



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

**DATE:** April 19, 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. 2**

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

#### **Item 1. Clarification of Written Questions:**

*Questions may have been edited for clarity.*

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

**Q: My agency's mission statement does not specifically state that environmental education is a core aspect of our mission, as we perform a variety of services. Will we be eligible to apply?**

**A:** Any 501(c)3 non-profit organization is eligible to apply, provided the proposal includes an IRS letter of determination stating such in the legal name of the proposing organization and all other requirements are met. The proposal should include a copy of the proposer's mission statement; and, if it is not clear to a reviewer that environmental education is specifically included in that mission, then the proposal narrative should explain and make the case that it is part of the core mission.

#### **Section 5.0 APPLICATION PROCEDURES AND TIMELINE**

**Q: Can I request a copy of the past Monitoring Reports from the Office of Management and Budget, so that I may include them in my proposal?**

**A:** Yes. Please contact the RFP Contracting Officer for copies of records.

**Q: Are the responses to the Questions asked at the pre-proposal conference of March 31<sup>st</sup> available?**

A: Yes. Formal Addendum No. 1 included questions and responses from the pre-proposal conference and was emailed to all who provided their email address, either at the pre-proposal conference meeting or through registering to see the documents on line. You may visit [www.miamidade.gov/grants](http://www.miamidade.gov/grants) in order to view all documents related to this solicitation.

### **Section 8.0 APPLICATION CHECKLIST FOR FULLY COMPLETED APPLICATION AND PRESCRIBED ORDER**

**Q: Is it acceptable to submit our grant on our watermarked letterhead provided the margins, font type, and size requirements are all met or is it preferred that we submit on blank white paper?**

A: The first page can be on letterhead, but the rest should be on blank white paper.

**Q: Please clarify whether the budget narrative and justification have the same meaning. Additionally, should the budget narrative be included in the proposal narrative (Appendix B) and the budget form in Appendix C?**

A: The budget narrative and justification have the same meaning and each line item must be justified in the narrative. Regarding placement in the proposal, the budget form and corresponding narrative justification should immediately follow the rest of the program narrative. In the RFP document, references to Appendices indicate where you may find the item in the RFP document - not where to include it in your proposal.

**Q: If a proposal has several category headings listed chronologically, but not numbered, should we also include corresponding numbers?**

A: It is up to the proposer.

### **Appendix B: Proposal Narrative**

**Q: If we go under by half a page in one section, may we go over by half a page in another section?**

A: No. All narrative sections of the proposal must adhere to the page limits.

### **Appendix C: Line Item Budget Form and Budget Narrative Justification Instructions**

**Q: With regard to the Line Item Budget Form and the area for a "Contract #", should we include the RFP Number in that space?**

A: You may leave it blank for now. We would provide you with a contract number in the future upon execution of a contract, if the proposal is funded.

**Q: With regard to the Line Item Budget Form, do we leave the "Budget Period" blank, pending award of a contract?**

A: No, you should fill in that box and define the 12-month budget period based on when you propose to execute the contract and start the program.

## **Appendix J: Due Diligence Checklist**

**Q: What Contracts Officer is responsible for signing the Due Diligence Checklist?**

A: The Due Diligence Checklist was provided only for the Proposers' information. You do not complete and you do not submit the form as part of the proposal. The County will utilize the checklist internally to document the results of its due diligence review.