

**DATE:** November 2, 2010

**TO:** Prospective Proposers

**FROM:** J. Stan Thompson, Contracts and Grants Administrator

**SUBJECT:** RFP No. 2011 – Environmental Enhancement and Education Services Community-Based Organization Funding

**PROPOSAL SUBMISSION DEADLINE:** 4:30 P.M., Monday, November 15, 2010

**FORMAL ADDENDUM No. 1**

This Addendum is hereby made a part of the Request for Proposals (RFP) No. 2011 for Environmental Enhancement and Education Services Community-Based Organization Funding.

**Item 1. Miami-Dade County Contact Information:**

Office of Grants Coordination (305) 375-4742, RFP No. 2011 Contracting Officer, J. Stan Thompson: [jst9@miamidade.gov](mailto:jst9@miamidade.gov)

Ethics Commission: (305) 579-9093, [ethics@miamidade.gov](mailto:ethics@miamidade.gov)

Department of Procurement Management: (305) 375-5289, [dpmdept@miamidade.gov](mailto:dpmdept@miamidade.gov)

General Services Administration, Risk Management: (305) 375-4400, [gsa@miamidade.gov](mailto:gsa@miamidade.gov)

Vendor Information Center: (305) 375-5773 <http://www.miamidade.gov/dpm/vendor-assistance.asp>

**Item 2. Required Form(s) Submission with Application:**

Insert the following information after page 25, "Application Checklist for Fully Completed Application and Prescribed Order." The following forms, affidavits, etc. must be submitted with the application. Other forms, affidavits, certificates, etc. will need to be submitted by the successful proposer(s) at the time of contract award. Please review guidance carefully for submission requirements. The table below illustrates the order (for both the Original and the copies) of the application package:

<b>ORIGINAL (marked as such)</b>	<b>COPIES (8 total)</b>
Cover Sheet, Appendix A, page 1	Cover Sheet, Appendix A, page 1
RFP Checklist, Appendix A, page 2 which must be signed with Corporate Seal attached or Notarized	RFP Checklist, Appendix A, page 2 which must be signed with Corporate Seal attached or Notarized
IRS Letter of Determination/Proof of 501(c)(3) not-for-profit status	Proposal Narrative, Appendix B
Current copy of Certificate of Status from the Division of Corporations, FL Department of State: <a href="http://www.SunBiz.org">www.SunBiz.org</a>	1. Statement of Need (one page maximum)
Current Articles of Incorporation`	2. Past Performance (one page maximum)
Current By-Laws	3. Organization Capacity and Staffing Plan (two page maximum)
Most recent audit and management letter. If not available, submit most current IRS Form 990	4. Program Plan (four page maximum)
Current Board of Director's List, Appendix G	5. Collaborations, Partnerships, and Coordination of Services (one page maximum)
Proposal Narrative, Appendix B	6. Miami-Dade County Required Budget Forms and a Budget Narrative
1. Statement of Need (one page maximum)	7. Ability to provide Services and Presentations (one page maximum)
2. Past Performance (one page maximum)	
3. Organization Capacity and Staffing Plan (two page maximum)	
4. Program Plan (four page maximum)	
5. Collaborations, Partnerships, and Coordination of Services (one page maximum)	
6. Miami-Dade County Required Budget Forms and a Budget Narrative	
7. Ability to provide Services and Presentations (one page maximum)	

### **Item 3: Corrections to the RFP**

Page 25, Section 8, Number 2) last bullet; strike (**Appendix H**) and insert (**Appendix G.**)

After Number 7, add additional line as follows: **8) Appendix H, Collusion Affidavit**

On the County website (<http://www.miamidade.gov/OGC/rfpno2011-emailLogin.asp>); Page 1 following the Table of Contents of the downloaded PDF document was blank. It has been added to the website as an additional document.

#### **Item 4. Clarification of Written Questions and Questions from Pre-Proposal Conference:**

##### ***Questions may have been edited for clarity.***

Q. Can recently established organizations participate in this RFP?

A. Yes, any organization that can provide an IRS Letter of Determination/Proof of 501(c) (3) not-for-profit status may apply for funding under this RFP.

Q. Can applicants include supporting documentation to support past performance such as newspaper clippings, magazine articles, etc?

A. No, only include what is required in Section 8, page 25 of the RFP document. Any extraneous materials will be discarded prior to submission to the Evaluation Committee.

Q. If two organizations partner to submit a proposed program, do both agency names need to be part of the proposal?

A. Only one eligible non-profit 501 c (3) organization may apply under this Request for Proposal.

Q. Will RFP documents be placed in WORD or other software for completion by the Proposer?

A. The Cover Page, Checklist, and Board of Directors table are Word documents. The Line Item Budget is in Excel. The program narrative and budget justification narrative should be completed in Word. These documents will be available to download on the website (<http://www.miamidade.gov/OGC/rfpno2011-emailLogin.asp>). All affidavits will not be provided in Word as they are legal documents and cannot be changed.

Q. Does “past performance” refer only to OGC or is it related to the program/organization’s general past performance?

A. Refer to the Appendix B, Number 2; Past Performance.

Q. Can you give an example of other funding streams?

A. No, your agency should describe your ability to obtain other funds beyond any potential county award.

Q. If the proposer has a history of other funding streams; will it have a negative impact on evaluation and potential award?

A. No.

Q. Is a proposer required to have matching funds?

A. No, it is not required.

Q. Where are the instructions for assembling the proposal? Does it get bound? What kind of binders?

A. Section 8.0, page 25, describes the checklist for a fully completed application and the prescribed order. Do not staple proposals. You may use a binder clip or rubber band to separate the original and copies.

Q. Can the copies be double-sided?

A. Yes.

Q. What Font size, spacing, and margins should we use?

A. 12 point font, single-spaced, 1" margins; use Arial or Times New Roman font. For tables, you may use 10 point font.

Q. Can "footers" be used (i.e. page numbering) within the proposal?

A. That is not required, but yes, they may be used for page numbers.

Q. Is the corporate seal required on the checklist?

A. If the Agency does not have a corporate seal, the check list must be notarized.

Q. If our organization has the same exact information required on the Board of Director List as requested in Appendix G, can we use our own form/template?

A. Yes, as long as all the required information listed in Appendix G is included.

Q. Is the Evaluation and Review process open to the public?

A. Yes, they will be publically noticed meetings. However, no comments will be accepted from the public.

Q. Are fringe benefits a direct expense?

A. Yes, for direct service staff. However, they can also be an administrative expense if they are for administrative staff.

Q. What is considered proof of 501 (c) 3 status?

A. An IRS Letter of Determination dated before the proposal submission due date of Monday, November 15, 2010.

Q. If an organization has not received their final 2009 audit by the submission date, should the Form 990 be submitted or the 2008 audit or both?

A. The most current completed audit should be submitted.

Q. Our organization has not had an audit done but we do have financial statements. Is this adequate to apply?

A. Please submit your financial statements and your organization's most current IRS Form 990.

Q. If you are already registered as a vendor with the County, do we need to re-apply?

A. No.

Q. Will an evaluation panel be selected to review the proposals?

A. Please refer to Section 6.2 of the RFP document; Individual and Committee Proposal Rating and Ranking Scope of Services.

Q. All proposed activities must include a component in their scope of services to assist the funding department in providing staff to present information through presentations and other outlet methods upon request, based on the proposer's area of expertise.

What does this mean? Who's funding department? Does this mean we have to have a speaker available to make presentations for the county? Does this person have to be on call?

A. Please refer to Section 6.4, page 14-16 of the RFP for information concerning Additional Points. As stated in the Pre-Proposal Conference, Miami-Dade County's Department of Environmental Resource Management is seeking the option to ask a potential organization to provide presentations or appear at events on the County's behalf, based on the proposer's environmental enhancement and educational services.

Q. Our 501 c (3) does not have an audit because it has no paid staff. Can we provide the audit of the fiscal agent to satisfy the audit requirement?

A. If the fiscal agent is the applicant under the RFP and meets all the general terms and conditions, their audit will satisfy the requirement.