



**The Road Home
Home Evaluation Proposal Meeting
Frequently Asked Questions & Answers
September 21, 2006**

Proposal Formatting, Scheduling, and Awards

Question: When do you anticipate making award?

Answer: Award will be in 2 to 3 weeks after proposal submitted. Contract negotiation will happen before that.

Question: How many subcontractors in addition to Shaw and Providence do you envision hiring?

Answer: Probably 2 at first; with the potential for a total of 4 (including Shaw and Providence). This depends on contractor capacity and performance.

Question: How can we find out who the successful subcontractors are?

Answer: We will post this on our web site.

Question: When is the proposal due?

Answer: The due date has been extended to Monday, Sept. 25, at 5:00PM (Central time).

Question: Will you respond to questions sent by email?

Answer: We will do our best to answer your questions. If the question is contractual in nature, it will not be answered until after the award.

Question: Is the pricing information confidential?

Answer: If you want confidentiality, please mark your bid confidential.

Question: Can a firm that is a DBE in a different State or city qualify as a DBE in the State of Louisiana by reciprocal agreements?

Answer: Please confer with the State of Louisiana Government to determine your status.

Question: Will prices/costing be a consideration in the award?

Answer: Yes.

Question: On page 14 of 19, Appendix C, it is indicated that the applicable law for the contract will be governed by the laws of the, but on page 7 of 19, Appendix A, Item 38, it is indicated that the contract will be governed by the laws of the Commonwealth of Virginia, which law applies?

Answer: The order of precedence, if not negotiated, would indicate LA law applies.

Question: The RFP says the proposal “must include signed and dated representations and certifications that are attached”. Which of the attachments or exhibits within the 39 pages of the RFP fall within the category of “representations and certifications”?



Answer: Representations and Certifications are typically required under Federal Government contracts and include items such as small business size standards, whether the subcontractor has been debarred, certification the subcontractor is in compliance with EEO laws, etc.

Budgeting and Billing

Question: Billing – how often can we invoice?

Answer: We anticipate it will be every month.

Question: What paperwork will we need to submit?

Answer: For fixed price items – a list of the evaluations, including the identification number, type of evaluation. We will need 3rd party receipts for any OCDs or misc. materials.

Question: Any format required for the invoice?

Answer: Not at the moment.

Question: How, and how often, are payments made?

Answer: Payment will generally be via electronic transfers. We anticipate a monthly payment schedule.

Question: Will subcontractors be reimbursed for mileage?

Answer: Mileage is not separate, reimbursable cost. Please build this into your fixed price cost.

Question: Do you have any idea of what the workflow would look like, as far as numbers on an individual contract?

Answer: It depends on each subcontractor, capacity, performance, and price. There will be times when there are large surges.

Question: Can we ramp up to 50 evaluators by staggering our hiring, or do you want all 50 hired and trained at one time?

Answer: Please propose what makes sense for your organization.

Question: Will there be an even mix of who gets which type of properties?

Answer: For the most part. We are batching areas by zip codes, so there will likely be slight disparities, but we will make an effort to distribute the types of evaluations as evenly as practicable.

Question: Is training time compensated?

Answer: We will not compensate your staff, so please roll that up into your price.



Question: Will type(s) of home (mobile, elevated structure, etc) evaluated have any effect on this program?

Answer: Not for our purposes.

Question: The RFP states the Offeror will “hire” evaluators. Please define “hire”. Is ICF envisioning that the evaluators will be employees of the Offeror rather than Independent Contractors? As background, many home inspectors are independent single entity contractors that are routinely engaged by prime contractors under independent contractor agreements. As such they are generally not considered subcontractor businesses. Would the RFP treat each independent inspector as a subcontractor (the RFP limits the number of subcontractors to 2) or would they be considered resources of the principal subcontractor?

Answer: The contract that will be provided to the successful Offeror will include the following statement: ASSIGNMENT/SUBCONTRACTING. Subcontractor shall not assign this Subcontract nor any rights or obligations herein, nor subcontract any of the Services, without Contractor's prior written consent, or without flowing down all required contract terms and conditions. Subcontractor shall remain liable to Contractor for all obligations and liabilities set forth in this Agreement without regard to whether Subcontractor directly performs the services or delegates performance to lower tier subcontractors or consultants.

Evaluation/Evaluator Issues

Question: How do you plan to split the evaluations between subcontractors?

Answer: Evaluation areas are split up by zip code, with some exceptions.

Question: What sort of ethical issues must we consider?

Answer: Ethics training must be provided by the subcontractor, with guidance and approval from ICF. This covers mostly common sense issues, such as evaluators must not evaluate the homes of friends or relatives.

Question: There was a Pilot Program conducted- where did the evaluations for this take place?

Answer: The Pilot program was performed mostly in New Orleans with some Rita-affected areas included.

Question: Have any significant issues been raised in the pilot?

Answer: Many. Most involved working out policy issues, including what does the program cover. There will be a direct contact person for subcontractors to go to.

Question: How many evaluations have been performed already?

Answer: We have done 2,000 evaluations to date (some final, some in process).

Question: What are the work products from an evaluation?



Answer: Two items: the compensation allowance document (which includes specifications), and photos, are turned in to ICF.

Question: If some homes were inspected under federal government, would they be evaluated under this program?

Answer: At this point in time, yes, all eligible applicants will have their homes evaluated.

Question: Are evaluators expected to enter if there are hazardous materials?

Answer: No, if the evaluator feels uncomfortable or unsafe *for any reason*, they are directed to abort the evaluation. If there is something notified as hazardous material, this should be reported up the chain of command.

Question: Will evaluators be required to include contamination or environmental issues in their evaluation?

Answer: No, environmental issues are not a component of the home evaluation process.

Question: What if property is already bulldozed or totally destroyed?

Answer: You should measure the footprint of the home, document the issue and alert the supervisor and the Road Home –Home Evaluation headquarters.

Question: How does an evaluator make an appointment?

Answer: Phone numbers are provided on the work order. The subcontractor takes the responsibility of contacting the home owner.

Question: Who pays for the background checks and drug testing? What are the requirements?

Answer: The cost is paid by the subcontractor. The requirements are provided in Attachments 1 and 2.

Logistical Issues

Question: The RFP mentions the need to have/use translators; will ICF identify or provide these?

Answer: The subcontractor will need to have some available. ICF has foreign-language speaking personnel but please don't count on using them for evaluation purposes.

Question: Two companies have evaluators now. How many are working now?

Answer: Shaw and Providence have about 75 between the two companies.

Question: When will you start training and how many in a group?

Answer: We are looking at mid- to end- of October training, 40 or more people a week.

Question: For Health & Safety training, will you be bringing in someone from OSHA?



Answer: Possibly.

Question: Is data sensitivity an issue?

Answer: Yes, a critical one. ICF will have a secure server as a final deposition for the data. However, you must consider data security in your proposal, as well as including methods for ensuring data loss or fraud does not occur.

Question: How do you evaluate the approval process?

Answer: We have an internal QC process for reviewing the reports. This involves mostly common sense number checking, but there are also specific issues, such as elevating the home, which have special considerations. We will work through this process with the winning bidders. We expect that any of our subcontractors will also have their own Quality Control process to ensure that Compensation Allowance documents are accurate and complete. Documents rejected by us will be sent back to the subcontractor for correction. The subcontractor will not be compensated for errors.

Question: Safety equipment mentioned twice in Section 6.2 of the RFP.

Answer: This is a typographical error in the RFP.

Question: Is subcontractor information publicly available.

Answer: Potentially, yes.

Attachment 1

Drug Screens:

Conditions for Conducting Tests

Drug testing may be performed for any or all of the following classes of drugs: marijuana; opioids; cocaine; amphetamines; and phencyclidine. The statutory requirements do not apply to testing for other types of drugs.

Tests must be conducted by a laboratory certified for forensic drug testing by the Substance Abuse Mental Health Services Administration (SAMHSA) or the College of American Pathologists (CAP-FUDT).

The testing must be subject to generally accepted cut off levels as established by the FDA for saliva, blood, urine, or hair testing, or by SAMHSA if and when SAMHSA implements a final rule to regulate such testing.

Any saliva, blood, urine, or hair sample collected through drug testing must be subject to FDA-cleared immunoassay screening and confirmation testing at a SAMHSA-certified laboratory.

Samples that test positive must be preserved by the laboratory. These samples must be made available for challenge testing at the request of the applicant/employee donor.

Samples may not be used to collect or analyze DNA.

Cut Off Limits

The cut off limits for drug testing must meet SAMHSA guidelines, with the exception of initial testing for marijuana. The initial cut off level for marijuana must be no less than fifty nanograms/ML and no more than one hundred nanograms/ML, as specified by the employer or the testing entity.

Testing Process Requirements

Dual confirmation of test results is required.

Testing results must go to a medical review officer. The statute defines a medical review officer as a licensed physician, responsible for receiving laboratory results generated by the employer's drug testing program, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result together with his or her medical history and any other relevant biomedical information.

Restrictions on Use of Test Results



No mandatory or discretionary consequences may result for employees or prospective employees subjected only to on-site screening. Such consequences may occur based only on laboratory confirmation testing (“dual testing”).

Confidentiality Requirements

All information, interviews, reports, statements, memoranda, and test results received by the employer through its drug testing program must be kept confidential and are subject to limitations on disclosure in legal proceedings. Generally, disclosure is permitted in proceedings in which the drug test results are at issue.

Employee Rights

Any employee who tests positive for drugs may, upon written request, have the right of access within seven working days to records relating to his or her drug test and the results of any relevant certification, review, or suspension/revocation-of-certification proceedings.

Employee Remedies

For an employer with a testing program that meets the statutory requirements, employees and applicants have a cause of action for defamation, slander, or damage to reputation or privacy arising from disclosure of test results *only* where the following conditions are met: (1) the results were disclosed to someone other than the employer or testing entity or one of their authorized agents, or to the test subject; and (2) the disclosure was based on a false test result or failure to comply with the statute. Thus disclosure of test results should be strictly limited only to employer and testing personnel with an absolute need to know, and precautions should be taken to avoid reporting of false results.

Rehabilitation

Rehabilitation is permitted but not required. An employer may provide an employee who tests positive for drugs the opportunity to undergo rehabilitation without termination of employment.

Payment for Drug Tests

State law prohibits an employer from requiring an employee or applicant to pay for a drug test. However, an employer may withhold the cost of a pre-employment drug test if the employee resigns within ninety days of starting work.

Employer Tax Credit

Employers can receive up to a five percent (5%) state income tax credit for alcohol and substance abuse treatment program expenses they incur, provided they have a written substance abuse policy.



Unemployment Compensation and Drug Testing

Unemployment compensation benefits can be denied to an employee discharged for misconduct, which includes use of controlled substances on or off the job. Refusal to submit to a drug test also is considered misconduct.

See La. Rev. Stat. §§ 23:1081, 23:1601, 23:634; 23:897, 49:1001-1012, 47:6010.



Attachment 2

Background Checks for the Road Home

Public Criminal Records Check

- Should be accomplished by a credible third party vendor
- Employees should have a public criminal records search for a minimum of seven years. This does not preclude going further if warranted.
- The background search should be performed at the county level both circuit and district court for every county in each state that they have indicated residence.
- State wide searches where available.
- Federal Criminal searches in the federal districts correlating with residences.
- National Criminal Record Locator from National Databases

Employment verification

- All positions for the last seven years
- Information requested
 - Was applicant ever employed?
 - Dates of employment
 - Title
 - Earnings
 - Reason employment ended
 - Is applicant eligible for rehire

These are the minimum checks required for the program. Each sub-contractor should consult with their attorneys and security departments to determine the appropriate response to a criminal record being found or a positive drug screen. Employees may be ineligible for the following reasons:

- Felony offenses
- Pending adjudication
- Multiple misdemeanors that constitute a habitual offender
- Any offense related to the position hired i.e. burglary, theft, sexual offenses, etc

Each Contractor should seek legal advice on the implementation of this program. Every employer is ultimately responsible for the information that they develop. It is the employer's responsibility to **verify** any records found to positively identify the applicant as the individual reported on.

Any questions should be directed to Al Blankenship, Director of Program Security, The Road Home.