



**Office of Management and Budget  
Grants Coordination**

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**Carlos A. Gimenez, Mayor**

**DATE: November 26, 2018**

**TO: Prospective Proposers**

**FROM: Daniel T. Wall, Contracting Officer**

**SUBJECT: RFP No. 8733 – FY 2017-18 Environmental Education Community-Based Organization (CBO) Funding**

**PROPOSAL SUBMISSION DEADLINE: 4:00 P.M., Monday, December 10, 2018**

**FORMAL ADDENDUM NO. 1**

This Addendum is hereby made a part of the Request for Proposals (RFP) No. 8733 for Environmental Education Community-Based Organization Funding.

**Clarification of Questions from Pre-Proposal Conference:**

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

**1.8 BACKGROUND**

**Q:** Although the RFP language reads, “due to the limited availability of funds, one-time events will not be considered for funding”, what if there is a one-time event that is part of the year-round program?

**A:** As long as there is an ongoing educational component for which you are seeking funding, you may also include a one-time event. You may not ask for grant funding primarily for the one-time event without considering your overall program.

**Q:** Can an agency receive reimbursement for assisting the funding departments by providing staff upon request for presentations and other outreach activities?

**A:** Each agency must commit to assisting the funding departments in their area of expertise, which would be a reimbursable event. However, you may not need to budget the event in your initial proposal; a budget revision could be done following the event, if necessary.

**Q:** Should the offer to assist be included in the Proposal Narrative?

**A:** Yes. The agency should specifically state that they are available for these types of presentations and outreach events.

**Q:** The RFP states that, “environmental education should be a core mission of the community-based organization”. Does an agency qualify for this grant if “environmental education” is not specifically listed in the agency’s mission statement?

**A:** Environmental education does not have to be included in an agency’s mission statement in order to be eligible to apply for funding; however, if it is not, the agency’s proposal narrative must make the case to clearly state, document, and prove that environmental education plays an important role for the agency.

## **SECTION 2.0 RFP REQUIREMENTS -**

**Q:** In the registration process on-line, how can I have two email addresses provided?

**A.:** You may register twice on-line. Agencies must identify one primary contact person when their proposal is submitted.

## **SPECIFIC ACTIVITY REQUESTS**

**Q:** In several sections in the section, “Specific Activity Requests” there is mention to a 24-hour anonymous tip line for reporting environmental concerns. The web address is listed, but is there an actual phone number?

**A:** We confirmed that the phone number that is a 24-hour anonymous tip line is 305-372-6955. As noted in the RFP, this phone number should be listed on any presentation materials you provide.

## **7.6 APPLICATION CHECKLIST FOR APPLICATION AND PRESCRIBED ORDER**

**Q:** Appendix B asks for an “Authorized Officer or Director”. Please clarify this.

**A:** The person who is authorized to be the contract officer or primary point of contact for this RFP may be listed.

**Q:** Can agencies request a copy of their last monitoring visits by contacting Office of Management and Budget?

**A:** Yes. Send such request via email to Daniel Wall and copy the Clerk of the Board.

**Q:** Should the monitoring report be a recent, complete report?

**A:** The Agency should provide two monitoring reports that are complete and that are the most recent. If a monitoring report asks for a corrective action plan, the agency should include a copy and probably explain what actions they took to insure that they are now in good standing.

**Q:** If both monitoring reports were the result of this County grant (environmental education), can I provide copies of those monitoring reports?

**A:** Yes.

**Q:** If the agency is very large, how do I determine which monitoring report I should provide?

**A:** Use a monitoring report that is relevant to your particular department or program. Please ensure that the report is complete.

**Q:** What should an agency do if they have only had one monitoring report?

**A:** If you are new to grants and have not had more than one report or any, explain why.

**Q:** What do we do if our agency has not had formal monitoring?

**A:** Explain the nature of grant funding that you have received and state why formal monitoring has not been performed. Attach any relevant documentation you may have.

**Q:** What do we do if the County has not provided our monitoring report?

**A:** If you are due to receive a report, but have not received it, and it is the only report you can provide, state the status of this matter. If you only have one monitoring report, state why.

**Q:** Several documents mention a corporate seal, what do we do if our agency does not have one?

**A:** It is acceptable to state that your agency does not have a seal.

**Q:** If we follow the guidelines listed for the Proposal Narrative (Appendix C), will we capture everything that is required for a complete response to this RFP?

**A:** You need to be vigilant and read all documents carefully. Not everything that must be provided is listed in the Proposal Narrative section.

**Q:** If some of the attachments do not apply to our agency, do we leave them blank?

**A:** No. Each document must be properly executed and say “none” or “not applicable”, as the form may instruct you – or check the appropriate “no” box.

**Q:** Please provide clarity as to the Addenda Acknowledgement form.

**A:** When an Addendum is issued, we want to insure that all have received the document. Please complete the blanks when you receive an Addendum. We will send them to all proposers that provided the email address requested.

**Q:** What do we do with the Lobbyist Form if we do not employ a lobbyist?

**A:** Fill out the name of the person who can speak on behalf of your agency, if the County requests an oral presentation.

**Q:** Is Vendor Registration required annually?

**A:** Staff has been informed that you do not have to register annually; however, the Procurement Division of Miami-Dade County suggests that you check to insure that you are still a qualified vendor, as their systems and processes change from time to time. Vendor Registration is not required unless you are awarded a grant.

**Q:** Does the agency need to complete the Due Diligence form?

**A:** No. The County provides this document so that proposers will be informed regarding the various entities that the County will contact in order to properly review your agency.

**Q:** Who is considered a subcontractor or supplier?

**A:** Companies or individuals that provide items or services for this program. For example, a nursery you buy trees from would be a supplier and a professional certified arborist might be a subcontractor.

**Q:** Should we use the vendor commodity codes, found in the vendor registration section as part of the RFP, in our line item budget?

**A:** You can use any type of expense you would like; however, it must relate to the environmental education component of your agency and you must justify the expense in your budget justification.

## **MISCELLANEOUS**

**Q:** Should we use a particular font and margin?

**A:** Please use Arial, Times New Roman, or Calibri, with a font of 11 or higher. One inch margins all around the document.

**Q:** Can we provide our submittal double-sided?

**A:** No. Proposals must be single-sided.

**Q:** What is the total budget size?

**A:** \$730,000 – If every successful agency receives \$65,000, the County could fund just over 11 agencies.

**Q:** Can we attend the evaluation committee meetings?

**A:** Yes, they are public meetings noticed on the County calendar. You will not be permitted to speak.

**Q:** Is the County flexible concerning the contract term?

**A:** No. This contract will start in February (unless there is some type of delay) and will end one year following execution. All resulting grant agreements will have a term with the same effective start and end date.

**Q:** Can proposers consult with other Departments' representatives prior to submitting their response?

**A:** No. Review the cone of silence information included in the RFP document.

**Q:** When the next RFP is released, can we expect the same level of funding?

**A:** Yes.

**Q:** If we had only received partial funding in the past, what can we do to make our proposal better?

**A:** Agencies can come into the office and review documents from past grant cycles. You can request the highest scoring proposal and review how it was written. Email me, with a copy to the Clerk, and we will make arrangements to provide access to the documentation.