



February 10, 2021

# On-Call, Remote Technical Assistance for the Department of Community Development

**JEFFERSON PARISH**

RESPONSE TO BID 50-00133451

## PROPOSAL CONTACT

**Name:** Angele Romig, President  
**Address:** 3300 W. Esplanade Ave., Ste 400  
Metairie, La 70002  
**Email:** [ARomig@GoCivix.com](mailto:ARomig@GoCivix.com)  
**Phone:** 504.304.0725

## SUBMITTED BY

**Civix**  
3300 W. Esplanade Ave., Ste 400  
Metairie, La 70002



February 10, 2021

Rae Lynn Hartman  
Buyer  
Jefferson Parish – Purchasing Department  
P.O. Box 9  
Gretna, LA 70054-0009

RE: BID 50-00133451 - On-Call, Remote Technical Assistance for the Department of Community Development

Dear Ms. Hartman,

On behalf of MB3 Inc., DBA Civix (Civix), I am pleased to submit this bid to provide on-call remote technical assistance for Jefferson Parish. As a Louisiana firm headquartered in Council District 5 in Jefferson Parish, we have a demonstrated track record of excellence in the metropolitan area and have continuously provided Jefferson Parish with an experienced team that specializes in housing and community development program design and implementation. We are excited about this opportunity to continue providing support to Jefferson Parish.

Regards,

A handwritten signature in black ink that reads 'Angele C. Romig'.

Angele Romig  
President  
504.304.0725  
[ARomig@GoCivix.com](mailto:ARomig@GoCivix.com)

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Cover Letter

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# 1. Response to Scope of Work

Civix has reviewed the Scope of Work and Activities provided in Addendum 1 for BID 50-00133451. The grants administered by the Jefferson Parish Department of Community Development (JPDCD), including Community Development Block Grants (CDBG), the HOME Investment Partnerships Program (HOME), Continuum of Care (CoC), Emergency Solutions Grants (ESG), CDBG-CV, and OLHCHH are programs on which Civix has worked closely with JPDCD and provided continuity with staff accessibility and subject matter expertise. In addition to these programs, our experience also includes Disaster Recovery (CDBG-DR), Sustainable Communities, Choice Neighborhood Initiative, U.S Treasury Emergency Rental Assistance, and HOPE VI programs. The Civix Community Planning and Resilience team consists of professionals that have built an esteemed reputation as being innovative and results oriented. Our mission is simple...to help clients bring commendatory change through program management, training, and implementation assistance. Our group places a premium on balancing innovative ideas and meeting program requirements.

The Civix team has led or supported HUD funded projects and programs for more than 14 years, including the team's work with Jefferson Parish over the past five years. Civix has a proven track record of supporting JPDCD through parish administration and departmental leadership transitions. Our team has provided consistent, timely, and accurate support to JPDCD over the course of our existing engagement, and we are proud of the outcomes of those efforts with respect to the benefits provided to Jefferson Parish residents.

The tasks outlined in the Invitation to Bid are representative of the dynamic nature of the federal grants that the JPDCD staff implement annually, along with the additional CV and lead OLHCHH grants received by Jefferson Parish in the past year. In addition, our team stands prepared to assist the Parish with the management of additional CV funds that will be received in 2021. Civix is committed to continuing the level of technical assistance and overall support provided to JPDCD in the execution of grant management responsibilities. We understand the nature of the funds and realize that some tasks may be requested on parallel tracks or on time sensitive deadlines, while others are ongoing through the cycle of each grant. Civix has the experience and availability to address the items presented in the Scope of Work and Activities.

In our previous engagement with JPDCD, which concluded in December 2020, our team worked specifically with JPDCD on the tasks listed in the bid. Our team has supported JPDCD staff on work with clients through the Façade Improvement Program, subrecipients through the HOME Owner Occupied Rehab Program and Arc-GNO, as well as correspondence with HUD.

The Civix team has experience navigating and ensuring compliance with federal regulations in support of JPDCD and jurisdictions across the country. For example, Civix worked directly with JPDCD and the Jefferson Parish Purchasing Department to develop the first draft of the federal Procurement Policies. We stand ready to continue that support to JPDCD and other parish departments.

In the fall of 2019, the Civix team supported JPDCD to reconcile HOME grants to ensure JPDCD met its expenditure deadlines. We understand the process, the expenditures, and the requirements of IDIS. We stand ready to work with the accounting staff to complete the reconciliation of the HOME funds. We know this is a high priority for the parish as part of the transition to grant based accounting.

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Civix brings a team of expert practitioners who are prepared to provide regulatory expertise in the Environmental Review process, Section 3, Labor Compliance, and other cross cutting regulations. In December of 2020, our team conducted training on Labor Compliance and Section 3 for JPDCD staff. We will use that training as the foundation to continue supporting JPDCD.

In 2016, the Civix team set up a subrecipient risk assessment and monitoring process for the department to utilize. We stand ready to revise and update this process to meet the parish's current needs. Additionally, we are prepared to support the parish in the development and implementation of onsite and remote monitoring procedures.

Our team has supported JPDCD throughout the lifecycle of numerous projects and programs, including final reporting (CAPERs) and closeouts. We are prepared to continue that work with JPDCD. In addition, Civix will develop a process and workflow for JPDCD to utilize for future closeout work.

Furthermore, Civix understands the ever-changing world of HUD and recovery grants particularly in the COVID-19 impacted world. We are prepared to pivot and shift focus to priority projects to meet the parish's needs.

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## 2. Invitation to Bid Form

MB3 Inc., DBA Civix provides the following completed Invitation to Bid Form.

DATE: 1/29/2021

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00133451

**JEFFERSON PARISH**

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETNA, LA. 70054-0009  
504-364-2678

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: RSCOTT

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. ~~JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.~~

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>          N/A          </u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>          N/A          </u>
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>          N/A          </u>

In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

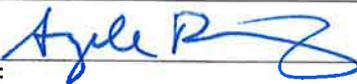
Acknowledge Receipt of Addenda: NUMBER: 1

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable)           N/A          

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: MB3 Inc., DBA Civix	
SIGNATURE: (Must be signed here) 	TITLE: President
PRINT OR TYPE NAME: Angele C. Romig	
ADDRESS: 3300 West Esplanade Avenue, Ste. 400	
CITY, STATE: Metairie, LA	ZIP: 70002
TELEPHONE: (504) 304-2500	FAX: (504) 304-2525
EMAIL ADDRESS: aromig@gocivix.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 6,732.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00133451

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	68.00	HR	<p>On-call, remote technical assistance for the Community Development Department</p> <p>0001 On-call, remote technical assistance to support Jefferson Parish's CDBG, HOME, and ESG programs.</p>	\$99.00	\$6,732.00

### **3. Certificate of Insurance**

MB3 Inc., DBA Civix provides the following Certificate of Insurance.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/1/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> RSC Insurance Brokerage, Inc. 420 Lexington Avenue  New York NY 10170	<b>CONTACT NAME:</b> Robin Strauss <b>PHONE (A/C, No, Ext):</b> (212)669-5400 <b>FAX (A/C, No):</b> (212)669-5417 <b>E-MAIL ADDRESS:</b> rstrauss@risk-strategies.com
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Continental Insurance Co INSURER B: Nat'l Fire Ins Co of Hartford INSURER C: American Casualty Co of Reading PA INSURER D: Liberty Surplus Insurance Company INSURER E: Endurance American Insurance Co. INSURER F:
<b>NAIC #</b>	

**COVERAGES**

CERTIFICATE NUMBER: CL2021150049

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6056679752	2/15/2020	2/15/2021	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person)	\$ 15,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000
	OTHER:						GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			6056679749	2/15/2020	2/15/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
							\$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			6056679797	2/15/2020	2/15/2021	EACH OCCURRENCE	\$ 24,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR					AGGREGATE	\$ 24,000,000
	DED	RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6056679783 (CA) 6056679766 (AOS)	2/15/2020 2/15/2020	2/15/2021 2/15/2021	<input checked="" type="checkbox"/> PER STATUTE	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	Tech & Misc. Prof*			E05NABKU8A002	2/15/2020	2/15/2021		5,000,000
E	Excess Tech & Misc. Prof**			PRX30001506200	2/15/2020	2/15/2021		5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

(D)\*Technology & Misc Professional Liability Data Breach (Cyber)-Claims Made w/continuity date 5/3/16)  
(E)\*\*Excess Technology & Misc Professional Liability Data Breach (Cyber)-Claims Made w/continuity date 5/3/16)

Evidence of insurance

**CERTIFICATE HOLDER****CANCELLATION**

Evidence of insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  Michael Christian/LZF <i>M C Christian</i>

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