



Office of Management and Budget
Grants Coordination
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Carlos A. Gimenez, Mayor

DATE: July 16, 2013
TO: Prospective Proposers
FROM: Theresa Fiaño, Contracting Officer
SUBJECT: RFP No. 1013 – Environmental Education Services
Community-Based Organization Funding
**PROPOSAL
SUBMISSION DEADLINE:** 4:00 P.M., Monday, August 5, 2013

FORMAL ADDENDUM No. 1

This Addendum is hereby made a part of the Request for Proposals (RFP) No. 1013 for Environmental Education Services Community-Based Organization Funding.

Item 1. Miami-Dade County Contact Information:

Office of Grants Coordination (305) 375-4742, RFP No. 1013 Contracting Officer,
Theresa Fiaño: fianot@miamidade.gov

Internal Services Department, Risk Management: (305) 375-4400, 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:

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 on the following page illustrates the order (for both the Original and the copies) of the application package:

ORIGINAL (marked as such)	COPIES (8 total)
Cover Sheet, Appendix A, page 1	Cover Sheet, Appendix A, page 1
RFP Checklist, Appendix A, page 2 which must be affixed with Corporate Seal attached or Notarized	RFP Checklist, Appendix A, page 2 which must be affixed 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: www.SunBiz.org	Organization's Mission Statement 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 or audited financial statement. If not available, submit most current IRS Form 990 (Copy of Electronic Submission of IRS Form 990 acceptable)	4. Program Plan (four page maximum)
Current Board of Director's List, Appendix G	5. Collaborations, Partnerships, and Coordination of Services (one page maximum)
Appendix E: Affidavits and Requirements Forms A1 – A6 (please note that Forms A2 and A4 must be notarized)	6. Miami-Dade County Required Line Item Budget Form and a Budget Narrative (Appendix C)
Proposal Narrative, Appendix B	7. Services in High Need Water Impaired Areas (one page maximum)
Organization's Mission Statement 1. Statement of Need (one page maximum)	8. 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 Line Item Budget Form and a Budget Narrative (Appendix C)	
7. Services in High Need Water Impaired Areas (one page maximum)	
8. Ability to provide Services and Presentations (one page maximum)	

Item 3: Corrections to the RFP

Page 25, 2) states that the Current Board of Directors List is (Appendix H). That is incorrect, it is Appendix G.

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

Questions may have been edited for clarity.

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. 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 are available to download on the website (<http://www.miamidade.gov/managementandbudget/rfpNo1013-emailLogin.asp>). All affidavits will not be provided in Word as they are legal documents and cannot be changed.

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.