



**Office of Management and Budget  
Grants Coordination**

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**Carlos A. Gimenez, Mayor**

**DATE:** April 14, 2017  
**TO:** Prospective Proposers  
**FROM:** Daniel T. Wall, Contracting Officer  
**SUBJECT:** RFP No. 0317 – FY 2016-17 Environmental Education  
Community-Based Organization (CBO) Funding  
**PROPOSAL  
SUBMISSION DEADLINE:** 4:00 P.M., Friday, April 21, 2017

**FORMAL ADDENDUM No. 1**

This Addendum is hereby made a part of the Request for Proposals (RFP) No. 0317 for Environmental Education Community-Based Organization Funding.

**Item 1. APPLICATION CHECKLIST FOR FULLY COMPLETED APPLICATION AND PRESCRIBED ORDER**

Page 29 – Insert a new final paragraph, after “Please note that only the ORIGINAL, not the eight copies, must contain ALL REQUIRED ATTACHMENTS (#2 and #6 above).” that states “Do not staple, spiral bind, or place the proposal in a three-ring binder. Instead use a binder clip, rubber bands, etc. to keep your proposal together. Pages in the original and copies of the proposal should be single-sided and NOT double-sided. Proposals should use 12-point Arial or Times New Roman font with single spaced line spacing and one inch margins all around on 8½ by 11 inch size paper only.”

**Item 2. Appendix B FY 2016-17 Environmental Education Community-Based Organization (CBO) Funding RFP No. 0317: Proposal Narrative**

Number 6. In the sentence that reads “Please note that indirect costs are capped at fifteen (15%) percent.” strike “fifteen (15%) percent” and replace with “twenty-five to forty-five (25%-45%) percent”.

**Item 3. Appendix C FY 2016-17 Environmental Education Community-Based Organization (CBO) Funding RFP No. 0317: Line Item Budget Form and Budget Narrative Justification Instructions**

Please insert the budget form attached to this addenda as the new first page of this appendix section.

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

*Questions may have been edited for clarity.*

**1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS**

**Q: In Paragraph 1.0, it states that there is a “Contract Period starting on or after October 1, 2016”, can this contract be retroactive?**

A: Yes, the 12-month contract can be retroactive to October 1<sup>st</sup> of 2016.

**Q: If it’s a new program for the agency, but they’ve been providing this service for some time, can it still be a retroactive contract?**

A: This would not be usual practice; however, if an agency can explain this to a reviewer, it could be possible.

**Q: Are there any parameters for when the contract begins and ends?**

A: The contract could be retroactive, but any program that has begun before an agency is awarded a contract may be difficult to explain. Generally speaking, narrative sections of proposals that raise or leave questions in the minds of reviewers may not receive high scores.

**Q: As there is a cone of silence in place for this RFP, but I have an existing contract with the County, am I able to speak with my Contracts Officer concerning my existing contract?**

A: Absolutely. Staff from the Office of Management and Budget knows that this process has begun, so they will not be responding to any questions concerning this RFP.

**Q: Is it possible to extend this grant past one year?**

A: At this time, the contracts are for one year only (12 months).

**Q: If the legal name of the agency is different from the parent company, do we have to put a note on the attachments or include an explanation as part of the proposal?**

A: It would be best to do both to insure the reviewer will see the information: explain the evolution or difference of the names, include a note on all attachments, and include necessary and relevant documentation to support your explanation.

**Q: Who determines the funding level for the agency?**

A: The County has the discretion to recommend a lower funding amount than that which was requested.

**2.0 RFP REQUIREMENTS**

**Q: What is a reasonable percentage for administrative costs?**

A: All agencies must justify any percentage, up to 45%, and all administrative costs must be broken out and justified for each line item.

**Q: The language of the RFP allows administrative costs up to 45%, who will decide if that percentage is excessive?**

A: The County has the sole discretion to determine the maximum percentage or cap for administrative costs.

**Q: Does the County Contract Officer decide what would be an appropriate percentage for administrative costs?**

A: No.

**Q: If an agency requests up to \$65,000 with administrative costs being 45% of that request, can the Evaluation/Selection Committee award less?**

A: The Committee can recommend less direct cost and/or a lessor administrative percentage.

**Q: Should an agency break down the salary of someone, reflecting what is administrative and what is direct cost? How do you reflect this on the budget?**

A: Yes. In this scenario where a portion of a position's time and effort is administrative in nature and a portion is direct service, you would reflect a pro-rated portion of the salary in the section of the budget form for administrative costs and in the direct cost section as well. In the accompanying budget narrative justification, an agency should explain the percentages of an employee's salary for direct services and for administrative services, clearly stating what the employee does and how the agency measures their service.

**Q: In the budget narrative, an agency needs to justify the administrative level?**

A: An agency needs to break out the administrative costs and explain specifically each line item.

### **3.0 SCOPE OF SERVICES**

**Q: When the language of the RFP (page 6) states that certain activities "not listed herein" may be awarded, is an agency permitted to list an activity and that activity may or may not be accepted as an acceptable service?**

A: Yes.

**Q: Under "General Activity Requests" (Page 6) what is meant by "the organization will be available to conduct presentations..."?**

A: As an example, if DERM will be conducting an Adopt-A-Tree program, you may be contacted to provide volunteers or set up a booth to promote activities.

**Q: Could a user department contact the agency 40 times per year to make presentations?**

A: Not likely, unless the Proposer agrees. The RFP states that there must be sufficient notice and be mutually agreed upon.

**Q: Since there are three agencies providing funding for this effort, will those agencies have representation on the Evaluation/Selection committee?**

A: All three agencies have been asked to provide representatives for the Evaluation/Selection Committee. Additionally, non-County agencies will be asked to participate.

**Q: I believe I understand it is a requirement that we touch on at least one program topic within each of the three priority areas. Is this correct?**

A: No. The RFP identifies types of activities that may be proposed. Although it is a priority list, it is not all inclusive.

**Q: Is there any advantage to offering a proposal for all three priorities?**

A: It is the agency's discretion as to the number of priority areas the proposal seeks to address; however, a good practice is to focus on what you do best.

**Q: Is focusing on six program topics within the range of what is expected and also similar to what others have included in prior years?**

A: There are no expectations as to how many program topics are addressed in a proposal. Past proposals have varied in the number of program topics addressed.

**Q: I'm leaning towards a minimum of 48 educational programs over the course of the year, is this a number that falls within the range of educational program numbers provided by prior successful applicants?**

A: Past proposals submitted by successful applicants have varied in the number of educational programs offered.

**Q: If water quality/quantity is embedded in another program, should that activity be listed separately in a program?**

A: It is acceptable to have one program that includes elements from all three priorities. The focus of this funding is on environmental education that the service recipient will be receiving, not necessarily the recreational or health benefit to an individual. The educational component is the focus.

## **5.0 APPLICATION PROCEDURES AND TIMELINE**

**Q: Is the Form 990 necessary or will the latest financial statements be sufficient?**

A: Page 9 stated that the IRS Form 990 must be submitted in the name of the proposer. If you have a financial statement, that should also be submitted.

**Q: Page 29 states that proof of submission of the IRS Form 990 is required. Is providing the IRS Form 990 sufficient?**

A: No. An agency should provide proof of submission; some validation from the IRS. An email receipt is generally provided when an agency submits electronically.

**Q: If the IRS Form 990 is mailed, rather than emailed, what would be sufficient proof?**

A: An agency can go online and print proof from the IRS that the Form 990 was submitted.

**Q: Would a letter of verification from the agency's accountant be sufficient proof of the Form 990 submittal?**

A: A letter of verification is better than no proof; however, it is best to have validation from the IRS. An agency needs independent, third-party verification and an accountant is being paid by the agency and their independence could be questioned.

**Q: As the RFP is for the fiscal year, must an agency spend all funding by October of 2017?**

A: No, the term of the contract is for one year (12 months) from the effective start date of the contract term which may be later than October 31, 2016.

**Q: Is it permissible to have two grants from the County at the same time?**

A: Yes, but the funding cannot overlap for the same program.

**Q: Will there be a specific, set contract date in the future for this RFP?**

A: No.

**Q: What would be an appropriate date to start the agency's program?**

A: There is no specific date; however, it would be best not to begin the program much later than three or four months after award. If an agency waits too long to begin a program, it may affect the agency's scores by the Evaluation/Selection Committee if they do not recommend keeping the funding or services off the street for any extended period of time; however, an explanation as to why you are not starting your program in a timely manner may assist you.

**Q: How realistic is the timeline, given the past problems finding reviewers?**

A: Three Departments are involved in this effort, so it is anticipated that this timeline will be adhered to.

**Q: If the program began in August and concluded in July of 2018, would the agency be eligible to apply next spring?**

A: Yes; and, you may be able to start funding your program back to back.

**Q: As funding from the Departments is not proportionally equal, will there be more points awarded for DERM-related activities?**

A: No, the grant is not divided in that manner.

**Q: Who is the designated RFP contracting officer?**

A: Daniel T. Wall is the designated contracting officer.

**Q: With regard to any additional documents that an agency wishes to provide to support their proposal, would you need multiple copies or just the original?**

A: If the RFP does not ask for a document, you do not need to provide it. The proposal narrative should tell the story, not an attached magazine article or letter from someone.

**Q: Is there a specific form for the required annual agency-wide budget?**

A: The budget should be based upon the agency's fiscal year. There will not be a standard agency-wide budget form provided by the County.

**Q: What if the agency has not been monitored?**

A: Simply provide that explanation as part of the Proposal, and be sure to explain any reference to "grants" that may be included as part of the proposal.

**Q: What if the agency received a large grant from a private foundation that does not perform monitoring?**

A: The agency should explain this clearly and provide documentation verifying that the private foundation was pleased with your performance.

**Q: Different grants mandate different reporting methods, should the agency provide the different reports?**

A: You should provide copies of the two most recent site visit reports, where a funder visited the agency and subsequently provided a report.

**Q: What should an agency do if it did not receive a monitoring report from last year?**

A: The agency should explain why it did not receive a monitoring report and include the most recently completed reports.

**Q: How should we explain that the program will be implemented on a reimbursement basis?**

A: An agency should explain how they are able to remain operational on a reimbursement basis. When the County contract is executed, an agency is permitted to request up to 25% of up front budgeted expenses; the agency may have financial reserves or a line of credit, etc.

**Q: Can we collapse salary information in the budget?**

A: No, the budget and corresponding narrative justification must separate salaries for each position for which funds are requested.

## **6.0 EVALUATION AND SELECTION PROCESS OF APPLICATIONS**

**Q: If an agency provides services in one location, but serves a high-risk clientele from another location, is that permissible?**

A: Yes. However, it is important for an agency to clearly explain this situation. For example, if your program is on Miami Beach and you are serving children from Liberty City, the proposal should include a detailed description as to how potential clients will access the services.

**Q: Is past performance only negative points?**

A: Yes, but there are many sections in the scoring where an agency can receive positive points related to the organization's track record.

## **MISCELLANEOUS**

**Q: Can we request past grant recipients' proposals or examples of prior projects?**

A: Yes. You may request proposals via email to [dtw@miamidade.gov](mailto:dtw@miamidade.gov) or call us at 305-375-4742.

**Q: With the cancellation of the CBO funding contracts, I wanted to know if you could please confirm if this included all new CBO funding specifically RFP#0317 for the Environmental Education?**

A: Recent actions taken by the Board of County Commissioners in relation to RFP No. CBO1516 – FY 2015-16 Human and Social Services Community-Based Organization Funding have no impact on this RFP and related process.

**Q: Can you provide assurances that this process will not be cancelled as the other one was?**

A: No such assurances are provided. However, it is important to note that in the case of this RFP, final grant awards will be made by the Mayor not the Board of County Commissioners.

**Q: Can you please advise as to where I can find the required budget forms or provide a link?**

A: After you have registered and selected submit, a blank version of the Line Item Budget Form in Excel may be found on the RFP download page for RFP No. 0317 FY 2016-17 Environmental Education Community-Based Organization (CBO) Funding.