



**Office of Management and Budget
Grants Coordination**

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Carlos A. Gimenez, Mayor

DATE: December 6, 2018

TO: Prospective Proposers

FROM: Daniel T. Wall, Contracting Officer

**SUBJECT: Request for Proposal No. 8733 – FY 2017-18 Environmental Education
Community-Based Organization Funding**

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

FORMAL ADDENDUM No. 2

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

Appendix D - "Line Item Budget Form and Budget Narrative Justification Instructions": In the "Instructions for Completing Line Item Budget Form", Paragraph number 5 shall be modified, as follows:

5. In **Column I. "County Funding – This Award,"** **indicate the amount of direct and indirect costs, by line item, which will be funded by County Funding for this award.** Please note that the total amount of indirect costs listed in 'Column I.' cannot exceed 45% **15%** of the total award. For example, if the total amount of funds being requested is \$10,000, then the total for the indirect costs may not exceed \$4,500 **\$1,500** (45% **15%** of the \$10,000 award). **A detailed breakdown of individual indirect/administrative expenses is required.**

Additional questions:

Q: Aside from the salaries of those working on the program, can the agency submit a budget that includes line items solely covered by this county grant, or must the line item also be partially covered by our other grants?

A: The agency's budget may include line item costs that are fully (100%) funded by this grant as long as they are allowable expenses under this grant and justified in the agency's budget narrative.

Q: In the RFP, it states that the contract will begin February 1, 2019. Does this mean that the proposed project work has to take place from February 1, 2019 to January 31, 2020?

A: Grant agreements that result from this RFP process will have a 12-month contract period that we anticipate will begin on February 1, 2019.

Q: With regard to the requirement to provide copies of the two most recent site visit monitoring reports, can you please specify if this should include just the CAP Acceptance Letter or if it must also include the entire CBO Contract Performance Monitoring Report that lists the findings, corrective action required and recommendations?

A: At a minimum, the proposal should include copies of the complete report(s) listing any findings. In addition, an agency may elect to include the Corrective Action Plan (CAP) and/or CAP acceptance letter.

Q: Was it necessary to register for the pre-proposal conference that was held on November 16th?

A: No. It was not necessary to register for the pre-proposal conference.

Q: Since an agency registered online to receive the documents, will the agency be able to participate in this new RFP?

A: Yes, it is necessary to register to download and participate in the new RFP. However, if an agency picked up a package in person from the Office of Management and Budget, they would also be included in the complete email list that staff will use to send out any addenda or other official communications relating to this process.

Q: As a recipient of the last RFP cycle's funding for Environmental Education, a Contracts Officer visited an agency to conduct monitoring; however, a written monitoring report from the County was not provided. In this case, what document should be provided?

A: Explain the situation as part of the agency's narrative and the agency may provide two performance reports in lieu of formal monitoring reports.