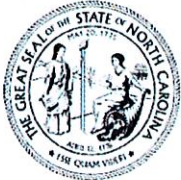


<b>STATE OF NORTH CAROLINA</b>  <b>Department of Public Safety</b>  <b>NCORR</b>  	<b>REQUEST FOR BEST AND FINAL OFFER (BAFO #2)</b> <b>Bid # 19-RFP-015046-GSX</b>	
	Offers will be received until: <b>May 11, 2020 at 5:00 p.m.</b>  <b>Refer ALL Inquiries to:</b> Angie Dunaway Email: <a href="mailto:angie.dunaway@ncdps.gov">angie.dunaway@ncdps.gov</a> Telephone No. (919) 324-6228  <b>(See page 2 for mailing instructions.)</b>	
BAFO #2 Issue Date: May 7, 2020	<b>Contract Type:</b> Open Market  <b>Description of goods/services:</b> Staff Augmentation for CDBG-DR Program Delivery and Program Oversight <b>Agency Requisition No.</b> n/a	


**NOTICE TO VENDOR** Offers, subject to the conditions made a part hereof, will be received at this office, Department of Public Safety, until **May 11, 2020 at 5:00 p.m.** Eastern Time, for furnishing and delivering the goods and services as described herein. Refer to page 2 for mailing instructions of signed original.

Offers may be submitted via email to [angie.dunaway@ncdps.gov](mailto:angie.dunaway@ncdps.gov) (hardcopy to follow) in response to this Best and Final Offer (BAFO). Offers are subject to rejection unless submitted on this form.

**EXECUTION**

In compliance with this Request for Best and Final Offers (BAFO), and subject to all the terms and conditions herein, those in the original Request for Proposal, dated April 20, 2020 (unless superseded herein) and in Vendor's proposal thereto, the undersigned offers and agrees to furnish and deliver any or all goods and services which are offered, at the prices agreed upon and within the time specified herein. Pursuant to GS §143-54 and §143-59.2 and under penalty of perjury, the undersigned Vendor certifies that this offer has not been arrived at collusively or otherwise in violation of Federal or North Carolina law and this offer is made without prior understanding, agreement, or connection with any firm, corporation, or person submitting an offer for the same services, and is in all respects fair and without collusion or fraud.

**Failure to execute/sign offer prior to submittal shall render offer invalid. Late offers are not acceptable.**

<b>VENDOR: Hunt, Guillot &amp; Associates, LLC (HGA)</b>		<b>EMAIL:</b> <a href="mailto:jhunt@hga-llc.com">jhunt@hga-llc.com</a>	
<b>STREET ADDRESS:</b> 603 Reynolds Drive		<b>P.O. BOX:</b>	<b>ZIP:</b>
<b>CITY &amp; STATE &amp; ZIP:</b> Ruston, LA 71270		<b>TELEPHONE NUMBER:</b> 225-927-6825	<b>TOLL FREE TEL. NO:</b> 1-866-255-6825
<b>TYPE OR PRINT NAME &amp; TITLE OF PERSON SIGNING:</b> Jack Hunt, Vice President		<b>FAX NUMBER:</b> 1-225-529-3778	
<b>AUTHORIZED SIGNATURE:</b> 		<b>DATE:</b> 5/11/2020	

Offer valid for forty-five (45) days from date of opening unless otherwise stated here: \_\_\_\_\_ days.

**ACCEPTANCE OF BEST AND FINAL OFFER**

If the State accepts any or all parts of this offer, an authorized representative of the Department of Public Safety shall affix her/his signature to the Vendor's response to this Request for BAFO. The acceptance shall include the response to this BAFO, any provisions and requirements of the original RFP that have not been superseded by this BAFO, and the provisions of Vendor's response to the original RFP that have not been superseded by this BAFO. These documents shall then constitute the written agreement between the parties. In the event of conflict, the State's terms and conditions shall control. A copy of this acceptance will be forwarded to the successful Vendor(s).

<b>FOR STATE USE ONLY:</b> Offer accept and Contract awarded this <u>14<sup>th</sup></u> day of <u>May</u> 2020, as indicated on the attached certification, by <u>Angela Dunaway</u>  <b>(Authorized Representative of the Department of Public Safety)</b>
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**MAILING INSTRUCTIONS:** Provide **one fully executed original** of the BAFO response in addition to an electronic copy sent via email ([angie.dunaway@ncdps.gov](mailto:angie.dunaway@ncdps.gov)). Address package and insert this BAFO control number as shown below. It is the responsibility of the Vendor to have the BAFO in this office by the specified time and date.

**DELIVERY:**  
**BAFO No. 19-RFP-015046-GSX**  
Attn.: Angie Dunaway  
Department of Public Safety  
Purchasing and Logistics  
3030 Hammond Business Place  
Raleigh, NC 27603

**SOLICITATION REQUEST FOR BEST AND FINAL OFFER (BAFO):**

This request is to acquire a best and final offer from Vendor for Staff Augmentation Services. Vendor's offer shall integrate the previous response to the RFP and any changes listed below. Any individual Vendor may receive a different number of requests for BAFOs than other Vendors.

The State encourages the Vendor to supply more competitive prices. Vendor should submit its most competitive prices in response to this Request for BAFO on Page 3.

Per Section 16 of the States Terms and Conditions, Vendor shall register within two business days of notification of an award to receive an electronic purchase order resulting from any award made per this RFP. Please see the below information:

Vendors wishing to register to receive purchase orders from the state of North Carolina should complete the registration process through the [NC electronic Vendor Portal \(eVP\)](#). This registration allows companies to receive purchase orders from [State Entities using the NC E-Procurement System](#).

**Please Note:** This proposal is still in the evaluation period. During this period and prior to award, possession of the BAFO, original proposal response and accompanying information is limited to personnel of the Division of Public Safety, and to agencies responsible for participating in the evaluation. Vendors that attempt to gain this privileged information, or to influence the evaluation process (i.e. assist in evaluation) will be in violation of purchasing rules and its offer will not be further evaluated or considered.



VENDOR IS REQUESTED TO PROVIDE ITS BEST COST USING THE BELOW TABLES:

**COST COMPONENTS OF INITIAL TERM- YEAR ONE**

Task/Title	Hourly Billing Rate	Estimated Maximum Hours	Subtotal	Task Total	
<b>Task 1</b>					
DRGR Support Staff (1)	\$138	2000	\$276,000		
DRGR Support Staff (2)	\$121	2000	\$242,000	<b>\$518,000</b>	<b>Task 1 Total</b>
<b>Task 2</b>					
Relocation Specialist (1)	\$105	2000	\$210,000	<b>\$210,000</b>	<b>Task 2 Total</b>
<b>Task 3</b>					
Buyout Subject Matter Expert (1)	\$130	2000	\$260,000	<b>\$260,000</b>	<b>Task 3 Total</b>
<b>Task 4</b>					
Quality Assurance/Quality Control Specialist (1)	\$152	2000	\$304,000		
Quality Assurance/Quality Control Specialist (2)	\$123	2000	\$246,000		
Quality Assurance/Quality Control Specialist (3)	\$123	2000	\$246,000		
Quality Assurance/Quality Control Specialist (4)	\$110	2000	\$220,000		
Quality Assurance/Quality Control Specialist (5)	\$105	2000	\$210,000		
Quality Assurance/Quality Control Specialist (6)	\$92	2000	\$184,000	<b>\$1,410,000</b>	<b>Task 4 Total</b>
<b>Task 5</b>					
5.a. Finance and Compliance SME (1)	\$165	2000	\$330,000		
5.b. Housing Programs SME (1)	\$150	2000	\$300,000		
5.b. Housing Programs SME (1)	\$125	2000	\$250,000		
5.c. Planning SME (1)	\$141	2000	\$282,000		
5.d. Small Rental Repair SME (1)	\$144	2000	\$288,000		
5.e. Affordable Housing SME (1)	\$144	2000	\$288,000		
5.f. Construction Trades/Code Enforcement SME (1)	\$144	2000	\$288,000	<b>\$2,026,000</b>	<b>Task 5 Total</b>
<b>Task 6</b>					
CDBG-DR Environmental Review Specialist (1)	\$130	2000	\$260,000	<b>\$260,000</b>	<b>Task 6 Total</b>
<b>Task 7</b>					
CDBG-DR Infrastructure Specialist (1)	\$142	2000	\$284,000	<b>\$284,000</b>	<b>Task 7 Total</b>
<b>Task 8</b>					
Reporting Specialist*	\$152	2000	\$304,000	<b>\$304,000</b>	<b>Task 8 Total</b>
<b>Task 9</b>					
Housing Recovery Program Specialist	\$160	2000	\$320,000	<b>\$320,000</b>	<b>Task 9 Total</b>
<b>Task 10</b>					
As-Needed Project Managers	\$170	4000	\$680,000	<b>\$680,000</b>	<b>Task 10 Total</b>
<b>\$6,272,000</b>					<b>Initial Term NTE</b>



**COST COMPONENTS OF OPTIONAL SECOND TERM- 6 MONTHS**

Task/Title	Hourly Billing Rate	Estimated Maximum Hours	Subtotal	Task Total	
<b>Task 1</b>					
DRGR Support Staff (1)	\$138	1000	\$138,000		
DRGR Support Staff (2)	\$121	1000	\$121,000	<b>\$259,000</b>	<b>Task 1 Total</b>
<b>Task 2</b>					
Relocation Specialist (1)	\$105	1000	\$105,000	<b>\$105,000</b>	<b>Task 2 Total</b>
<b>Task 3</b>					
Buyout Subject Matter Expert (1)	\$130	1000	\$130,000	<b>\$130,000</b>	<b>Task 3 Total</b>
<b>Task 4</b>					
Quality Assurance/Quality Control Specialist (1)	\$152	1000	\$152,000		
Quality Assurance/Quality Control Specialist (2)	\$123	1000	\$123,000		
Quality Assurance/Quality Control Specialist (3)	\$123	1000	\$123,000		
Quality Assurance/Quality Control Specialist (4)	\$110	1000	\$110,000		
Quality Assurance/Quality Control Specialist (5)	\$105	1000	\$105,000		
Quality Assurance/Quality Control Specialist (6)	\$92	1000	\$92,000	<b>\$705,000</b>	<b>Task 4 Total</b>
<b>Task 5</b>					
5.a. Finance and Compliance SME (1)	\$165	1000	\$165,000		
5.b. Housing Programs SME (1)	\$150	1000	\$150,000		
5.b. Housing Programs SME (1)	\$125	1000	\$125,000		
5.c. Planning SME (1)	\$141	1000	\$141,000		
5.d. Small Rental Repair SME (1)	\$144	1000	\$144,000		
5.e. Affordable Housing SME (1)	\$144	1000	\$144,000		
5.f. Construction Trades/Code Enforcement SME (1)	\$144	1000	\$144,000	<b>\$1,013,000</b>	<b>Task 5 Total</b>
<b>Task 6</b>					
CDBG-DR Environmental Review Specialist (1)	\$130	1000	\$130,000	<b>\$130,000</b>	<b>Task 6 Total</b>
<b>Task 7</b>					
CDBG-DR Infrastructure Specialist (1)	\$142	1000	\$142,000	<b>\$142,000</b>	<b>Task 7 Total</b>
<b>Task 8</b>					
Reporting Specialist*	\$152	1000	\$152,000	<b>\$152,000</b>	<b>Task 8 Total</b>
<b>Task 9</b>					
Housing Recovery Program Specialist	\$160	1000	\$160,000	<b>\$160,000</b>	<b>Task 9 Total</b>
<b>Task 10</b>					
As-Needed Project Managers	\$170	2000	\$340,000	<b>\$340,000</b>	<b>Task 10 Total</b>
<b>\$3,136,000</b>					<b>Each Optional Term NTE</b>

	<b>Total Estimated Maximum # of Hours of Effort for all five (5) potential Contract Terms</b>	<b>Total not-to-exceed price for all five (5) potential Contract Terms</b>
<b>Summation of Cost Components for all Five (5) Potential Contract Terms</b>	138,000	\$18,816,000

\*The Reporting Specialist rate is based on the Secondary Staff submitted.