



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

January 6, 2022

Please find the following addendum to the below mentioned RFP.

Addendum No.: 1

RFP#: 21-23-3

Project Name: Redistricting Counsel and Related Services

RFP Due Date: Wednesday, January 12, 2022

QUESTIONS AND ANSWERS:

Question 1: On p. 4 of the RFP, Item (C) requests proposer qualifications and experience for recent projects within a three-year lookback period. Because redistricting normally occurs only once every 10 years, virtually all proposers will not have directly relevant project experience within the prior three years. Accordingly, would it be possible for this lookback period to extend 10 years to coincide with the decennial census cycle?

Answer 1: Yes

Question 2: Will the parish be able to provide complete information from the prior redistricting performed after the 2010 census in digital form (including numerical tabulations and GIS data)?

Answer 2: Yes

Question 3: Item (j) on page 6 of the RFP mentions participation in public hearings. Our understanding is that two to four hearings are contemplated. Can you confirm this understanding?

Answer 3: It is more likely that four hearings will be required.

Question 4: Attachment A, The Proposal Pricing Sheet, appears to ask for a lump sum quote. However, p. 7 of the RFP references providing a fee schedule with rates that do not exceed the fees established by the Attorney General. It seems that the fee schedule is not



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

applicable for a lump sum quote, and that invoices for the redistricting services would not be on an hourly fee basis. Could you clarify whether the submission of a fee schedule applies at all, and if so, how it relates to the provision of a lump sum quote?

Answer 4: Please submit a schedule of values showing that the estimated time spent when divided by the lump sum would not exceed the AG rates.

Question 5: The RFP implies that the selected proposal will be responsible for submitting the approved redistricting plan to the Secretary of State, but that does not explicitly say so. Could you confirm whether or not such a submission is part of the proposed scope of services?

Answer 5: Yes, submitting will be part of the proposed scope of services.

Question 6: Page 13 of the proposal, in section 5.18, states that the information required of the prime contractor is also required for each subcontractor. In context, we understand this requirement to refer to the information in section 1.5, proposal response format on the substantive qualifications of the proposer team, but that Attachments C, D, E, and F are not separately required of any subcontractor. Those attachments appear to apply to the prime contractor overall, and not to subcontractors. Further, we understand that the insurance requirements specified in section 5.26 apply at the prime contractor level, and that while subcontractors must be covered by insurance, it is not required that subcontractors separately provide insurance as specified in attachment D. Could you confirm our understanding in this regard?

Answer 6: The Prime Contractor Insurance is the only one required.

End of Addendum #1