Request for quotations

BDO Zone Consulting Services

Posting date: Monday, October 12, 2026
Submissions accepted: October 12 through November 5, 2026
Deadline: Thursday, November 5, 2026 at 3:00 p.m. Central Time
Public opening: Thursday, November 5, 2026 at 3:00 p.m. Central Time in the SCPDC Pelican Room, 5058 West Main Street, Houma, LA 70360
Contact: Joshua Manning, Planner IV, josh@scpdc.org
Documents and written updates: scpdc.org

Purpose and work included in the fee

SCPDC seeks a consultant to evaluate sugarcane bagasse supply and infrastructure serving the Valentine Industrial Site in Lockport and deliver a BDO Zone rating. The analysis covers the area within 75 miles by driving distance for feedstock supply and competing markets within 150 miles. The fee covers the approved technical assistance and technical evaluation activities.

Deliverable	Required work and deadline
Technical assistance and preliminary assessment	Interview suppliers and other relevant stakeholders and support at least one group workshop. Provide remote collaboration and a confidential online space for project documents. Assess feedstock quantity and quality, logistics, contractual needs, and supply and infrastructure weaknesses. Provide the technical assistance and preliminary risk assessment by November 30, 2026.
Technical evaluation and BDO Zone rating	Use the approved Standards for Biomass Supply Chain Risk (BSCR) to assess biomass availability, supply-chain resilience and infrastructure. Address more than 100 supply-chain and more than 20 infrastructure risk indicators. Deliver the final rating, supporting report and data, available feedstock tonnage and supply-chain partners by May 31, 2027.
Coordination and handoff	Provide the analysis and materials needed to publish and promote the findings, track project impacts and prepare a case study that others can use. Coordinate with SCPDC so the approved workplan can be completed by August 31, 2027.

Fixed fee

Quote one total fixed fee that includes all costs and does not exceed $69,975. Provide a short breakdown showing technical assistance and technical evaluation costs. SCPDC will compare total fees.

Submitting quotations and selecting the consultant

Minimum qualifications

Your firm or proposed team must show that it can perform the following work:

• Assess biomass supply chains and provide relevant technical assistance. Give a brief example of comparable work and a client reference or equivalent evidence.

• Deliver the approved BDO Zone rating and report. Explain any required licensing, authorization or arrangements for access to rating and publication services. Identify your team and subcontractors.

• Meet the stated deadlines.

SCPDC will review these qualifications as pass or fail. It will also check the firm's integrity, past performance, financial and technical ability, and federal eligibility.

What to submit

Provide a brief signed letter with your firm's legal name and contact information, total fixed fee and cost breakdown, relevant experience, proposed team, and required rating arrangements. Confirm that you can complete the stated work on schedule. Identify any exceptions and acknowledge written updates to the request. No separate response forms are required.

Delivery and questions

Submit one signed quotation in a sealed envelope marked "BDO Zone Consulting Quotation" to Joshua Manning, SCPDC, 5058 West Main Street, Houma, LA 70360. SCPDC must receive it by Thursday, November 5, 2026 at 3:00 p.m. Central Time. Hand delivery, mail or courier is permitted. Mailing before the deadline is not sufficient; the envelope must arrive on time. Quotations will be opened publicly at 3:00 p.m. that day in the SCPDC Pelican Room at the same address. Late quotations will be logged and returned unopened. Email may be used for questions, but quotations submitted by email will not be accepted.

Send questions to josh@scpdc.org in time for a written answer before the deadline. SCPDC will share substantive answers and changes with all contacted firms and post them at [NOTICE URL]. Only written updates change the request. Any interested firm may obtain the documents and respond, even if SCPDC did not contact it directly.

Selection and award

SCPDC will first check whether the quotation meets the stated requirements and whether the firm can reliably complete the work. It will then select the eligible, qualified firm with the lowest total fixed fee within $69,975.

Clarifications after opening may not materially change the price or scope. SCPDC will document any rejection. If eligible, qualified firms tie for the lowest price, SCPDC will use a public random drawing and record the result.

The award requires SCPDC authorization and USDA approval or a documented exception. The contract will include payment and acceptance terms, termination provisions, federal eligibility requirements, applicable USDA nondiscrimination and lobbying language, and other required clauses. Work begins after the contract is signed and SCPDC gives written authorization.