

**Texas Parks and Wildlife Department  
4200 Smith School Road  
Austin, Texas 78744**

## **ADDENDUM**

Addendum Number: 1 Dated: August 11, 2025  
Solicitation Number: 802-25-55932R  
Solicitation Title: Blanket Contract(s) for Disaster and FEMA Grant Administration  
Due Date/Deadline: August 21, 2025 2:00pm CT

### **PURPOSE OF ADDENDUM: CLARIFICATIONS**

Except as provided herein, all terms and conditions of the document referenced herein, remain unchanged and in full force and effect. The following are specifications to this solicitation. This Addendum may be attached to and form a part of the referenced solicitation document and any resulting awarded contract and may be considered in the response.

### **Questions and Answers**

**Question 1:** RFP Section III, Page 22, Subsection 22. Proprietary or Confidential Information; Texas Public Information Act: Is a redacted version of the proposal necessary?

**Answer:** Information that is redacted by Respondents will not be able to be read or evaluated by TPWD. Respondents who wish to mark information submitted to TPWD in this Response should clearly indicate the specific section, sentence, item, or otherwise as described in RFP Section III, Subsection 22.

**Question 2:** Exhibit D – Key Personnel: The form asks for two personnel references. Are you expecting to see former employment contacts or project client references?

**Answer:** References should demonstrate experience and ability to perform the services requested herein.

**Question 3:** Can the awarded vendor provide services remotely, or will on-site presence be required at any time during the contract?

**Answer:** Remote services within the United States will be acceptable.

**Question 4:** Will the awarded vendor be expected to assist with actual FEMA grant application submission, or only post-award administrative support and compliance?

**Answer:** Actual submission and post-award support and compliance are expected.

**Question 5:** The RFP mentions experience with FEMA grants. Is prior experience with FEMA-funded programs mandatory to be considered responsive, or can similar federal grant experience be substituted?

**Answer:** As stated in RFP Section 1, Subsection 5. Qualifications and Experience, Respondent shall have specific experience with FEMA grants.

**Question 6:** If we are not subcontracting any services, do we still need to submit a full HUB Subcontracting Plan, or is a "Good Faith Effort" letter sufficient?

**Answer:** A HUB Subcontracting Plan is not a requirement of this solicitation.

**Question 7:** Can you provide guidance or a contact list of certified HUB vendors we may engage with to fulfill HUB outreach requirements?

**Answer:** See answer to Question 6.

**Question 8:** Will this be a fixed price or time and materials contract? If time and materials, do you require

a specific rate card format?

**Answer:** See Exhibit B – Price Sheet where hourly rates shall be filled out by Respondent.

**Question 9:** Are travel expenses reimbursable under this contract if services require site visits, or should they be factored into the proposed rates?

**Answer:** See Exhibit B – Price Sheet. As stated, the proposed price should include all assumptions to provide the services. Incidentals, travel, and any other fees will NOT be allowed as a separate charge.

**Question 10:** Will the evaluation be based primarily on pricing, experience, or other factors? Can you clarify the weighting of each evaluation component?

**Answer:** See RFP Section II, Subsection 6. Evaluation and Award for the scoring breakdown.

**Question 11:** What is the anticipated start date for this contract?

**Answer:** See RFP Section I, Subsection 4. Contract Term. Contract will begin upon Date of Award, but services will be 'as needed'.

**Question 12:** Is this a single-award contract or could multiple vendors be selected?

**Answer:** See RFP Section I, Subsection 3. Solicitation Method and Intent. It is TPWD's intent to make multiple awards.

**Question 13:** Will the vendor be required to use specific state systems or platforms to report activities or submit deliverables (e.g., eGrants, CAPPs, etc.)?

**Answer:** No, Contractor will not report in or have access to TPWD systems.

**Question 14:** Should the pricing proposal and technical proposal be submitted in separate files or can they be combined into one document?

**Answer:** The Exhibit B – Price Sheet is encouraged to be a separate file, not necessarily a separate email. Respondents can either submit one full proposal marked Original that includes the price sheet and a copy with all files *except pricing*, or Respondents can submit each required document and exhibit as separate attachments so that pricing is not included with the other files. As stated, links to files cannot be accepted.

**Question 15:** Will there be a public bid opening or announcement of selected vendor(s) after award?

**Answer:** There is no public bid opening for the Request for Proposal process. Awarded Contractor(s) will be posted on the Electronic State Business Daily (ESBD) after execution of contract(s).

**Question 16:** Is there an incumbent? If so, who?

**Answer:** No, this is a new project for TPWD.

**Question 17:** Exhibit B – Price Sheet: Can bidders add more than 2 additional staffing positions, if needed?

**Answer:** Yes, if a Respondent has additional staffing positions to include, attach an additional page.

**Question 18:** Exhibit D – Key Personnel: Please confirm the personnel references TPWD requires are client references.

**Answer:** See Answer to Question 2.

**Question 19:** Exhibit E – Past Projects with Corresponding References: TPWD is requesting references for past projects. Due to the nature of the disaster recovery work, most of our projects are ongoing. Will TPWD accept references for ongoing work?

**Answer:** Yes, ongoing references can be included.

**Question 20:** RFP Section I, Subsection 6 Scope of Work, Paragraph 6.14: Can TPWD clarify the expected scope of work regarding insurance policy review and negotiation support?

**Answer:** Within the project scope of services, Contractor may need to review TPWD insurance policies to understand what risk transfers are in place to gain a better understanding of what can and cannot be submitted. Negotiations may include shared discussions with FEMA and/or TDEM.

**Question 21:** Exhibit D – Key Personnel: Can TPWD confirm if each key personnel need two references or can only one be provided?

**Answer:** One reference per Key Personnel is acceptable.

**Question 22:** Exhibit D – Key Personnel: Can TPWD confirm if representative staff and resume can be provided as part of the response to Exhibit D, but who are not designated as Key Personnel and therefore do not need references

**Answer:** Yes, this is acceptable.

**Question 23:** RFP Section III, Paragraph 48. Historically Underutilized Business (HUB): Do you intend for Respondents to fill out and complete a HUB Subcontracting Plan? If so, will it be posted to ESBD?

**Answer:** See Answer to Question 6.

**Question 24:** Exhibit F – Technical Proposal: Could you provide a specific example of deliverables anticipated, and criteria utilized for projects that may be prioritized so vendors can prepare examples and pricing that align with TPWD objects?

**Answer:** Deliverables vary by disaster. A few examples include but are not limited to the following: Divisions may need help organizing information, filtering documentation, and deciding what should be submitted (receipts, time, equipment use, hours, etc.). After TPWD receives reimbursement, TPWD will likely be audited. Contractor is expected to assist TPWD with justification of costs, so the money does not get taken away.

**Question 25:** Exhibit D – Key Personnel: Kindly clarify if TPWD has identified positions that are considered key or if offerors should propose their own key positions.

**Answer:** Respondent can propose their own key positions.

**Question 26:** Per the sections of RFP Submission, there are various areas that provide contradictory guidance regarding format and delivery/submission of proposals. Please clarify how proposals should be delivered and if there are any physical delivery requirements.

**Answer:** Emailed submissions are preferred. However, TPWD can accept hardcopy deliveries either via mail, express delivery, or hand delivered to the address provided in RFP Section II, Subsection 5. If you wish to hand deliver in person, there is a security desk upon entry that can point you to the location of the bid box.

**Question 27:** Please clarify if offerors should submit pricing as a separate email if the proposal is submitted electronically.

**Answer:** See Answer to Question 14.

**Question 28:** Please confirm that “additional paper copies” in Exhibit G should not be checked if submitting electronically.

**Answer:** This is correct, paper copies are not needed if submitting electronically.

**Question 29:** Please clarify if electronic responses should be delivered in a single PDF or as individual files for each Exhibit.

**Answer:** See Answer to Question 14.

**Question 30:** Please confirm if offerors may add attachments to the Exhibits to provide supporting information.

**Answer:** Yes, additional attachments and documentation or information can be provided. Ensure it is

clearly labeled with each respective Exhibit so it can be evaluated and scored accordingly.

**Respondents are to acknowledge receipt of this Addendum by returning a signed copy with proposal submission.**

**I acknowledge receipt of this Addendum:**

\_\_\_\_\_  
Respondent's Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name