



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

DATE: April 7, 2015
TO: Prospective Proposers
FROM: Daniel T. Wall, Contracting Officer
SUBJECT: RFP No. 0415 – FY 2014-15 Environmental Education Community-Based Funding
PROPOSAL SUBMISSION DEADLINE: 4:00 P.M., Thursday, August 9, 2015

FORMAL ADDENDUM No. 1

This Addendum is hereby made a part of the Request for Proposals (RFP) No. 0415 for Environmental Education Community-Based Funding.

Item 1. Miami-Dade County RE-DERM 24 Hour Anonymous Complaint Line:

For complaints or emergencies call (305) 372-6955 or Email EnvtlComplaints@miamidade.gov. Miami-Dade County responds to environmental complaints and emergencies 24 hours a day, 7 days a week.

Item 2. Priority 2 – Urban Forestry:

Page 7 – Strike and remove the third bullet that reads “Work with RER-DERM and a Miami-Dade County member of the Florida Nursery, Growers, and Landscape Association (FNGLA) to grow six (6) month old seedlings to the three (3) gallon size tree needed for the Adopt-A-Tree and EEL programs.”

Item 3: Clarification of Questions from Pre-Proposal Conference:

Questions may have been edited for clarity.

Q. Does the amount of continuation funding count towards the \$27,100 maximum amount that any one organization can request from the RFP?

A. No, the \$27,100 cap only applies to requests for funding specifically in response to this RFP.

Q. Under Priority 2 – Urban Forestry, may a vegetation and/or exotic plant removal program be offered on privately-owned land if the land is accessible to the public 24 hours a day, seven days a week?

A. No, these programs are limited to publically-owned lands only.

Q. If awarded a contract, may we provide the County with something less than a full complete audit since they can be expensive?

A. The contract will not require a complete audit. However, if the Provider has or is required to have an annual certified public accountants opinion and related financial statements, the Provider agrees to provide these documents to the OMB-GC no later than one hundred eighty (180) days following the end of the Provider's fiscal year, for each year during which this Agreement remains in force or until all funds received pursuant to this Agreement have been so audited, whichever is later.

Q. What if the required IRS Form 990 is somewhat dated or old?

A. Provide a copy of the most recent and complete IRS Form 990. If it is late, then provide an explanation and a copy of an extension approval from the IRS, if applicable.

Q. Will the Evaluation/Selection Committee meeting be open to the public?

A. Yes, the meeting will be publically noticed on the County calendar.

Q. If awarded a contract, will we have to obtain new quotes for any potential subcontractors or purchases within the 5 month contract period?

A. No, that is not required. However, the agency should maintain adequate documentation on file related to any such subcontracts or purchases that pre-date the contract.

Q. Is Professional Liability Insurance required?

A. The County's Risk Management Office will make a case-by-case determination based on the specific nature of the work/services as outlined in the scope of work included in the contract.

Q. Can the budget and other forms be provided electronically?

A. Yes, all forms available in an electronic format will be posted to the web at <http://www.miamidade.gov/grants/rfp-0415-email-login.asp>.