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Carlos A. Gimenez, Mayor

DATE: December 4, 2015
TO: Prospective Proposers
FROM: Daniel T. Wall, Contracting Officer
SUBJECT: RFP No. 1115 – FY 2015-16 Environmental Education Community-Based Funding
PROPOSAL SUBMISSION DEADLINE: 4:00 P.M., Friday, December 11, 2015

FORMAL ADDENDUM No. 1

This Addendum is hereby made a part of the Request for Proposals (RFP) No. 1115 for Environmental Education Community-Based Funding.

Item 1. Application Procedures and Timeline:

Pages 7 and 8 – The Anticipated Timeline is changed to insert “12/14/15-12/17/15 Cure Period”; for Selection Committee Kickoff Meeting strike “12/15/15” and replace with “12/18/15”; for Review/Selection Committee Process strike “12/17/15” and replace with “12/22/15”.

Item 2. Cure Period:

Page 13 – Insert new section “5.18 Cure Period”

Insert the following “A four (4) day Cure Period will be held on December 14 -17, 2015. Proposers will be notified of any technical deficiencies with the proposal via an e-mail sent to the official applicant contact person as shown on the cover of the proposal. This Cure Period allows Proposers to correct any technical deficiencies identified during staff’s technical review of the proposal with the submission of additional documentation as may be required by the County. The staff report will identify all technical deficiencies with each application that may be cured such as providing missing forms or properly executed forms. Proposers will have until December 17, 2015 to submit any and all outstanding or missing documentation via e-mail or in person to the Office of Management and Budget – Grants Coordination, Contracting Officer, Daniel T. Wall at dtw@miamidade.gov. Changes to narrative elements of the proposal will not be

allowed. A deviation from the terms of this RFP may be cured so long as the deviation is immaterial in that it does not provide the Proposer with an unfair competitive advantage.”

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

Questions may have been edited for clarity.

Q. Is there any specific start date or ending date for the 12 month contract period?

A. The Proposer may select the start date as long as it falls between October 1, 2015 through February 1, 2016.

Q. Can a local organization with a 501(c)3 tax designation located in another state be eligible?

A. Yes, as long as all eligibility requirements are met and services are provided in Miami-Dade County.

Q. Are there any additional priority program areas besides those referenced in the RFP?

A. No.

Q. How strict is the requirement for Spanish and/or Creole language programming?

A. This is not a requirement. Services may be provided in English, Spanish, and/or Creole.

Q. Do we have to include a statement that we will include RER-DERM's 24-hour anonymous complaint line in all of our presentations?

A. Yes.

Q. What is the difference between an audit and certified financial statements?

A. While both are provided by an independent auditor, an audit is more comprehensive and may include but not be limited to a report on compliance, a report of internal controls, etc.

Q. If an organization is not recommended for funding, can they request a meeting to find out why?

A. Yes, you may request such a meeting by contacting the Contracting Officer for this RFP, Daniel T. Wall.

Q. If an organization previously met the County Insurance requirements, will that be sufficient for this proposal submission?

A. Insurance is a condition of contracting. Valid certificates of insurance are not a required element of the proposal.

Q. Do we have to list the County as an additional insured?

A. Yes, listing Miami-Dade County as an additional insured on the required certificates of insurance will be a contract requirement.

Q. Is there any benefit to be obtained by adding the County on the organization's insurance policy prior to submitting a proposal?

A. No, and it is not recommended as this will likely represent an unnecessary added expense for Proposers that are not ultimately recommended for funding.

Q. Can a Board member or the Vice Chair of an organization be the authorized officer or Director for this RFP?

A. Yes, it is up to the organization to determine who is listed as the authorized officer for the proposal.

Q. Is it advisable to prepare the proposal narrative in any specific format?

A. Yes, follow the outline provided on page 26 and in Appendix B.

Q. Is this grant contingent upon any kind of match?

A. No.

Q. Are any of the databases listed in the due diligence checklist fee based?

A. No, for the purpose of this RFP the County will only utilize free, non-paid sources of information.

Q. Can an organization request to review past or currently funded proposals?

A. Yes, to do so, please contact the Contracting Officer for this RFP, Daniel T. Wall.

Q. Can the Impaired Waters Map be made available online?

A. Yes, the Impaired Waters Map and electronic fillable versions of certain forms will be made available online at <http://www.miamidade.gov/grants/rfp-1115-email-login.asp>.

Q. Can you clarify what is meant by the term "performance-oriented programs"?

A. Think in terms of a theatre-style performance just not limited to that sort of venue (an educational show, play, etc.).

Q. Would a guided-field trip with experiential activities be considered performance-oriented?

A. Based on the information provided, it is not likely that a field trip would be considered performance-oriented. It may be possible to make the case that a field trip, depending on location and the content and format of the educational component, is a hands on educational project. However, it is important to note that it is the decision of the Proposer as to how to refer to your program and how to describe it and remember that as stated on page 5 of the RFP, any type of activity may be funded as long as it meets all of the requirements of the RFP.

Q. Is there a page limit for each section of the narrative?

A. Yes, please refer to Appendix B for page limits by section.

Q. The questions found on page 14 of the RFP are different than those included in Appendix B, which should I follow?

A. The questions found in Appendix B are to be answered in your proposal. The questions included on page 14 of the RFP will assist reviewers in scoring and

evaluating proposals. Proposers are strongly encouraged to carefully review all of this information.