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**Request for Proposals**  
**Statewide Fiduciary Agency State Homeland Security Program**  
**Revised - August 28, 2019**

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**1. Welcome and Introductions: Martin Spellacy, HLS Director**

Director Spellacy will send out contact information. He's looking forward to meeting everyone out in the field during upcoming Council meetings. We are the judicious oversight of the HSGP funds and take that role very seriously. We will be looking for further grant opportunities to increase the funding to our front line folks for training, equipment, exercises, and planning activities.

**2. Request for Proposal Review: Lorri Gifford, HLS Compliance and Data Coordinator and Sonya Schey, HLS Program Manager**

Briefly walked through the outline of the RFP which is similar to the one that was posted for the FFY2016 HSGP funding cycle. One of the key changes this year is OGR will be pushing the planning funds directly to the Regional Councils vs providing some planning funds to the statewide fiduciary agent. Planning activities will be handled at the regional level going forward. Regional councils will have an opportunity to allocate the additional funds as needed. Statewide Fiduciary agent will only receive 5% of total Local Share funding to act as "fiscal agent" on behalf of the four Homeland Security Regional Councils (Western, Central, Southeast and Northeast).

The budget sheet, Risk Assessment form, and Contractor Authorization form will be posted on our website and copies will be emailed out. Please remember to include a screen shot verification of SAM registration as not all vendors listed in SAM are open for public view.

**3. Questions / Comments: Open Floor**

**Q.** What dollar amount is the 5% based on?

**A.** 5% is based on the total local share amount for FFY2019 \$5,298,200. After removing 5% M&A, \$264,910, Regional pass through totals will be \$5,033,290. Regional breakout: Southeast \$1,267,382.43; Northeast \$1,513,510.30; Central \$1,025,784.50; Western \$1,226,612.77

**Q.**RFP states that reimbursement must be made to vendors with 75 hours. What does that really mean (business hours?)

**A.** Current contracts state vendors must be paid within 72 hours of receiving reimbursement by OGR so not totally sure how those hours are set but to clarify it all, we will update RFP to read "within two (2) business days"

**Q.** Regarding monthly meetings, will these continue to be facilitated by Statewide Fiduciary agent?

**A.** OGR will be taking the lead of these monthly conference calls/meetings. These purpose is to gather feedback on regional activities. OGR will be inviting statewide fiduciary agent and sub-fiduciary agents to the calls/meetings. Meeting schedules, notes, invites, etc. will be managed by OGR so this responsibility will no longer fall under Statewide Fiduciary agent. Yes, this is a shift in responsibilities and expectations as this is OGR's job to synchronize efforts across the state as the SAA.

**Q.** Define the following statement: "Statewide Fiduciary Agent will not act in an advisory role to the regional councils"

**A.** OGR, EOPSS Leadership makes decisions regarding these grants, eligibility, allowable costs and the activities performed with the funds. OGR does not expect Statewide Fiduciary Agent to take on that role but rather provide guidance to the sub-fiduciary agents regarding procurement requirements as outlined in federal regulations, state law and OGR policies.

**Q.** MAPC is the sub-fiduciary for Northeast Region, why would there be a reduction of 5% M&A when the duties are separated and performed by different personnel.

**A.** Originally our thinking was to document that OGR is not double paying for the same responsibilities performed by the same agency. **As long as there is clear documentation of the separation of duties between Statewide Fiduciary agent and Sub-Fiduciary agent OGR will remove this from the RFP.**

**Q.** Can we better define/list the specific reporting requirements?

**A.** Historically the Statewide Fiduciary Agent and Sub-Fiduciary agents were involved with OGR's federal reporting requirements (BSIR), starting with FFY2019, this will all be managed by OGR. OGR will still require project and budget status reports but no longer entering project information into FEMA's GRT system.

**Q.** Under the Statewide Fiduciary Agent Responsibilities it really does not include or discuss procurement activities even though this is what we will be asking them to do. Can we add that language into the RFP?

**A.** The following will be added to RFP under Statewide Fiduciary Agent Responsibilities: Statewide Fiduciary Agent will conduct procurement on behalf of the four (4) Regional Councils and ensure procurement is conducted in accordance with state and federal requirements. OGR approved projects.

**Q.** Please explain who will be responsible for equipment inventory?

**A.** It is the "owner's" responsibility to ensure equipment is received, tagged and included in the equipment inventory list. On behalf of the "owner" it is OGR's expectation that the Sub-Fiduciary Agent would be responsible for receiving equipment, verifying it is as ordered/in working condition, tagging with "*purchased with HSGP funding...*" and ensuring it is added to the official equipment inventory list. The Sub-Fiduciary Agent would be responsible for providing updates to the Statewide Fiduciary Agent. The Statewide Fiduciary Agency would be responsible for maintaining the official equipment inventory list and submitted a copy to OGR annually. OGR is responsible for verifying that equipment paid with HSGP funding is accounted for, reported on and maintained. This will be done during OGR equipment check site visits.

**Q.** The RFP does not clearly define who is responsible for the development of regional project scopes. Who would this fall under? Currently, the Sub-Fiduciary agent is responsible for the development of project scopes and forwarding to the Statewide Fiduciary Agent, after all approved (Council and OGR), for procurement.

**A.** Yes, the current process would continue. We will add this under the Sub-Fiduciary Agent's responsibilities.

**Q.** Regarding OGR approval for budget and project revisions, can you please clarify what this means and does this really mean that OGR must see and approved every little revision?

**A.** YES. If the council wants to move funding from one PJ to another (money from PJ1-Training and Exercise to PJ4 – Cache Equipment) that request MUST be submitted to OGR for review and approval prior to any action taken. If council submitted PJ2.6 to purchase ballistic vests and the original estimated budget approved by OGR was \$500.00 and now the quotes are coming back in at \$750.00 that is still within the same PJ line items (plan line item) and that PJ line items has enough money to cover the increased costs it does not need formal OGR review/approval an email "heads up" would work fine.

Important to keep in mind that the Statewide Fiduciary and Sub-Fiduciary agents are contracted with OGR. The Regional Councils are “advisory groups” that make recommendations to OGR as the SAA.

**Q.** the following has been removed from past RFP and is not listed “Under the direction of the councils, the fiduciary agent will develop the annual Regional Homeland Security Plans/Prioritized Project Lists of the councils in coordination with EOPSS and with robust local and regional stakeholder input” Should this be included?

**A.** The development of the Annual Regional Plan/Prioritized Project List is a responsibility of the council and is done through subcommittee meetings and council meetings it would fall under the Sub-Fiduciary agent’s responsibility since they provide council support. We will include this under Sub-Fiduciary Agent responsibilities.

**Q.** Can you clarify the “standard website” stuff? Is “standardized website a new thing and if so, what is the standard? They were with the understanding that each council had the ability to design their website as they wanted/needed.

**A.** This is not new, cut and paste from FFY2016 “*Fiduciary agent shall maintain websites for the councils with standardized content. These websites will also be used to share information on council “best practice” activities as well as trainings and exercise*”. The FFY2019 states “Maintain websites for the councils with standardized content. These websites will also be used to share information on council “best practice” activities as well as dates, time and location of grant funded trainings and exercises” and it is listed under Sub-Fiduciary Agent’s responsibility. The only update to this responsibility will be that OGR will create a Website workgroup (reps from all regions and sub-fiduciary agents) to define standard content that needs to be included on the council’s websites. As a reminder, the purpose of these websites are to provide information to the public and provide visibility of grant funded activities.

**Q.** Can we get more information regarding the Annual outreach meeting(s)?

**A.** This would be coordinated by OGR with our stakeholders and expenses for this meeting(s) would be out of OGR’s program funds not Statewide Fiduciary Agent, Sub-Fiduciary Agents or regional project funds. The purpose of these workshops is to discuss priorities, make and assist with developing patch forward for upcoming grant years.

**Q.** Stakeholder Survey use to be the responsibility of the Statewide Fiduciary Agent but now it is listed under the Sub-Fiduciary Agent, who is taking ownership of this?

**A.** Yes, this was moved under Sub-Fiduciary Agent.

**Q.** Please explain “monthly meetings”?

**A.** These would be same as or similar to the monthly meetings/conference calls between Statewide Fiduciary Agent and Sub-Recipient Agents with OGR would lead these meetings/calls. This would not replace any one-on-one meetings between HLS Coordinator(s) and Sub-Fiduciary agent prior to or just following the council meetings.

**Q.** In addition to the Sub-Fiduciary Agents responsible for PJ development they are also responsible for TRR, EHPs, ICIPs, ERRs, etc.

**A.** Agree, this will be updated in the RFP

**Q.** Why would contracted services to complete forms (ICIPs, EHPs, etc.) be taken out of the Sub-Fiduciary Agent’s program funds and not out of the project funds?

**A.** Program funds include cost of staff completing these required forms as part of the program support. There may be large projects that would require the use of contracted services to assist with certain forms (installation of a communication tower may want to hire consultant to complete the EHP due to the size and complexity of the project) - We understand and agree that in some cases they may want to contract out services. In all cases, the PJ will state if they are contracting out which will be up to OGR to approve. This will be removed from the RFP. This will still need prior approval from OGR and will be reviewed case by case.

**Q.** The RFP states there are two attached forms but unable to locate either form. Why are there two budget sheets for just M&A?

**A.** There is only one budget sheet. I will update the language, and will email the form out as well as ensure it gets posted to our website. I will also update the RFP that Statewide Fiduciary Agent funding is M&A only and no planning activities expected from them.

**Q.** when will the questions/answers be posted and/or emailed out?

**A.** We will try and get them completed and emailed and posted by tomorrow, 8/15/2019.

**Q.** How will the councils allocate the additional planning funds?

**A.** These additional funds are no different than the original allocation. OGR is leaving that up to the council. They will develop their priorities and submit recommendation to OGR for review/approval.

**Q.** is there a timeframe for the councils to allocate these funds?

**A.** Not really. We understand that the councils will most likely want planning time to determine best use of the additional funds. OGR will include the updated regional allocation in the contracts even those the councils may not have allocated the use yet. If we have not heard anything from the councils after six months into the contract period we might ask what's up, but we will really leave that up to them.

**Q.** Please have Director Spellacy send out his contact info

**A.** Yes, but right his phone and computer are not fully operational. The Undersecretary is going to send out a notice/introduction to all regional councils (should be coming out soon). – **Email was sent to stakeholders on 8/21/2019**

**4. Closing Remarks: Martin Spellacy, HLS Director**

OGR will provide notes from this conference call to those on the call as well as post to OGR website tomorrow, August 15, 2019. Thank you all for participating and for the open dialogue. Please contact Lorri Gifford if you have any other questions or if you would like assistance with developing a response.