



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

DATE: April 20, 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. 3

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 5.0 APPLICATION PROCEDURES AND TIMELINE

Q: The RFP asks for the most recent audit/financial statement. We do not have one available; therefore, we will provide a bank statement. What month(s) should be included in the bank statement?

A: If the current audit/financial statement is not available, then you can submit the one for the prior year. Short of that, you may provide copies of the last (most recent) two or three complete bank statements.

Q: We have not had a contract with CBO funding RFP since 2010-2011. Are we required to submit monitoring reports from that contract? Are more current monitoring reports from a contract for another funding agency, such as The Children's Trust, preferred?

A: Copies of the two most recent site visit monitoring reports issued by an independent funding source are preferred. Monitoring reports issued by The Children's Trust are acceptable.

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

Q: Can we include additional attachments to our proposal other than the ones required? For example, can we include the program curriculum as an attachment to our proposal?

A: Yes, you may include additional attachments if they are relevant to your proposed service or program. Do not include additional general information about the organization.

Q: Are we to print and complete each of the Appendix sections?

A: Please complete, sign, and notarize, as applicable, the following forms: Appendix A - Application Cover Sheet and Checklist (2 pages); Appendix C – Line Item Budget Form; Appendix D – Label; Appendix E – Affidavits and Requirements; and, Appendix G – Board of Directors List.

Q: Is it required that the forms be typed or is handwritten acceptable?

A: Forms may be typed or handwritten as long as they are legible.

Q: Or is there somewhere to download fillable forms? Appendix C – Line Item Budget Form and Appendix G – Board of Directors List have been provided as fillable forms on the RFP download page on <http://www.miamidade.gov/grants/>.

Q: Which Appendices are not required as part of the initial proposal?

A: The following Appendices are included for information purposes only and should not be completed at this time: Appendix F – Required Vendor Registration Package and Vendor Affidavits Forms; Appendix H – Miami-Dade County Collusion Affidavit; Appendix I – Impaired Waters Map; Appendix J – Due Diligence Checklist; and Appendix K – Draft Agreement.

Appendix E: Miami-Dade County Affidavits and Requirements

Q: The instructions say that two pages require a notary seal, but I can only locate one page.

A: There are two forms in Appendix E that should be notarized: 1) Affidavit D-1; and, 2) Affidavit of Miami-Dade County Lobbyist Registration for Oral Presentation (this second form does not explicitly state “Notary”, but it is an Affidavit and includes space for notarial certification.)