



North Carolina Department of Public Safety

Purchasing and Logistics

Roy Cooper, Governor
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Purchasing & Logistics IMPORTANT PROPOSAL ADDENDUM MANDATORY RETURN REQUIRED

July 16, 2019

FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS SHALL SUBJECT YOUR PROPOSAL TO REJECTION ON THE AFFECTED ITEM(S):

PROPOSAL Number: 19-RFP-014752-GSX

COMMODITY/SERVICE: Disaster Recovery Program
Management

ADDENDUM Number: 01
PURCHASER: Sherri Garte

USING AGENCY: NCORR
OPENING DATE/TIME: August 12, 2019, 2:00 pm

CHANGES TO RFP:

1. **Replace Section 5.2 above A. APPLICANT COMMUNICATIONS SERVICES with the following language:**

Vendor shall provide, at a minimum, the following services to NCORR for projects funded through CDBG-DR grants: Vendor shall provide federally compliant environmental reviews subject to 24 CFR Part 58; and move eligible projects efficiently to an award and individual project close out for at least the single family housing program, buyout and acquisition program, and small rental repairs program.

Vendor should anticipate that personnel will work a maximum of 40 hours per week, possibly on staggered schedules, which will include weekends, to complete assigned tasks. Any hours in excess of 40 hours per week per individual personnel shall require pre-approval by NCORR.

For each item in the Scope of Work, Vendor shall be responsible for ensuring all of its staff are trained in using the State's System of Record, Salesforce. Vendor will not be tasked with the build-out of the System of Record as NCORR has separately procured these services, however, Vendor shall be responsible for coordinating closely with NCORR's System of Record managers and consultants to ensure that all business needs, process maps, and general specifications required to run each program in the Vendor's Scope of Work are developed and delivered in full detail so that NCORR's System of Record managers and consultants are fully knowledgeable of the build-out needs and have sufficient time to complete the build-outs so that no programmatic delays ensue.

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Vendor shall be responsible for ensuring that each program in the Vendor's Scope of Work has guiding policies in place with Standard Operating Procedures (SOPs) to enact the policies; Vendor shall be responsible for providing policy recommendations, process improvement solutions, or policy incorporation into SOP for all items in the Scope of Work but shall follow guidance and policy given by NCORR. Vendor shall ensure that its Key Personnel are experts in Federal Registers guiding NCORR's CDBG-DR awards, NCORR policies, all of the North Carolina CDBG-DR Action Plans, and HUD regulations. Vendor shall ensure that Key Personnel provide guidance and training to all its staff.

Vendor shall be responsible for standing up intake centers that will serve all programs in the Scope of Work. Intake includes the staffing and setup of physical application intake centers. Application intake center staff are separate from Case Managers requested under 5.2 (A). Vendor will describe how it shall accomplish applicant intake including: securing and staffing application intake centers, hiring and training personnel, maintaining continuous intake personnel training, and performing intake process review and improvements. Vendor shall prepare and provide intake process for applications for NCORR consideration and approval. Vendor shall secure the needed personnel and equipment, and in its response, Vendor must describe its timeline to standing up a fully functional intake system. NCORR may provide public space for Intake Centers, however, if public space is not available Vendor shall be responsible for identifying and leasing intake centers. The direct cost of intake center operations (building leases and public utilities) will not be evaluated. Vendor will, during the course of the contract, submit invoices to NCORR for review and approval for the direct costs of intake centers. The NCORR-approved direct cost of intake centers shall be included in a contract modification that will amend the total Not-to-Exceed amount of the contract. Procurement of intake center buildings may be required to follow state and federal procurement regulations.

Vendor is encouraged to review the contracts NCORR has entered into at rebuild.nc.gov to educate itself regarding the Scopes of Works NCORR has already procured. Vendor shall not manage any of NCORR's separately procured firms, but will work closely with each. Vendor shall not be responsible for Construction Management services nor System of Record development services.

NCORR's current policies and Action Plans can be found at rebuild.nc.gov.

Services under this contract shall include at a minimum, but are not limited to, the following:

2. Add the following:

Section 5.2 I. All Other Environmental Reviews

Vendor shall perform all services necessary to complete federally required environmental reviews subject to 24 CFR Part 58. These environmental reviews may include but are not limited to: exemptions, categorical exclusions (both subject to and not subject to 24 CFR Part 58.5), and environmental assessments.

Vendor may be required to provide environmental impact statements, if necessary, and NCORR will negotiate any additional cost with the awarded Vendor at that time.

3. Replace Attachment A with the following:

ATTACHMENT A: PRICING

The Price Proposal shall consist of both hourly rates and unit prices fully inclusive of salary, overhead, travel outside of home office, and expenses. No additional costs shall be paid.

The Price Proposal must be submitted in the following form. The estimated maximum hours below are to be used only for the purposes of evaluation. The State does not guarantee minimum or maximum number of hours. Please note: no billing rate ranges will be accepted.

Vendor shall propose hourly rates and each Position Title's rate for 5.2.A: Applicant Communications Services, 5.2.E: Relocation and URA Services, and 5.2.G: Fiduciary Services. Vendor must ensure that proposed Key Personnel, titles given on organizational charts and resumes, and all references to staff assigned to the Contract are internally consistent throughout. Vendor shall propose Unit pricing for all other Services requested in this Contract.

Unit Re-completion costs will not be used in the evaluation of this Proposal. NCORR expects Vendor will propose reduced pricing for re-completion units due to the fact that not all aspects of the unit will need to be re-completed.

NCORR anticipates serving up to an estimated 7,000 clients. Based on projections, NCORR estimates that 4,900 individuals may apply for the Single-family program, 1,400 individuals may apply for the Buyouts and Acquisitions program, and 700 individuals may apply for the Small Rental Repair program. NCORR estimates Vendor may be tasked with completing up to 10 Tier I (area-wide) Environmental Reviews. NCORR anticipates Vendor shall only invoice the State for one (1) unit each for DRRA mapping/incorporation and Buyout and Acquisition process mapping at the completion of the unit, respectively. Vendor will use these estimates to develop its cost basis. Number of units are for evaluation purposes only and may be adjusted up or down during the course of the Contract due to actual need. Optional extension terms to the Contract will not be evaluated. NCORR does not guarantee minimum or maximum number of units.

1. COST COMPONENTS OF INITIAL TERM- THREE (3) YEARS

Section 1: Hourly Rates

Position Title	# of Staff Holding Position Title	Hourly Billing Rate	Estimated Maximum Hours	TOTALS
5.2. A.1. Case Managers				
		\$	6000 hrs.	\$
		\$	6000 hrs.	\$
		\$	6000 hrs.	\$
5.2.A.2. Communications Services				
		\$	6000 hrs.	\$
		\$	6000 hrs.	\$
		\$	6000 hrs.	\$
Relocation and URA Services				
		\$	6000 hrs.	\$
		\$	6000 hrs.	\$
		\$	6000 hrs.	\$
Fiduciary Services				
		\$	6000 hrs.	\$
		\$	6000 hrs.	\$
		\$	6000 hrs.	\$
n/a	n/a	n/a	Estimated Initial Term Total	\$

Section 2: Unit Cost

Scope of Work Task	Unit Cost	Estimated Units	Estimated Total Cost	Unit Re-Completion Cost
SINGLE-FAMILY PROGRAM				
Intake	\$	4,900	\$	\$
Eligibility Review	\$	4,900	\$	\$
Duplication and Verification of Benefit	\$	4,400	\$	\$
Tier I (Area-Wide) Environmental Review	\$	20	\$	\$
Tier II (Site-specific) Environmental Review	\$	4,400	\$	\$
8-Step Wetland Process	\$	220	\$	\$
Inspection	\$	4,400	\$	\$
Award	\$	4,400	\$	\$
Appeal	\$	2,200	\$	\$
Award Consultation and Signing	\$	3,300	\$	\$
Scope of Work Task Subtotal	n/a	n/a	\$	n/a
BUYOUT AND ACQUISITION				
DRRA Determination and/or Incorporation	\$	1	\$	\$
Process Mapping and System of Record Interface	\$	1	\$	\$
Intake	\$	1,400	\$	\$
Eligibility Review	\$	1,400	\$	\$
Duplication and Verification of Benefit	\$	1,260	\$	\$
Inspection	\$	1,000	\$	\$
Appraisal	\$	1,000	\$	\$
Tier II Environmental Review	\$	1,000	\$	\$
8-Step Wetland Process	\$	50	\$	\$
Title Review	\$	1,000	\$	\$
Offer Generation	\$	1,000	\$	\$
Appeal	\$	500	\$	\$
Short Sale Negotiation	\$	250	\$	\$
Vacancy Inspection	\$	1,000	\$	\$
Closing	\$	750	\$	\$
Scope of Work Task Subtotal	n/a	n/a	\$	n/a
SMALL RENTAL REPAIR				
Intake	\$	700	\$	\$
Eligibility Review	\$	700	\$	\$
Duplication and Verification of Benefit	\$	630	\$	\$
Tier II (Site-specific) Environmental Review	\$	500	\$	\$
8-Step Wetland Process	\$	25	\$	\$
Inspection	\$	500	\$	\$
Appeal	\$	250	\$	\$
Award Consultation and Signing	\$	375	\$	\$
Scope of Work Task Subtotal	n/a	n/a	\$	n/a
OTHER ENVIRONMENTAL REVIEWS				
Exemptions	\$	20	\$	
Categorical Exclusions subject to 24 CFR Part 58.5	\$	20	\$	\$
Categorical Exclusions not subject to 24 CFR Part 58.5	\$	20	\$	\$
Environmental Assessments	\$	60	\$	\$
Scope of Work Task Subtotal	n/a	n/a	\$	n/a
CLOSEOUT				
Closeout	\$	7,000	\$	\$
Unit Cost Total	n/a	n/a	\$	n/a

Total Estimated Not-to-Exceed Cost (Hourly Rates and Unit Cost Services combined) for Initial Three (3) Year Term	\$
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4. **Replace Attachment B with the following:**

ATTACHMENT B: PERFORMANCE

Vendor shall fill out Attachment B: Performance, Column C, which shall define the timelines for tasks that the Vendor shall not exceed for each item during the course of the contract. Vendor will provide timelines per individual unit (e.g. a single award letter generated, a single Tier II Environmental Review complete, a single Inspection unit completed).

	A	B	C
	TASK	TIMEFRAME	VENDOR'S TIMEFRAME
1	(5.2.A.1.a): Vendor shall develop training courses and materials and make trainings and materials available to NCORR. Vendor shall complete training of Case Managers in a timely manner...	Difference between the Effective Date of the Contract and the date that the first weekly Case Management training is completed.	
2	(5.2.A.2.a.iii): Vendor shall...assist in coordinating outreach efforts...in accordance with an outreach plan to be developed and approved by NCORR.	Difference between the Effective Date of the Contract and the date that an Outreach Plan addressing scope of work items in (5.2.A.2) is presented to NCORR for review and approval.	
3	5.2.B.1.a	Difference between when NCORR approves intake center locations and when Vendor has established physical centers, hired and trained Intake Specialists, and established all systems to be able to perform all scope of work items in (5.2.B.1).	
4	5.2.B.1.a	Difference between when an applicant's initial application is submitted and when it is complete and verifiable in the System of Record.	
5	(5.2.B.1.a.i) Vendor shall be responsible for efficiently moving applicants from initial application intake through a full file QA/QC and into Step 2 while establishing procedures for lessening the intake of applicant files that result in subsequent denial due to ineligibility.	Difference between when the Applicant's file is complete, a full file QA/QC is complete, when the file is moved into Step 2, and when all of the above is verifiable in the System of Record.	
6	(5.2.B.2.a.i) Perform all services necessary to determine program eligibility for all applications that are received and completed by homeowners.	Difference between when the QC'd file is uploaded into the System of Record, pushed into Step 2 for Eligibility Review, and when the Eligibility Review	

		is complete and verifiable in the System of Record.	
7	(5.2.B.3.a.i) Perform all services necessary to verify DOB and VOB for applications that are determined to be eligible for CDBG-DR funding.	Difference between when the file is moved into Step 3 and when the DOB/VOB review and determination is complete and verifiable in the System of Record.	
8	(5.2.B.4.a.i) Complete Tier I Environmental Reviews. The Tier I Environmental Review shall provide sufficient level of detail to meet HUD expectations and shall meet all HUD, Federal, NCORR, and State regulations.	Difference between when NCORR approves work to begin or complete a Tier I Environmental Review and when the Tier I Environmental Review is verifiably complete.	
9	(5.2.B.5.a.i) Complete Tier II Environmental Reviews for each eligible property. The Tier II Environmental Review shall provide sufficient level of detail to meet HUD expectations and shall satisfy all HUD, Federal, and State regulations.	Difference between final scope of work determination/construction intent and when the Tier II Environmental Review is completed and submitted to NCORR for approval.	
10	(5.2.B.6.a) It is the responsibility of the Vendor to ensure Site Inspection of eligible properties are done... to meet all Federal, State, HUD and NCORR regulations	Difference between when the file has been determined Eligible and when Vendor has satisfactorily completed all steps in (5.2.B.6).	
11	(5.2.B.7.a) Vendor shall perform all services necessary to generate awards following Intake, Eligibility, DOB/VOB, Inspections, and Environmental Reviews.	Difference between when the Vendor has completed all required steps to be moved into the Award determination step and when the award letter, following a full QC and at least all items detailed in (5.2.B.7) have been performed, and delivery of award letter is verifiable in the System of Record.	
12	(5.2.B.8.a) Vendor shall perform all services necessary to complete appeals determinations and deliver Appeals results to applicant.	Difference between when the Appeals process is initiated by the applicant and when Vendor has completed the Appeals review and determination and the Appeals result letter is mailed to the applicant and delivery is verifiable in the System of Record.	
13	(5.2.B.9.a) Vendor shall perform all services necessary to facilitate execution of award offers with applicants.	"Difference between when the program participant has accepted the award and when the HOGA is executed and uploaded into the System of Record. NCORR will monitor performance according to "Vendor's Timeframe," Column	

		C, once per month. NCORR shall hold Vendor accountable to meet its proposed timeframe for 80% of the cumulative file total.	
14	(5.2.D.1.a) Coordinate with NCORR teams and State and local officials as directed to establish DRRAs within local communities which will include data analysis, mapping, and cost estimates.	Difference between the Effective Date of the contract and when Vendor has completed the development (analysis and mapping) or incorporation of DRRAs into Vendor's system to allow Vendor to complete scope of work items in (5.2.D.)	
15	(5.2.D.2.a/b) a. Vendor shall develop process maps for the Buyout and Acquisition program for review and approval. b. Vendor shall coordinate with NCORR and its System of Record developers to ensure that business needs for the System of Record are developed to manage the Buyout and Acquisition program.	Difference between the Effective Date of the Contract and when Vendor has completed all items, unless otherwise directed, in (5.2.D.2).	
16	(5.2.D.3.a) Vendor shall... stand up a fully functional Buyout and Acquisition intake system to include at least the staffing and training of skilled intake specialists, application intake scheduling, and the completion of application intake for all eligible property owners within DRRA's.	Difference between when NCORR approves intake center locations and when Vendor has established physical centers, hired and trained Intake Specialists, and established all systems to be able to perform all scope of work items in (5.2.D.3.a).	
17	(5.2.D.3.a) Vendor shall... stand up a fully functional Buyout and Acquisition intake system to include at least the staffing and training of skilled intake specialists, application intake scheduling, and the completion of application intake for all eligible property owners within DRRA's.	Difference between when an applicant's initial application is submitted and when it is complete and verifiable in the System of Record.	
18	(5.2.D.3.b) Vendor shall... stand up a fully functional Buyout and Acquisition intake system to include at least the staffing and training of skilled intake specialists, application intake scheduling, and the completion of application intake for all eligible property owners within DRRA's.	Difference between when the Applicant's file is complete, a full file QA/QC is complete, when the file is moved into Step 2, and when all of the above is verifiable in the System of Record.	
19	(5.2.D.4.a) Vendor shall describe how it shall accomplish an Eligibility Review and	Difference between when the QC'd file is uploaded into the System of Record, pushed into	

	determination for received and completed applications.	Step 2 for Eligibility Review, and when the Eligibility review is complete and verifiable in the System of Record.	
20	(5.2.D.5.a) Vendor shall describe how it shall perform DOB and VOB services for Applicants that are determined to be eligible for CDBG-DR funding.	Difference between when the file is moved into Step 3 and when the DOB/VOB review and determination is complete and verifiable in the System of Record.	
21	(5.2.D.6.a) Vendor shall be responsible for conducting inspections that meet all federal, State, HUD, and NCORR regulations...	Difference between when the file has been determined Eligible and when Vendor has satisfactorily completed all steps in (5.2.D.6).	
22	(5.2.D.7.a) Vendor shall describe how it shall perform Appraisal services for Applicants that are determined to be eligible for CDBG-DR funding.	Difference between when the file has been determined Eligible and when Vendor has satisfactorily completed all steps in (5.2.D.7).	
23	(5.2.D.8.a.i.) Complete Tier II Environmental Reviews for each eligible property. The Tier II Environmental Review shall provide sufficient level of detail to meet HUD expectations and shall satisfy all HUD, Federal, and State regulations.	Difference between final scope of work determination/construction intent and when the Tier II Environmental Review is completed and submitted to NCORR for approval.	
24	(5.2.D.9.a.) Vendor shall provide all legal work to be performed by North Carolina barred Attorneys required of HUD, State, or local regulations...	Difference between when the file has been determined Eligible and when Vendor has satisfactorily completed all steps in (5.2.D.9).	
25	(5.2.D.10.a) Vendor shall perform all services necessary to generate offers following at least Intake, Eligibility, DOB/VOB, Inspections, Environmental Reviews, Appraisals, and Title Reviews.	Difference between when the file has completed all required steps to be moved into the Offer determination step and when the Offer, following a full QC and at least all items detailed in (5.2.D.10), has been presented to the applicant and presentation is verifiable in the System of Record.	
26	(5.2.D.11.a) Vendor shall perform all services necessary to complete appeals determinations and deliver Appeals results to applicant.	Difference between when the Appeal is received by the Vendor and when the Vendor has completed the Appeals review and determination and the Appeals result letter is mailed to the applicant and delivery is verifiable in the System of Record.	
27	(5.2.D.13.a) Vendor shall perform all services necessary to close and execute Offers with applicants.	"Difference between when the program participant has accepted the award and when the Purchase Agreement is	

		executed and uploaded into the System of Record. NCORR will monitor performance according to "Vendor's Timeframe," Column C, once per month. NCORR shall hold Vendor accountable to its proposed timeframe for 80% of the cumulative file total.	
28	(5.2.E.1) Vendor shall be responsible for relocation and URA services as directed by NCORR...	Difference between when either the HOGA or Grant Agreement is executed and when the applicant has been relocated per NCORR policy and it is verifiable in the System of Record. NCORR shall hold Vendor accountable for 80% of the cumulative total.	
29	(5.2.F.1.a) Vendor shall respond with its proposal to stand up a fully functional Small Rental intake system to include at least the staffing and training of skilled intake specialists.	Difference between when NCORR approves the start of Small Rental intake and when Vendor shall complete intake System setup to complete all scope of work items in (5.2.F.1)	
30	(5.2.F.1.a) Vendor shall... [be responsible for] application intake scheduling, and the completion of application intake.	Difference between when a Small Rental Repair application is received, the application is completed, a full file QA/QC is complete, and all of the above is verifiable in the System of Record.	
31	(5.2.F.2.a) Vendor shall describe how it shall accomplish an Eligibility Review and determination for received and completed applications	Difference between when the QC'd file is uploaded into the System of Record, pushed into Step 2 for Eligibility Review, and when the Eligibility review is complete and verifiable in the System of Record.	
32	(5.2.F.3.a) Vendor shall describe how it shall perform DOB and VOB services for Applicants that are determined to be eligible for CDBG-DR funding.	Difference between when the file is determined Eligible, and when the DOB/VOB review and determination is complete and verifiable in the System of Record.	
33	(5.2.F.4.a) Vendor shall perform all services necessary for eligible projects to validate and document reported storm damages. All inspection data and evidence shall be uploaded per file report into the System of Record.	Difference between when the file has been determined to be Eligible and when Vendor has completed all steps in (5.2.F.4).	
34	(5.2.F.5.a) Complete Tier II Environmental Reviews for each eligible property.	Difference between final scope of work determination/construction intent and when the Tier II Environmental Review is	

		completed and submitted to NCORR for approval.	
35	(5.2.F.6.a) Vendor shall perform all services necessary to complete appeals determinations and deliver Appeals results to applicant.	Difference between when the Appeals process is initiated by the applicant and when Vendor has completed the Appeals review and determination and the Appeals result letter is mailed to the applicant and delivery is verifiable in the System of Record.	
36	(5.2.F.7.a) Vendor shall perform all services necessary to execute awards with applicants.	"Difference between when the program participant has accepted the award and when the HOGA is executed and uploaded into the System of Record. NCORR will monitor performance according to "Vendor's Timeframe," Column C, once per month. NCORR shall hold Vendor accountable to its proposed timeframe for 80% of the cumulative file total.	
37	(5.2.I) Vendor shall perform all services necessary to complete federally required environmental reviews subject to 24 CFR Part 58. These environmental reviews may include but are not limited to: exemptions. . . .	Difference between when the Vendor has been issued a Notice to Proceed and when an exemption is complete and verifiable in the System of Record.	
38	Vendor shall perform all services necessary to complete federally required environmental reviews subject to 24 CFR Part 58. These environmental reviews may include but are not limited to: . . . categorical exclusions . . . subject to 24 CFR Part 58.5 . . .	Difference between when the Vendor has been issued a Notice to Proceed and when a CEST form is complete and verifiable in the System of Record.	
39	Vendor shall perform all services necessary to complete federally required environmental reviews subject to 24 CFR Part 58. These environmental reviews may include but are not limited to: . . . categorical exclusions . . . not subject to 24 CFR Part 58.5.	Difference between when the Vendor has been issued a Notice to Proceed and when a CENST form is complete and verifiable in the System of Record.	
40	Vendor shall perform all services necessary to complete federally required environmental reviews subject to 24 CFR Part 58. These environmental reviews may include but are not limited to: . . . environmental assessments.	Difference between when the Vendor has been issued a Notice to Proceed and when a Finding of No Significant Impact is complete and verifiable in the System of Record.	

QUESTIONS AND ANSWERS:

	<u>Reference</u>	<u>Vendor Question</u>	<u>Answer</u>
1	Section 1.0, Table A, Page 7	For the current NCORR program applicants, what has been the historical fallout rate from those applicants that completed an application to those that were eligible for benefits?	For current program historical fallout rate is estimated between 35% and 45% per section 5.0 of the RFP, NCORR expects the Vendor to Propose its process to improve current production.
2	Section 1.0, Table A, Page 7	What is "Under Further Review" and what activities and level of effort is expected to resolve these applications?	Under further review consists of applications with unresolved eligibility issues currently under review. NCORR expect Vendors to close out all files per NCORR direction.
3	Section 1.0, Table A, Page 7	What activities and level of effort remains to close the "Ineligible", "Withdrawn", and "Inactive" applications?	See answer to Question #2.
4	Section 5.2, Page 19	<p>"...Vendor must describe its timeline to standing up a fully functional intake system."</p> <p>Vendors must describe the mobilization timeline for intake centers. Since more than 80% of the applicants to be served reside in 10 counties, may a respondent assume that approximately 10 intake centers will be needed to serve the program?</p>	A respondent may reasonably assume the program will require 10 intake centers to form a cost basis, however, NCORR does not guarantee the intake center total need at this time.
5	Section 5.2.A.2, Page 21	The possible development of an "online application" is included. Does "online application" mean an application capable of being completed through a web-accessed portal connected to the system of record or does it mean a separate "online application" which is available on the program website?	NCORR may require the awarded vendor to assist in the development and implementation of an online application that will feed directly or indirectly to the System of Record. This online application will need to be accessible via rebuild.nc.gov.
6	Section 5.2.B.1.ii, Page 21	The RFP refers to an application period. What is the expected application period for each program? If the period is yet to be finalized, what length of time does NCORR currently contemplate for the application period for each program?	NCORR does not have a defined period of time developed for application periods for programs listed in the RFP.
7	Section 5.2.B.6.a, Page 23 Section 6.2.D.6.a, Page 26 Section 6.2.F.4.a, Page 30	<p>"Vendor shall use only fully qualified inspectors (HQS-certified damage assessors, State-certified lead and asbestos inspectors, State-certified NC Building Code inspectors) to conduct inspections."</p> <p>Given the limited number of inspectors in the field who have all of the required certifications (17 currently certified in North Carolina – per http://www.nahro.org/nahro-certified-listing), may a vendor utilize a team of inspectors who have all identified certifications to manage and QA/QC the inspections performed in the program?</p>	<p>NCORR will require that all damage assessments are completed in compliance with the specifications of the RFP.</p> <p>Inspectors must be certified under applicable local, state and/or federal certifications for the type of inspections being performed.</p>
8	Section 5.2.B.5.a.ii.1, Page 23	In the RFP, Tier II (Site Specific) Environmental Review is addressed in three places: 5.2 Scope of Work, B. Single-Family Homeowner Programs, Section 5 again in D. Buyout and Acquisition, Section 8 and lastly in F. Small Rental Repair,	See Below.

	<p>Section 5.2.D.8.a.ii.1, Page 27</p> <p>Section 5.2.F.5.b.i, Page 30</p>	<p>Section 5. In all instances, the RFP indicates that “Vendor shall describe how it will perform Tier II Environmental Review services which shall include, at a minimum:</p> <ul style="list-style-type: none"> i. Soil investigation, testing and scoping activities, for properties that sustained flood damage, and for properties at which there is an underground storage tank or above-ground fuel storage tank ii. SHPO coordination iii. 8-Step wetland mitigation iv. Recognized Environmental Condition <p>The items for SHPO coordination and Recognized Environmental Condition are typically included in all Tier II reviews; however, soil investigation activities (as opposed to a records review which is typical in a Tier II review) and 8-Step wetland mitigation process are not typically included as part of the Tier II investigation requirements.</p> <p>During the Tier II Site-specific environmental review, we would check for potential action in a wetland and determine if an 8-Step for Wetlands is needed. However, this check rarely results in the preparation of an 8-Step Decision Making Process for Wetlands. If NCORR anticipates that there will be substantial numbers of 8-Steps for Wetlands, a request could be made to HUD to allow the preparation of a Programmatic 8-Step Decision Making Process for Wetlands to be included in the Tier I Environmental Review Record. In our experience, the vast majority of Wetlands issues in North Carolina can be settled with discussions with the Wilmington District Corps of Engineers.</p> <p>The other topic, Soil Investigation, etc., in the way presented could be extremely cost prohibitive if intended for a substantial number of properties. Many of the properties damaged in North Carolina will have sustained flood damage from Hurricane Florence. <u>The Hurricane Florence Recovery Recommendations</u>, prepared on October 10, 2018, indicated that up to 74,000 residential structures were damaged by water, including 56,000 that were single-family homes, manufactured homes or duplexes. The cost sheets indicate approximately 4,900 individual applicants (and structures) are anticipated for this program. Many of those are likely to have sustained damage from flooding. To provide the sample collection and analytical testing, the costs for just the soil investigation could be millions of dollars. Additionally, many of the rural structures</p>	
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		<p>will be serviced by on-property fuel systems for heating. Performing soil investigations on these properties and the ones that were flooded may well be cost prohibitive.</p> <p>Would NCORR please clarify the scope as associated with the soil investigation activities so that the responders to better provide a cost for the Tier II environmental review work?</p> <p>Alternatively, could the cost for the soil investigation activities and preparation of individual 8-Step Processes for Wetlands be presented separately from the other Tier II activities on the cost sheets?</p>	<p>No further clarification is warranted.</p> <p>See updated Attachment A: Pricing.</p>
9	Section 6.3, Page 34	The RFP clearly provides reporting expectations. Is the Vendor responsible for supplying the data for the development of the report by system of record vendor? Or, is the Vendor responsible for the end-product which will be the report submitted to NCORR?	The awarded Vendor will be required to provide reports in compliance with Section 6.3 of the RFP which details end products.
10	Attachment A, Page 36	<p><i>"NCORR anticipates serving up to an estimated 7,000 clients. Based on projections, NCORR estimates that 4,900 individuals may apply for the Single-family program, 1,400 individuals may apply for the Buyouts and Acquisitions program, and 700 individuals may apply for the Small Rental Repair program."</i></p> <p>How many total applications does NCORR expect to accept and process to reach its estimate of 4,900 applicants to the Single-family program, 1,400 applicants to the Buyout and Acquisitions program, and 700 applicants to the Small Rental Repair program?</p>	Review Attachment A: Pricing, specifically, paragraph five, page 36, which clearly defines how the respondent is to form its cost basis and Attachment A: Pricing, Item 1, Cost Components, which further details estimated unit totals.
11		Just wanted to see if you are planning to send out the sign-in sheet from the pre-proposal conference from earlier today?	A copy of the pre-proposal sign-in sheet is attached to this addendum.
12		If a contractor or subcontractor is currently working on a project with NCORR, would they be excluded from submitting a proposal response for this specific RFP (i.e. conflict of interest)?	Monitoring and compliance duties may present a conflict of interest and will be assessed on a case-by-case basis.
13		What phone system will be utilized in the intake centers?	Vendor provided system in compliance with the RFP.
14		If we were to build a website which allows you to submit the intake application online and functions similar to the FEMA site, would we have access to use the Salesforce API so that the application can link directly to the Salesforce system of record?	API access is possible but would be dependent upon a thorough review of the platform base for the online intake application.
15		Given you currently use 2-1-1 to manage your calls, what factors would warrant a serious look at an alternative remote option?	Respondents may propose solutions that they believe to be in the best interest of NCORR to consider.
16	Pg. 32, 5.2.1 System of Record	In addition to Salesforce, what platforms, systems, standard tools are utilized by the State?	Currently, additional systems include but are not limited to ArcGIS, AppointmentsPlus, DocuSign.

17	Pg. 32, 5.2.1	<p>System of Record; In reference to the statement: "The Vendor shall be responsible for gathering data feeds from all sources to perform DOB and VOB as directed by NCORR"</p> <ol style="list-style-type: none"> 1. Are there currently existing interfaces between Salesforce and other systems and data sources that will be provided to the awarded vendor? 2. Please clarify if the expectation is that DOB and VOB will be performed outside of Salesforce? 	<p>1. Data feeds include FEMA IA, NFIP, SBA for both Hurricanes Matthew and Florence and are uploaded into Salesforce.</p> <p>2. DOB will be performed by vendor in Salesforce. VOB will be both performed in Salesforce and documented through vendor contact with 3rd party.</p>
18	Pg. 32, 5.2.1 System of Record;	<p>In reference to the statement: "The awarded Vendor will not be expected to bring these systems with them, but will be expected to become proficient in using them and may be asked to help in setting up new systems, separate from the System of Record, for financial management and reporting."</p> <p>*Please clarify what type of assistance will be requested in helping to set up new systems. Will it include development of software or simply creating technical requirements, testing, and implementation?</p>	Information is not available at this time.
19	Pg. 21, B. SINGLE-FAMILY HOMEOWNER PROGRAMS	Will applications currently in process be transitioned to the awarded vendor?	Yes
20	Pg. 36 Attachment A: Pricing	Regarding the key personnel and related position titles, the rate sheet identifies 12 position slots at 6,000 hours per slot. For evaluation purposes are we required to include a position for each slot, or are we allowed to create our own key personnel rate sheet based upon our organizational chart? Also, each set of three (3) slots have an identified position (i.e. A.1. Case Managers). Do we have the opportunity to amend those titles to reflect our organizational chart?	Review Attachment A: Pricing, specifically paragraph three, page 36 which details how Vendors will provide pricing. Vendors are also reminded to review 5.3: Project Organization and 4.7: Personnel. Vendors will not amend titles of items specifically reflecting the Scope of Work (i.e. A.1 Case Managers) but shall include all proposed position titles when required by the Scope of Work item in accordance with the proposed organizational chart which may be greater or fewer than twelve total positions.
21	Pg. 36 Attachment A: Pricing	Is the State able to provide more definition on the volume and time distribution of the inspections, environmental reviews, and other items over the 3 year term, such that proposers can develop unit pricing based on similar assumptions?	Vendors can expect an increase in volume of inspections, environmental reviews, and other items as new application periods are opened for Buyouts, Florence Single Family intake, etc.
22	1.0 Purpose & Background, pg6.	Is the State open to changing Steps 1 – 5 of the Program's 8-Step process to integrate lessons learned from Hurricane Matthew program	Yes. Vendors are reminded to review the Scope of Work in detail. See 5.0 Scope of Work: "NCORR will give preference to

		implementation? If so, may contractors provide recommendations in the proposal?	Vendor responses that demonstrate the Vendor's unique knowledge, skill, and ability to provide solutions to NCORR... Vendor shall propose any add-in items to the Scope of Work that the Vendor believes would be in the best interest of NCORR to include in the Scope of Work and identify each case in which the Vendor is proposing an additional service." Additionally, Vendors are reminded of 2.8: Alternate Proposals.
23	1.0 Purpose & Background, pg7.	RFP states: "The tables are inclusive of all applicants across all types of programs (single-family, small rental, buyout, etc.)." Would NCORR consider providing tables by types of programs (single-family, small rental, buyout, etc.)? That way vendors can develop more competitive rates which account for the specific percentages of each program, rather than having to make varying assumptions of which programs constitute a majority of the effort.	Vendors will use estimates provided in Attachment A: Pricing, Item 1: Cost Components to develop responses to pricing.
24	1.0 Purpose & Background, pg7.	There are sub-recipient agreements currently in place in Robeson County and the City of Fayetteville for the Hurricane Matthew program. Will these be dissolved to accurately provide the awarded contractor the complete 3,516 Applicant pool?	NCORR does not have this information at this time.
25	3.4 Evaluation Criteria, pg14.	RFP lists seven (7) criteria in the order of importance but does not assign a weight to any of the criteria. Can the state please update its criteria to include a weight for each of the seven (7) criteria?	No, Per Section 3.4 evaluation will be done by ranking vendors using the listed criteria which is listed In order of importance. There will be no scoring attached to the evaluation.
26	5.2 Scope of Work, pg19.	RFP states: "Any hours in excess of 40 hours per week per individual personnel shall require pre-approval by NCORR." Will pre-approved hours in excess of 40 hours per week per individual be in addition to, and not taking the place of, the 6000 hours shown in Attachment A?	In the case of excess hours being approved, the excess hours shall not be in addition to the Estimated Initial Term Total.
27	5.2 Scope of Work, pgs 20 and 31.	Since the State has procured a Construction Management vendor, will the Case Managers assigned only assist the Applicant through Steps 1 -5 of the Program? The lifecycle of an application ends at Step 8, closeout, and not Step 5 after grant closing. Will there be a hand-off between our Case Manager and the Construction Management Case Manager? Please clarify.	Case Managers sought through this RFP shall be responsible for case management services outside of the scope of case management services already provided NCORR Construction Management vendor. Respondents are reminded of Section 1.0, Background, "The awarded Vendor for Disaster Recovery Program Management services will not be responsible for Construction Management services... The awarded Vendor will... be responsible for program coordination and process improvement for interfaces between program steps and contractors."
28	5.2 Scope of Work, pg20.	Will the State be utilizing the 2-1-1 call center and scheduling software Appointment Plus for the	NCORR anticipates but does not guarantee utilizing the 2-1-1 call center and existing operations as a master

		Hurricane Florence Program? This answer will assist in the Case Management plan requested.	number connecting callers and applicants with either Step 1-5 case management or Construction case management.
29	5.2 Scope of Work, pg20.	“Vendor shall describe how its proposed Case Management solution will support timely applicant file completions and how it will lessen the denial of Applicants after intake.” Please define ‘denial.’ Does ‘denial’ mean the Applicant choosing to voluntarily withdraw from the Program, or does it mean the Applicant is not eligible under federal and/or program guidelines? If the latter, and if an Applicant is not eligible due to federal requirements, e.g. second home, no primary residency, there is no means in which to lessen the denial of Applicants after intake.	“Denial” in this context is equivalent to involuntary removal from the programs due to ineligibility with federal and/or program guidelines. NCORR encourages respondents to review existing policies and procedures found on rebuild.nc.gov to provide NCORR with solutions to increase total applicant participation by both lessening the intake of ineligible applicants and improving case management and policies.
30	5.2 Scope of Work, pg22.	“Vendor shall provide its timeline from when an applicant schedules an application appointment to when the applicant’s file shall be complete with a QA/QC check complete, and the file is moved to Step 2.” Will the State allow for flexibility in this timeline due to the varying complexity of the application and the Applicant’s ability to return necessary documentation in a timely manner?	Vendors shall be held accountable to all timelines provided in Attachment B: Performance.
31	5.2 Scope of Work, pg22.	Will the vendor not be paid when an intake appointment takes place and the Applicant chooses to voluntarily withdraw from the Program? This will hinder the movement of the file from Step 1 into Step 2, however, there was work being done on the application during intake.	Respondents are reminded of 5.0.H: Closeout.
32	5.2 Scope of Work, pg22.	“Vendor shall provide its timeline for completing the DOB and VOB review for each applicant file.” Will the State provide assistance in retrieving data feeds from the HMGP and DRA programs, or is this the responsibility of the awarded vendor? This timeline is dependent on agency response to data requests.	See Section 5.2.1: System of Record: “The Vendor shall be responsible for gathering data feeds from all sources to perform DOB and VOB as directed by NCORR.”
33	5.2 Scope of Work, pg23.	Are all damage inspectors required to also be NC Building Code inspectors?	No, however all damage assessments must be completed pursuant to specifications of the RFP.
34	5.2 Scope of Work, pg25.	Is the system of record currently built to support a Buyout and Acquisition Program? Or will this need to be developed in coordination with the awarded vendor?	The System of Record will need to be developed to support the Buyout program.
35	5.2 Scope of Work, pg29.	Is the system of record currently built to support a Small Rental Repair Program? Or will this need to be developed in coordination with the awarded vendor?	The System of Record will need to be developed to support the Small Rental program.
36	5.2.1 System of Record, pg32.	RFP states: “The awarded Vendor will not be expected to bring these systems with them, but will be expected to become proficient in using them and may be asked to help in setting up new systems, separate from the System of Record, for	At this time the state does not know of additional needs. See Attachment D Paragraph 24.

		financial management and reporting.” How will NCORR reimburse a Vendor who is asked for help in setting up new systems, separate from the System of Record, for financial management and reporting? Will NCORR request a separate Task Order (TO) in this instance?	
37	Attachment A: Pricing, Section 1, pg36.	Are vendors permitted to insert additional line items as needed underneath each title, so long as the estimated maximum hours for each title is not altered?	See response to #20.
38	Attachment A: Pricing, Section 1, pg36.	Should vendors include travel in the hourly billing rates?	Vendors are reminded to read the RFP carefully. See Attachment A: Pricing: “The Price Proposal shall consist of both hourly rates and unit prices fully inclusive of salary, overhead, travel outside of home office, and expenses. No additional costs shall be paid.”
39	5.2 Scope of Work, pg19 & Attachment A pg36-37.	RFP states: “The direct cost of intake center operations (building leases and public utilities) will not be evaluated. Vendor will, during the course of the contract, submit invoices to NCORR for review and approval for the direct costs of intake centers that will be drawn against the total Not-to-Exceed amount of the contract.” Since there is no line item in Attachment A for the direct cost of intake center operations (building leases and public utilities), where are vendors supposed to list this reimbursable expense item? Also since there is no line item in Attachment A for the direct cost of intake center operations (building leases and public utilities), why will NCORR deduct it from the Not-to-Exceed amount of the contract?	See Amended 5.2 Scope of Work at the beginning of this addendum.
40	Attachment B: Performance, pg.38-39.	Will the awarded vendor be bound by the timelines provided through the life of the contract? Most timelines requested are dependent on Applicant turnaround on required documentation and/or NCORR approval on requested policies and procedures.	See response to #30.
41	General	Is the State of North Carolina (NCORR) open to negotiating the terms and conditions at the contract stage with the awarded Vendor/Contractor?	The state may negotiate certain Terms and Conditions during the BAFO stage but is not obligated to accept or change any Terms and Conditions.
42	Pricing General	Will the State please provide more clarity and definition on the volume and time distribution of the inspections, environmental reviews, and other items over the 3 year term, such that vendors can develop unit pricing based on similar assumptions?	See response to #23.
43	RFP Section 3.4 EVALUATION CRITERIA, Page 14	Will you please clarify if the State intends to assign a score rating for each of the evaluation criteria? If so, can you define what those scores are?	No, Per Section 3.4 evaluation will be accomplished by ranking vendors using the listed criteria which is listed In order of importance.
44	RFP Section: 4.3 INVOICES, Page 15	Is the State open for Vendor to submit 2 (two) invoices every month, separating the hourly from miscellaneous expenses?	Yes, the vendor may submit multiple invoices.

45	RFP Section: 4.7 PERSONNEL, Page 17	Is the State agreeable that removal of personnel shall be for cause only? Is the State agreeable that it may request substitute of personnel, but not to terminate the contract services, since personnel will be substituted for contract services to continue?	No. Section 4.7: Personnel will remain in effect as written.
46	RFP Section: 5.2 SCOPE OF WORK, Page 19	Does the State intend to reimburse vendors for utilities, furniture rental, etc if not included in lease agreements for intake centers?	See answer to #39.
47	RFP Section: 5.6 LIQUIDATED DAMAGES, Page 33	Is the State open to accepting a Payment and Performance Bond in lieu of Liquidated Damages? If so, what is the dollar value of the Payment and Performance Bond?	No
48	RFP Section: ATTACHMENT D: NORTH CAROLINA GENERAL CONTRACT TERMS & CONDITIONS 1. PERFORMANCE AND DEFAULT, Page 45 c)	Is the State open to providing the Vendor with a Notice to Cure of ten (10) business days before terminating the Contract? Is the State agreeable that if the Vendor is in default and the Contract is terminated, the Payment and Performance Bond shall be set in place instead of excess cost be occasioned by the Vendor?	A Notice to Cure may be sent to the vendor. No
49	RFP Section: ATTACHMENT D, 3. AVAILABILITY OF FUNDS, Page 45	Is the State agreeable that services invoiced and accepted shall be paid to Vendor no later than 30 days regardless if State has received funds from its agency?	No. See Attachment D: North Carolina General Terms and Conditions, items 3 & 6.
50	Section 2.4, Instructions, pages 9 and 11	The contact number provided for the pre-proposal conference did not connect to the conference. Please share any information that was presented during this conference for bidders who were unable to join.	There was no call in number for this conference. A demonstration was given of the Salesforce system of record. All question are being answered in this addendum.
51	Section 2.7, page 11	The required Proposal Contents do not list a table of contents. Is it permissible for bidders to insert a table of contents after the title page, to help evaluators locate specific areas of the proposal?	Yes
52	Section 2.7, page 11	Is it permissible to add an Introduction or Executive Summary section after the Execution Pages in order to present a team overview and understanding of the project?	Yes
53	Section 2.6, Item a, page 10	The RFP specifies that bidders should submit one signed original and "5 photo copies." Is it permissible for copies to be reproduced via another method for better quality, as long as the resulting copy reproduces all parts of the original proposal, including signatures?	Yes, as long as they are provided as a hard copy.
54	Section 2.7, Item j, page 11 and Attachment F, page 51	The RFP states that bidders must submit a "Completed and Signed Version of ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR." However, there is no	Attachment E needs to be attached but does not require a signature.

		place on Attachment E for a signature. Is a signature required, and if so, where should it be placed?	
55	Section 2.7, Item i, page 11 and Attachment E, page 50	The RFP states that bidders must submit a "Completed and signed version of ATTACHMENT F: HISTORICALLY UNDERUTILIZED BUSINESSES INFORMATION." However, there is no place on Attachment F for a signature. Is a signature required, and if so, where should it be placed?	Attachment F needs to be attached but does not require a signature.
56	Section 2.7, Items e-l, page 11	Please confirm that Attachments A, B, C, D, G, and H do not require a signature.	Correct, Attachments A, B, C, D, G, and H do not require signatures.
57	Section 4.7, page 17	This item states that "Resumes with attached bios for each Key Personnel assigned to this project are required." Are both resumes and bios required, or is one or the other sufficient as long as the person's qualifications are addressed?	Both are required. See Section 4.7: Personnel. Respondents are reminded to review and provide requirements in Section 5.3: Project Organization.
58	Section 5.2, General	Is there a current call center in place for homeowners? If yes, is it staffed and managed by the current vendor? If so, will that duty be transitioned to the vendor awarded a contract from this RFP?	See response to #28. Vendors shall propose services to meet all specifications of the RFP.
59	Section 5.2, Paragraph 3	What vendor currently maintains the Salesforce-based System of Record?	See https://www.rebuild.nc.gov/reporting-compliance/cdbg-dr-contracts .
60	Section 5.2.B, Item 4.a, pages 22–23	Tier 1 completed reviews may require re-evaluation in accordance with 28 CFR Part 58.47 due to changes in the program after the initial ERR is issued. Such re-evaluation requires review and possibly re-solicitation of views from agencies or other analyses. In most cases, the re-evaluation will determine that the original FONSI is still valid, but may also require a new Tier 1 to be completed. Please confirm how re-evaluations will be managed and billed in terms of either time and materials basis or unit pricing.	Vendors are reminded to review the RFP in detail. See Attachment A: Pricing: Unit Re-Completion Cost.
61	Section 5.2.B, Item 5.a.i, page 23, and Attachment A, page 37	Tier II environmental reviews are to be completed on each eligible property. The Scope of Work indicates that this will be performed after the duplication and verification of benefits but prior to the inspection and damage assessment. In Attachment A, the Tier II review appears to follow the duplication of benefits review, the inspection/damage assessment, and the appraisal. Does NCORR have a specific requirement for the sequence and timing of the Tier II review, or can the bidder propose the most efficient process and timing for the Tier II reviews?	See response to #22. Vendors shall not conduct work, i.e. Duplication of Benefits review or inspections, on files not determined Eligible.
62	Section 5.2.B, Item 5.a.ii.1, page 23	This section states that a soil investigation is required for "properties that sustained flood damage, and for properties at which there is an	

		<p>underground or above-ground fuel storage tank.” As such sampling is not typically required by HUD (notwithstanding the Lead-Safe Housing Rule) and, as written, this would apply to the vast majority of homes, please elaborate on this requirement.</p> <p>Specifically, under what circumstances would such sampling be required, and what would be the criteria for requiring sampling?</p> <p>For example, would this only apply if site observations indicate significant spills or releases on such properties, or if tanks are under a specific size?</p> <p>Please specify the numbers, depths, and analytical requirements for such soil sampling, as well as how such data is to be used to determine whether the home passes environmental review (i.e., residential screening standards).</p> <p>Finally, since shallow soil samples for volatile organics typically cannot confirm whether vapor intrusion exists (e.g., via groundwater plumes), please confirm that the bidder will not be held responsible for failure to identify vapor intrusion into structures above applicable standards.</p>	<p>In such cases that a phase I Environmental Site Assessment indicates the need for a phase II analysis, then sampling would be required.</p> <p>Yes</p> <p>The State does not have this information at this time.</p>
63	Section 5.2.B, Item 5.a.ii.3, page 23	<p>The Tier I review will include an eight-step analysis, so the Tier II review will only require a site-specific determination of whether flood hazards, jurisdictional wetlands, or waters of the U.S. will be impacted. If certain lands are determined to be jurisdictional wetlands with no applicable exemptions and filling is unavoidable, a Section 404 permit may be required for a specific site, including possible mitigation. However, such a requirement would typically be stated in the completed Tier II as a condition of the grant. Please explain what is intended by an “8-step wetland mitigation” and what determinations, permits, and/or mitigation would be required to complete the Tier II environmental review.</p>	<p>See HUD requirements for 8-STEP review process for wetlands at https://www.hudexchange.info/environmental-review/wetlands-protection/.</p>
64	Section 5.2.B, Item 5.a.ii.3, page 23	<p>With relation to the question above, please confirm that completion of the Tier II environmental review does not require obtaining any site-specific environmental permits or approvals for construction other than obtaining approvals from the SHPO through the Section 106 process.</p>	<p>Construction permitting is the responsibility of the General Contractor perform the construction.</p>
65	Section 5.2.B, Item 5.a.ii.3, page 23	<p>Please confirm whether all Section 106 reviews under this contract will be managed through Programmatic Agreements with the SHPO.</p>	<p>Only the single family housing reviews are covered under the programmatic agreement.</p>
66	Section 5.2.B, Item 5.a.ii.4, page 23	<p>Please confirm the scope of work to provide a determination of “Recognized Environmental Conditions.” As you may be aware, the term “Recognized Environmental Conditions” as specifically defined under ASTM 1527-13</p>	<p>Determinations of RECs are required when a Phase I is required.</p>

		depends upon conducting a full Phase I Environmental Site Assessment (Phase I ESA). Under 24 CFR Part 58.5.i, responsible entities must comply with HUD's "toxics policy," which requires only certain aspects of the ASTM standard to be performed to ascertain whether a hazard exists that "could affect the health and safety of occupants or conflict with the intended utilization of the property." Our experience is that a full Phase I ESA is not required by HUD unless the funding involves multi-family housing units, but also may be required by the state agency if the state is acquiring title to a property.	
67	Section 5.6, page 33	This section states that "NCORR has the ability to assess Liquidated Damages of \$200 per day per deliverable." Would damages be assessed in instances where the delay is due to factors out of the contractor's control (such as unresponsive homeowners, or delays in approvals or decisions by agencies)?	See Section 5.6: Liquidated Damages: "If the State elects not to impose liquidated damages in a particular instance, this decision shall not be construed as a waiver of the State's right to pursue future assessment of performance standards and associated liquidated damages; nor construed to limit any additional remedies available to the State."
68	Attachment B, Tasks 12, 24, and 32, pages 39–42	These tasks involve the timeframe between when "the program participant" has accepted an award and when the award is "executed and uploaded into the System of Record for 90% of applicants." The timeframe suggests that the task begins based on the measure of a single applicant file, but ends based on a long-term achievement for the respective program overall. Please clarify.	See updated Attachment B: Performance above.
69	Attachment B, Task 15, page 39	Task 15 involves standing up a fully functional intake system with trained staff, but the timeframe is defined as the difference between NCORR approving the start of Buyout and Acquisition intake and when intake is complete per file. Please clarify this task or timeframe, since staffing, training and standing up an intake system would not be completed on a "per file" basis.	See updated to Attachment B: Performance above.
70	Attachment H, Section L, page 58	These regulations specify that "Contractor covenants that he presently has no interest and shall not acquire any interest direct or indirect in ... any other interest which would conflict in any manner or degree with the performance or services hereunder." If firms are currently providing any services to NCORR (e.g., construction management, system of record, staff augmentation) in areas related to these disaster programs—as a prime contractor or as a subcontractor—would they be conflicted from responding to this solicitation?	Replace Attachment H, Section L, page 58 with: Contractor covenants that he presently has no property interest and shall not acquire any property interest direct or indirect in the above described project or any parcels therein or any other property interest which would conflict in any manner or degree with the performance or services hereunder. Contractor further covenants that in the performance of this Contract no person having any such property interest shall be employed.
71	2.4 RFP Schedule / Page 9: Pre-	Would you please provide a copy of the sign-in sheet and any materials shared at the July 2 pre-proposal meeting?	See Answer to Question #11.

	Proposal Meeting		
72	RFP Section, Page Number 3.5, 14	Will the State of NC provide the State's business requirements and internal operational culture guidelines in accordance with (f)?	Information regarding State IT policies and standards can be found on the North Carolina Department of Information Technology's website (https://it.nc.gov) within its "Resources" section.
73	RFP Section, Page Number 3.5, 14	Are there other risk factors that should be accounted for related to (g) as it relates to the security of State's information technology?	See response to Question #72.
74	RFP Section, Page Number 5.2, 19	Can you provide NCORR policies, NC CDBG-DR Action Plans to ensure expertise per section 5.2? Is the expectation, that upon award, the key personnel will become keenly aware of these policies and plans? Or is the expectation to have this working knowledge as part of the qualification process?	Vendors are reminded to read the RFP in detail. See 1.0: Background: "Further details on these recovery programs, including the State's Action Plan and Housing Program Manual, can be found on the State's CDBG-DR website: https://www.rebuild.nc.gov/ ." NCORR expects at least all Key Personnel to have the referenced expertise after the Effective Date of the Contract.
75	RFP Section, Page Number 5.2, 19	What is the timing for notification on whether public space will be available for intake centers? Has NCORR determined the number and mileage radius for centers, specifically, as it relates to completing the environmental reviews in a reasonable timeframe.	NCORR does not have this information at this time.
76	RFP Section, Page Number 5.2.1, 32	Is it the vendor responsible for establishing IT Security protocol between the Salesforce and the intake center or will the provided licenses be established as links to secured servers managed by the State?	Intake staff will be supplied with secured Salesforce licenses. Vendor must provide secured work stations.
77	1.0 Background	In the Background section the RFP states: "The programs that NCORR may administer under the CDBG-DR grant include, but are not limited to: single-family home repair reimbursement, rehabilitation, and reconstruction; repair and replacement of manufactured homes; repairs to public infrastructure; rehabilitation of public housing units; rehabilitation of small rental properties and multi-family rental housing units; buyouts and acquisition of flood-prone properties; and the small business recovery loan program." However, in 5.2 Scope of Work, NCORR is only requesting services for three programs – Single Family Homeowner, Buyout and Acquisition and Small Rental Repair. Does NCORR plan on issuing a separate RFP to assist with administering the balance of the programs not included in this SOW?	The description in Section 5.2: Scope of Work is intended to describe services the Vendor shall provide "at a minimum." Some services, such as Environmental Reviews, may support additional programs. NCORR does not discuss possible additional RFPs.
78	1.0 Background	Does NCORR have applicant information by geography for the Buyout Program? If so, could NCORR please provide this information by county?	NCORR does not have this information at this time.
79	1.0 Background	Have legal documents been drafted for the Buyout and Acquisition, and Small Rental programs?	NCORR is unable to provide this information at this time. See Section

		<ul style="list-style-type: none"> • If yes, could NCORR please provide the legal files to vendors? • If no, is it the responsibility of the vendor to draft the legal documents? 	5.2.D: Buyout and Acquisition: "The Scope of Work includes turnkey services for NCORR's Buyout and Acquisition program for policy and SOP development, process mapping, intake through award determination and award execution, and file closeout."
80	5.2.2 General requirements and Attachment A	<p>General Requirements bullets a) through l) includes items that are not directly allocable to Section 1 Hourly Rates or Section 2 Unit Costs in Attachment A, Pricing.</p> <ul style="list-style-type: none"> • To standardize the pricing, we ask NCORR to add additional rows to Attachment A. • If additional rows are not added to Attachment A, where should proposers incorporate the costs associated with the general requirements? 	<p>See Attachment A: Pricing: "The Price Proposal shall consist of both hourly rates and unit prices fully inclusive of salary, overhead, travel outside of home office, and expenses. No additional costs shall be paid."</p> <p>Vendor shall not add rates for general requirements. For additional items needing to be added to either hourly or unit cost, vendors may add additional rows.</p>
81	5.2 Scope of Work	<p>Is Salesforce set up and operational to handle all grant and case management functions for the three programs? If not, what set up remains and what is the timeframe for completion?</p> <p>If available, please provide vendors access to a sandbox of the Salesforce system being utilized by NCORR.</p>	See responses to #34 and #35. Vendors were urged and cautioned to attend a pre-bid conference meeting per the RFP where a Salesforce demonstration was given.
82	5.2 Scope of Work	<p>The RFP indicates that the "Vendor shall be responsible for ensuring that each program in the Vendor's Scope of Work has guiding policies in place with Standard Operating Procedures (SOPs) to enact the policies; Vendor shall be responsible for providing policy recommendations, process improvement solutions, or policy incorporation into SOP for all items in the Scope of Work but shall follow guidance and policy given by NCORR."</p> <ul style="list-style-type: none"> • Does NCORR have existing policies and SOPs beyond what is posted on the website? If yes, could NCORR please share the documents for the three programs? • Does NCORR anticipate extensive revisions to these policies and SOPs and/or development of new documents? If so, where should the vendor incorporate the price for carrying out this work? 	<p>NCORR posts final policies and procedures to the public website.</p> <p>NCORR may make all policies and procedures available to the awarded Vendor.</p> <p>Vendor shall not add additional rows for policy and SOP development.</p> <p>See Attachment A: Pricing: "The Price Proposal shall consist of both hourly rates and unit prices fully inclusive of salary, overhead, travel outside of home office, and expenses. No additional costs shall be paid."</p>
83	5.2 Scope of Work B. Single Family Homeowner Program: 3. Duplication and Verification of Benefit	What is the current process for obtaining information about other benefits received by homeowners from FEMA, SBA, private insurance, NFIP and other federal, state, local and non-profit organizations?	See response to #32.

84	5.2 Scope of Work 7. Award	What is the current award letter distribution process?	Awards are distributed by a variety of methods that best suites the individual applicant's needs.
85	5.2 Scope of Work – Intake Centers	<p>RFP page 19 of 58 references that “Vendor shall be responsible for standing up intake centers that will serve all programs in the Scope of Work”. On the https://www.rebuild.nc.gov/information-assistance website eight centers are currently listed.</p> <p>Does NCORR anticipate a need to open additional centers in different locations and/or different centers in the same towns/areas in the immediate future? If so, please provide information on the timetable and location(s) and responsibility of the vendor related to additional intake centers</p>	Vendors are reminded to read the Scope of Work in detail. See Section 5.2: “NCORR may provide public space for Intake Centers, however, if public space is not available Vendor shall be responsible for identifying and leasing intake centers.” Additional centers will be needed, however, NCORR cannot describe needed locations at this time.
86	5.2 Scope of Work – Buyout and Acquisition	<p>RFP page 26 of 58 (Buyouts and Acquisitions, Inspection a.) there is a statement that “Vendor shall be responsible for conducting inspections that meet all Federal, State, HUD and NCORR regulations including but not limited to HQS, Energy Star, Green Building Standards, local building codes, and HUD housing regulations.”</p> <p>Which, if any, of the inspections does NCORR anticipate will be performed by the vendor for the Buyout and Acquisition Programs?</p>	See Answer to Question #87.
87	5.2 Scope of Work – Buyout and Acquisition	<p>RFP page 26 of 58 (Buyouts and Acquisitions, Inspection b), there is reference to:</p> <p>“ii. Mold inspections, testing and scoping activities. iv. Lead-based paint inspections, testing and scoping. v. Asbestos containing materials inspections, testing, and scoping. vi. Radon inspections, testing and scoping activities. vii. Vendor must provide services to assess whether structural damages must be referred to an engineer and subsequently must develop an ECR for structural damage, if deemed necessary by an engineer.”</p> <p>Which, if any, of the inspections does NCORR anticipate will be performed by the vendor for the Buyout and Acquisition Programs?</p>	Vendor shall perform inspections as necessary per NCORR policy on Buyouts and Acquisitions.
88	5.2 Scope of Work and Question re: Action Plan Amendment 3- Buyout and Acquisition	<p>APA 3 includes the following statement: “The State upon review of applications for the Program reserves the right to offer incentives to alter the maximum award amount.”</p> <p>Should respondents include the full application review, calculation, grant award, and closeout</p>	Yes, however vendors shall not add additional line items.

	Program-Housing Incentive	processes related to a housing incentive in their pricing for the components listed in 5.2.D?	
89	5.2 Scope of Work – Buyout and Acquisition – Demolition	Demolition services are not included in 5.2.D. <ul style="list-style-type: none"> Please confirm these services are not required from respondents to this RFP. If these services are required from respondents, under which task should respondents include this work? 	Demolition services are not a part of the scope of work for this RFP.
90	5.2 Scope of Work- Buyout and Acquisition-Final Disposition	Open space and other covenant recording, collecting documentation and monitoring for final disposition of acquired properties are not included 5.2.D. <ul style="list-style-type: none"> Please confirm these services are <u>not</u> required from respondents to this RFP. If these services are required from respondents, under which task should respondents include this work? 	Please see 5.2.D.13.a.i.-v.
91	Execution, Page 3	The first paragraph of the Execution of the RFP notwithstanding, [Vendor] seeks the following edits: As If required by 2 CFR § 200.317, the undersigned vendor certifies that it, and each of its sub-Contractors for a Contract awarded as a result of this RFP, complies with the requirements of 2 CFR § 200.318-.326. As required by the Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended), the undersigned vendor certifies that by applying or bidding for an award of \$100,000 or more shall file the required certification, if required .	No, Execution page remains as written in the RFP.
92	Execution, Page 3	Is the term 'Vendor' (and its subcontractors, if any) considered 'Contractors' as defined in 2 C.F.R. § 200.330(b) or are they considered a subrecipient?	The State will not sign a subrecipient agreement with the selected vendor.
93	Background, Page 8	Do you anticipate any changes to the total number of Estimated Clients on Table B: Florence Impact?	See Attachment A: Pricing: "NCORR does not guarantee minimum or maximum number of units." See Section 1.0: Background, totals are estimates.
94	Section 4.5 Vendor Experience Reference page 16	Can subcontractor references be included as part of the three required references?	No. All references must be clients of the vendor.
95	Section 4.6 Background Checks, Page 17	The last paragraph of section 4.6 of the RFP notwithstanding, [Vendor] seeks the following edits: Vendor's responses to these requests shall be considered to be continuing representations, and Vendor's failure to notify the State within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor this contract or its Vendor's then current officers, directors or other persons providing Services under this contract during its term shall constitute a material	No

		breach of contract . The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this contract.	
96	Section 4.8a Vendor's Representations, Page 17	<p>Section 4.8b of the RFP notwithstanding, [Vendor] seeks the following edits:</p> <p>'a) Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business professional standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under this Contract.</p> <p>Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).</p>	No
97	Section 4.8b Vendor's Representations, Page 17	<p>The first paragraph of section 4.8b of the RFP notwithstanding, [Vendor] seeks the following edits:</p> <p>'b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor's proper performance, provision and delivery of the service and deliverables under this Contract, or are an inherent part of or necessary sub-task included within such service, they will be mutually agreed to in writing deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and Deliverables.'</p>	No

98	Section 4.8c Vendor's Representations, Page 17	The first paragraph of section 4.8c of the RFP notwithstanding, [Vendor] seeks the following edits: 'c) Vendor warrants that it has the financial capacity to perform and to continue to perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could would materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.	No
99	Section 4.8f Vendor's Representations, Page 18	The first paragraph of section 4.8f of the RFP notwithstanding, [Vendor] seeks the following edits: 'f) Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387), and will report identified violations to Federal Emergency Management Agency (FEMA) (if FEMA funds are used to reimburse vendor) and the Regional Office of the Environmental Protection Agency (EPA).'	No
100	Section 5.2 Scope of Work, Page 19	Are design services being procured separately and not included as part of the selected vendor's scope?	Insufficient detail is provided to answer this question.
101	Section 5.2 Scope of Work, Page 19	RFP notes Vendor responsible for ensuring all of its staff are training in using Salesforce. Can training occur after contract award?	NCORR expects all training will take place after the contract is awarded.
102	Section 5.2 Scope of Work, Page 19	Will the selected vendor actually be required to execute and sign grant agreements with applicants or will NCORR sign agreements?	Vendor shall facilitate the applicant signing of HOGAs in accordance with vendor's response to RFP. See at least 5.2.B.9.a., 5.2.D.13.a, 5.2.F.7.a.
103	Section 5.2 Scope of Work, Page 19	Could you please elaborate further on this sentence mentioned in the fourth paragraph of 5.2 Scope of Work: 'Vendor shall ensure that its Key Personnel are experts in Federal Registers guiding NCORR's CDBG-DR awards, NCORR policies, all of the North Carolina CDBG- DR Action Plans, and HUD regulations.'	See response to #74.
104	Section 5.2 Scope of Work A2(v), Page 21	Section 5.2 2v of the RFP notwithstanding, [Vendor] seeks the following edits: 'v. Staff training: Vendor shall provide subject-matter expertise to NCORR Communications Staff on the communications needs of disaster recovery programs, HUD communications and website policy compliance, and content of NCORR-guiding	No

		Federal Registers and communications and public reporting requirements therein.	
105	<p>Section B1(c-e) Single-Family Homeowner Programs , Page 22</p> <p>Section B7(i-iv) Single-Family Homeowner Programs, Page 24</p> <p>Section D4a(i-v) Buyout and Acquisition, Page 26</p> <p>Section G Buyout and Acquisition, Page 32</p> <p>Section 5.2.2(g-h) General Requirements, Page 32</p>	Would the State be willing to discuss a role that does not include acting as a fiduciary? Perhaps, a role under another applicable standard?	No. Vendor shall propose services to meet specifications of the RFP.
106	<p>Section B1(c-e) Single-Family Homeowner Programs , Page 22</p> <p>Section B7(i-iv) Single-Family Homeowner Programs, Page 24</p> <p>Section D4a(i-v) Buyout and Acquisition, Page 26</p> <p>Section G Buyout and Acquisition, Page 32</p> <p>Section 5.2.2(g-h) General</p>	In the RFP, it appears that vendors will be giving legal advice. Given that many vendors are not law firms, is the expectation of the State that Vendors will provide legal advice?	Advice is being supplied to NCORR therefor no legal advice is needed.

	Requirements, Page 32		
107	Section B1a(iii) Single- Family Homeowner Programs, Page 21	Section B1(a)(iii) of the RFP notwithstanding, [Vendor] seeks the following edits: 'iii. Vendor shall perform initial application screening and processing that will minimize subsequent denial or ineligibility letters including completeness review and threshold eligibility review; determine if Applicant fits program priorities. '	No
108	Section B9(i-iv) Single- Family Homeowner Programs, Page 24	Section B9a(i-iv) of the RFP notwithstanding, [Vendor] seeks the following edits: 'i. Provide program expertise at each Award consultation and Signing to walk each applicant through the factual details of the Award. Vendor shall not provide legal advice to the applicant. ii. Generate individualized Homeowner Grant Agreement (HOGA) as provided by NCORR. iii. Deliver HOGA. NCORR may shall provide guidance on distribution method during the contract. Signing of HOGA and other documents as necessary required. NCORR may shall provide guidance on signing methodology during the contract.'	No
109	Section D1(b) Buyout and Acquisition, Page 25	Section D1(b) of the RFP notwithstanding, [Vendor] seeks the following edits: 'b. Vendor shall incorporate the DRRAs into intake process and the State's eligibility determination.'	No
110	Section D4a(i- iv) Buyout and Acquisition, Page 26	Section D4a(i-iv) of the RFP notwithstanding, [Vendor] seeks the following edits: 'i. Perform all services necessary to determine program eligibility for all applications that are received and completed by homeowners. ii. Application processing must follow prioritization requirements as identified in each allocation's Action Plan. iii. Evaluate documentation submitted to determine property owner eligibility based on all program, Federal, and State requirements. Vendor shall conduct Anti-fraud waste and abuse checks. '	No
111		The fourth paragraph of Section 5.6 of the RFP notwithstanding, [Vendor] seeks the following edits:	No

	Section 5.6 Liquidated Damages, Page 33	'If the State elects not to impose liquidated damages in a particular instance, this decision shall not be construed as a waiver of the State's right to pursue future assessment of performance standards and associated liquidated damages; nor construed to limit any additional remedies available to the State.'	
112	Section 6.4 Dispute Resolution, Pages 34-35	<p>The first paragraph of Section 6.4, [Vendor] seeks the following additions:</p> <p>'The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Vendor shall be submitted in writing to both the State's Contract Administrator for this contract and NCORR's Contracts Manager for resolution. A claim by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either party may submit the dispute to non-binding mediation, which shall be a prerequisite to litigation. Mediation may take place at a location to be designated by the parties using the Mediation Procedures of the International Institute for Conflict Prevention and Resolution, with the exception of paragraph 2 (Selecting the Mediator). If, after good faith efforts, the parties are unable to resolve their dispute through mediation within ninety (90) days after the issuance by one of the parties of a request for mediation, then the parties are free to pursue all other legal and equitable remedies available to them. Nothing herein shall preclude the Contractor from filing a timely formal claim in accordance with applicable North Carolina law provided, however, that the Contractor shall, if permitted, seek a stay of said claim during the pendency of any mediation. Either party may seek to enforce any written agreement reached by the parties during mediation in any court of competent jurisdiction. either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.</p>	No
113	Attachment C #24, Page 44	<p>Number 24 of Attachment C, [Vendor] seeks the following edit:</p> <p>'24. INSPECTION AT VENDOR'S SITE: The State reserves the right to inspect, at a</p>	No

		reasonable time, the equipment, item, plant or other facilities of a prospective Vendor prior to Contract award, and during the Contract term as necessary for the State's determination that such equipment, item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the Contract.	
114	Attachment D #1a, Page 45	<p>Number 1a of Attachment D, [Vendor] seeks the following edit:</p> <p>'a) It is anticipated that the tasks and duties undertaken by the Vendor shall include services or the manufacturing, furnishing, or development of goods and other tangible features or components as deliverables that are directly correlated and/or ancillary to the services performed identified herein. Except as provided immediately below, and unless otherwise mutually agreed in writing prior to award, any service deliverables or ancillary services provided by Vendor in performance of the contract shall remain property of the State. During performance, Vendor may provide proprietary components as part of the service deliverables that are identified in the solicitation response. Vendor grants the State a personal, permanent, non-transferable license to use such proprietary components of the service deliverables and other functionalities, as provided under this Agreement. Any technical and business information owned by Vendor or its suppliers or licensors made accessible or furnished to the State shall be and remain the property of the Vendor or such other party, respectively. Vendor agrees to perform its services under the contract in the same or similar manner provided to comparable users. The State shall notify the Vendor of any defects or deficiencies in performance of its services or failure of service deliverables to conform to the standards and specifications provided in this solicitation requirements of the Contract. Vendor agrees to remedy defective performance or any nonconforming deliverables upon timely written notice provided by the State including the nature of the defect or deficiency.</p>	No
115	Attachment D #1b, Page 45	<p>Number 1b of Attachment D, [Vendor] seeks the following edit:</p> <p>'b) Vendor has a limited, non-exclusive license to access and use State Data provided to Vendor, but solely for performing its obligations under this Agreement and in confidence as may be further provided herein. Vendor or its suppliers shall at a minimum, and except as otherwise specified and agreed herein, provide assistance to the State</p>	No

		related to all services performed or deliverables procured hereunder during the State's normal business hours. Vendor warrants that its support, customer service, and assistance will be performed in accordance with generally-accepted and applicable industry applicable professional standards.'	
116	Attachment D #1c, Page 45	<p>Number 1c of Attachment D, [Vendor] seeks the following edit:</p> <p>'c) If, through any cause, Vendor shall fail to fulfill in a timely and proper manner the obligations under The Contract, the State shall have the right to terminate The Contract by giving written notice to the Vendor and specifying the effective date thereof. However, if the State seeks to terminate the Contract for breach or default by the Vendor, the State shall first notify the Vendor in writing of its intent to terminate, identify the alleged deficiencies in performing giving rise to the intent to terminate, and shall not terminate the Contract for cause or default unless the Vendor fails to cure the specified deficiencies within thirty (30) days of Vendor's receipt of notice of such deficiencies. In that event, any or all finished or unfinished deliverables under The Contract prepared by the Vendor shall, at the option of the State, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any acceptable work completed performed according to the requirements of the Contract as to which the option is exercised. Notwithstanding, Vendor shall not be relieved of liability to the State for damages sustained by the State by virtue of any breach of The Contract, and the State may withhold any payment due the Vendor for the purpose of setoff until such time as the exact amount of damages due the State from such breach can be determined. The State may require at any time a performance bond or other acceptable alternative performance guarantees from a Vendor without expense to the State. In the event of a termination for any reason, the Vendor shall not have any liability to the State as a result of the State's use of any unfinished, incomplete, or draft deliverables that are furnished to it, provided that the Vendor has notified the State of the incomplete status of such material.</p>	No
117	Attachment D #1d, Page 45	<p>Number 1d of Attachment D, [Vendor] seeks the following edit:</p> <p>'d) In the event of a termination for default by the Vendor, the State may procure the goods and services necessary to complete performance hereunder from other sources and hold the Vendor responsible for any excess cost</p>	No

		occasioned thereby. In addition, in the event of default by the Vendor under The Contract , or upon the Vendor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Vendor, the State may immediately cease doing business with the Vendor, immediately terminate The Contract for cause, and may take action to debar the Vendor from doing future business with the State.	
118	Attachment D #9a, Page 46	Number 9a of Attachment D, [Vendor] seeks the following edit: 'a) Vendor warrants to the best of its knowledge that: i. Performance under The Contract does not infringe upon any intellectual property rights of any third party; and There are no actual or threatened actions arising from, or alleged under, any intellectual property rights of any third party in regards to the deliverables to be delivered hereunder; '	No
119	Attachment D #9b, Page 46	Number 9b of Attachment D, [Vendor] seeks the following edit: 'b) Should any deliverables supplied by Vendor become the subject of a claim of infringement of a patent, copyright, trademark or a trade secret in the United States, the Vendor, shall at its option and expense, either procure for the State the right to continue using the deliverables, or replace or modify the same to become non-infringing. If neither of these options can reasonably be taken in Vendor's judgment, or if further use shall be prevented by injunction, the Vendor agrees to cease provision of any affected deliverables and refund any sums the State has paid Vendor for such deliverables and make every reasonable effort to assist the State in procuring substitute deliverables. If, in the sole opinion of the State, the cessation of use by the State of any such deliverables due to infringement issues makes the retention of other items acquired from the Vendor under this Agreement impractical, the State shall then have the option of terminating the Agreement, or applicable portions thereof, without penalty or termination charge; and Vendor agrees to refund any sums the State paid for unused infringing Services or Deliverables.'	No
120	Attachment D #9c, Page 46	Number 9c of Attachment D, [Vendor] seeks the following edit: 'c) The Vendor, at its own expense, shall defend any action brought against the State to the extent that such action is based upon a claim that the deliverables supplied by the Vendor, their use or operation, infringes on a patent, copyright,	No

		trademark or violates a trade secret in the United States. The Vendor shall pay those costs and damages finally awarded or agreed in a settlement against the State in any such action. Such defense and payment shall be conditioned on the following:'	
121	Attachment D #10, Page 47	Number 10 of Attachment D, [Vendor] seeks the following edit: '10. TERMINATION FOR CONVENIENCE: If this contract contemplates deliveries or performance over a period of time, the State may terminate this contract at any time by providing 15 days' notice in writing from the State to the Vendor. In that event, any or all finished or unfinished deliverables prepared by the Vendor under this contract shall, at the option of the State, become its property, subject to paragraph 1.c) . If the contract is terminated by the State as provided in this section, the State shall pay for those items for which such option is exercised, less any payment or compensation previously made.	No
122	Attachment D #11, Page 47	Number 11 of Attachment D, [Vendor] seeks the following edit: '11. ADVERTISING: Vendor agrees not to use the existence of The Contract or the name of the State of North Carolina as part of any commercial advertising or marketing of products or Services. A Vendor may inquire whether The State is willing to act as as agrees that the Vendor may use the Contract as a past performance reference when responding to future solicitations for services. a reference by providing factual information directly to other prospective customers.	No
123	Attachment D #14, Page 47	The first paragraph of Number 14 of Attachment D, [Vendor] seeks the following edit: 'COVERAGE - During the term of the Contract, the Vendor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Vendor shall provide and maintain the following coverage and limits:'	No
124	Attachment D #14, Page 48	The fifth (5) paragraph of Number 14 of Attachment D, [Vendor] seeks the following edit: 'REQUIREMENTS - Providing and maintaining adequate insurance coverage is a material obligation of the Vendor and is of the essence of The Contract. All such insurance shall meet all applicable laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such	No

		coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Vendor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or The Contract. The limits of coverage under each insurance policy maintained by the Vendor shall not be interpreted as limiting the Vendor's liability and obligations under the Contract.'	
125	Attachment D #15, Page 48	<p>Number 15 of Attachment D, [Vendor] seeks the following edit:</p> <p>'15. GENERAL INDEMNITY: The Vendor shall hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, Services, materials, or supplies in connection with the performance of The Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation for damage to tangible property, bodily injury or death that may be injured or damaged by the Vendor in the performance of The Contract and that are attributable to the extent caused by the negligence or intentionally tortious acts of the Vendor provided that the Vendor is notified in writing within 30 days from the date that the State has knowledge of such claims. The Vendor represents and warrants that it shall make no claim of any kind or nature against the State's agents State personnel who are involved in the delivery or processing of Vendor deliverables or Services to the State. The representation and warranty in the preceding sentence shall survive the termination or expiration of The Contract.'</p>	No
126	Attachment D #17, Page 48	<p>Number 17 of Attachment D, [Vendor] seeks the following edit:</p> <p>'17. CONFIDENTIALITY: Any State information, data, instruments, documents, studies or reports given to or prepared or assembled by or provided by the State to the Vendor under The Contract shall be kept as confidential, used only for the purpose(s) required to perform The Contract and not divulged or made available to any individual or organization without the prior written approval of the State. The Vendor and its partners, principals, employees, vendors, or subcontractors (if any) may disclose information to the extent disclosure is required by law, legal process, or applicable professional standards.'</p>	No (should reference 18)
127		Number 18 of Attachment D, [Vendor] seeks the	No (should reference 19)

	Attachment D #18, Page 48	<p>following edit:</p> <p>'18. CARE OF STATE DATA AND PROPERTY: The Vendor agrees that it shall be responsible for the proper custody and care of any data owned and furnished to the Vendor by the State (State Data), or other State property in the hands of the Vendor, for use in connection with the performance of The Contract or purchased by or for the State for The Contract. Vendor will reimburse the State for loss or damage of such property while in Vendor's custody.</p> <p>The State's Data in the hands of the Vendor shall be protected from unauthorized disclosure, loss, damage, destruction by a natural event or other eventuality. Such State Data shall be returned to the State in a form acceptable to the State upon the termination or expiration of this Agreement. The Vendor shall notify the State of any security breaches within 24 hours as required by G.S. 143B-1379. See G.S. 75-60 et seq.</p> <p>Notwithstanding any other provision herein, Contractor may retain a copy of information received, developed, or otherwise relating to this contract in order to comply with its contractual obligations and applicable professional standards. Information stored on routine back-up media for the purpose of disaster recovery will be subject to destruction in due course. Latent data such as deleted files and other non-logical data types, such as memory dumps, swap files, temporary files, printer spool files and metadata that can customarily only be retrieved by computer forensics experts and are generally considered inaccessible without the use of specialized tools and techniques will not be within the requirement for the return of records as contemplated by this paragraph.</p>	
128	Attachment D #21, Page 49	<p>The first paragraph of Number 21 of Attachment D, [Vendor] seeks the following edit:</p> <p>'21. ENTIRE AGREEMENT: This RFP Contract and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This RFP Contract, any addenda hereto, and the Vendor's proposal are incorporated herein by reference as though set forth verbatim.</p>	No (should reference 22)
129	Attachment D #24, Page 49	<p>Number 24 of Attachment D [Vendor] seeks the following edit:</p> <p>'24. NO WAIVER: Notwithstanding any other language or provision in The Contract, nothing</p>	No (should reference 25)

		herein is intended nor shall be interpreted as a waiver of any right or remedy otherwise available to a party the State under applicable law. The waiver by a party the State of any right or remedy on any one occasion or instance shall not constitute or be interpreted as a waiver of that or any other right or remedy on any other occasion or instance.	
130	Limitation of Liability	<p>[Vendor] seeks to include the following additional term:</p> <p>'Limitation of Liability. Notwithstanding anything else in this contract to the contrary, including all attachments, the liability of the Vendor on account of any actions, damages, claims, liabilities, costs, expenses or losses in any way arising out of or relating to the services performed under the Contract shall be limited to the amount of fees paid or owing to the Vendor under the Contract. In no event shall the Vendor be liable for consequential, special, indirect, incidental, punitive or exemplary damages, costs, expenses, or losses (including, without limitation, lost profits and opportunity costs). The provisions of this paragraph shall apply regardless of the form of action, damage, claim, liability, cost, expense, or loss asserted, whether in contract, statute, rule, regulation or tort (including but not limited to negligence) or otherwise, and shall survive contract termination or expiration.'</p>	No
131	Management Decisions	<p>[Vendor] seeks to include the following additional term:</p> <p>'Management Decisions. The State acknowledges and agrees that the Vendor's services may include advice and recommendations; but all decisions in connection with the implementation of such advice and recommendations shall be the responsibility of, and made by, the State. The Vendor will not perform management functions or make management decisions for the State.'</p>	No
132	Third Party Usage	<p>[Vendor] seeks to include the following additional term:</p> <p>'Third Party Usage. The State acknowledges and agrees that any advice, recommendations, information, Deliverables or other work product ("Advice") provided by the Vendor in connection with the services under the Contract is intended for the State's sole benefit and the Vendor does not authorize any party other than the State to benefit from or rely upon such Advice, or make any claims against the Vendor relating thereto. Any such benefit or reliance by another party shall be at such party's sole risk. The Vendor may, in its sole discretion mark such Advice to reflect the</p>	No

		foregoing. Except for disclosures that are required by law or that are expressly permitted by this Contract, the State will not disclose, or permit access to such Advice to any third party without the Vendor's prior written consent.'	
133	California Accountancy Act	<p>[Vendor] seeks to include the following additional term:</p> <p>'California Accountancy Act. For engagements where services will be provided by the Vendor through offices located in California, the State acknowledges that certain of Vendor's personnel who may be considered "owners" under the California Accountancy Act and implementing regulations (California Business and Professions Code section 5079(a); 16 Cal. Code Regs. sections 51 and 51.1) and who may provide services in connection with this engagement, may not be licensed as certified public accountants under the laws of any of the various states. [Note to team: This may be omitted where you have no individuals coded to California AND where you do not plan to use any individuals later on. If this section is omitted in the contract, you may not use any employees coded to California.]</p>	No
134	Ownership	<p>[Vendor] seeks to include the following additional term:</p> <p>'Ownership. Upon full and final payment to Vendor under the Contract, the Vendor assigns and grants to the State, title in the tangible items specified as deliverables in the Contract (the "Deliverables") and any copyright interest in the Deliverables; provided that if and to the extent that any Vendor property is contained in any of the Deliverables ("Vendor"), Vendor hereby grants the State, under Vendor's intellectual property rights in such [Vendor] Property, a royalty-free, non-exclusive, non-transferable, perpetual license to use such [Vendor] Property solely in connection with the State's use of the Deliverables. Vendor acknowledges that it shall obtain no ownership right in confidential information of the State. In addition, the State acknowledges and agrees that Vendor shall have the right to retain for its files copies of each of the Deliverables and all information necessary to comply with its contractual obligations and applicable professional standards.'</p>	No
135	Electronic Communications	<p>[Vendor] seeks to include the following additional term:</p> <p>'Electronic Communications. The Vendor and the State may communicate with one another by electronic mail or otherwise transmit documents in electronic form during the course of this</p>	No

		engagement. Each party accepts the inherent risks of these forms of communication (including the security risks of interception of or unauthorized access to such communications, the risks of corruption of such communications and the risks of viruses or other harmful devices). The State agrees that the final hardcopy or electronic version of a document, including a Deliverable, or other written communication that the Vendor transmits to the State shall supersede any previous versions transmitted by the Vendor to the State.'	
136	Active Spreadsheets and Electronic Files	<p>[Vendor] seeks to include the following additional term:</p> <p>'Active Spreadsheets and Electronic Files. The Vendor may use models, electronic files and spreadsheets with embedded macros created by the Vendor to assist the Vendor in providing the services under the Contract. If the State requests a working copy of any such model, electronic file or spreadsheet, the Vendor may, at its discretion, make such item available to the State for its internal use only on an as-is basis and such item shall be considered a Deliverable; provided that the State is responsible for obtaining the right to use any third party products necessary to use or operate such item. The Vendor retains ownership of and all rights in such models, electronic files, and/or spreadsheets with embedded macros; except for the State data contained therein.'</p>	No
137	Use of Vendors	<p>[Vendor] seeks to include the following additional term:</p> <p>'Use of Vendors. The State acknowledges and agrees that in connection with the performance of services under the Contract, Vendor and its Member Firms, in their discretion or at the State's direction, may utilize the services of third parties within of the United States to complete the services under the Contract. The State further acknowledges and agrees that Vendor-controlled parties, member Firms of [Vendor] International, and other third party service providers (collectively, "Vendors") may have access to Confidential Information from offshore locations, and that the Vendor uses Vendors within and outside of the United States to provide at Vendor's direction administrative or clerical services to Vendor. These Vendors may in the performance of such services have access to the State's Confidential Information. Vendor represents to the State that with respect to each Vendor, Vendor has technical, legal and/or other safeguards, measures and controls in place to protect</p>	No

		Confidential Information of the State from unauthorized disclosure or use. The Vendor shall be responsible to the State for Vendor-controlled, Member Firms, or Vendor's failure to comply.'	
138	Volume Rebates	<p>[Vendor] seeks to include the following additional term:</p> <p>'Volume Rebates. Where Vendor is reimbursed for expenses, Vendor's policy is to bill clients the amount incurred at the time the good or service is purchased. If the Vendor subsequently receives a volume rebate or other incentive payment from a vendor relating to such expenses, the Vendor does not credit such payment to its clients. Instead, Vendor applies such payments to reduce its overhead costs, which costs are taken into account in determining Vendor's standard billing rates and certain transaction charges that may be charged to clients. [Note to team: only necessary if there is a cost-reimbursable travel element].'</p>	No
139	State Vendors and Conflicts	<p>[Vendor] seeks to include the following additional term:</p> <p>'State Vendors and Conflicts. The State is aware that Vendor may be providing assurance, tax and/or advisory services to other actual or potential contractors of the State. Vendor will perform an internal search for any potential client conflicts relating to any of the State's contractors identified by the State as having a role in connection with Vendor's performance of this Contract. The State hereby agrees that a contractor's status as the Vendor's client does not impact Vendor's engagement to perform this Contract. Vendor will advise the State of any conflicts of interest that could prevent it from performing the Contract. However, Vendor is a large firm that is engaged by new clients on a daily basis and as a result it cannot guarantee that, following its conflict search, an engagement for any other related party will not be accepted somewhere else in Vendor's firm. Should any new information come to Vendor's attention, Vendor will promptly inform the State. Vendor shall perform this Contract in accordance with applicable professional standards. [Note to team: only necessary if the engagement entails an analysis or assessment of third parties.]'</p>	No
140	Export Control	<p>[Vendor] seeks to include the following additional term:</p> <p>'Export Control. Vendor and the State acknowledge and agree that each shall comply with all applicable United States export control laws and regulations in the performance of each party's respective activities under this Contract.'</p>	No

		The State shall not provide Vendor with, or grant Vendor access to, (a) information (including technical data or technology), verbally, electronically, or in hardcopy, (b) software or (c) hardware, that is controlled for export by the United States government under the Arms Export Control Act of 1976, Export Administration Act of 1979, the International Traffic in Arms Regulations ("ITAR"), Export Administration Regulations ("EAR"), Department of Energy Part 810 Regulations or Nuclear Regulatory Commission Part 110 Regulations, except information, software or hardware that is classified as EAR99 under the EAR.'	
141	Attachment G #6, Page 52	Number 6 of Attachment G, [Vendor] seeks the following removal of the entire 'Termination for Cause' section	No
142	Attachment G #12, Page 53	Number 12 of Attachment G, [Vendor] seeks the following removal of the entire 'Rights to Inventions Made Under a Contract of Agreement' section	No
143	Attachment G #15, Page 54	If the Vendor does not do any federal lobbying, will they still have to file the anti-lobbying certification?	Yes
144	Attachment G #16, Page 54	Number 16 of Attachment G, [Vendor] seeks the following removal of the entire 'Procurement of Recovered Materials' section	No
145	Amendment G #17, Page 54	Why is the Section 3 Clauses necessary for the discrete scope of work outlined in this RFP?	Required by Federal Law
146	Attachment G #19, Page 55	Number 19 of Attachment G, [Vendor] seeks the following edit: '19. Access of the State of North Carolina (i.e., its agencies), HUD and Others to CDBG-DR Documents, Papers, and Books. Vendor agrees to allow the law enforcement departments and agencies of the State of North Carolina, HUD, the Comptroller General of the United States, and any of their duly authorized representatives access to any books, documents, papers, and records of Vendor which are directly pertinent to the CDBG-DR Program for the purpose of making audits, examinations, excerpts, and transcriptions.	No
147	Attachment G #24, Page 55	Number 24 of Attachment G, [Vendor] seeks the following removal of the entire 'Compliance with Office Management and Budget' section	No
148	Attachment H, Page 56	The first paragraph of Attachment H, [vendor] seeks the following edit: 'The Homeowner/Contractor Agreement Contract will be subject to the following laws, rules and regulations, as the same may be amended from time to time.'	The first sentence of Attachment H is deleted and replace with "The Agreement will be subject to the following laws, rules and regulations, as the same may be amended from time to time."

149	Attachment H (B), Page 56	Section B of Attachment H, [Vendor] seeks the following removal of the entire 'Flood Disaster Protection' section	No
150	Attachment H (H), Page 57	Section H of Attachment H, [Vendor] seeks the following removal of the entire 'Access to Records, Maintenance of Records' section	No
151	Attachment H (I), Page 57	Section I of Attachment H, [Vendor] seeks the following removal of the entire 'Copyright' section	No
152	Attachment H (J), Page 57	<p>Section J of Attachment H, [Vendor] seeks the following edit:</p> <p>'G. Confidential Findings: Some of the reports, information, data, etc. (e.g., homeowner personally identifying information such as income, tax, social security numbers, birthdates, driver's license numbers), prepared or assembled by NCORR, DOC, HUD, FEMA, counties, other governmental agency, and/or the Contractor under award HRP contracts may be confidential, and the Contractor agrees that they shall not be made available to any individual or organization except as otherwise provided herein without prior written approval of the appropriate governmental entity that authored the information, requested the information and/or responsible for the program that the contractor is performing the work that generated the confidential information. Contractor understands that most documents and billing will be public records and contractor will have to have to consult with the governmental entity to determine whether in proposed document may be submitted to the governmental entity with confidential and the method used to maintain confidential if the document contains confidential information.'</p>	No
153	Attachment H (M), Page 58	<p>Section M of Attachment H, [Vendor] seeks the following edit:</p> <p>'J. Political Activity: Contractor will comply with the provisions of the Hatch Act (5 U.S.C. 1501 et seq.), which limits the political activity of employees, as applicable.'</p>	No

INSTRUCTIONS:

1. Check ONLY one of the following categories and return one properly executed copy of this addendum prior to proposal opening time and date.

☐

Proposal has already been mailed. Changes resulting from this addendum are as follows:

☐

Proposal has already been mailed. NO CHANGES resulted from this addendum.

☐

Proposal has NOT been mailed and ANY CHANGES resulting from this addendum are included in our response.

Execute Addendum:

VENDOR: _____

ADDRESS (CITY & STATE): _____

AUTHORIZED SIGNATURE: _____

NAME and TITLE (Typed): _____

<u>DELIVERED BY US POSTAL SERVICE</u>
PROPOSAL NO. 19-RFP-014752-GSX Attn: Sherri Garte North Carolina Department of Public Safety Purchasing & Logistics 3030 Hammond Business Place Raleigh, NC 27603

Pre-Proposal Conference Sign in Sheet



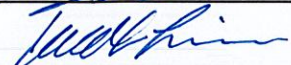
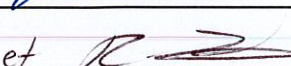
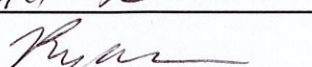
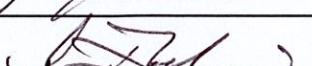


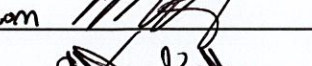
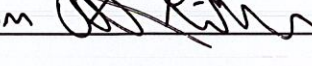
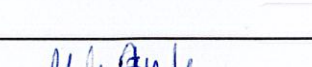
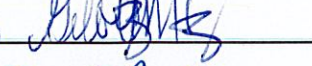
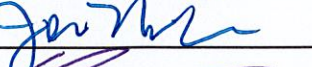
REQUEST FOR PROPOSAL # 19-RFP-014752-GSX Disaster Recovery Program Mangement

Date & Time: Tuesday, July 2, 2019

1:30 PM

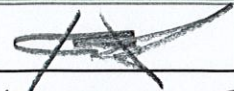
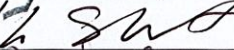
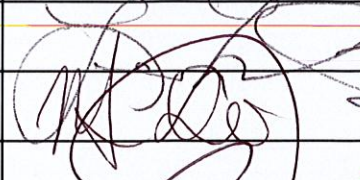
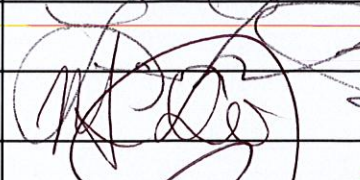
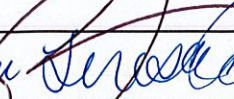
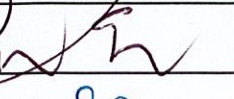

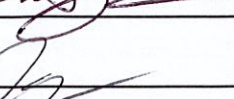
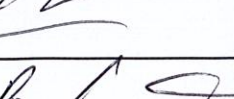
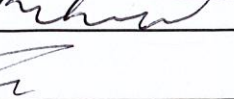
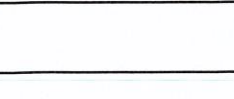
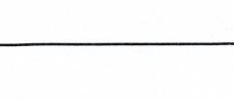
Location: 800 Park Office Drive, Durham NC

Attendance Is (Check one): ☐ Mandatory ☒ Optional

	Company	Printed Name of Attendee	Phone Number	Email Address	Signature
1	ICF	Brandy Bures	610 350 9109	brandy.bures@icf.com	
2	LGS LOGISTICS	CHASE LACOMBE	504-875-8611	c.lacombe@lgslogisticsLLC.com	
3	LAMAR CONTRACTORS	Jacob Twiner	504-388-0152	s.louque@lamarcontractors.com	
4	Summit Design & Eng.	Rick Leone	919-732-3883	rick.leone@summitdesign.net	
5	Atkins Atkins	Ryan Wiedeman	919 431 5295	ryan.wiedeman@atkinsglobal.com	
6	Atkins	Dean Goodison	919-431-5248	dean.goodison@atkinsglobal.com	
7	Horne	Anna Stroble	601 210 5387	anna.stroble@hornepl.com	
8	Hugerty Consulting	Matt Hochstein	919 621 5634	matt.hochstein@hugertyconsulting.com	
9	Tibor Brosin Govt. Consulting	Anthony Kilburn	704-302-3141	akilburn@tiborbrosin.com	
10	Gilbert Martinez				
11	MPACT Strategic Consulting	Gilbert Martinez	(512) 627-2135	gmartinez@mpactconsulting.com	
12	IEM	Jen Menaker	919-237-7545	jen.menaker@iem.com	
13	WITT O'BRIEN'S	Charlie Fisher	919-730-5594	cfisher@wittobrien.com	
14	Ward & Smith, representing Witt O'Brien's	Whitney Christensen	919-308-0764	wcchristensen@wardandsmith.com	

Pre-Proposal Conference Sign in Sheet

Sign In sheet (Cont'd)

	Company	Printed Name of Attendee	Phone Number	Email Address	Signature
15	HICAPS	Chris Roth	336 908 2417	chris@hicaps.com	
16	HICAPS	Daniel Short	336 541-0046	daniel.short@hicaps.com	
17	HICAPS	LARRY L. DAVIS	336-408-8217	LARRY.DAVIS@HICAPS.COM	
18	ICM	Monika Juni	(757) 534-8457	monika.juni@icm.com	
19	RCS <small>Rescue Construction Solutions</small>	Trent Rawley	336-309-4249	trent.rawley@rct.com	
20	APTIM	Teresa Carter	919 291 6808	teresa.carter@aptim.com	
21	RPG Construction	Pat Pedron Tibble	980-925-2527	patcathworks@gmail.com	
22	TetraTech	Christina Hendrick	225 278 6135	christina.hendrick@tetratech.com	
23	STEP Management	Eric James	919-299-0013	eric.james@stepmanagementinc.com	
24	Ambrose Strategy	Zach Ambrose	919-616-9969	zambrose@ambrosstrategy.com	
25	Rudy Smithwick	R			
26	Ardurra	Rudy Smithwick	910 612 4853	RSmithwick@ardurragroup.com	
27	PSC	Jon Ares	766-326-6413	jon.ares@gmail.com	
28	StealthEconomics	Demond Raybon		draybon@firstbeststeps.com	
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Pre-Proposal Conference Sign in Sheet

Sign In sheet (Cont'd)

	Company	Printed Name of Attendee	Phone Number	Email Address	Signature
31	Capitol Consulting Strategies	Krystal Reid	8034048367	krystal@mycapitolconsulting.com	Krystal
32	Stealth Enomics	Demond Laybon	(704)430-7481	dlaybon@firstbeststeps.com	Demond
33	GTK ^{GREEN} TURNKEY	Khalid Malik	7046570689	khalid@greenturnkey.com	Khalid Malik
34	RDF Consulting ^(H4B)	Reginald Ford	336-416-4701	Fordreggie1970@gmail.com	Reginald Ford
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