contract with the Department for any future contracts related to the subject matter of this solicitation, pursuant to section 287.057(17)(c), Florida Statutes.”</p> <p>Florida law seeks to limit any real or apparent conflict of interest, promote transparency, and set a level playing field by limiting eligibility in such situations: by excluding firm(s) that are privy to information and governmental decision-making, to which other offerors are not cognizant; by disqualifying planners from being implementers as a standard operating principle. Applying Florida’s recent statement and underlying law to this procurement: given that Contract #PO1670208 entailed the provision of guidance that directly relates to recovery program planning and design, which extends to Hurricane Irma, is it correct to assume that Horne is ineligible to bid and/or contract on this solicitation, as either a prime or a subcontractor?</p>	Please refer to Section B.32, Conflict of Interest, in the Solicitation.
22	Page 27,	In this reference to construction management the solicitation notes that the	The State is open to considering different proposed models for

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	Housing Services	“Contractor will be responsible for subcontracting <b>with</b> certified construction contractors in the region to complete the work.” Elsewhere (page 27, pages 38-39) under the heading Construction Management the RFP requires "quality and timely construction management services" including oversight such as inspections, work write ups, closeout. Please confirm that DEO does NOT intend the <u>Contractor</u> itself to actually enter into repair contracts for individual home repairs.	the relationship with the construction company(ies). See Section III, General Action Plan Requirements, Subsection 9, Protection of People and Property; Construction Methods of the Action Plan Posted for Public Comment on April 20, 2018 at <a href="http://www.floridajobs.org/CDBG-DR">www.floridajobs.org/CDBG-DR</a> .
23	Page 27, C.3 Housing Services	<p>A) <b>Section C.3 Housing Services</b> on p. 27 describes 5 different housing program types: 1) homeowner housing rehab/repair [entailing intake/eligibility centers and operations &amp; construction management]; 2) multi-family housing repair program; 3) construction of affordable rental workforce housing; 4) land acquisition for affordable workforce rental housing; 5) home buyout program. However, <b>Section C.6.9: Housing Services</b> includes only <i>Construction Management</i> requirements, items 1-13, as housing services. There are other functions that will be required to manage the identified housing programs. Please clarify the full set of responsibilities of the selected contractor with regard to all 5 types of housing programs.</p> <p>B) Related to the above, <b>Section C.3., Housing Services</b> indicates that the DEO is considering a centralized housing rehabilitation or replacement program. This may include intake/application/eligibility centers and operations. <b>Section C.6.12</b> specifies requirements for Intake and Eligibility. <b>Deliverable 9</b> specifies the Housing Services and references the application process. <b>Deliverable 12</b> is Intake and Eligibility Operations.</p> <p>Please clarify where we should describe our approach to intake and eligibility - as approach to Deliverable 9? Deliverable 12? Something else?</p>	<p>A. Section IV, Subsection 4, Program Details, of the draft Action Plan details four housing programs. The Contractor will be responsible for assisting DEO in the overall management of the Housing Repair Program. The Contractor will be responsible for assisting DEO in the general oversight and contract administration for the Workforce Affordable Rental New Construction Programs, the Land Acquisition for Affordable Workforce Housing Program, and the Voluntary Home Buyout Program. Full contractor responsibilities include the requirements listed in both Section C.3 and C.6.9 of the ITN.</p> <p>B. Please provide your intake and eligibility approach in detail in Deliverable 12. You may also wish to reference this detailed response in your response to Deliverable 9.</p>
24	Attachment B – Cost Reply	Will DEO be providing potential bidders with a copy of the draft Action Plan or any other information regarding the programs, funding model, funding levels, average award amounts, etc. in order for bidders to provide a responsive bid and pricing information?	Yes. See Action Plan Draft Submitted for Public Comment on April 20, 2018 at <a href="http://www.floridajobs.org/CDBG-DR">www.floridajobs.org/CDBG-DR</a> .
25	Page 27, C.3 General Description, Housing Services	On p. 27 under Housing description, the ITN states that the contractor will "manage all construction work completed by the assigned contractor" and the last sentence of the paragraph states "The contractor will be responsible for subcontracting with certified construction contractors in the region to complete the work." Under C.6.1, #2, the ITN states that "The contractor must ensure that mortar homes, mobile or manufactured homes and modular homes will be repaired, replaced or rebuilt by either subcontractors or the Contractor itself." However, C.6.9 Housing Services (p. 38-39), does NOT	See question # 22.

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		include entering into repair/replace/rebuild contracts. Should respondents assume the State of Florida is looking for program management, including construction management, services and not construction services? Having one firm providing overall CDBG-DR program management, particularly including functions such as compliance/monitoring/fraud/audit, applicant intake/eligibility and determination of damage and repair/replace/rebuild estimates that is <u>ALSO</u> entering into contracts with construction companies to repair/replace/rebuilt housing units where the scopes of work and resulting construction contract amount would be based on estimates completed by the program management contractor, who would also be signing off on inspections/draw requests that the program management firm performs is a conflict of interest that will not withstand internal control and audit standards.	
26	C.3 General Requirements, Pages 26 - 29	DEO has asked for firm fixed price bids and the stated cost evaluation formula awards maximum points to the lowest cost bidder. However, at this point, the funding levels and programs to be operated are understandably still under consideration. In order that all bidders provide a comparable cost quote developed from the same set of assumptions, please provide illustrative funding levels, number of applications, and how many funded projects that all bidders should use for the programs DEO is considering operating, including: <ul style="list-style-type: none"> <li>• Intake and Eligibility Operations and Intake Centers, including number of applicants expected in each of the 8 regions</li> <li>• Construction Management</li> <li>• Multi-Family Housing Repair Program</li> <li>• Construction of Affordable Workforce Rental Housing Program</li> <li>• Land Acquisition for Affordable Workforce Rental Housing</li> <li>• Home Buyout Program</li> <li>• Infrastructure</li> <li>• Recovery Workforce Training Program</li> <li>• Business Recovery Grants</li> </ul>	See Section IV, Projects and Activities of the Action Plan for detailed budget breakdown and descriptions of programs and activities.
27	Page 8, Section B.22	Given the uncertainties surrounding funding levels, type and quantities of programs required, and lack of detailed information relative to scope in the RFP, would DEO consider changing the contract type to Time and Materials (T&M)?	No, see Action Plan Section IV, Subsections 2 and 4 for additional details on proposed programs, program budgets, estimated number of units to be served, and program details.
28	Page 8, Section B.22	If DEO does change the contract type to a non-FFP contract please also provide clarification as to how the scoring formula for the cost proposal will apply.	See Answer to Question #27.
29	Page 8, Section B.22	If DEO will not consider a T&M contract, please confirm that with a FFP contract the contractor will be able to propose invoicing either based upon	See Answer to Question #27.

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		deliverables, or invoicing the fixed price for each deliverable in twelve equal monthly installments.	
30	Page 40, C.6.12 Intake and Eligibility Operations	6.1.12. As part of intake and eligibility operations, DEO does not mention operation of a call center to take applications and assist applicants. Does DEO have such a call center, or will the Contractor be responsible for providing it?	The Contractor will be responsible for setting up and running a call center for phone intake of applications. In addition to phone intake, the Contractor will also conduct online and in-person application intake.
31	C.3 General Requirements	Would the DEO please provide estimates of the number of applications that they anticipate by region and the amount of awards do they expect to make?	See the unmet needs assessment included in the Draft Action Plan. Also, see Section IV, Subsection 2 of the Action Plan for a detailed budget breakdown that includes estimated number of units for repairs and the average awards per unit.
32	C.3 General Requirements, Pages 26 - 29	For purposes of providing consistent pricing assumptions, what is the estimated number of applications expected for: <ul style="list-style-type: none"> <li>• Home owner housing applicants</li> <li>• Multi-family housing projects</li> <li>• Workforce housing projects</li> <li>• Land acquisition projects</li> <li>• Home buyout projects</li> <li>• Infrastructure projects</li> <li>• Business and economic development projects</li> </ul>	See Section IV, Subsection 2 (Program Budget) of the Action Plan for a detailed breakdown of program budget including estimated number of units and average award per unit.
33	Attachment I, Evaluation Criteria	The formula provided for evaluating cost assigns more points to a low-cost bid, however, due to unclear project and funding parameters, bidders may propose radically variable approaches. Could DEO provide some standard assumptions so that bidders are costing similar magnitudes and can be more accurately compared?	Please refer to Section IV, Subsections 2 and 4, of the Draft Action Plan posted for public comment on April 20, 2018 at <a href="http://www.floridajobs.org/CDBG-DR">www.floridajobs.org/CDBG-DR</a> .
34	Page 8, Section B.19, Description of Work Being Procured	Is it the Department's intent that this ITN shall cover all aspects of services including the data management necessary for the tracking of an application and providing records for real time auditing and reporting?	Yes.
35	Page 8, Section B.19, Description of Work Being Procured	A "system" is referenced numerous times in the ITN, please clarify if possible what this reference relates to? Does this mean Florida will leverage their existing Department systems, integrate with Department systems, or vendor to supply systems?	See answer to question #8.
36	Page 33, Section C.6.1, Program and	Does the scope of the ITN include a collaboration portal allowing other state contractors and departments receiving CDBG-DR grants and other disaster recovery funding to provide reports necessary to accomplish and fund their	We do not have a "collaboration portal". DEO is seeking to contract with a vendor for the funds HUD allocated specifically to DEO and not other agencies or departments who have also

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	Contract Administration	projects?	received funds.
37	Page 35, Section C.6.2 #6, Strategic Communications	What are the content management system states approved platforms or what criteria would be used for approval?	See Addendum 4.
38	Page 35, Section C.6.2 #6, Strategic Communications	Can the Department provide the current record retention polices?	Please refer to the Department of State’s General Records Schedule for record retention policies.
39	Page 13, Section B.31.7 Technical Reply Format, Tab 2 – Past Performance and Experience	Regarding Financial Conditions, what is required to substantiate financial conditions, should financial statements be included with the response? If so are subconsultants required to submit financial statements?	Financial statements are not required. Contractor should include information in its reply that substantiates its financial condition to manage a contract of this size. No, financial statements of subcontractors are not necessary or required.
40	Page 15, Section B.31.7 Technical Reply Format, Tab 6 - Attachments	Are subconsultants required to complete and submit the mandatory forms?	No.
41	Page 27, SEctionC.3 General Description, Housing Services	The RFP says: “The Contractor will develop a web-based application process that can be used to allow individuals to apply for services remotely.” Is the contractor expected to host the web-based application or will DEO host it on a state computer server?	The contractor should propose a solution.
42	Pg. 6, Item E	Was there an intent to provide a list of statutory requirements?	No, please see Addendum 4.
43	General	Is the Program Manager required to have a construction license in the State of FL?	Not necessarily the Program Manager but we do request that at least one member of the Contractor’s staff have an active construction license in the state of Florida.
44	Pg. 15, Section B.37.2	Page 15, Section B.37.2 mentions that “Each Respondent shall use the forms provided as Attachment B, “Cost Reply”, to provide rates for the services requested in this solicitation.” Attachment B lists the firm fixed price for each year by deliverable for the initial and renewal contract periods. Is the requirement to provide data as per Attachment B only?	Respondents should provide pricing in the format provided per Attachment B, Cost Reply, only. Please see Addendum 4.
45	General	Would there be a requirement to have some contract personnel in Tallahassee for coordination with the DEO? Can DEO detail the program	Yes. DEO requests at a minimum that the Respondent provide a Project Manager and a Program Manager in Tallahassee that

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		functions that they would like to have located in Tallahassee?	understands and can update DEO on project status and help us navigate questions we receive.
46	Pg. 26,Section C.2	Page 26, section C.2 states that “In the event that Florida receives additional allocations from HUD for Hurricane Irma, Contractor shall be prepared to assist DEO.” In case additional CDBG-DR funds are received, would the State allow the selected contractor to charge additional price to the State for management of the additional CDBG-DR funds?	Yes.
47	General	Do any contractors expected to be bidding on this procurement have access to the draft or final DEO CDBG-DR Policies and Procedures Manual? Can DEO provide a copy of the Florida DEO CDBG-DR Policies and Procedures Manual?	No. The CDBG-DR Policies and Procedures Manual will be created by selected contractor and DEO.
48	Pg. 34, item 25	Will the selected contractor be responsible for implementing the housing programs for all affected counties from the State level? Will funds for infrastructure and economic development be provided to sub-grantees and, if so, what is the Contractor’s responsibility for oversight and management of the subrecipients. a. Page 34, item 25 – implies that sub-recipients are implementing the projects for housing, infrastructure and economic development. However, previous items state that the State’s contractor is conducting intake and eligibility operations for housing programs (Page 28). Which is it?	The Contractor will be responsible for implementing the housing repair program. The Contractor will assist with programmatic monitoring of agreements. See Action Plan Section IV, Projects and Activities.
49	Pg. 28, Intake and Eligibility	Page 28, Intake and Eligibility mentions, “The Contractor may provide customer service oriented intake and eligibility operations for the disaster housing assistance program to address the unmet needs of residents directly affected by Hurricane Irma in September 2017. The Intake and Eligibility Operators may play an essential role in ensuring that delivery of assistance to program applicants is timely and responsive to customer needs, while ensuring and documenting eligibility, accountability and proper use of funds.” This provision appears to be discretionary sine the word “may” is used. How will DEO evaluate between respondents who made differing assumptions on pricing for this requirement?	See Addendum 4. The language has been changed to “The Contractor will...”
50	C.3	Since the ITN requires a Firm Fixed Price (FFP), and a resource-loaded project timeline and schedule for services, can DEO provide information on details on the scope of work: <ul style="list-style-type: none"> <li>- Number of homeowners expected to be served by the single-family program</li> <li>- Number of multi-family units expected to be served</li> <li>- Number of parcels of land to be acquired</li> <li>- Number of homes subject to buyout and/or acquisitions</li> <li>- Number of homes expected to be bought to code compliance,</li> </ul>	See Action Plan Section II, Unmet Needs Assessment, and Section IV, Subsection 2, Program Budget.

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		<p>mitigation or elevation</p> <ul style="list-style-type: none"> <li>- Number of manufactured homes to be repaired or replaced</li> <li>- Number of infrastructure projects expected to be funded</li> <li>- Number of economic development projects to be funded</li> </ul> <p>Absent this information, how will cost comparisons be made among respondents?</p>	
51	Pg. 29 to 33, C.5 Deliverable, Tasks, Performance Measures and Financial Consequences	The RFP lists the financial consequences for late delivery of deliverables and for any perceived quality issue (“performance must be to the satisfaction of DEO”). Please indicate what performance standards would be applied to contractor deliverables? Can DEO provide any assurances that acceptances of deliverables would not be arbitrarily withheld? Many of the performance measures have unspecified due dates. How will DEO ensure that respondents are applying consistent staffing assumptions if the due dates have not been determined and provided?	See Vendor Core Contract attached which will be further negotiated with the selected vendor.
52	Pg. 33, C.6.1, Item 9	Page 33 mentions that the State has an existing case management system. Please provide the name and brief capabilities of the State case management system. In addition, can you please provide the software platform in which the system was developed?	See answer to question #8.
53	Pg. 34, C.6.1, Item 16	Page 34, Item 16: Does the State wish for the selected contractor to complete the environmental assessment or review assessments completed by subrecipients?	The Contractor will be responsible for completing Tier I and Tier II Environmental Reviews for all programs managed directly by DEO. For subrecipient managed projects, the Contractor will be responsible for providing oversight and completing Tier II Environmental Reviews and approvals. Please see Action Plan Section IV, Projects and Activities, Subsection 2, Program Budget, and Subsection 4, Program Details, for more information.
54	Pg. 34, C.6.1, Item 18	Page 34, Item 18 seems to be missing some words. Can the State please revise?	See Addendum 4, for deleted item #18 as it was a duplicate of item #15. See current item #15 for further clarification.

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55	Pg. 38, Section C.6.9, Item 4;	Page 38, Section C.6.9, item 4 mentions that all construction will be bid out. However, on page 27 it mentions that contractor will be responsible for subcontracting with certified construction contractors in the region. Would the State allow the contractor to bring on board construction companies and have them perform the work without bidding out each job separately? Also, would the State allow “best value” selection taking into account capacity, price, quality, and other factors?	See question # 22 and Addendum, Section C.6.9.
56	Pg. 39, Section C.6.9, Item 6	Page 39, Section C.6.9, Item 6. What site reconnaissance policies are in place?	These policies will be developed and determined in the Policies and Procedures Manual which will be updated and finalized by DEO and the selected contractor.
57	Pg. 41, Section C.6.12, Intake Centers, Item 1	Page 41, Section C.6.12, under Intake Centers, Item 1 states that the state will decide on the mobile intake sites. Can the State clarify how many such sites are expected and how many consecutive and total days each site would need to be operational?	Mobile intake centers will be located mainly in the Keys and rural areas where transportation to a static intake center is too difficult for a majority of the residents. DEO is requesting that the Contractor propose how many and best practices for days and times the centers will be open.
58	Pg. 41, Section C.6.12, Intake Centers, Item 1	Page 41, Section C.6.12, under Intake Centers, Item 1 states that the mobile intake centers would have to accommodate working families. Does the requirement for the centers to be open outside of normal business hours (i.e., on Saturdays) fulfill the requirement to accommodate working families?	Yes.
59	Pg. 41, Section C.6.12, under Intake Centers, Item 4	Page 41, Section C.6.12, under Intake Centers, Item 4 says that the state expects each applicant to be treated in a timely manner. Can the State provide a standard for what would be considered timely?	Within 72 hours of receipt of application or question.
60	Pg. 41, Section C.6.12, under Intake Centers, Item 4	Page 41, Section C.6.12, under Intake Centers, Item 4 states that each intake center should be unique based on the needs of the local area. Can the State explain how it will evaluate how respondents’ solutions are meeting unique local needs?	DEO will evaluate how Respondents’ solutions are meeting unique local needs based on factors such as language requirements, being centrally located, providing transportation services, etc.
61	Pg. 43, Section C.12	Page 43, Section C.12 states that invoices are due on the 5 <sup>th</sup> of the month for the previous month. Separately, on pages 29 the RFP states that management reports are due on the 15 <sup>th</sup> of the month. Since the contractor would need to consolidate and verify all subcontractor invoices for each month, would the state consider having the requirement be for all monthly	Yes. DEO will accommodate this during the contract process.

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		invoices to be submitted per month on the 15 <sup>th</sup> of the month?	
62	Pg. 45, Section C.18	Page 45, Section C.18 outlines the intent to assess liquidated damages as well as additional other unspecified damages. Page 45, Item C.18 outlines the intent to assess liquidated damages as well as additional other unspecified damages. Since the conditions under which liquidated damages and additional unspecified damages may be assessed, and the schedule of such damages is not provided, it is likely that each contractor will develop their own risk matrix to include in their pricing. How will DEO compare the prices of different contractors with an unknown and potentially highly variable amount of risk calculation included in the pricing?	DEO evaluates responsive replies based on criteria outlined in solicitation.
63	Pg. 46, Section C.22	Page 46, Section C.22 asserts ownership rights. If the Contractor brings intellectual property in the form of software, training materials, job aids, etc. would the Contractor be able to retain ownership over its own intellectual property?	See DEO Vendor Core Contract for information related to intellectual property rights.
64	Pg. 13 (Tab 2); Pg 16 (B.38); Pg. 48 (Attachment A); Pg. 60 (Attachment I) Tab 2;	In various sections the ITN specifies that past performance information is to be provided for the past five years: (1) page 13 asks for list of all States/local entities for which services have been provided in the last five years (2) page 16 asks for all names under which a contractor may have operated over the last five years (3) page 16 asks for at least one of the references to be from a State where Contractor has provided services in the last five years (4) page 60 states that the evaluation criteria for past performance will include list of all state/local CDBG programs over the last five years. However, page 48 (Attachment A) adds the word “continuous” to the five-year experience requirement. Was this an oversight or error and should the page 48 requirement state “performed over the last five years”?	See answer to Question #6.
65	General	Does DEO envision down-selecting contractors before assigning cost points?	No.
66	General	Is there an incumbent contractor?	No.
67	General	Does DEO have a contractor assisting in development of the Action Plan? If so, since the contractor would have access to information that other bidders would not, would this contractor be prohibited from bidding and partnering on this ITN? Even though the contractor may not have assisted with the development of the ITN, any contractor developing the Action Plan has access to detailed damage data, design options for programs, and	HUD has provided a contractor for Technical Assistance (TA) purposes. Please refer to Section B.32, Conflict of Interest, in the Solicitation.

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		trade-offs between housing, infrastructure, and economic development, are they excluded from bidding or partnering on this ITN?	
68	General	If a contractor is working for DOE currently and will be allowed to bid on this ITN, please indicate how the Conflict of Interest provisions in state and federal law will be handled. Would DEO provide all bidders with data shared with the Action Plan contractor?	See Question #67 Response. The Action Plan is available for all contractors to see.
69	Pg. 34, 35, 36, 37, 38, 39, 40, 41, 42	In a number of pages in the ITN (pages 34, 35, 36, 37, 38, 39, 40, 41, 42), DEO specifies "At a minimum the Contractor will." Since the ITN postulates a Firm Fixed Price, it is difficult to price scope where the minimum is specified but not the maximum. Would DEO please specify how they will evaluate any additional price premium to perform services above the minimum requirements and how respondents are to disclose additional price for services that exceed the minimum requirements?	See Question #62 Response.
70	Pg. 32	Page 32, deliverable No. 9, the ITN states "Contractor shall be reimbursed upon completion of one housing services task on a per completed task basis as detailed in C.6.9." This provision does not explain how the reimbursement will occur. If DOE has a preferred methodology to allow unit reimbursements for services under C.6.9, please provide this methodology, allowing all contractors to bid on the same basis.	See Addendum 4. The Contractor should provide costs based on deliverables.
71	Pg. 50 and 51 (Attachment B)	ITN says "Failure by the Respondent to complete and submit Attachment B, "Cost Reply," and provide a cost on Attachment B shall result in the reply being deemed non-responsive, and therefore, the reply will be rejected. Footnotes, notations, and exceptions made to Attachment B shall not be considered." The ITN provides a general scope of services, many times stating that the requirements are "minimum requirements" and the precise distribution of the funds between housing, infrastructure and economic development is not known. Therefore, contractor pricing will have to rely on assumptions. By removing the ability to add footnotes, notations or exceptions, these assumptions will not be made explicit to DEO, creating a potential for comparing vastly different pricing schemas based on very different assumptions. We respectfully request that DEO allow contractors to add footnotes, notations, and/or exceptions to the pricing submitted. Alternately, we recommend that DEO provide the specific assumptions (units, timelines, schedules) that all respondents must incorporate in their	Footnotes will not be allowed. See Action Plan Section IV, Projects and Activities, for a precise distribution of funds.

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		pricing.	
72	Pg. 14, Tab 3	Page 14, Tab 3 requires a “Project Schedule and Timeline- Provide a fully defined, resource loaded and leveled project schedule/timeline with all of the tasks and associated effort to deliver the deliverables described in Section C.5, Deliverable, Tasks, Performance Measures and Financial Consequences.”. Since the size and extent of the funding, scope, and geographic location of the housing, infrastructure and economic development tasks are not defined in enough detail, any detailed schedule, timeline, and resource loading will, of necessity, have to be re-done after award when the precise nature of work is clearer. Please clarify how DEO will evaluate the Project Schedule and Timeline without a uniform set of assumptions about the scope of effort.	See Action Plan Section IV, Projects and Activities, for details on funding, scope, and geographic location of the housing, infrastructure, and economic development programs.
73	Pg. 27, Section C.3, Housing Services	Pg. 27, Section C.3 “Housing Services” references the “a web-based application process.” Understanding that the contractor will provide the process and the support of tools to accomplish the implementation of this process, has DEO already developed the housing services application(s) that will be required for each of the housing assistance programs (buyout, single family, multi-family, etc...) at least in draft form, or will the contractor be responsible for creating these documents and delivering them for approval by DEO?	See answer to question #11. Contractor will be responsible for creating application documents and delivering to DEO for approval.
74	Pg. 11, B.35 Submittal Requirements	The ITN states, “The Respondent’s Technical Reply shall be packaged separately from its Cost Reply or the reply will be rejected.” Will the State consider allowing us to submit our proposal in the same box, if we have separated the technical and the price proposal into two separate, sealed envelopes?	DEO will allow sealed and separate Technical and Cost Proposals to be submitted in the same box. The Technical Reply must be sealed and separate from Cost Reply or the reply will be rejected.
75	Pg. 13, B.37.1, Tab 2, Prior Relevant Experience	In Section B.37.1 under Tab 2, Prior Relevant Experience, the ITN requests, “a list of all States and/or communities for whom the Respondent have provided services of similar scope and service, specifically state CDBG-DR efforts in the past five (5) years.”  Later, it states that we should provide a “description of the outcomes of monitoring reports and audits conducted by the U.S. Department of Housing and Urban Development (HUD), Office of Inspector General (OIG) or a state OIG of state or local programs where the review period coincided	Yes. See also Addendum 4.

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		<p>with the Contractor’s or any subcontractor’s agreement with the government.”</p> <p>Given that subcontractors are included in the requirement for HUD monitoring reports and audits, is it DEO’s intent that subcontractor services also be included in the “list of States and/or communities” along with the “CDBG-DR efforts in the past five (5) years?”</p>	
76	Pg. 13, B.37.1, Tab 2, Resumes and Experience	<p>In Section B.37.1, under Tab 2, Resumes and Experience, the ITN states, “The Respondent should provide evidence that each person Respondent proposes to utilize in implementing this project has previous experience in providing disaster recovery, contract and grant administration, housing recovery programs and program management or similar services and the environmental review process on a large-scale project.”</p> <p>How would DEO define what makes a project “large-scale?”</p>	DEO defines “large-scale” as state or regional scale.
77	<p>Pg. 13, B.37.1, Tab 2, Resumes and Experience</p> <p>Pg. 41-42, C.7, Staffing Levels</p>	<p>In Section B.37.1, the ITN states, “the Respondent must submit resumes on the personnel assigned to work on this project describing their education, training, and work experience.”</p> <p>Meanwhile, Section C.7 states, “Proposed staff resumes must be provided and must reflect experience with projects of similar size and complexity. . . The Contractor shall staff the project with a sufficient number of key staff identified in their reply to fulfill the contract. . . Key staff positions shall, at a minimum, include a Project Manager, and Administrative Assistant, and sufficient subject matter experts in one or more of the areas listed in C.8. . . Additional named staff and on-site requirements shall be determined through discussions between the Contractor and DEO.”</p> <p>Is it DEO’s intent for Respondents to provide resumes for all proposed staff who will service the contract –or- for Respondents to only provide resumes for key staff, with additional named staff determined after discussions during the award process?</p>	DEO requests that the Respondent provide resumes of key staff in the reply, and then provide additional named staff after discussions during the award process.

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78	Pg. 14 Tab 3 and Pg. 17 B.40 State Project Plan	<p>The ITN states on pg. 14 under Tab 3, bullet two, Project Management, “...The Respondent must include a detailed project plan.”</p> <p>Can the State please confirm that the State Project Plan asked for in section B.40 is one in the same with the required “detailed project plan” on pg. 14 Tab 3, bullet two, Project Management?</p>	The State Project Plan and the detailed project plan are referring to the same document.
79	Pg. 15, B.37.2, Cost Reply Submittal	<p>In Section B.37.2, the ITN states, “The rates provided shall include the cost of all things necessary to accomplish the services outlined in Section C and the Respondent’s reply hereto, including, but not limited to Respondent’s furnishing the necessary personnel and, labor, supplies, equipment, services, insurance, MyFloridaMarketPlace transaction fees miscellaneous expenses, and the application of all multiples (i.e. overhead, fringe benefits, etc.), travel and incidental expenses.”</p> <p>In order to properly price our response, we request DEO provide a detailed list of what DEO-furnished equipment, materials, and facilities may be provided in the execution of this work.</p>	DEO can provide office space, desks, and telephones for contracted staff in Tallahassee. It is anticipated that DEO will work with local governments or other state agencies to find free space for intake centers around the state.
80	Pg. 17 B.40 State Project Plan	Please confirm that the State Project Plan should be included as part of Tab 3 Project Approach and Project Planning under bullet two Project Management.	See answer to question #78. The project plan should be included under Project Approach and Project Management.
81	Pg. 48, Attachment A, Reference Form	<p>In the instructions listed on Attachment A, the ITN states, “The Respondent must list a minimum of three (3) separate and verifiable clients, other than DEO, for which work similar to that specific in this solicitation has been performed for a period of at least five (5) continuous year(s).”</p> <p>It goes on to say, “One (1) of the verifiable clients must include a state reference where the Respondent has performed CDBG-DR program management services within the last five (5) years. . .” These provisions appear to be inconsistent. If the requirement is for five (5) continuous years, this provision would appear to be anti-competitive.</p> <p>Given that the vast majority of disaster recovery projects only last for three (3) continuous years – and in fact most organizations have a limited amount of time to allocate and spend federal funds – we request the requirement</p>	Please see answer to Question #6.

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		for “five (5) continuous years” be changed to “within the last five (5) years” for all past performance references. Has the DEO made any determination on how this provision will restrict the respondent pool that will meet the requirement?	
82	Pg. 8, B.21 Contract Period	The ITN makes reference to a possible extension of 6 months after the initial 36-month contract period. However, Attachment B does not show this 6-month extension period. Will the price of any extension be negotiated prior to the 6-month extension or should respondents modify Attachment B?	Respondents are not required to propose any pricing for the possible six (6) month extension. Respondents should provide pricing in the format provided per Attachment B, Cost Reply, only.
83	Pg. 41, C.6.12 Intake Centers	ITN states that DEO will determine when to close the static intake center(s). Since DEO will determine how long the static intake centers will stay open it is not possible for contractors to price leases in an economic manner since the close date is set by DEO. Instead of the current approach would DEO provide the static intake centers and have the contractor staff them accordingly until DEO determines the close date for each?	DEO is requesting that the Contractor propose best practices for how long the intake centers should remain in operation. Also, please see answer to question #79.
84	General	What is your best estimate of the number of infrastructure projects DEO anticipates funding? What is your best estimate of the number of estimated subrecipients for economic development?	See Action Plan Section IV, Projects and Activities, Subsection 2, Program Budget, for Economic Development projects. DEO anticipates providing more information regarding infrastructure projects once the federal guidance for the second allocation of CDBG-DR funding is released.
85	Pg. 33, C.6.1, Item 5	Do the subcontractors have to meet the regulatory and compliance guidelines at contract award or RFP submission?	At the time of contract award.
86	Sample Contract, Pg. 16, Sec 7	Sample contract mentions DBE reporting, is there a requirement for this contract or aspirational?	Yes. There is a monthly reporting requirement as detailed in Section 7 of the DEO Vendor Core Contract.
87	Pg. 56, Attachment G, List of Subcontractors	Can DEO please explain what kind of licenses they are looking for us to provide from our subcontractors?	Any and all required licenses per Florida law for construction-related professions.
88	Pg. 7, B.17	The ITN states that content asserted to be exempt from disclosure shall be “set forth on a page or pages separate from the rest of the reply.” Let’s say that we have three lines of proprietary information that would begin the second paragraph of a particular page. Are we interpreting this correctly that you want us to put the first paragraph on one page by itself, the first three lines of the second paragraph on the next page by themselves, and then the remainder of the second paragraph and any remaining paragraphs on the following page?	Generally Respondents will just submit one copy of their Technical/Cost Reply as a “Redacted Copy” version. The respondent still must cite the statutory reference on each page of why it is confidential information.

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89	Pg. 50, Attachment B (Cost Reply), Deliverable 5.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. For example, the cost of performing centralized VOB/DOB is dependent upon the number of VOB/DOBs to be performed. Please provide an estimate of the number of VOB/DOBs to be performed under Deliverable 5, or the data that can be used by firms to make such an estimate. How will DEO ensure consistent assumptions have been used by the different respondents?	DOB/VOB will have to be performed for every beneficiary of CDBG-DR funds. The estimated number of units can be obtained in the Action Plan in Section IV, Projects and Activities, Subsection 2, Program Budget.
90	Pg. 50, Attachment B (Cost Reply), Deliverable 6.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. For example, the cost of performing centralized environmental reviews is dependent upon the number of such reviews to be performed. Please provide an estimate of the number of environmental reviews to be performed under Deliverable 6, or provide the data that can be used by firms to make such an estimate. How will DEO ensure consistent assumptions have been used by the different respondents?	The estimated number of units for all programs and projects can be obtained in the Action Plan in Section IV, Projects and Activities, Subsection 2, Program Budget.
91	Pg. 50, Attachment B (Cost Reply), Deliverable 8.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. For example, the cost of a training program is dependent upon the number of courses, number of times each will be delivered, and delivery modalities. Please provide more specific expectations regarding the scale of the training, particularly as it relates to delivery to audiences outside of the Contractor team (e.g., training to UGLGs, if any), to be performed under Deliverable 8. How will DEO ensure consistent assumptions have been used by the different respondents?	See answer to question #90.
92	Pg. 50, Attachment B (Cost Reply), Deliverables 1, 2, 4, 9.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. For example, the cost of performing housing services case management, etc., is dependent upon both the number of homeowners/properties involved and the nature of each specific program (for example, the Contractor costs to facilitate a rehabilitation/reconstruction will not be the same as the costs to facilitate a buyout/acquisition). Therefore, in order to allow firms to submit informed cost replies, please provide an estimate of the number of homeowners or properties DEO intends to serve with each of the Housing Services programs mentioned in C.3. Alternatively, DEO could provide notional but realistic	See answer to question #90.

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		estimates to be used as a basis for pricing so that pricing is submitted consistently for all respondents, with the understanding that final negotiated prices will be scaled to a later understanding of the size of each of these programs. How will DEO ensure consistent assumptions have been used by the different respondents?	
93	Pg. 50, Attachment B (Cost Reply), Deliverables 1, 2, 4, 9.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. Specifically, how many homeowners does DEO intend to serve with a single-family program? How will DEO ensure consistent assumptions have been used by the different respondents?	See answer to question #90.
94	Pg. 50, Attachment B (Cost Reply), Deliverables 1, 2, 4, 9.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. Specifically, how many properties and units does DEO intend to serve with a multi-family housing repair program? How will DEO ensure consistent assumptions have been used by the different respondents?	See answer to question #90.
95	Pg. 50, Attachment B (Cost Reply), Deliverables 1, 2, 4, 9.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. Specifically, how many properties does DEO intend to serve in an affordable workforce rental housing program? How will DEO ensure consistent assumptions have been used by the different respondents?	DEO will only require the Contractor to assist DEO in oversight of the Workforce Affordable Rental New Construction Program, as Florida Housing Finance Corporation will be providing overall management of the program and funds. See also Action Plan posted for public comment.
96	Pg. 50, Attachment B (Cost Reply), Deliverables 1, 2, 4, 9.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. Specifically, how many properties does DEO intend to acquire in a land acquisition for affordable workforce rental housing program? How will DEO ensure consistent assumptions have been used by the different respondents?	See Action Plan Section IV, Projects and Activities, Subsection 2, Program Budget for more information.
97	Pg. 50, Attachment B (Cost Reply), Deliverables 1, 2, 4, 9.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. Specifically, how many homeowners does DEO intend to serve in a home buyout program? How will DEO ensure consistent assumptions have been used by the different respondents?	See answer to question #96.
98	Pg. 50, Attachment B (Cost Reply), Deliverables 1, 2, 4, 10.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. How much of the current CDBG-DR allocation does DEO intend to devote to an infrastructure repair program? How many local governments non-HMGP infrastructure	See answer to question #84.

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		projects does DEO estimate will be supported? How will DEO ensure consistent assumptions have been used by the different respondents?	
99	Pg. 50, Attachment B (Cost Reply), Deliverables 1, 2, 4, 11.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. How much of the current CDBG-DR allocation does DEO intend to devote to a recovery workforce training program? How will DEO ensure consistent assumptions have been used by the different respondents?	See Action Plan Section IV, Projects and Activities, Subsection 2, Program Budget for more information.
100	Pg. 50, Attachment B (Cost Reply), Deliverables 1, 2, 4, 11.	In order to build a credible cost reply, firms will need to have reliable estimates of the size of the effort under each deliverable. How much of the current CDBG-DR allocation does DEO intend to devote to a recovery business recovery grants program? How will DEO ensure consistent assumptions have been used by the different respondents?	See Action Plan Section IV, Projects and Activities, Subsection 2, Program Budget for more information.
101	Pg. 28-29, C.3	ITN Section C.3 indicates that DEO is contemplating the following programs: single-family rehabilitation/reconstruction, manufactured home rehabilitation/replacement, multi-family public housing repair, workforce rental housing construction, workforce rental housing land acquisition, home buyout, infrastructure repair, recovery workforce training, and business recovery grants. Which of these programs is DEO expecting to execute as wholly State-managed programs? Conversely, which of these programs is DEO expecting will be executed through UGLGs as subrecipients?	See Action Plan Section IV, Projects and Activities, for more information.
102	Pg. 40, C.6.12, Intake Centers	In order to estimate the staff size and square footage requirements for each intake center (which is necessary for estimating costs), please provide data to estimate the number of potential applicant households for single family rehabilitation/reconstruction/mobile home/buyout program(s) by county.	See Action Plan Section IV, Projects and Activities, Subsection 2, Program Budget for more information.
103	General	Have any firms assisted in developing the Action Plan that is currently being prepared by DEO for Irma recovery? If so then which firms and under what contract vehicle(s) is this support being provided?	See Response to Question #67.
104	General	Have any firms assisted in developing this ITN? If so then which firms and under what contract vehicle(s) was this support provided?	No.
105	General	Are firms who are assisting in developing the Action Plan restricted from replying to or partnering for the ITN, given their extensive access to non-public information relevant to program design?	No. See answer to question #67. The draft Action Plan was released for public comment on April 20, 2018.
106	General	Are firms who assisted in developing the ITN restricted from replying to the	No one assisted.

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		ITN?	
107	Pg. 21, B.48	In the first sentence, should “specifications contained in this reply” be “specifications contained in this solicitation”?	Yes. Please see Addendum 4.
108	Pg. 32, C.5, Deliverable No. 9.	In the Performance Measures column, it states “Contractor shall be reimbursed upon completion of one housing services task on a per completed task basis as detailed in C.6.9.” How does DEO want replying firms to support this element of the pricing? There does not seem to be a place in Cost Reply Attachment B’s template to submit unit prices for housing services tasks.	See answer to question #70.
109	General	Is DOE considering using external (non-DOE personnel) SME(s) to review proposals? If so, how would DOE manage Conflict of Interest or other ethical considerations?	No.
110	Page 33, Section C.6.1 (9)	What is the existing State system referenced in this provision? Is the contractor responsible for the system solution? If so, are there any other systems in which the contractor’s system must interface?	See answer to question #8.
111	Page 30 and Page 33, Section C.6.1 (7) and Page 35, Section C.6.2	References are made to a DOE Disaster Recovery Website, is this something the selected contractor is responsible for building or is there an existing website to which the contractor will add content?	DEO has an existing website for Disaster Recovery located at <a href="http://www.floridajobs.org/CDBG-DR">www.floridajobs.org/CDBG-DR</a> .
112	Page 26, Section C.3	Is there current copy of DEO’s Disaster Recovery Policies and Procedures Manual referenced that DEO can provide?	DEO’s Disaster Recovery Policies and Procedures Manual will be developed by Contractor and DEO.
113	Page 27, Section C.3	Please clarify if the selected contractor is responsible for assistance in the bidding process for certified construction contractors, or for “subcontracting with certified construction contractors.”	See Question # 22 and Addendum.
114	Page 40, Section C.6.12	Has DEO identified intake facilities and locations or is contractor responsible for leasing of facilities. If so will DEO lease directly or is contractor responsible for leasing of the facilities?	DEO will work with local governments to provide facilities and locations for intake centers.
115	Page 40, Section C.6.12	Will applicant intake include phone intake? Is the contractor responsible for call center services related to the program(s)?	See answer to question #30.
116	Page 27, Section C.3 Housing Services	How will sites to be developed for replacement homes for the buy-out program be identified? What is the Contractor’s role in this program service?	The counties will be subrecipients for this program and the Contractor will provide contract management services for the subrecipient agreements with the counties. Please see Action Plan Section IV, Projects and Activities, Subsection 4, Program Details, for more information regarding the Voluntary Home

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			Buyout Program.
117	Page 28, Construction Management	Is the Contractor tasked with performing the Tier I Broad Review process? If yes, how many Broad Reviews does the State anticipate being needed to cover the geographic area to be served?	Please see answer to question #12.
118	Page 28, Construction Management	Does the State anticipate providing a Reimbursement Program for applicants who have performed repairs themselves prior to their application to the Program? If yes, will the Contractor be performing on-site validation of repairs that were completed by the applicant? Or will the Contractor be tasked with reviewing applicant receipts for the work performed?	DEO is not implementing a Reimbursement Program. Please see Action Plan Section IV, Projects and Activities, Subsection 4, Program Details, for detailed descriptions of the programs DEO is proposing.
119	Page 37, Section C.6.6 Centralized Environmental Review Services	In order to determine the level of effort needed for pricing purposes, how many projects can the Contractor expect to perform environmental services for?	Please see Action Plan Section IV, Projects and Activities, Subsection 2, Program Budget for the estimated number of units for each program.
120	Page 38, Section C.6.9 #2 Housing Services Construction Mgmt	What are the standards for conducting the analysis of the value of the home? Are appraisals required? Can the Contractor use the home value established by the taxing authority?	DEO will require appraisals to be completed in order to determine the value of a home.
121	Page 38, Section C.6.9 #4 Housing Services Construction Mgmt	The statement in this section which requires bidding of all construction work appears to be in conflict with the statement on Page 33, Section C.6.1 #2, which allows the Contractor to self-perform the work or subcontract it out.	If the Contractor has the capability to perform the construction work, please propose this in the reply. If the Contractor will need to subcontract for all construction work, please propose this in the reply. See Addendum 4.
122	Page 38, Section C.6.9 #4 Housing Services Construction Mgmt	If the State is not requiring the Contractor to self-perform the construction work - Instead of bidding out each construction project, would the State consider a process utilized in multiple other disaster events nationwide, that allows assignment of work to contractors based on capacity and performance, utilizing standardized pricing developed in accordance with HUD requirements?	DEO requests that the Respondent submit this proposal in the reply.
123	General	Is DEO considering a do not exceed construction cap per home (e.g., \$150,000 or \$250,000)?	See Action Plan Section III, General Action Plan Requirements, Subsection 4, Maximum Assistance and Cost Reasonableness Assessment, for more information regarding the construction cap.
124	General	Is DEO considering allowing homeowners to manage construction of their own homes (CYOC) or will the Contractor oversee and manage all construction jobs?	Contractor will oversee and manage all construction, not homeowners.

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125	General	Will DEO allow modular homes as an option?	Yes.
126	General	Does DEO have a vetted list of contractors (e.g., plumbers, electricians, carpenters, architects, etc.) that they anticipate using for construction?	No.
127	General	What is the anticipated allocation methodology for the CDBG-DR Hurricane Irma funds (i.e., formula allocation vs. competitive application process)?	Please see Action Plan Section IV, Projects and Activities, for details on the method of distribution, program budget and program details.
128	General	Is the selected Contractor eligible to receive both project direct costs and indirect (administration) costs from these grant funds?	Yes.
129	General	Will the state provide legal counsel to assist with state real estate laws and review of contracts/affidavits, etc?	The Contractor will be expected to have its own legal counsel.
130	General	There is no mention of financial accounting for expenditures or DRGR reporting, will that be handled by DEO?	Yes. DEO will be responsible for reporting to HUD all financial accounting of expenditures. The Contractor will be responsible for providing DEO with all necessary financial accounting information and entering all such information into DEO's grants management system.
131	P. 8, §B, B.22, Type of Contract Contemplated	In addition to question 35, to support additional work that is not include as part of the scope of work or additional effort is needed above what was built into the assumptions will DEO consider a cost proposal that includes fully loaded rates per hour by professional?	No. The Contractor should propose pricing in the format provided in Attachment B, Cost Proposal.
132	P. 8, §B, B.22, Type of Contract Contemplated	Does DEO have an anticipated budget range for the scope of services?	No.
133	P. 8/25/26/33, §B, B.19; §C, C.1, C.3, C.6.1	What is the anticipated Administration budget for this grant funding?	5% of total funding.
134	P. 11, §B, B.33	What systems or technology are currently used by DEO and what platforms do the systems operate on?	See answer to question #8.
135	P. 13, §B, B.37.1, Prior Relevant Experience	Our contracts have confidentially clauses and will prevent us with presenting disallowances and results. Can you provide a suggestion on what additional information that we can provide to meet the requirement?	The Contractor must present disallowances and results.
136	P. 13, §B, B.37.1, Resumes and Experience	Can resumes be included as an appendix instead of Tab 2?	Yes.
137	P. 13, Tab 2, Bullet #3	Please clarify if "U.S. Department of Housing and Urban Development (HUD), Office of Inspector General)" is referring only to HUD OIG and does not include	DEO is referring only to HUD OIG monitoring reports and audits, or any monitoring reports or audits issued by a state OIG.

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		HUD regional or headquarter monitoring as that information is typically considered confidential per our contracts with other HUD grantees whereas HUD OIG information is publicly available.	
138	P. 13, Tab 3	In order “to accurately assess DEO cost and workload, explicitly address in staffing hours the extent of required changes to DEO processes and procedures” can DEO provide information on the number and level of dedicated DR staff DEO proposes to assign?	See answer to question #16.
139	P. 14, §B, B.37.1, Tab 3 – Project Approach and Project Planning	Please provide DEO’s goals and objectives for the CDBG-DR program related to Hurricane Irma.	Please review the draft Action Plan submitted for public comment on April 20, 2018 at <a href="http://www.floridajobs.org/CDBG-DR">www.floridajobs.org/CDBG-DR</a> .
140	P. 15, §C, B.37.2	The ITN states that “rates provided shall include the cost of all things necessary to accomplish the services outlined.” Will DEO allow for a blended rate by professional? Will DEO allow for an overall blended rate?	Yes.
141	P. 16, §B, B.38	Will DEO consider allowing contracts with local governments with direct allocations from HUD be considered equivalent to a state?	No.
142	P. 17, §B, B.40 – State Project Plan	Where should the response for B.40 – State Project Plan be included in the submittal? As part of the Technical Reply?	Please include the State Project Plan as a part of the Technical Reply.
143	P. 26, §C, C.2 2nd paragraph	How many single family homes, multi-family homes and businesses do you anticipate that that \$615M will cover?	See Action Plan Section IV, Projects and Activities, Subsection 2, Program Budget, for the estimated number of units to be served.
144	P. 27, §C, C.3 Program Management	When is the Action Plan anticipated to be completed and available for review?	The draft Action Plan was submitted for public comment on April 20, 2018 at <a href="http://www.floridajobs.org/CDBG-DR">www.floridajobs.org/CDBG-DR</a> .
145	P. 33, §C, C.6, Contractor Responsibilities	Can DEO provide additional details to help clarify level of effort or support anticipated for each of the responsibilities and tasks outlined in the scope? For example, item C.6.8 “Training Program,” how many trainings does DEO expect the vendor to provide? In requirement C.6.9 “Housing Services,” what is the estimate for number of homes that will qualify for reviews?	For the Housing Repair Program, see Action Plan Section IV, Projects and Activities, Subsection 2, Program Budget, for the estimated number of units to be served. For the Training Program, DEO is requesting that the Contractor propose best practices for the number and types of trainings to be conducted.
146	P. 33, §C, C.6.1, Bullet #9	Can you provide details regarding DEO's existing case management system - Vendor, Product, Version and customization incorporated in the Vendor system?	Please see answer to question #8.
147	P. 33, §C, C.6.1,	Will these received files in paper/electronic format follow a standard format	Please provide files in either PDF or Word format.

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	Bullet #9	i.e. these are not hand written notes?	
148	P. 34, §C, C.6.1 Bullet # 20	It appears that DEO is considering a rehabilitation option, a reconstruction option, a buyback option and an acquisition option. A. Is an elevation option being considered? B. Is a reimbursement option for construction repairs already performed being considered?	Elevation is part of rehabilitation. Reimbursement is not being considered. Please see Action Plan Section IV, Projects and Activities, Subsection 4, Program Details, for more information.
149	P. 34, §C, C.6.1 Bullet # 25	What are the eligible activities under each eligible funding category (Housing Services, Infrastructure, Business and Economic Development)?	Please see Action Plan Section IV, Projects and Activities, Subsection 4, Program Details, for more information.
150	P. 37, §C, C.6.6	What is the anticipated number of environmental reviews within the contract period?	Please see Action Plan Section IV, Projects and Activities, Subsection 2, Program Budget, for the estimated number of units to be served.
151	P. 37, §C, C.6.5	Has or will DEO obtain access to FEMA IA, NFIP and SBA data for the Contractor’s use in completing DOB efforts?	Yes.
152	P. 37, §C, C.6.5.2	Does DEO have a preference on tools and technology used to develop the centralized process? As an example, is DEO open to the creation of an online portal for data collection and reporting?	DEO does not have a preference. Yes, DEO is open to the creation of an online portal.
153	P. 37, §C, C.6.6	For costing purposes, can DEO provide an estimated quantity of funded projects and/or environmental reviews that will be required for each funding program?	Please see answer to question #150.
154	P. 37, §C, C.6.6	Will the Contractor be responsible for completing environmental reviews for the Infrastructure and Business and Economic Revitalization Programs or just reviewing what the subrecipients prepare? Environmental review is not listed as a separate scope item in C.6.10 or C.6.11 whereas it is in C.6.9 (Housing Services).	The Contractor will be responsible for completing environmental reviews for proposed state-run housing programs. Completion of environmental reviews will not be required for economic revitalization programs. DEO anticipates providing more information regarding infrastructure projects once the federal guidance for the second allocation of CDBG-DR funding is released.
155	P. 37, §C, C.6.6, Bullet #8	Scope indicates “Prepare and submit all public notices” but doesn’t discuss publication costs. Will DEO be responsible for submitting notices to newspapers or other media outlets and paying for the notices or will the Contractor?	The Contractor will be responsible for preparing all public notices for review and approval by DEO. Once approved by DEO, the Contractor will be responsible for covering the costs of publication.
156	P. 38 / 14, §C, C.6.8 / Tab 4 Bullet # 1, 2, and 3	Does the training content need to be developed in any languages other than English?	If the training content is for local governments, English will suffice. If the training content is provided for citizens, it may need to be translated into Spanish and Haitian Creole, depending on the region.
157	P. 38, §C, C.6.8	Does the State have any requirements pertaining to the delivery format of training content, e.g. does training have to be instructor-led or can it be online?	The trainings can be provided both online and in-person.

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158	P. 38, §C, c.6.8	If the training includes online content, does it need to be 508-compliant?	Please ensure that all training content provide for the public is Section 508 compliant and fully accessible to persons with disabilities.
159	P. 38, §C, C.6.8	Is there a requirement to track which individuals' have participated in or completed training?	No.
160	P. 38, §C, C.6.8	Are tasks d, e & f of section C.6.8 related to specific programs, software packages or applications?	No.
161	P. 40/41, §C, C.6.12 Bullet # 2 and 1, respectively	The application deadline is 90 days, however, when is the last day an applicant can sign-up (register) for the program?	The last day an applicant can sign up for the program is the last day of the application cycle.
162	P. 41, §C, C.6.12, Bullet # 6	What is the outreach capability of DEO's existing case management system - Web / Mobile?	See answer to question #8.
163	P. 50 – Attachment B	The scope presented in the ITN on pages 33 to 41 presents in detail DEO's expectations. However, it does not provide KPIs, benchmarks or expected parameters to assist the vendors with developing fully loaded professional fees per deliverable. As part of the questions and answers will DEO provide the information? For example how many training secessions will be held, number of homes needing repair, type of repairs, anticipated number of inspections, etc.  If the information will not be made available should the vendor include assumptions in the proposal response? How and where should the vendor document the assumptions?	See Action Plan Section II, Unmet Needs Assessment, and Section IV, Projects and Activities, Subsection 2, Program Budget, for more information on the number of units needing repair, etc. For any information not clarified in the Action Plan, Respondent should include assumptions in the reply.
164	Page 16, B38, Past Performance	The solicitation mentions that Respondents should provide references that are similar in scope within the past five (5) years. Three (3) references are required, which at a minimum, one (1) has to be from a state client. Are the remaining references required to be within the past five (5) years as well? If within the past 5 years there were no "state" clients but the scope of work was similar to what is being proposed in this solicitation, are Respondents allowed to submit the relevant experience although not at the state level? Would the absence of the experience at the state level deem the Respondent non-responsive?	See Addendum 4.
165	Page 13, B.37.1, Tab 2, Prior	The solicitation requires the Respondent to give the details related to any HUD or OIG monitoring reports that overlapped while providing program	DEO is requesting that the Contractor only provide findings/concerns applicable to the scope of the Contractor in the response. DEO will need to be able to verify these findings

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	Relevant Experience	management services to the client. A monitoring report may cover more scope in one monitoring report than the contractor may have been responsible for – potentially resulting in findings or concerns that may not be attributable to the program management contractor. Will DEO clarify this provision and only require findings/concerns applicable to the scope of the Respondent to be detailed in the response.	with the state or contracting entity.
166	Page 38, C.6.9 (4) Housing Services, Construction Management	The solicitation indicates that “the Contractor will bid out all construction contract or sub-contract work, will provide justification if the lowest bidder is not selected, and all bid documents will be made available to the State whether a bidder is selected or not.” Is DEO requiring that each home requiring repair, rehabilitation or reconstruction be bid out individually? Is it possible that DEO allows construction firms to be a part of the bidding team to ensure that contractors are already in place to expedite construction progress? or alternatively, will DEO allow a solicitation to be issued to secure a pool of contractors that can be rotated throughout the construction process? Other programs of this magnitude have used similar methodologies such as Louisiana, Texas and Puerto Rico.	The Contractor is not required to individually bid out each construction project. DEO will allow for a solicitation to be issued to secure a pool of contractors that can be rotated throughout the construction process.
167	Page 27, Section C.3, Housing Services	The solicitation is “considering” implementing a centralized housing rehabilitation program, a multifamily housing program, workforce housing program, a home buyout program and a business recovery program. There seems to be some uncertainty as to the types of programs DEO will undertake. Therefore, it is difficult to quantify the level of effort that will be required in the absence of additional program details and allocations. Will DEO clarify for pricing purposes?	Please see Action Plan Section IV, Projects and Activities, Subsection 4, Program Details, for more information about DEO’s proposed programs.
168	Page 40, C.6.12, Intake Centers	The solicitation requires that eight (8) Intake Centers be opened and for the centers to be staffed with program management staff. The Federal Register Notice requires that 80% of the funding be spent in the Most Impacted and Distressed (MID) areas as identified by HUD. However, it appears that DEO has classified approximately 49 counties into certain regional areas although most counties are not a part of the MID population. Is there a reason why DEO expects to have Intake Centers connected to areas that may not yield the volume of applications expected due to limited damage?	Please see Addendum 4 for updated language on intake center locations.
169	Page 27, Section C.3, Programmatic	I understand that Florida has traditionally managed disaster recovery programs through subrecipients. However, this solicitation details a centralized housing	Yes. Please see Action Plan Section IV, Projects and Activities, Subsection 4, Program Details, for more information regarding

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	Monitoring/Centralized VOB	program but also makes mention of subrecipients. Is it anticipate that the Housing Rehabilitation/Reconstruction program will be administered at the state level by the chosen Contractor but other program options such as business recovery and other economic development strategies would possibly be in the form of subrecipient agreements through the UGLGs?	DEO's proposed programs.
170	Page 25, Section C.1, Purpose	The RFP states that the Contractor will ensure adherence to state and federal regulations. Will any and/or all of the funds be subject to 73-C-23, Florida Administrative Code and the Florida state statute(s) that governs CDBG funds implemented within the State of Florida?	The funds will be subject to all applicable federal and state laws and regulations.
171	Pages 25 -46, Section C, Scope of Work	The Scope of Work contains several references to subrecipients. Will local governments and/or other eligible entities be receiving direct allocations of the CDBG DR funding/	See question #169 and subsequent answer.