

DATE: 1/19/2021

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00133262

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, 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 _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

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: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: Cloudburst Consulting Group, Inc.	
SIGNATURE: (Must be signed here) <i>Michelle L. Hayes</i>	TITLE: President
PRINT OR TYPE NAME: Michelle L. Hayes	
ADDRESS: 8400 Corporate Drive, Suite 550	
CITY, STATE: Landover, MD	ZIP: 20785-2238
TELEPHONE: (202) 253-2346	FAX: (301) 918-4900
EMAIL ADDRESS: michelle.hayes@cloudburstgroup.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 9,995.00



January 26, 2021

Rae Lynn Hartman
Jefferson Parish Purchasing Department
200 Derbigny St.
General Government Building, Suite 4400
Gretna, LA 70053
rscitt@jeffparish.net
(504) 364-2688

Dear Ms. Hartman,

The Clodburst Group (Clodburst) is pleased to submit this proposal to provide on-call, remote technical assistance to support Jefferson Parish's CDBG, HOME, and ESG programs. Clodburst proposes a contract value of \$9,995 billed at a rate of \$147/hour for 68 hours in response to Bid Number 50-133262 for a 6-month contract for on-call, remote technical assistance for the Jefferson Parish Community Development Department.

Founded in 2005, Clodburst is a women-owned small business based in Landover, Maryland and is one of HUD's leading technical assistance providers on HUD Community Planning and Development (CPD) programs, grants, and reporting requirements. Our team members have decades of experience in managing and supporting HUD programs.

To best meet Jefferson Parish's needs, Clodburst will offer On-Demand on-call support services led by one of our lead subject matter experts, Susan Walsh, and a team of over 20 experts who are knowledgeable in topics such as CDBG, HOME, ESG, IDIS, Consolidated Plans, and cross-cutting requirements. A full list of Clodburst's areas of expertise is summarized on page three. Through this contract, Clodburst will provide technical assistance to Jefferson Parish staff on topics including CDBG, HOME, and ESG program compliance as well as complying with new requirements associated with CARES Act funding.

If you have any questions, please do not hesitate to contact me at 202-253-2346 or michelle.hayes@clodburstgroup.com.

Regards,

Michelle Hayes
President/CEO

Fee Proposal

To provide technical assistance for a 6-month period in 2021, Cloudburst makes the following assumptions:

- Cloudburst will provide On-Demand support to staff based on Jefferson Parish's needs
- All program staff will bill at a rate of \$147/hour
- Cloudburst will provide expert-level assistance to answer questions related to HUD CPD Programs and corresponding systems
- Cloudburst's program lead will determine and identify appropriate staff to assist Jefferson Parish and address TA needs, as identified by the Parish and/or Cloudburst
- Requests received by Cloudburst will be acknowledged within two business days
- An alternate point of contact will be established should the primary point of contact be unavailable
- If at the end of the period, the Parish wishes to extend the period of performance and/or add additional resources, Cloudburst will update the hourly billing rate accordingly
- Cloudburst will submit monthly invoices for costs incurred
- This proposal remains active for 60 days from the date of submission.

The table on page three shows areas of expertise for our On-Demand services.

Cloudburst Expertise

PROGRAMS

- Community Development Block Grant (CDBG)
- Community Development Block Grant Disaster Recovery (CDBG-DR)
- Community Development Block Grant Coronavirus (CDBG-CV)
- HOME Investment Partnership Program (HOME)
- Neighborhood Stabilization Program (NSP)
- Housing for Persons with AIDS (HOPWA)
- Housing for Persons with AIDS Coronavirus (HOPWA-CV)
- McKinney-Vento Continuum of Care (CoC)
- Emergency Solutions Grant (ESG)
- Emergency Solutions Grant Coronavirus (ESG-CV)
- HUD Multifamily Housing

SYSTEMS

- IDIS: Integrated Disbursement and Information System
- HMIS: Homeless Management Information Systems
- HEROS: HUD Environmental Review Online System
- DRGR: Disaster Recovery Grant Reporting Systems
- eCon Planning Suite
- Sage
- e-SNAPS

CROSS-CUTTING REGULATIONS

- Title V
- Uniform Administrative Requirements (2 CFR 200)
- Environmental Review
- Fair Housing and Equal Opportunity/Section 3
- Federal Labor Standards (Davis Bacon)
- Uniform Relocation Act

SERVICES

- Training and Technical Assistance
- Program Design and Development
 - Economic Development/ Business Assistance
 - Emergency Assistance/ Short Term Rent, Mortgage, and Utility
 - Housing and Community Development
 - Subrecipient Management
- Consolidated Plans, Action Plans, CAPERs
- Housing Needs Analysis
- Community Based Planning and Public Engagement
- Program Evaluation and Performance Improvement
- Policies and Procedures
- Data Analysis