

LOUISIANA LAND TRUST
REQUEST FOR PROPOSALS
PROGRAM MANAGEMENT SERVICES
IFB#08-002

ADDENDUM ONE

March 12, 2008

**THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING
IN THE REFERENCED INVITATION FOR BIDS.**

ITEM #1 Extension of Proposal Due Date

The proposal due date has been extended. Responses to this solicitation will be received, in accordance with the Instructions contained in the RFP, by the Louisiana Land Trust, LLC (LLT) at 11601 Southfork Avenue, Building D, Baton Rouge, Louisiana, 70816, until Monday, March 17, 2008 at 2:00 p.m.

ITEM #2 Response to Questions Received

Is there a limit to the number of pages for the proposal?

There is no page limit on proposals. However, the LLT advises respondents to submit a proposal consistent with the Instructions provided and to provide all information requested in the section of the RFP entitled "Submission Requirements".

There are no points associated with cost. Will cost be considered in the evaluation of proposals?

While no points have been allocated to the cost criteria, cost will be evaluated separately using cost and/or price analysis. Contract award will be based on price and other technical factors.

Is the point value for DBE, WBE, MBE correct?

The point value for this criterion is correct.

Will points be awarded for small business participation?

The criterion included in the RFP regarding DBE, WBE, MBE shall also include small business participation. A small business is defined as a business that is independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a

business dominant in its field of operation. The size standards in 13 CFR 121 should be used to determine business size.

Task Order 1 lists 4 areas of program oversight. Do you prefer to have a proposal show a separate staffing and rate schedule for each of these four: Finance, Information Technology, Grant Management, and Communications/Marketing?

The RFP requests respondents to submit a single organizational chart reflective of the respondent's overall staffing approach. The organizational chart shall identify all of the various position classifications that may be used in the performance of work under the resulting contract. The Cost proposal shall also include rates for the various position classifications.

Does award of this contract preclude the recipient from any bidding on related programs in the affected parishes? In other words, if this contract is awarded to my firm will it still be allowed to bid on other related projects within any of the individual affected parishes.

The firm selected to provide Program Management Services will not be permitted to bid on other LLT contracts should it result in a conflict of interest. Given the nature of the work to be provided under this engagement, it is likely that there will be services let under separate contracts where a conflict of interest would exist if the Program Manager is selected to perform that other work.

Please clarify what day the hard copies of the Program Mgmt proposal are due. I note that once we submit the .pdf file by 2pm Fri, Mar 14, the hard copies must be submitted within 24 hours. Will the LLT office be open on Saturday for receipt of hard copies? Is this the next business day, meaning Monday by 2pm? Or, does this really indicate hard copies should be submitted by close of business on Friday, Mar 14?

Hard copies of the proposal shall be submitted the next business day, Tuesday, March 18, 2008, by 2:00 p.m.

END OF ADDENDUM