

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

The Port of South Louisiana ("PORT") is requesting proposals from qualified responsible contractors for the performance of Work (as defined in this RFP) in conformity with the Contract Documents (as defined in the RFP). PORT will receive sealed proposals for that purpose, until **Monday, May 6, 2024, at 2:00 p.m.** Central Standard Time (CST), ("Submission Deadline"). Proposals not received by PORT as of the Submission Deadline will not be considered responsive and will not be opened. Proposal not meeting specified delivery and methods of submittal will not be considered responsive and will not be opened. PORT reserves the right to extend the Submission Deadline by issuing an Addendum.

The purpose of this RFP is to solicit competitive proposals to provide procurement, delivery and installation of two (2) Small Unmanned Aircraft System, 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 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. The MNDA must be fully executed before **April 15th, 2024, at 12:00 p.m. CST** in order to receive the RFP.

Port of South Louisiana has been awarded Port Security Grant Number EMW-2021-PU-00028 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 2021 Port Security Grant Program \(PSGP\)](#)
- [FEMA Manual \(FM\) 207-22-0001 Fiscal Year 2021 Preparedness Grants Manual FEMA Grant Programs Directorate Version 3, 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.

All questions and inquiries shall be sent to bids@portsl.com.

The current forms of the RFP and all issued Addenda may be obtained from the PORT's Administrative Offices located at 1720 Louisiana Highway 44, Reserve, LA 70084, ("**Administrative Offices**") Monday, through Friday from 8:30 a.m. to 4:00 p.m. PORT reserves the right to modify all or any of the same at any time prior to the Submission Deadline through an Addendum.

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

HSI in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contact entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

The requirements of 2 CFR Section 200.321 are to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. It is the policy of HSI to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of the contract for the Project ("Contract"). HSI encourages participation under this solicitation by all qualifying and responsible firms regardless of business size or ownership, whether as the prime contractor or a subcontractor. There is no established Disadvantaged Business Enterprise ("DBE") participation goal for the Contract, but participation is highly encouraged.

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.
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 its 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.

Proposals must be received with all required submittals as stated in the RFP, no later than the **Submission Deadline**. Proposals must be submitted to PORT in a sealed opaque envelope. Each Quote must clearly make reference to the Project by name and number in the upper left-hand corner and shall identify the contents of the envelope as a “RFP for Small Unmanned Aircraft system (sUAS) Project Number: “EMW-2021-PU-00028-4” and identify the name and address of the Proposer. Proposals may be delivered to 1720 Louisiana Highway 44, Reserve, Louisiana 70084 on or before the **Submission Deadline**. Proposer must submit three (3) copies of proposals and an electronic proposal via Flash Drive. Proposals may also be delivered to 1720 Louisiana Highway 44, Reserve, Louisiana 70084 or www.centralbidding.com on or before the **Submission Deadline**.

Proposals received after the time specified **Submission Deadline** shall not be considered for award. Proposals received via facsimile (fax), or electronic mail (e-mail) shall not be considered. Proposals not meeting specified delivery and method of submittal will not be opened nor considered responsive.

An executed MNDA must be on file with the PORT prior to receiving the RFP package. For Request for Information (RFI) regarding any questions or requests for clarifications regarding this proposal, Proposers must submit a written request for information on or before **Friday, April 19, 2024, 4:00 p.m. CST** to bids@portsl.com. The Port will provide a response to the RFI on or before **Friday, April 26, 2024, 4:00 p.m. CST**, in the form of an addendum.

By: Mr. Paul Mathews,
Executive Director/CEO

Dates of Publication:

03/28/2024

04/4/2024

04/11/2024