

**REQUEST FOR PROPOSALS  
FOR  
RFP SOLICITATION NO. 300000780  
Addendum No. 1**

**DBE SUPPORTIVE SERVICES  
STATEWIDE**

**QUESTIONS**

**1. Page 6-Objective 1 Activity: To recruit new DBE's for program participation in the Western Regions of Louisiana.**

a. Should the consultant include a line with an estimate of travel in the cost proposal?

**Yes, the consultant should include estimated travel in the cost proposal.**

**2. Page 6-Objective 2 Activity: Provide business management assistance for certified DBE firms. The performance measure states that the firms with deficiencies should be assisted by February 28, 2012.**

a. Are there a minimum number of DBE firms that DOTD knows will require assistance?

**The consultant would have to conduct a survey to determine the number of DBE firms that would require assistance.**

b. Are there a minimum number of DBE firms that need to get this assistance before February 28, 2012, in order for the goal to be considered accomplished?

**By February 28, 2012, the survey should be completed with responses received from the DBE firms in order for the consultant**

**3. Page 8-Objective 5 Activity: Create and maintain web based summaries detailing DBE firms experience and background. Hold DBE Conferences and develop and conduct workshops, seminars and training sessions-Develop Newsletters—Develop Welcome Package.**

a. Is the DOTD DBE listing current? **Yes, the UCP Directory is current.**

b. Will the cost of renting conference rooms be reimbursable and should the consultant include a line item for this in the cost proposal? **LaDOTD recommends to use the conference rooms located in each of the District Offices throughout the state. If the LaDOTD District Conference Room is not available on a particular date, then the consultant would have to submit a cost proposal for approval by LaDOTD; in advance of the meeting(s). If LaDOTD does not render approval prior to the meeting date, then the cost of renting conference rooms will not be reimbursable.**

- c. Will the cost of printing and mailing a newsletter be reimbursable and should the consultant include a line item for this in the cost proposal? **Newsletters should be emailed to the DBE firms. This method would be more cost efficient.**
- d. Will the cost of printing and distributing a Welcome/Introduction packet be reimbursable and should the consultant include a line item for this in the cost proposal? **The most cost effective method to provide this information would be via email.**
- e. Will the cost of the web-based programs and tools necessary to support and enhance the business management operations of the DBE be reimbursable? **Yes** Should the consultant estimate a cost for these items? **The Consultant must specifically identify each web based program and the tools and provided the associated costs for each.**

**4. Page 18-5.5 Cost information**

- a. Does DOTD have an allowable profit percentage that the consultant should include in the calculation of each project staff member's billable rate in addition to the payroll additives?

**No.**

**5. Page 19-Cost Information Format Table**

- a. The table lists Project Leader, Business Manager, Trainer/Recruiter and Clerical: Are these titles and positions the only positions that DOTD deems necessary to fulfill this contract? **No** Can the consultant add other technical positions? **Yes, the Consultant may add other technical positions; however, they must identify the titles and positions. The Consultant must remain within budget.**