


<b>STATE OF NORTH CAROLINA</b>  <b>Department of Public Safety</b>  <b>NCORR</b>  	<b>REQUEST FOR BEST AND FINAL OFFER (BAFO)</b> <b>Bid # 19-RFP-014523-PTW</b>	
	Offers will be received until: <b>May 15, 2019 at 2:00 p.m.</b>  <b>Refer <u>ALL</u> Inquiries to:</b> Tim Pendergrass Email: tim.pendergrass@ncdps.gov Telephone No. (919) 324-6473  <b>(See page 2 for mailing instructions.)</b>	
BAFO Issue Date: May 10, 2019	<b>Contract Type:</b> Open Market  <b>Description of goods/services:</b> Staff Augmentation for CDBG-DR Program Delivery and Program Oversight <b>Agency Requisition No.</b> RQ21744274	


**NOTICE TO VENDOR** Offers, subject to the conditions made a part hereof, will be received at this office, Department of Public Safety, until May 15, 2019 at 2:00 p.m. Eastern Time, for furnishing and delivering the goods and services as described herein. Refer to page 2 for mailing instructions of signed original.

Offers submitted via facsimile (fax) machine in response to this Best and Final Offer (BAFO) will not be accepted. Offers are subject to rejection unless submitted on this form.

**EXECUTION**

In compliance with this Request for Best and Final Offers (BAFO), and subject to all the terms and conditions herein, those in the original Request for Proposal, dated February 14, 2019 (unless superseded herein) and in Vendor's proposal thereto, the undersigned offers and agrees to furnish and deliver any or all goods and services which are offered, at the prices agreed upon and within the time specified herein. Pursuant to GS §143-54 and §143-59.2 and under penalty of perjury, the undersigned Vendor certifies that this offer has not been arrived at collusively or otherwise in violation of Federal or North Carolina law and this offer is made without prior understanding, agreement, or connection with any firm, corporation, or person submitting an offer for the same services, and is in all respects fair and without collusion or fraud.

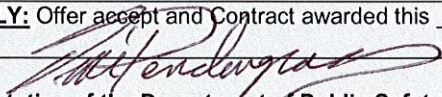
**Failure to execute/sign offer prior to submittal shall render offer invalid. Late offers are not acceptable.**

VENDOR: <b>Hunt, Guillot &amp; Associates, LLC (HGA)</b>		EMAIL: jhunt@hga-llc.com	
STREET ADDRESS: 603 Reynolds Drive		P.O. BOX: 580	ZIP: 71273
CITY & STATE & ZIP: Ruston, LA 71270		TELEPHONE NUMBER: 225.927.6825	TOLL FREE TEL. NO: 866.255.6825
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING: Jack Hunt, Vice President, HGA		FAX NUMBER: 225.529.3778	
AUTHORIZED SIGNATURE: 		DATE: 5/13/19	

Offer valid for forty-five (45) days from date of opening unless otherwise stated here: \_\_\_\_\_ days.

**ACCEPTANCE OF BEST AND FINAL OFFER**

If the State accepts any or all parts of this offer, an authorized representative of the Department of Public Safety shall affix her/his signature to the Vendor's response to this Request for BAFO. The acceptance shall include the response to this BAFO, any provisions and requirements of the original RFP that have not been superseded by this BAFO, and the provisions of Vendor's response to the original RFP that have not been superseded by this BAFO. These documents shall then constitute the written agreement between the parties. In the event of conflict, the State's terms and conditions shall control. A copy of this acceptance will be forwarded to the successful Vendor(s).

<b>FOR STATE USE ONLY:</b> Offer accept and Contract awarded this <u>24<sup>th</sup></u> day of <u>May</u> 2019, as indicated on the attached certification, by 
<b>(Authorized Representative of the Department of Public Safety)</b>

**MAILING INSTRUCTIONS:** Provide one fully executed original of the BAFO response in addition to an electronic copy sent via email (tim.pendergrass@ncdps.gov). Address package and insert this BAFO control number as shown below. It is the responsibility of the Vendor to have the BAFO in this office by the specified time and date.

**DELIVERY:**

**BAFO No. 19-RFP-014523-WAX**

Attn.: Tim Pendergrass  
Department of Public Safety  
Purchasing and Logistics  
3030 Hammond Business Place  
Raleigh, NC 27603

**SOLICITATION REQUEST FOR BEST AND FINAL OFFER (BAFO):**

This request is to acquire a best and final offer from Vendor for Staff Augmentation Services. Vendor's offer shall integrate the previous response to the RFP and any changes listed below. Any individual Vendor may receive a different number of requests for BAFOs than other Vendors.

The State encourages the Vendor to supply more competitive prices. Vendor should submit its most competitive prices in response to this Request for BAFO on Page 3.

Per Section 16 of the States Terms and Conditions, Vendor shall register within two business days of notification of an award to receive an electronic purchase order resulting from any award made per this RFP. Please see the below information:

Vendors wishing to register to receive purchase orders from the state of North Carolina should complete the registration process through the [NC electronic Vendor Portal \(eVP\)](#). This registration allows companies to receive purchase orders from [State Entities using the NC E-Procurement System](#).

**Please Note:** This proposal is still in the evaluation period. During this period and prior to award, possession of the BAFO, original proposal response and accompanying information is limited to personnel of the Division of Public Safety, and to agencies responsible for participating in the evaluation. Vendors that attempt to gain this privileged information, or to influence the evaluation process (i.e. assist in evaluation) will be in violation of purchasing rules and its offer will not be further evaluated or considered.

VENDOR IS REQUESTED TO PROVIDE ITS BEST COST USING THE BELOW TABLES:

COST COMPONENTS OF INITIAL TERM- YEAR ONE

Task/Title	Hourly Billing Rate	Estimated Maximum Hours	Subtotal	Task Total	
<b>Task 1</b>					
DRGR Support Staff (1)	\$155.00	2000	\$310,000.00		
DRGR Support Staff (2)	\$155.00	2000	\$310,000.00	<b>\$620,000.00</b>	<b>Task 1 Total</b>
<b>Task 2</b>					
Relocation Specialist (1)	\$120.00	2000	\$240,000.00	<b>\$240,000.00</b>	<b>Task 2 Total</b>
<b>Task 3</b>					
Buyouts and Acquisitions Specialist (1)	\$145.00	2000	\$290,000.00	<b>\$290,000.00</b>	<b>Task 3 Total</b>
<b>Task 4</b>					
Quality Assurance/Quality Control Specialist (1)	\$128.00	2000	\$256,000.00		
Quality Assurance/Quality Control Specialist (2)	\$128.00	2000	\$256,000.00		
Quality Assurance/Quality Control Specialist (3)	\$128.00	2000	\$256,000.00		
Quality Assurance/Quality Control Specialist (4)	\$160.00	2000	\$320,000.00	<b>\$1,088,000.00</b>	<b>Task 4 Total</b>
<b>Task 5</b>					
CDBG-DR Planning and Policy Support (1)	\$165.00	2000	\$330,000.00		
CDBG-DR Planning and Policy Support (2)	\$165.00	2000	\$330,000.00		
CDBG-DR Planning and Policy Support (3)	\$145.00	2000	\$290,000.00	<b>\$950,000.00</b>	<b>Task 5 Total</b>
<b>Task 6</b>					
CDBG-DR Environmental Review Specialist (1)	\$135.00	2000	\$270,000.00	<b>\$270,000.00</b>	<b>Task 6 Total</b>
<b>Task 7</b>					
CDBG-DR Infrastructure Specialist (1)	\$170.00	2000	\$340,000.00	<b>\$340,000.00</b>	<b>Task 7 Total</b>
<b>Task 8</b>					
As-Needed Project Managers	\$178.00	---			
				<b>\$3,798,000.00</b>	<b>Initial Term NTE</b>

**COST COMPONENTS OF OPTIONAL SECOND TERM- 6 MONTHS**

Task/Title	Hourly Billing Rate	Estimated Maximum Hours	Subtotal	Task Total	
<b>Task 1</b>					
DRGR Support Staff (1)	\$155.00	1000	\$155,000.00		
DRGR Support Staff (2)	\$155.00	1000	\$155,000.00	\$310,000.00	Task 1 Total
<b>Task 2</b>					
Relocation Specialist (1)	\$120.00	1000	\$120,000.00	\$120,000.00	Task 2 Total
<b>Task 3</b>					
Buyouts and Acquisitions Specialist (1)	\$145.00	1000	\$145,000.00	\$145,000.00	Task 3 Total
<b>Task 4</b>					
Quality Assurance/Quality Control Specialist (1)	\$128.00	1000	\$128,000.00		
Quality Assurance/Quality Control Specialist (2)	\$128.00	1000	\$128,000.00		
Quality Assurance/Quality Control Specialist (3)	\$128.00	1000	\$128,000.00		
Quality Assurance/Quality Control Specialist (4)	\$160.00	1000	\$160,000.00	\$544,000.00	Task 4 Total
<b>Task 5</b>					
CDBG-DR Planning and Policy Support (1)	\$165.00	1000	\$165,000.00		
CDBG-DR Planning and Policy Support (2)	\$165.00	1000	\$165,000.00		
CDBG-DR Planning and Policy Support (3)	\$145.00	1000	\$145,000.00	\$475,000.00	Task 5 Total
<b>Task 6</b>					
CDBG-DR Environmental Review Specialist (1)	\$135.00	1000	\$135,000.00	\$135,000.00	Task 6 Total
<b>Task 7</b>					
CDBG-DR Infrastructure Specialist (1)	\$170.00	1000	\$170,000.00	\$170,000.00	Task 7 Total
<b>Task 8</b>					
As-Needed Project Managers	\$178.00	---			
				\$1,899,000.00	Second Term NTE

**COST COMPONENTS OF OPTIONAL THIRD TERM- 6 MONTHS**

Task/Title	Hourly Billing Rate	Estimated Maximum Hours	Subtotal	Task Total	
<b>Task 1</b>					
DRGR Support Staff (1)	\$155.00	1000	\$155,000.00		
DRGR Support Staff (2)	\$155.00	1000	\$155,000.00	\$310,000.00	Task 1 Total
<b>Task 2</b>					
Relocation Specialist (1)	\$120.00	1000	\$120,000.00	\$120,000.00	Task 2 Total
<b>Task 3</b>					
Buyouts and Acquisitions Specialist (1)	\$145.00	1000	\$145,000.00	\$145,000.00	Task 3 Total

<b>Task 4</b>					
Quality Assurance/Quality Control Specialist (1)	\$128.00	1000	\$128,000.00		
Quality Assurance/Quality Control Specialist (2)	\$128.00	1000	\$128,000.00		
Quality Assurance/Quality Control Specialist (3)	\$128.00	1000	\$128,000.00		
Quality Assurance/Quality Control Specialist (4)	\$160.00	1000	\$160,000.00	<b>\$544,000.00</b>	<b>Task 4 Total</b>
<b>Task 5</b>					
CDBG-DR Planning and Policy Support (1)	\$165.00	1000	\$165,000.00		
CDBG-DR Planning and Policy Support (2)	\$165.00	1000	\$165,000.00		
CDBG-DR Planning and Policy Support (3)	\$145.00	1000	\$145,000.00	<b>\$475,000.00</b>	<b>Task 5 Total</b>
<b>Task 6</b>					
CDBG-DR Environmental Review Specialist (1)	\$135.00	1000	\$135,000.00	<b>\$135,000.00</b>	<b>Task 6 Total</b>
<b>Task 7</b>					
CDBG-DR Infrastructure Specialist (1)	\$170.00	1000	\$170,000.00	<b>\$170,000.00</b>	<b>Task 7 Total</b>
<b>Task 8</b>					
As-Needed Project Managers	\$178.00	---			
				<b>\$1,899,000.00</b>	<b>Third Term NTE</b>

	<b>Total Estimated Maximum # of Hours of Effort for all three potential Contract Terms</b>	<b>Total not-to-exceed price for all three potential Contract Terms</b>
<b>Summation of Cost Components for all Three Potential Contract Terms</b>	<b>52,000</b>	<b>\$7,596,000.00</b>