



REQUEST FOR PROPOSALS FOR
GRANT MANAGEMENT SERVICES

RFP No. GM-001
Issued: October 8, 2021
Proposals Due: October 22, 2021

Request for Proposals: Grant Management Services

Terrebonne General Health System (“Terrebonne General”) is seeking to engage the services of one or more qualified contractors to provide Grant Management Services. A complete scope of services is attached as **Exhibit A** and incorporated into this Request for Proposals (“RFP”).

Hospital Service District No. 1 of Terrebonne Parish, State of Louisiana, a political subdivision of the State of Louisiana and a component unit of the Terrebonne Parish Consolidated Government, owns and operates Terrebonne General Health System, the largest community hospital in the Terrebonne-Lafourche-Assumption Tri-Parish area in southeast Louisiana. Opening as a 76-bed,



80 staff member facility in 1954, Terrebonne General has grown to an award winning 321-bed acute care facility with currently over 1,600 employees and 300 physicians. It is a public Hospital under local government control. As a member of the Ochsner Health Network, Terrebonne General is part of an alliance of healthcare-focused entities across the greater Gulf South region. Terrebonne General’s Primary Service Area is Terrebonne Parish, with the Secondary Service area expanded to cover Lafourche, St. Charles, St. James, St. John the Baptist, and St. Mary Parishes. Dedicated to providing high

quality, compassionate healthcare to the community, Terrebonne General offers a wide range of services such as Mary Bird Perkins Terrebonne General Cancer Center, a comprehensive Women’s Health Center, world-class Cardiology Center, advanced orthopedics, full rehabilitation services, and a Healthy Lifestyles Center. Terrebonne General’s Community Sports Institute plays a huge role in the development of health and wellness in the community.

On August 29, 2021, Hurricane Ida, a Category 4 storm, made landfall near Port Fourchon, Louisiana with winds up to 150 mph. Facilities operated by Terrebonne General were catastrophically damaged during the storm. The President declared Hurricane Ida a major disaster on August 29, 2021 (DR-4611-LA).

Additionally, Terrebonne General continues to address emergency and exigent circumstances as a result of COVID-19. On March 13, 2020, the President declared a nationwide emergency authorizing the Federal Emergency Management Agency (“FEMA”) to provide Public Assistance funds to eligible applicants for actions and costs incurred that are necessary to protect public health and safety pursuant to public health guidance and conditions and capabilities in their jurisdictions.

Accordingly, Terrebonne General desires to obtain the services of one or more qualified and experienced contractors familiar with federal grant oversight, compliance, and reporting that can provide professional services necessary to assist Terrebonne General in managing grant funds that will aid it in responding to effects brought on by Hurricane Ida and the COVID-19 pandemic, as well as any other declared disasters that may affect Terrebonne General during the resulting contract’s period of performance.

Terrebonne General expects that the costs for grant management services contemplated under this RFP will be reimbursed with FEMA funding and/or funding from other Federal agencies, including but not limited to, the U.S. Treasury, Human Health Services, and the U.S. Department of Housing and Urban Development (“HUD”). As such, all work must be completed in compliance with FEMA’s rules and guidance, as well as Federal laws, regulations, executive orders, and the federal cost principles at 2 C.F.R. Part 200.

This competitive RFP process is being completed in accordance with Federal regulations and Terrebonne General’s ethical rules and procedures to ensure full and open competition.

All proposals must be emailed, with the subject line as Terrebonne General GRANT MANAGEMENT RFP, to Meggan Murray at Meggan.Murray@tghealthsystem.com by 12:00 p.m. (Central) on October 22, 2021. Further instructions for proposal submission are contained in this RFP.

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General Information

I. Project Objective

Terrebonne General is seeking to engage the services of one or more qualified contractors (“Respondent” or “Contractor”) to provide Grant Management Services. A complete scope of services is attached as **Exhibit A** and incorporated into this RFP.

II. Instructions to Respondents

A. Proposal Submission

Respondents must submit their proposal in .pdf format via email by 12:00 P.M., October 22, 2021 to Meggan Murray at Meggan.Murray@tghealthsystem.com.

Proposals must be submitted via email. Proposals by telephone, overnight delivery, U.S. Mail, or facsimile shall be rejected as non-responsive regardless of when they are received. It is the sole responsibility of the Respondent to ensure that its proposal arrives within the given timeframe. Proposals received after the specified time shall not be considered. The decision to refuse to consider a proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest.

Costs of proposal preparation or any other costs incurred to respond to this RFP are the sole responsibility of the Respondent. Terrebonne General assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that Terrebonne General bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

All proposals must be typed and must be signed by an officer having authority to bind the Respondent. Signatures are required where indicated; failure to do so may be cause for rejection of a proposal.

III. Changes and Interpretations

Terrebonne General reserves the right, and has absolute and sole discretion, to cancel this solicitation at any time prior execution of a resulting contract. The decision to cancel a solicitation cannot be the basis for a protest.

Terrebonne General reserves the right to request clarification of information submitted and to request additional information of any Respondent. Any such request should not be construed by a Respondent as an indication of selection to provide proposed services.

Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to Terrebonne General the services set forth in this RFP, or until one or more of the proposals have been awarded.

Respondents shall not direct any queries or statements concerning their proposal to Terrebonne General staff during the selection process, from the time of submission of a proposal until the execution of a contract. Any Respondent who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement. No oral interpretation of this RFP shall be considered binding.

Respondents **must** fill out the Registration Form included with this RFP as **Exhibit B**. All questions or concerns regarding this RFP must be submitted in writing via email **no later October 18, 2021** to the attention of **Meggan Murray at Meggan.Murray@tghealthsystem.com**. The subject line **must** read as follows: Terrebonne General GRANT MANAGEMENT RFP. Terrebonne General may issue Addenda to the RFP for distribution to all registered Respondents. Any responses by Terrebonne General to Respondents' questions or concerns will be addressed, if at all, by Addenda.

This provision exists solely for the convenience and administrative efficiency of Terrebonne General. No Respondent or other third party will gain any rights by virtue of this provision or the application thereof, nor shall any Respondent or third party have any standing to sue or cause of action arising therefrom.

IV. **Property of Terrebonne General**

All materials submitted in response to this RFP become the property of Terrebonne General. Terrebonne General has the right to use any or all ideas presented in any response to this RFP, whether amended or not, and selection or rejection of a proposal does not affect this right. No variances to this provision shall be accepted.

V. **RFP Timetable**

The anticipated schedule for this RFP and contract approval is as follows:

Advertisement Date	October 8, 2021
Registration Forms Due (optional)	October 15, 2021
Questions from Potential Respondents Due	October 18, 2021
Issue Addendum (if necessary)	October 20, 2021 ¹
Proposal Due Date and Time	12:00 P.M. CST, October 22, 2021
Proposal Evaluation (estimated)	October 22, 2021
Contract Negotiations/Approval (estimated)	October 25, 2021

**Terrebonne General reserves the right to amend the anticipated schedule as it deems necessary.
All times indicated are in the Central time zone.**

¹ Terrebonne General will endeavor to issue any addenda on or before this date but reserves the right to issue the addenda at any time prior to the due date and time of the proposals.

VI. Ethics Requirement

All Respondents shall submit a signed and notarized statement regarding conflicts of interest with their proposal on the form provided herein (**Exhibit C**). If multiple companies are submitting a single proposal, each company must submit a separate conflict of interest statement.

VII. Disclosure and Disclaimer

The information contained herein is provided solely for the convenience of the Respondents. It is the responsibility of each Respondent to assure itself that information contained herein is accurate and complete. Neither Terrebonne General nor its agents provide any assurances as to the accuracy of any information in this RFP. Any reliance on the contents of this RFP, or on any communications with Terrebonne General representatives or agents, shall be at each Respondent's own risk. Respondents should rely exclusively on their own investigations, interpretations, and analyses in connection with this matter. This RFP is being provided by Terrebonne General without any warranty or representation, express or implied, as to its content, accuracy or completeness and no Respondent or other party shall have recourse against Terrebonne General if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by Terrebonne General that any proposal conforming to these requirements will be selected for consideration, negotiation, or approval.

In its sole discretion, Terrebonne General may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the non-material provisions of this RFP. Through its own investigation and in its sole discretion, Terrebonne General may determine the qualifications, experience, and acceptability of any Respondent submitting a proposal in response to this RFP. Following submission of a proposal, each Respondent agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the proposal and/or the Respondent, including the Respondent's affiliates, officers, directors, shareholders, partners, and employees, as requested by Terrebonne General. Any action taken by Terrebonne General in response to proposals submitted in response to this RFP or in making any award or failure or refusal to make any award, or in any withdrawal or cancellation of this RFP, either before or after issuance of the notice of intent to make an award, shall be without any expense, liability, or obligation on the part of Terrebonne General, or its advisors.

Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal.

VIII. Contract Agreement / Compensation

The contract awarded as a result of this RFP will be an hourly rate contract. The hourly rate contract awarded will include a not-to-exceed amount which the contractor exceeds at its own risk. The not-to-exceed amount may be included in the contract itself, work orders issued authorizing a specific scope of work, or both. Cost-plus-percentage-of-cost contracts and terms are prohibited.

The terms and conditions of the resulting non-exclusive contract will be negotiated with successful Respondent(s). If Terrebonne General and the successful Respondent cannot agree on the terms and conditions of the resulting contract, Terrebonne General reserves the right to terminate negotiations with the successful Respondent and move to the next ranked Respondent to commence negotiations. Negotiations may continue in this process until Terrebonne General is able to enter into a contract with a Respondent that best meets the needs of Terrebonne General. The contract must include the contract provisions required by 2 C.F.R. and FEMA guidance.

While Terrebonne General anticipates awarding one contract, Terrebonne General reserves the right to award to more than one Respondent if it is in the best interests of Terrebonne General.

IX. Insurance Requirements; Safety Precautions; and Limitation of Liability

The Respondent(s) selected for award shall obtain and possess, without interruption during the performance of all services, the following insurance coverages and will provide Certificates of Insurance signifying that Terrebonne General is named as an additional insured under each such policy referenced below; the verification of such coverage shall be regarded as a condition precedent to award:

1. Workers' Compensation - coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of Terrebonne General and its agents, employees and officials.
2. Commercial General Liability - coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent. The General Aggregate limit shall either apply separately to this Agreement or shall be at least twice the required occurrence limit.
3. Business Automobile Liability - coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.

The Contractor shall take reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to, its employees on the job, and others. The Contractor shall comply with all applicable provisions of federal, state, and local safety laws, insurance requirements, standard industry practices, the requirements of the operations, and the awarded contract.

The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, its subcontractors of every tier, anyone directly or indirectly employed by any of them, or anyone for whose acts they may be liable.

X. Record Retention Requirements

The Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least ten years after completion of the contract resulting from this RFP. Terrebonne General shall have access to all records, documents, and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible to Terrebonne General at the Contractor's local place of business for purposes of inspection, reproduction, and audit, without restriction. If records are unavailable locally, it shall be the Contractor's responsibility to ensure that all required records are provided to Terrebonne General at the Contractor's expense.

The Contractor will be required to allow FEMA, or any other relative State or Federal agency, to audit and/or review all documents related to the work awarded under this RFP.

XI. Subcontracting

If the Respondent intends to subcontract any portion of the work under the awarded contract, the Respondent must take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms² are solicited and used when possible. Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Additionally, Respondent must not subcontract with any party that is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. SAM exclusions can be accessed at www.sam.gov.

² A list of labor surplus areas is available on the U.S. Department of Labor's website at <https://www.doleta.gov/programs/lisa.cfm>.

XII. Evaluation and Award

Terrebonne General will evaluate and rank the most advantageous proposals and make a selection for contract negotiation and award. The selected Respondent will be notified in writing with an intent to award letter.

Each proposal will be evaluated individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in this RFP and to any subsequent requests for clarification or additional information made by Terrebonne General through written addenda to this RFP. Proposals failing to comply with the submission requirements, or those unresponsive to any part of this RFP, may be disqualified. There is no obligation on the part of Terrebonne General to award the proposal to the lowest priced Respondent, and Terrebonne General reserves the right to award the contract to the Respondent submitting the best overall responsive proposal which is most advantageous to and in the best interest of Terrebonne General consistent with the evaluation criteria. Terrebonne General shall be the sole judge of the proposals that is in its best interests.

As part of the evaluation process, Terrebonne General may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. Submission of a proposal in response to this RFP constitutes acknowledgment of the investigation process and consent to Terrebonne General's investigation. Terrebonne General is the sole judge in determining Respondent's qualifications.

While Terrebonne General allows Respondents to specify any desired variances to the RFP terms, conditions, and specifications, the number and extent of variances specified will be considered in determining the Respondent who is most advantageous to Terrebonne General.

A. Evaluation Criteria and Scoring

The evaluation of the proposals will be conducted in accordance with the following provisions. Scoring is based on a 100-point scale. The following guidelines will be used for the evaluations (with associated weighting). **To be considered "Qualified," a Respondent must receive a minimum of 70 points.**

EVALUATION CRITERIA	Maximum Points
Responsiveness to RFP 1. Comprehensiveness of proposal 2. Completeness of proposal	5
Cost Effectiveness 1. Price proposal	20
Technical Approach 1. Narrative description outlining the method of operation 2. Contingencies / requirements of Terrebonne General 3. Capacity for multiple contractual obligations	20

Experience and Qualifications of Staff 1. Experience with similar sized entities 2. Staff qualifications and subject knowledge 3. Evidence of experience and skill	20
Industry Experience 1. Experience with assisting hospitals, especially those of similar size	20
Similar Projects and References 1. Prior experience with three similar projects 2. References from at least three entities for similar projects or work	15
Total	100

Terrebonne General will not consider any proposals submitted by parties that are debarred, suspended, or otherwise excluded from participation in Federal assistance programs and activities.

XIII. [Proposal Format](#)

Each Respondent shall submit **one electronic copy in .pdf format via email to the email address shown previously** that prints in a clear, concise format, on 8 1/2" x 11" paper, in English. Each tabbed set shall contain all the information required herein to be considered for award. Omission of required data may be cause for disqualification. Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the proposal. If publications are supplied by a Respondent to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference may be considered to have no reference materials included in the additional documents.

Proposals must be properly signed by the owner/principal having the authority to bind the Respondent in a resulting contract. **Signatures are required where indicated; failure to do so may be cause for rejection of proposal. Electronic signatures are permitted.**

Only one proposal may be submitted by each Respondent. All proposals shall be submitted in the format identified below. Failure to submit the required documentation in the format specified may cause the proposal to be rejected. Proposals which do not contain or address key points or sufficiently document the requested information may be deemed non-responsive and rejected.

Proposal Format:

- A. [Table of Contents](#)
- B. [Letter of Transmittal \(not to exceed two pages\)](#)

This letter will summarize in a brief and concise manner the following:

- General summary of Respondent's business operation; how long in business; general approach to tasks and projects; and, why the Respondent should be selected.

- Respondent’s understanding of the scope of services, which should include previous experience with grant management services for disaster related events, references, and other related information.
- The letter must name all persons or entities interested in the proposal as principals. Identify all of the persons authorized to make representations for the Respondent, including the titles, addresses, and telephone numbers of such persons.
- An authorized agent of the Respondent must sign the Letter of Transmittal and must indicate the agent’s title or authority (see **Exhibit D**).
- The individual or firm identified on the Letter of Transmittal will be considered the primary firm.
- If more than one firm is named on the Letter of Transmittal, a legal document showing the partnership, joint venture, corporation, etc., shall be submitted showing the legality of such. Submittal for Joint Venture to include executed Joint Venture agreement and if state law requires that the Joint Venture be registered, filed, funded, or licensed prior to submission of the proposal, then same shall be completed prior to submittal. Respondents shall make their own independent evaluation of the requirements of the state law. Terrebonne General will not consider submittals that identify a joint partnership to be formed.

C. [Addenda \(unlimited pages\)](#)

This section shall include a statement acknowledging receipt of each addendum issued by Terrebonne General.

D. [Proof of Licenses \(unlimited pages\)](#)

Respondents shall provide proof of required licenses for the firm and scope of services to be performed. This shall include:

- Proof of all applicable licenses for goods and/or services to be rendered (including registration with State of Louisiana, if applicable);
- Statement or proof of required insurance;
- Proof of Respondent’s Business Tax Receipt³ (as applicable); and
- Other Proof of Specific Qualifications.

³ Terrebonne General will accept documentation demonstrating that the Respondent has been cleared by applicable local governments to provide goods or services. Such proof may include a Certificate of Use, Business Tax Certification, or other evidence that the Respondent has paid any applicable Business Tax fees.

E. Price Proposal (unlimited pages)

Terrebonne General will evaluate a Proposal's cost effectiveness based on Respondent's Price Proposal. Respondents are to provide a price proposal as identified in **Exhibit E** of the RFP.

F. Technical Approach (unlimited pages)

Provide a narrative description with an organizational chart outlining the methods of operation, operational structure and services to be provided. This description should fully and completely demonstrate the Respondent's intended methods in performing the contract and specifically identify any obligations of Terrebonne General (e.g., services and operational requirements) upon which the approach is contingent. In addition, the Respondent shall describe its ability to handle its various contractual obligations.

G. Successful Experience and Qualification of Staff (limited to two pages plus resumes)

Respondents shall provide a two-page summary regarding their ability to deliver the requested services in a specific timeframe, including a proposed project timeline. Information regarding dedicated staff and current workload should be provided.

Resumes of key personnel should also be included. Resumes should not exceed two pages per person. Resumes should include a description of:

- Training, education, and degrees.
- Related experience and for whom.
- Professional certifications, licenses, and affiliations.

H. Industry Experience (unlimited pages)

Respondents shall provide a summary of work performed for hospitals or other non-profit medical facilities, if any, or other experience that demonstrates their understanding of the medical industry. Respondents shall identify previous or current clients in the medical industry and describe the work performed for each, if any. If these projects and references are included in **Exhibits F or G** per Section I, below, the Respondent should so indicate rather than repeat this information twice.

I. Similar Projects and References (unlimited pages)

Respondents shall provide a minimum of three similar projects on the form provided (see **Exhibit F**) and include whether the project was completed on time and within budget.

Respondents shall provide a minimum of three references on the forms provided (see **Exhibit G**) demonstrating their experience and/or skill with similar projects. Prior experience and skill with other Hospitals is desirable. Respondents are responsible for verifying correct phone numbers

and contact information provided. Failure to provide accurate information may result in the reference not being obtained or considered.

J. [Default, Termination, Litigation, Debarment, etc. \(unlimited pages\)](#)

Respondents should provide a summary of any default, termination, litigation, or debarment against or which named the Respondent in the past five years which is related to the goods and/or services sought in this RFP or that Respondent otherwise provides in the regular course of business. The summary shall state the nature of the default, termination, litigation, or debarment and a brief description of the outcome or projected outcome, and the monetary amount involved. *If none, state as such.*

Respondents must also sign and return the Certification Regarding Debarment, Suspension and Other Responsibility Matters and the Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements attached hereto as **Exhibits H and I**, respectively.

K. [Appendix – Other Relevant and Supporting Documentation \(optional\)](#)

Respondent must submit all other exhibits not identified above in this section.

L. [Required Forms \(Provided for Reference; No Tabbed Section “L” Required in Proposal Submission\)](#)

Respondents must submit the following forms with their proposals. Failure to provide the following forms will negatively impact a proposal’s scoring.

- Conflict/Non-Conflict of Interest Statement (attached hereto as **Exhibit C**)
- Authorized Signatories/Negotiators (attached hereto as **Exhibit D**)
- Price Proposal Form (attached hereto as **Exhibit E**)
- Similar Projects (attached hereto as **Exhibit F**)
- References (attached hereto as **Exhibit G**)
- Certification Regarding Debarment, Suspension and Other Responsibility Matters (attached hereto as **Exhibit H**)
- Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements (attached hereto as **Exhibit I**)

XIV. [Representations by Submittal of Proposals](#)

By submitting a proposal, the Respondent warrants, represents, and declares that:

- (1) The person(s) designated as principal(s) of the Respondent is (are) named and that no other person(s) other than the person(s) mentioned has (have) any interest in the proposal or in the resulting contract.
- (2) The proposal is made without connection, coordination, or cooperation with any other persons, company, firm, or party submitting another proposal, and that the proposal submitted is, in all respects, fair and in good faith without collusion or fraud.
- (3) The Respondent understands and agrees to all elements of the proposal unless otherwise indicated or negotiated, and that the proposal may become part of any contract entered into between Terrebonne General and the Respondent.
- (4) By signing and submitting a proposal, Respondent certifies that Respondent and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors, or executives thereof are not presently debarred, proposed for debarment, or declared ineligible to bid or participate in any federal, state, or local government agency projects.
- (5) Respondent recognizes and agrees that Terrebonne General will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure or submittal of proposal information to third parties.

XV. **Protests**

All decisions of Terrebonne General with respect to this RFP and resulting contract award will be final and not subject to challenge or protest.

XVI. **Exhibits**

This RFP consists of the following exhibits (which are incorporated herein by reference):

- Exhibit A Scope of Services
- Exhibit B Registration Form
- Exhibit C Authorized Signatories/Negotiators
- Exhibit D Conflict/Non-Conflict of Interest Statement
- Exhibit E Price Proposal Form
- Exhibit F Similar Projects Form
- Exhibit G References Form
- Exhibit H Certification Regarding Debarment, Suspension and Other Responsibility Matters
- Exhibit I Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

END OF RFP – RFP EXHIBITS FOLLOW

Exhibit A: Scope of Services
RFP No. GM-001 – Grant Management Services

The scope of services to be provided pursuant to this RFP includes technical, administrative, and training support, and other related services as outlined in this section, to assist Terrebonne General with the development, submission, and closeout of grant applications and management of all such disaster-related grants in response to Hurricane Ida, COVID-19, and other disaster events, if applicable. Terrebonne General expects that grant funding will be primarily provided by FEMA, however, Respondents should be familiar with all available funding sources for the above-named disasters and other disaster funding that may be available (or become available) to Terrebonne General. Respondents should be prepared to ensure Terrebonne General is applying for and receiving all available funding as well as confirming no duplication between grants is occurring.

Terrebonne General will provide authorization for the contractor to proceed per the terms negotiated in the awarded contract.

Respondents are advised to propose based on the entire scope of services as defined herein; however, Terrebonne General reserves the right to select which specific services the Respondent will provide and to add or delete services within this scope throughout the term of any resulting agreement with mutual consent.

Selected contractor(s) will be required to follow the Code of Federal Regulations as it relates to procurement and scope of services as amended and updated. This will include working with federal agencies, state agencies, and various individuals within Terrebonne General. Some of the services the successful Respondents may be asked to perform include, but are not limited to, the following:

- Provide disaster claims consulting. Such efforts may include consulting on FEMA and other Federal grant agencies' programmatic and regulatory requirements related to cost estimation, bid document preparation, and construction and budget oversight.
- Identify all available funding sources for Terrebonne General related to their Hurricane Ida, COVID-19, and other disaster expenses and ensure that Terrebonne General avoids any duplication of benefits between funding sources.
- Provide grant management advice to Terrebonne General related to FEMA and other Federal or State agency pass-through grants. The successful Respondent will review Terrebonne General's current record-keeping strategy for documentation. Respondent will assist Terrebonne General to develop a standard guideline as part of its emergency plans on how reimbursement expenditures are recorded, what type of documentation should be maintained, and provide any other associated services that may be directly related to support disaster-related costs and reimbursement from appropriate agencies.

- Prepare and submit all grant applications to the correct governmental authority for reimbursement of eligible costs associated with Hurricane Ida, COVID-19, and other disaster-related costs.
- Meet all stated deadlines applicable to FEMA, any other applicable Federal agency, and the State’s required timelines to recover full reimbursement.
- Meet with representatives of FEMA and the State Emergency Management Agency (The Governor’s Office of Homeland Security and Emergency Preparedness “GOHSEP”) as necessary to discuss Terrebonne General’s disaster-related costs and expenditures.
- Review contracts, advise Terrebonne General on the establishment of contracts for emergency services or supplies related to Hurricane Ida, COVID-19, and other disaster events, and advise on the scope of work development for said contracts.
- Prepare any required supporting documentation that must accompany the Project Worksheets, including working with Terrebonne General to gather details related to employee fringe benefits, overtime, etc., for labor rates to provide to FEMA or any other applicable agency.
- Work with appropriate Terrebonne General staff to assist the Federal or State Agency in providing the necessary information, e.g., insurance policies, personnel policies, as requested by those or other agencies to complete necessary documentation for reimbursement and or grant application. Research as necessary to complete all forms.
- Assist Terrebonne General in completing the appropriate documentation required for federal and state reimbursement, and the submittal of all eligible expenditures to the appropriate agencies, within required deadlines.
- Provide assistance to determine if any eligible expenses have not been quantified and presented for reimbursement.
- Assist in tracking all documentation submitted and following any outstanding expenditure(s) to ensure that all eligible expenditures are credited through submitted reimbursements.
- Ensure that Terrebonne General understands why certain expenditures were disallowed or deobligated, if any, and ensure that all appeal avenues are utilized.
- Track all expenditures and reimbursements to maintain high quality reconciliations of monies expended by Terrebonne General and submitted for reimbursements versus those actually received.

- Provide copies of all documentation transacted for reimbursement on behalf of Terrebonne General. Offer Terrebonne General any coordination ideas that may result in cost savings, efficiencies, or increased reimbursement.
- Assist Terrebonne General to provide all necessary backup documentation, e.g., invoices, equipment usage documents, etc. that will garner full reimbursement and/or establish grant eligibility. The documentation submitted for reimbursement must withstand a FEMA, Federal, or State audit, and the successful Respondent will have to support the work for which they are assisting Terrebonne General.
- Assist the specialized FEMA teams as they become necessary in the process. FEMA teams may be assigned to Terrebonne General to review the reimbursement in this particular area. The successful Respondent would work with this team as necessary to assist in getting reimbursement for Terrebonne General.
- Maintain records of all the documentation provided by Terrebonne General submitted to any outside agency for reimbursement and provide Terrebonne General with said copies upon request at any point in the process.
- Assist with developing closeout strategies and procedures for Terrebonne General and assist Terrebonne General with implementation of those strategies and procedures.
- Assist with responding to any requests for audit information by any source and assist with preparing a response to any audit of the costs associated with Terrebonne General's response to the pandemic.
- Provide miscellaneous services not otherwise described, but which Terrebonne General may require during the course of the contract, or any other tasks associated with FEMA grant management or documentation reimbursement process as requested by Terrebonne General.
- Provide periodic reports as directed by Terrebonne General that summarizes work performed by Contractor as well as Contractor's budget updates.
- The successful Respondent will also provide Terrebonne General with a final report that will summarize the total reimbursement requested, total expenditures by Project Worksheet, and any special circumstances. Additionally, reporting requirements include the total number of Project Worksheets, total reimbursement requested by Category type, total reimbursement requested by small or large project, and any other relevant data.

Exhibit B: Registration Form
RFP No. GM-001 – Grant Management Services

Respondents that complete and return this form to Terrebonne General on or prior to **October 15, 2021, will be notified of the issuance of any addenda to this RFP.** However, it is the responsibility of each Respondent to ensure its receipt of all addenda regardless of registration.

Name of Respondent: _____

Contact Person: _____ Title: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone (_____) _____ E-Mail Address: _____

Forms should be submitted to:

ATTENTION: Meggan Murray
E-mail: Meggan.Murray@tghealthsystem.com

Exhibit C: Conflict/Non-Conflict of Interest Statement
RFP No. GM-001– Grant Management Services

CHECK ONE

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Litigation Statement

CHECK ONE

The undersigned firm has had no litigation and/or judgments entered against it by any local, state, or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

Failure to check the appropriate boxes above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

Signed, as to both statements:

Company Name

Authorized Signature

Name (Print or Type)

Title

Exhibit D: Authorized Signatories/Negotiators
RFP No. GM-001 – Grant Management Services

The Respondent represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the Respondent will be duly bound:

Name	Title	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____
Company Name	Authorized Signature
_____	_____
Name (Print or Type)	Title

The Respondent shall complete and submit the following information with the proposal:

Type of Organization

- Sole Proprietorship Partnership
- Joint Venture Corporation
- Other: _____

State of Incorporation: _____

Federal I.D. or Social Security Number: _____

E-mail Address: _____

Exhibit E: Price Proposal
RFP No. GM-001– Grant Management Services

Unless otherwise indicated in this Scope of Services, all services performed under this contract shall be paid in accordance with this Price Proposal.

An authorized representative of the firm offering this proposal must complete this form in its entirety. Prices entered herein shall not be subject to withdrawal or escalation by Respondent. Terrebonne General reserves the right to hold proposals for a period not to exceed 90 days after the deadline for submission stated in this RFP before awarding the contract.

Terrebonne General does not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities, nor shall the Respondent plead misunderstanding or deception because of such estimate of quantities or of the character, location of the work, or other condition pertaining thereto.

Respondent: _____

By: _____

Date: _____

PROPOSED HOURLY RATES

Only the below categories will be evaluated in the RFP review. The successful Respondent may offer different or additional labor categories during contract negotiations. Additional labor categories will not be added to the resulting contract unless approved by Terrebonne General, in writing.

Item No / Position Description	Unit Price Per Hour
1. Project Executive	\$
2. Project Manager	\$
3. Project/Grant Writer	\$
4. Project Accountant	\$
5. Data Manager	\$
6. Subject Matter Expert ("Specialists")	\$
7. Closeout Lead	\$
8. Administrative Support	\$

Labor rates shall include all equipment, tools, and supplies necessary for the employee to perform the tasks assigned, including any costs associated with necessary software or data management.

Any other out of pocket expenses, such as travel related expenses, meal allowances, or hotel rooms shall be reimbursed at cost, with no mark-up, and must be pre-approved in writing by Terrebonne General.

Respondent may alter the categories listed above or propose a different form of contract (e.g., unit rates) as an alternative. Terrebonne General reserves the right to select the proposal that it deems most advantageous to Terrebonne General, in its sole discretion, based on the evaluation factors as described in this RFP.

Exhibit F: Similar Projects Form
RFP No. GM-001 – Grant Management Services

List three similar projects successfully completed in the past five years by the Respondent, preferably with the same Key Personnel identified in Respondent's Proposal. Attach additional sheets if necessary.

Completed Project #1

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

Completed Project #2

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Completed Project #2
(cont'd)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

Completed Project #3

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

Exhibit G: References
RFP No. GM-001– Grant Management Services

Below, or on an attached sheet, list references per RFP requirements for providing Grant Management Services. Provide the name, addresses, and telephone numbers of organizations, governmental or private, for whom you now are, or have **within the past five years** provided services.

REFERENCE #1

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services: _____

REFERENCE #2

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services: _____

REFERENCE #3

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services: _____

Exhibit H: Certification Regarding Debarment, Suspension and Other Responsibility Matters
RFP No. GM-001 – Grant Management Services

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the CONTRACTOR (referred to herein as the “prospective lower tier participant”) is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by 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 proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AN VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CONTRACTOR Company Name	RFP Number
Name	
Title	
Signature	Date

Exhibit I:
Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
RFP No. GM-001– Grant Management and Accounting Services

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

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

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

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

CONTRACTOR Name

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date