

NOTICE OF REQUEST FOR PROPOSALS (RFP)
Small Unmanned Aircraft System (sUAS)
("Project")

The Port of South Louisiana ("**PORT**") is soliciting competitive requests for proposals from qualified responsible Proposers for procurement, delivery, and installation of one (1) Small Unmanned Aircraft System (sUAS), complete with camera, battery and other associated equipment as detailed in this RFP. PORT will receive sealed proposals for that purpose, until **Monday, February 5, 2024, at 2:00 p.m. Central Standard Time (CST)**, ("Submission Deadline"). Proposals not received by the PORT as of the Submission Deadline will not be considered responsive and will not be opened. Proposals not meeting specified delivery and methods of submittal will not be considered responsive and will not be opened. Proposals received via facsimile (fax), or electronic mail (e-mail) shall not be considered. PORT reserves the right to extend the Submission Deadline by issuing an Addendum.

The purpose of this RFP is to solicit competitive proposals from qualified responsible Proposers to procure, deliver, and install one (1) sUAS, complete with camera, battery, and other associated equipment as detailed in this RFP. This RFP includes the system support, maintenance, and warranty for three (3) years, as well as parts for maintenance, repairs, and battery backup. This is for the PORT of South Louisiana Security Team and shall be delivered to 1720 Louisiana Hwy 44, Reserve, LA 70084. Proposers shall refer to the RFP documents for detailed deliverables.

The information contained in this proposal contains Sensitive Security Information (SSI) as identified in 49 CFR Part 15 – Protection of Sensitive Security Information. Therefore, the PORT requires, a Mutual Non-Disclosure Agreement (MNDA) be executed prior to receiving the RFP. Proposer's may pick up a copy of the MNDA at the PORT's Administrative Office at 1720 Louisiana Highway 44, Reserve, LA 70084, download the MNDA from www.centralbidding.com or request a copy at bids@portsl.com on or before **January 12, 2024, by 4:00 p.m. CST.**

Port of South Louisiana has been awarded Port Security Grant Number EMW-2021-PU-00028-4 from the Department of Homeland Security ("DHS") Federal Emergency Management Agency ("FEMA") Port Security Grant Program ("PSGP") for FY2021 which will partially be funding the products and services to be provided by Proposer to PORT pursuant to this RFP. Proposer will comply with all applicable local, state and federal law, regulations, executive orders, FEMA policies, procedures, directives and the following:

- [2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,](#)
- [Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)
- [FEMA Procurement Disaster Assistance Team \(PDAT\) FIELD MANUAL](#)
- [DHS Notice of Funding Opportunity \(NOFO\) Fiscal Year 2022 Port Security Grant Program \(PSGP\)](#)

- [FEMA Manual \(FM\) 207-22-0001 Fiscal Year 2021 Preparedness Grants Manual FEMA Grant Programs Directorate Version 2, February 2021](#)
- [GPD IB No. 400 FEMA’s Implementation of 2 C.F.R. Part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(“Super Circular” or “Omni Circular”\)](#)
- Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018), as implemented through 2 C.F.R. § 200.216 and FEMA Policy #405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim) applies to this RFP.
- [List of Equipment and Services Covered by Section 2 of the Security and Trusted Communications Network Act](#)

Proposals are subject to all terms, conditions, and provisions of this document, including Affirmative Action, Equal Employment Opportunity, and Build America Buy America Act (BABAA) regulations. Proposers shall read and understand the requirements of this RFP.

The Port will forward the RFP and any Addendums upon receipt of fully executed MNDA. PORT reserves the right to modify all or any of the same at any time prior to the Submission Deadline through an Addendum.

A Proposer will be selected through a qualification-based selection process. Proposers interested in providing services must submit a Statement of Qualifications (SOQ) that addresses the evaluation criteria defined in the RFP. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

Evaluation of submitted proposals will be based on the following criteria:

No.	Points	Criteria Description
1	20	Overall Experience of Company and Demonstrated Results Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related items.
2	20	Ability to meet PORTS schedule for expeditiously completing assignments. Time is of the essence to purchase and install this equipment. Is the Proposer able to order and supply equipment on or before 06/30/2024 ?
3	30	Experience in Operating Small Unmanned Aircraft Systems (sUAS) Has your company provided sUAS to a Maritime Facility before?
4	15	Cost Effectiveness of Price Quotation Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.
5	5	Completeness of Proposal and adherence to RFP Instructions

6	5	Value-add plan that includes additional products/services that are relevant to the current scope of work but are outside the current scope of work will be give considerations by the evaluation committee.
7	5	DBE/SBE Qualified small or minority-owned Proposers, women business enterprise or labor surplus area Proposers.

All proposals must be made in the form and on the forms (and contain all certificates, documentation, and information) required by the RFP documents. Any proposal that does not fully comply with any requirement of the RFP documents will be considered non-responsive, and PORT shall be entitled to reject. Port further reserves it’s right to reject any and all proposals at any time. PORT reserves the right to waive any minor informality or mere irregularity contained in any proposal.

No proposal will be construed to be binding on PORT unless (i) a Contract first has been awarded by its Board of Commissioners at a public meeting, (ii) the Contract has been duly executed by each of the Contractor and PORT, and (iii) all conditions applicable to such award of the Contract and as otherwise may be set forth in the Contract Documents have been fully satisfied.

For requests for Information (RFI) regarding any questions or requests for clarifications regarding this Request for Proposals, Proposers must submit a written request for information on or before **January 19, 2024, 4:00 p.m. CST** to bids@portsl.com. The Port will provide a response to the Request for Information on or before **January 26 2024, by 4:00 p.m. CST**, in the form of an addendum.

Sealed proposals must be received with all required submittals as stated in the RFP, no later **than the** Submission Deadline. Sealed Proposals may be delivered to 1720 Louisiana Highway 44 Reserve, Louisiana 70084 or www.centralbidding.com on or before the Submission Deadline.

A. The proposal package consists of two (2) sealed packages. Both sealed packages should be submitted online at www.centralbidding.com or delivered to the PORTs Administrative Office.

B. The first sealed package should contain an original and two (2) bound, full, complete, and exact copies of the Technical Proposal and an electronic proposal via a Flash Drive in a sealed opaque envelope. The package should be clearly labeled “Small Unmanned Aircraft System” Project # EMW-2021-PU-00028-4” and identify the name and address of the Proposer.

C. The second sealed package should contain an original and one (1) full, complete, and exact copies of the Cost Proposal. The package should be clearly labeled– “Cost Proposal for Small Unmanned Aircraft System” Project # EMW-2021-PU-00028-4” that all copies and all electronic media are identical to the Proposer’s hardcopy, original submission. In case of a discrepancy, the hard copy shall govern.

By: Mr. Paul Mathews, Executive
Director/CEO

Dates of Publication:

12/28/2023

01/04/2024

01/11/2024