

**PLAQUEMINES PORT GRANT WRITING, GRANT ADMINISTRATION,
GRANT ADMINISTRATION AND FUND STRATEGIES**

Responses to Bidder Questions

Bid/RFQ Number: 2026-0303

Issue Date: August 4, 2026

NOTICE TO ALL PROSPECTIVE BIDDERS

This Addendum is issued to provide responses to questions submitted by potential bidders regarding the above-referenced solicitation. The information contained herein shall be considered part of the solicitation documents and shall be incorporated into all bid submissions.

Except as modified by this Addendum, all terms, conditions, requirements, and specifications of the original solicitation remain unchanged.

Questions and Responses

Question 1: Please provide an inventory of active FY2022 through FY2026 Port Security Grant Program awards, including award amounts, performance periods, project descriptions, and current status.

Response: We currently have eleven (11) projects totaling about \$ 6.3 million. The Port also has a pending application for FY 2026. Project details will be provided to selected vendor upon execution of NDA.

Question 2: Does the requested scope include administration of awards from agencies or programs other than the Port Security Grant Program?

Response: No.

Question 3: Does the Port anticipate a minimum or maximum number of hours per month?

Response: The Port anticipates a not to exceed amount for the contract.

Question 4: Is the Port seeking one blended hourly rate or separate rates by personnel classification?

Response: Separate rate by classification, if applicable.

Question 5: Will the selected consultant receive access to existing award documents, applications, reimbursement records, financial reports, procurement files, and prior monitoring correspondence?

Response: Yes

Question 6: Will the consultant be authorized to communicate directly with FEMA, the Department of Homeland Security, the U.S. Coast Guard, and other funding agencies

Response: Yes

Question 7: Does the Port expect the consultant to submit reports and applications directly, or prepare them for submission by an authorized Port representative?

Response: Prepared for submission by an authorized Port representative.

Question 8: Does the Port have an existing grants-management system, document repository, procurement policy, and written internal-control framework?

Response: Yes

Question 9: Are onsite meetings required, and should travel be included in the hourly rate or billed separately?

Response: Onsite meetings may be required but travel should be separate.

Question 10: Does the Port require specific Louisiana professional licenses for any portion of the requested services?

Response: No

Question 11: Are resumes, project examples, or sample deliverables permitted as proposal appendices?

Response: Yes

Question 12: Is there a page limit for the technical proposal other than the three-page limit for the cover letter?

Response: No

Question 13: Will the Port provide a standard professional-services agreement before proposals are due?

Response: No.

Question 14: Is there an anticipated contract budget or annual not-to-exceed amount?

Response: To be determined based on selected proposal.

Question 15: How will the 40-point “Management Proposal” category be distinguished from the 30-point “Firm’s Team, Background, Resources and Staff Qualifications/Expertise” category?

Response: Evaluation process will be based on “Management Proposal” which includes:

Firm’s Team, Background, Resources and Staff	40 Points	
Qualifications/Expertise of Vendor	30 Points	
Experience of the Vendor	20 Points	
References	10 Points	
Total	100 Points	100%

Question 16: Contracting entity. The RFP identifies the issuer as the Plaquemines Port Harbor & Terminal District, while the submission address references the Louisiana Gateway Port. Please confirm the correct legal entity name to use in the cover letter and proposal.

Response: Plaquemines Port, Harbor and Terminal District can be used in the cover letter and proposal.

Question 17: Grant cycle status. The scope references the Port Security Grant Program for FY2022 through FY2026. Please clarify which cycles involve preparing and submitting new applications versus administering, reporting on, or closing out awards the Port has already received.

Response: All years will require administering, reporting on and/or closing out awards.

Question 18: Incumbent. Is a consultant currently providing these services, and is this solicitation a re-compete of an existing engagement?

Response: There is currently a consultant providing these services. This solicitation is for a new engagement.

Question 19: Pricing. Section 3(f) requests hourly rates. Please confirm whether rates are evaluated or requested for information only, and whether the Port will accept fixed-fee or deliverables-based pricing for defined tasks in addition to hourly rates.

Response: The Port will accept fixed-fee, deliverables-based pricing and hourly rates. Proposals will be scored based on the following Matrix:

Firm's Team, Background, Resources and Staff	40 Points
Qualifications/Expertise of Vendor	30 Points

Experience of the Vendor	20 Points	
<u>References</u>	<u>10 Points</u>	
Total	100 Points	100%

Question 20: Submission method. Please confirm whether proposals must be submitted through the Central Bidding portal, and whether any Port-specific forms, certifications, or attachments are required beyond the items listed in Section 3.

Response: Proposals are accepted via central bidding, mail, or drop-off at the Port’s office located at 8056 Hwy 23, 3rd Floor, Belle Chasse, LA 70037. Items listed in Section 3 are required.

Question 21: Plaquemines Port Harbor & Terminal District received \$18.6 million to rehabilitate ferry landings post hurricanes and an additional \$4.7 million to improve port safety, both in 2024 - are these the primary grants being managed for the District?

Response: This proposal is for the management of Port Security Grants. Grants mentioned in the question are not Port Security Grants. the Port **may** request assistance with other federal, state and non-governmental funding opportunities.

Question 22: Are there upcoming NOFO opportunities with which the District is seeking assistance?

Response: This is to be determined by selected Grant Administrator.

Question 23: How will the Port consider pricing in its evaluation as it is currently not a stated evaluation criteria?

Response: Pricing is not an evaluation criteria. Pricing will be used for information and planning purposes.

Question 24: Should vendors include information regarding personnel in order for the Port to evaluate the “Firm’s Team, Background, Resources, and Staff”? If so, where should vendors provide this information in the proposal?

Response: Information regarding personnel that the vendor believes may assist the Port in its decision-making process should be included in the proposal. That information can be provided in any section of the proposal with the exception of section (f) Hourly rates for services.

Question 25: This RFP seeks grant administration services to effectively manage Port Security Grant Program funding awarded from FY 2022-2026. The portion of the RFP, stated above, referring to grant writing, would refer to seeking additional state or federal funding outside of the awarded Port Security Grant Program funds, to supplement the funding

needs that are not covered by the Port Security Grant program. Would this include only projects identified to receive Port Security Grant award funds?

Response: This RFP's scope of work is for outside assistance for grant writing and administration and developing funding strategies for its port security grant program.

Acknowledgment of Addendum

Bidders shall acknowledge receipt of this Addendum by signing below and submitting this document with their bid proposal.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Issued By

Organization: Plaquemines Port

Contact Person: _____

Email: _____

Phone: _____

END OF ADDENDUM