

Washington - St Tammany Electric Cooperative, Inc.
950 Pearl Street
Franklinton, LA 70438

REQUEST FOR PROPOSALS (RFP)
Grants Administration Consulting Services

Closing Date: **Thursday, January 11, 2024**

SUBMITTALS

Submittals are due on or before the closing date and time. Submittals received after the closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time. The response (including copies) must be submitted in a sealed envelope or package clearly marked with the Company's name and address, and "RFP – Grants Administration Consulting Services".

Electronic submissions WILL NOT be accepted.

Minority businesses, women's business enterprises, and labor surplus area firms are highly encouraged to submit a proposal in response to this RFP.

FOR FURTHER INFORMATION CONCERNING THIS RFP, PLEASE CONTACT:

Walter Sylvest, CFO
Phone: 985-281-5225
E-mail: wsylvest@wste.coop

REQUIRED SIGNATURE PAGE FOR PROPOSALS

This page, signed by an authorized officer of your Company, must accompany your proposal as the cover page.

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce Washington - St Tammany Electric Cooperative, Inc. to consider this proposal, the Company irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to Washington - St Tammany Electric Cooperative, Inc., and Company further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to Washington - St Tammany Electric Cooperative, Inc..

Please type or print legibly information below.

Proposer hereby acknowledges receipt of the RFP and agrees to Terms and Conditions set forth in this RFP.

PROPOSER INFORMATION

Firm Name: _____

Address: _____ City/State/Zip: _____

Phone No.: _____ Fax No.: _____

AUTHORIZATION TO PROPOSE (must be signed):

By: _____
Signature Offer Date Printed Name

Primary Contact Person (If other than above):

Name: _____ Phone No: _____ Fax No: _____

Title: _____ E-mail Address: _____

If this proposal is being submitted on behalf of an agent/broker, please complete section below:

Submitted on behalf of: _____

Phone No: _____ Fax No: _____

E-mail Address: _____

BACKGROUND

In the last fifteen years Washington - St Tammany Electric Cooperative, Inc. has been impacted by major disasters. Various State and Federal agencies are providing grants to electric cooperatives to mitigate the impacts of major disasters. It has been determined by management of Washington - St Tammany Electric Cooperative, Inc. that expert assistance would be beneficial in obtaining and administering disaster mitigation grants.

Washington - St Tammany Electric Cooperative, Inc. hereby issues a Request for Proposals (RFP) for Grants Administration and Consulting Services from experienced firms to provide management and administrative support of grant activities as needed for Federal and State programs; i.e., Federal Emergency Management Agency (FEMA) and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

The contract awarded as a result of this procurement will be a contingency contract whereby the selected company is contractually obligated to provide the services listed in the scope of work in the event of a future disaster. The contracted company will respond to a future declared disaster upon issuance of a contract task order by Washington - St Tammany Electric Cooperative, Inc..

SCOPE OF WORK

The Consultant will assist Washington - St. Tammany Electric Cooperative, Inc. in the following management functions for local, State, and Federal grant applications and administration:

1. Provide strategic advice
2. Compile necessary information for grant applications and complete application on behalf of the Client
3. Coordinate with local engineers to develop scope and cost estimates for each application
4. Attend and facilitate meetings and provide detailed meeting minutes, function as liaison with local, State, and Federal representatives.
5. Ensure all projects are in compliance with local, State, and Federal rules and regulations.
6. Establish and maintain an electronic document management system.
7. Assist in proper procurement of contractors
8. Review contractor invoices or pay applications for accuracy, make a recommendation for payment, and request reimbursement.
9. Collect, scan, and file all project documentation.
10. Assist with documentation of Direct Administrative Costs and request reimbursement
11. Assist in preparation of Environmental Assessments for FEMA and GOHSEP.
12. Document affected environment and potential impacts to include:
 1. Physical Resources
 2. Water Resources
 3. Coastal Resources
 4. Biological Resources
 5. Cultural Resources
 6. Socioeconomic Resources
13. Coordinate agency and public involvement and permits.

PROPOSALS

Each proposal shall contain sufficient information demonstrating that the firm has sufficient, qualified staff available to complete the required scope of work. Resumes of key personnel such as the following should be included in the proposal: Program Manager/Recovery Director; Project Manager, Public Assistance Subject Matter Expert; Grant Recovery Financial Specialist; Data and Document Manager, etc. Proposals shall include sufficient information about the firm's qualifications to assist Washington - St Tammany Electric Cooperative, Inc. in making the proper determinations about their capabilities including:

- History of working with hurricane recovery projects for parish governments, private non-profit organizations, GOHSEP, FEMA and/or similar programs.
- History of working on public assistance and hazard mitigation projects for declared disasters totaling more than \$5,000,000 within the last fifteen years.
- Documented results of completing projects in compliance with audit requirements and ability to successfully close out FEMA Project Worksheets and/or similar grants.
- Working knowledge of the FEMA Public Assistance Program and/or similar programs.

Consultants with extensive, specialized, and successful experience working with GOHSEP and the FEMA Public Assistance Program will receive higher evaluations in the selection process. All proposals will be evaluated by applying a set of evaluation criteria (Exhibit A) and awarding points to each proposal.

Documents required as a part of each proposal are attached hereto and include:

- Required Signature Page for Proposals
- E-Verify Affidavit
- Past Criminal Convictions of Bidders Attestation
- Non-Solicitation and Unemployment Affidavit
- Price Schedule

GENERAL TERMS AND CONDITIONS

1.0 RFP Process

- 1.1 This RFP is subject to all applicable State and local laws, including the Louisiana Code of Governmental Ethics.
- 1.2 Written addenda to the RFP may be issued to provide clarification, corrections, or to answer questions. Proposers may submit questions regarding this RFP to Walter Sylvest, wsylvest@wste.coop. Questions may be submitted until Wednesday, December 27, 2023, fifteen days prior to the submission date. Answers to all questions received will be incorporated in an addendum and sent out via email by Friday, January 5, 2024, or not later than six days before the submission date to all proposers who requested an RFP and provided an email address.
- 1.3 Washington - St Tammany Electric Cooperative, Inc. reserves the right to request additional information to clarify proposals. Washington - St Tammany Electric Cooperative, Inc. shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.

2.0 Submission of Proposal

- 2.1 Proposals must be submitted by the time and date specified in this RFP.
- 2.2 Each company shall provide a submittal package based on the designated point evaluation scoring criteria. The submittal shall provide clear and sufficient information to enable the selection committee to evaluate the responsiveness and quality of the proposal. The Selection/Scoring Criteria (Exhibit A) will be used to evaluate all proposals received. Failure to provide all required information, including the "Required Signature Page for Proposals", shall be cause for rejection of the proposal as non-responsive.
- 2.3 Company shall submit an original and three copies of proposal by the date and time specified. Failure to submit the required number of copies may result in finding of non-conformance. Originals should be clearly marked. Proposals shall be submitted in a sealed package with the company's name and return address affixed and marked "RFP – Disaster Recovery Project Management Consultant Services".
- 2.4 Washington - St Tammany Electric Cooperative, Inc. will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.
- 2.5 Postmarks will not qualify as delivery, and **proposals submitted by facsimile (FAX) or e-mail will not be accepted**. Any proposal received after **3:00 PM CT on Thursday, January 11, 2024**, will be deemed unresponsive and will be returned to company unopened.

3.0 Public Disclosure

It is understood and agreed upon by the company in submitting a proposal Washington - St Tammany Electric Cooperative, Inc. has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number received; competitive technical information; competitive price information; and the selection committee's evaluation concerns about competing proposals. Information releasable after award is subject to the disclosure requirements of the Louisiana Public Records Act. Company specifically waives any claims against Washington - St Tammany Electric Cooperative, Inc. related to the disclosure of any materials if made under a public records request.

4.0 Washington - St Tammany Electric Cooperative, Inc. Commitment

4.1 Washington - St Tammany Electric Cooperative, Inc. shall have the right to reject or accept any proposal or offer, or any part thereof (i.e., any component of any proposed solution) for any reason whatsoever and to accept other than the lowest offer, at its sole discretion.

4.2 This RFP does not commit Washington - St Tammany Electric Cooperative, Inc. to award, nor does it commit Washington - St Tammany Electric Cooperative, Inc. to pay any cost incurred in the submission of the proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

4.3 Washington - St Tammany Electric Cooperative, Inc. reserves the right to terminate this RFP at any time prior to contract execution.

4.4 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, director or employee of Washington - St Tammany Electric Cooperative, Inc. shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

4.5 Washington - St Tammany Electric Cooperative, Inc. reserves the right to revise any part of the RFP by issuing an addendum to the RFP at any time in accordance with relevant Louisiana Revised Statutes. Issuance of this RFP in no way constitutes a commitment by Washington - St Tammany Electric Cooperative, Inc. to award a contract. Washington - St Tammany Electric Cooperative, Inc. reserves the right to accept or reject, in whole or part, all proposals submitted, and/or cancel this announcement if it is determined to be in Washington - St Tammany Electric Cooperative, Inc.'s best interest. All materials submitted in response to this announcement become the property of Washington - St Tammany Electric Cooperative, Inc., and selection or rejection of a proposal does not affect this right.

5.0 Late, Modified, or Withdrawn Proposals

5.1 Any proposal received after the time specified for receipt will not be considered.

5.2 No modification of a proposal, except a modification resulting from Washington - St Tammany Electric Cooperative, Inc.'s request for "best and final offer," will be accepted.

5.3 No company may withdraw its proposal within forty-five (45) days after the actual date of opening thereof.

6.0 Evaluation and Selection

6.1 Objective

The purpose is to evaluate all proposals with the ultimate interest of entering into an agreement with that company determined to be most advantageous to Washington - St Tammany Electric Cooperative, Inc.'s price and other factors considered.

6.2 Evaluation

A Source Selection Committee is appointed by Washington - St Tammany Electric Cooperative, Inc. for the purpose of evaluating qualifications and proposals received in response to this RFP. The committee will evaluate proposals submitted by qualified consultants/companies on the basis of the guidelines set forth in the RFP. Washington - St Tammany Electric Cooperative, Inc. reserves the right to request additional information and clarification of any information submitted.

Evaluation criteria have been established to determine which company/consultant will best contribute to the overall goals of Washington - St Tammany Electric Cooperative, Inc. This criterion is detailed in Exhibit A, Selection/Scoring Criteria, which is attached hereto and made a part hereof.

The Source Selection Committee will determine if interviews are necessary as part of its evaluation process.

6.3 Recommendation and Selection

The Source Selection Committee will present its recommendation for award. As part of the negotiation process, Washington - St Tammany Electric Cooperative, Inc. reserves the right to negotiate with the successful company. This award will be made to the most responsible firm or team whose proposal is determined in writing to be most advantageous to Washington - St Tammany Electric Cooperative, Inc., based on the scoring criteria set forth in this document. Washington - St Tammany Electric Cooperative, Inc. also reserves the right to reject any and all proposals.

7.0 Term

The contract shall be for one (1) year period beginning with execution of the contract and ending eleven (11) months thereafter, with an option to renew in one-year increments upon written mutual agreement between Washington - St Tammany Electric Cooperative, Inc., and the company, up to two (2) years.

8.1 Insurance

Consultant/company shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where consultant/company may perform the work hereunder, with such carriers as shall be acceptable to Washington - St Tammany Electric Cooperative, Inc. :

- A. **Statutory Workman's Compensation** covering all State and local requirements and Employer's Liability Insurance covering all persons employed by consultant/company in connection with this agreement.

The limits for "A" above shall be not less than:

1. Employer's liability limits of \$1,000,000/\$1,000,000/\$1,000,000

2. Some contracts may require USL&H or maritime coverage. This should be verified with Washington - St Tammany Electric Cooperative, Inc.
3. No excluded classes of owners/officers or employees shall be allowed on Washington - St Tammany Electric Cooperative, Inc. premises.

WAIVER OF SUBROGATION in favor of Washington - St Tammany Electric Cooperative, Inc. should be indicated on certificate.

B. **Commercial General Liability**, including:

1. Contractual liability assumed by this agreement
2. Owner's and Contractor's Protective Liability (if contractor is a General Contractor) may be required.
3. Personal and advertising liability
4. Completed operations
5. Medical payments

The limits for "B" above shall not be less than:

1. \$1,000,000 each occurrence limit
2. \$2,000,000 general aggregate limit
3. \$1,000,000 products/completed operations aggregate limit
4. \$1,000,000 personal and advertising injury limit
5. \$50,000 fire damage limit
6. \$5,000 medical expense limit (desirable but not mandatory)

Washington - St Tammany Electric Cooperative, Inc. will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of Washington - St Tammany Electric Cooperative, Inc. should be indicated on certificate.

Some contracts may require Protection and Indemnity coverage. This should be verified with Washington - St Tammany Electric Cooperative, Inc.

C. **Comprehensive Automobile Liability** covering all owned, hired, and other non-owned vehicles of the consultant/company.

The limits for "C" above shall not be less than:

\$1,000,000 CSL

Washington - St Tammany Electric Cooperative, Inc. will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of Washington - St Tammany Electric Cooperative, Inc. should be included on certificate.

D. **Professional Liability Insurance** covering the Wrongful Acts of those professional firms and individuals performing services for Washington - St Tammany Electric Cooperative, Inc. Certain classifications of service providers will be required to provide evidence of Professional Liability Insurance. Examples of these providers include but are not limited to: Professional Engineers, Architects, Land Surveyors, Attorneys, and IT Consultants.

The limits for "D" above shall not be less than:
\$1,000,000 CSL

WAIVER OF SUBROGATION in favor of Washington - St Tammany Electric Cooperative, Inc. shall be included on the Certificate.

OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.

All required insurance certificates shall be submitted to Washington - St Tammany Electric Cooperative, Inc. within ten days of provisional award. Consultant/company shall maintain insurance in full force and effect during the entire period of performance of work. Failure to do so shall be cause for termination of the contract. All policies must have a thirty (30) day non-cancellation clause giving Washington - St Tammany Electric Cooperative, Inc. (30) days prior written notice in the event a policy is changed or canceled.

9.1 Submittals Required upon Provisional Award

The following documentation must be submitted to Washington - St Tammany Electric Cooperative, Inc. within ten days of provisional award:

- Insurance Requirements as specified in Section 8.0, if not currently on file
- A current, fully executed Taxpayer Identification Number (W-9 form)

10.0 Invoices

Certified itemized invoices submitted to Washington - St Tammany Electric Cooperative, Inc. for the payment of these services shall be submitted to the Accounts Payable Department by the 10th of each month. All invoices will be processed and payment submitted within 30 (thirty) days after receipt of the invoice.

11.0 Washington - St Tammany Electric Cooperative, Inc. reserves the right to engage the assistance of the company on a storm-by-storm basis.

12.0 Hold Harmless

To the fullest extent permitted by law, company/consultant shall indemnify, hold harmless, and defend Washington - St Tammany Electric Cooperative, Inc. and all of its agents and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of company.

13.0 Non-assignability

No company/consultant shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of Washington - St Tammany Electric Cooperative, Inc. This provision shall not be construed to prohibit the contractor from assigning his bank, trust

company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to Washington - St Tammany Electric Cooperative, Inc.

14.0 Exclusions

Pursuant to Louisiana Revised Statute 38:2227, company must certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Consultant must further certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, contractors' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal.

15.0 Disclosure

Company/consultant must disclose whether it provides services or pays commissions to any employee or elected official of Washington - St Tammany Electric Cooperative, Inc. If so, company must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

16.0 E-Verify Program

Pursuant to Louisiana Revised Statute 38:2212.10, contractor must certify that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with Washington - St Tammany Electric Cooperative, Inc. has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. Contractor must verify the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

E-VERIFY AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity Name

who hereby personally and as the authorized representative of the above identified legal person executes this affidavit, as the undersigned contractor verification of its current and future compliance with L.S.A. R.S. 38:2212.10, stating affirmatively that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with Washington - St Tammany Electric Cooperative, Inc. has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. The contractor hereby verifies the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

Contractor shall not assign this contract or any monies due or to become due hereunder, or subcontract any part of the work without the prior written consent of Washington - St Tammany Electric Cooperative, Inc.

Contractor verifies that contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to Washington - St Tammany Electric Cooperative, Inc. no later than five business days of contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

Name of Bidder

Signature of Authorized Signatory of Bidder

Project Name/Number

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 20_____.

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

PAST CRIMINAL CONVICTIONS OF BIDDERS ATTESTATION (LA. R.S. 38:2227)

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, (Appearer) the owner/authorized representative of

Company / Individual / Legal Entity Name

Appearer, as a bidder on the herein named project, does hereby attest that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to, any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

B. For five years prior to the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of a business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Contractor’s misapplication of payments (R.S. 14:202)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Issuing worthless checks (R.S.14:71)
- (i) Malfeasance in office (R.S. 14:134)

Name of Bidder

Signature of Authorized Signatory of Bidder

Project Name/Number

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 20_____.

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT

(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

STATE OF _____

PARISH/COUNTY OF _____

Before me, the undersigned authority, came and appeared,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity Name

who, being first duly sworn, deposed and state that I personally and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named contractor nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by contractor whose services were in the regular course of their duties for contractor in connection with the construction, alteration or demolition of a public building or project.

The above named contractor, if awarded, continually affirms that no part of the contract price received by contractor was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services were in the regular course of their duties for contractor.

The above named contractor hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee.

Contractor verifies that contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to Washington - St Tammany Electric Cooperative, Inc. no later than five business days after contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

_____ Signature of Authorized Signatory	SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____ 2023.
_____ Printed Name of Signatory	_____ Notary Signature
_____ Title of Authorized Signatory	Printed Notary Name: _____
_____ Project Name/Number	Notary/Bar Roll Number: _____
	My Commission is for/expires on: _____

Washington - St Tammany Electric Cooperative, Inc.
Price Schedule

List of each position, and any other costs or expense for which Washington - St Tammany Electric Cooperative, Inc. will be billed including but not limited to travel, equipment, and miscellaneous reimbursable expenses.

EXHIBIT A

Washington - St Tammany Electric Cooperative, Inc.

Source Selection Committee Selection/Scoring Criteria

Firm Name: _____ Weight Max Total Points

SCORE CARD FACTORS

Key Personnel Qualifications and Experience 1-20 pts

The evaluation of this category will include the suitability of the cited relevant experience of the proposed key personnel with such reference information being focused on experience, work quality, cost control, and completion of work on schedule.

Understanding of Project/Familiarity 0-20 pts

- Firm/Team's proposal should evidence understanding of project scope.
- Firm/Team's proposal should provide methodology for accomplishing the scope of work (e.g., ability to meet client's objectives including scope, schedule, quality, and related factors; collaborative coordination with Washington - St Tammany Electric Cooperative, Inc.'s; coordination with outside agencies and entities; other aspects of work requirements deemed important by the Consultant, etc.).

Relevant Experience and References 1-25 pts

The evaluation of this category includes the following:

- Consultant Firm's and Project Team's experience in providing the same relevant services within the past ten years.
- References submitted as part of the RFP submittal with such reference information being focused on management, work quality, cost control, and completion of work on schedule.
- Compliance with policies, procedures and requirements as stated in the RFP.

Current Work Load 0-10 pts

- Number and size of projects currently under contract must be considered in relation to available staff as well as the duration/time frame for completion of the project.
- Consideration for the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm's current workload.

Pricing 0-25 pts

- Price will be evaluated for the best overall value to Washington - St Tammany Electric Cooperative, Inc.. The quality of the proposed plan and other technical evaluation features in relation to price will also be considered.

TOTAL _____

Committee Member Signature _____