



**Office of Management and Budget  
Grants Coordination**

111 N.W. 1<sup>st</sup> Street,  
22<sup>nd</sup> Floor  
Miami, FL 33128  
305-375-4742 O 305-375-4049 F

**Carlos A. Gimenez, Mayor**

**DATE: April 10, 2019**

**TO: Prospective Proposers**

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

**SUBJECT: RFP No. 9333 – FY 2018-19 Environmental Education Community-Based Organization (CBO) Funding**

**PROPOSAL SUBMISSION DEADLINE: 4:00 P.M., Wednesday, May 1, 2019**

**FORMAL ADDENDUM NO. 1**

This Addendum is hereby made a part of the Request for Proposals (RFP) No. 9333 for Environmental Education Community-Based Organization Funding.

- I. Page 11, 3.0 Scope of Services, Priority 3 – Recycling and Solid Waste Management: After the last bullet, insert “Note: All presentations should include an announcement of RER-DERM’s 24-hour anonymous complaint line and what may constitute illegal activity and how to report it.”
- II. Page 31, Appendix D: Insert “Line Item Budget Form” found at [https://www8.miamidade.gov/global/service.page?Mduid\\_service=ser153511904736332](https://www8.miamidade.gov/global/service.page?Mduid_service=ser153511904736332)
- III. Clarification of Questions from Pre-Proposal Conference:

*Questions may have been edited for clarity.*

**1.4 CONE OF SILENCE**

**Q:** If an agency regularly collaborates with a County Department on a variety of activities, can the agency discuss this RFP with the County Department?

**A:** No. As long as the Cone of Silence is in place, agencies cannot speak with any County employee about this RFP. All communications must be made in writing to Daniel T. Wall at [dtw@miamidade.gov](mailto:dtw@miamidade.gov) and copy the Clerk of the Board at [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).

## **1.8 BACKGROUND**

**Q:** When an agency is considering providing a “dissimilar” program, is a different location of the program sufficient or does the target audience and the program also have to be different?

**A:** A different geographic location may be sufficient; however, an explanation/justification should be included in the Proposal Narrative.

## **2.0 RFP REQUIREMENTS**

**Q:** With regard to Section D, Administrative Cost Cap, is overhead capped at 15%?

**A:** All administrative, indirect, or overhead expenses that do not specifically interact with the clients would be considered part of indirect costs. All indirect costs must be itemized in separate line items and would be bound by the 15% Administrative Cost Cap.

**Q:** Can an agency ask for payment of one person’s entire salary as a direct cost?

**A:** Yes; however, the entire award provided by the County is \$65,000, with up to a maximum of 15% in administrative costs. The agency may structure their request as they wish; but, it should be clear what the cost represents, i.e., if the salary request is for an individual that will be directly involved in working with the program, then it would be a direct cost and not subject to the 15% cap.

**Q:** Can an agency request reimbursement of fringe benefits and taxes paid on behalf of an employee as part of a direct cost funding request?

**A:** Reimbursement of fringe benefits and taxes will be dependent upon the employee’s position. If you are requesting reimbursement for the executive director who manages the agency, but is not directly involved in the program, those benefits and taxes will be considered indirect. Conversely, if you are requesting reimbursement of an employee who directly works with the clients, those expenses will be reimbursed. It is important to note that if an agency is requesting funding for 25% of a direct employee’s salary, then only up to 25% of the fringe benefits and taxes will be reimbursed.

## **MISCELLANEOUS**

**Q:** Can we include a letter of support from an organization as part of our application?

**A.:** You may; however, a letter of commitment, stating that an organization will provide matching funds, in-kind support, or work with an agency should the agency receive the County grant, would be more meaningful. It is important, though, to limit the proposal to the information and documents requested.

**Q.** Should we use a particular format?

**A:** Please use Arial, Times New Roman, or Calibri, with a font of 11 or higher. Please use single-sided pages, single-spaced paragraphs, and one-inch margins all around the document.

**Q:** What are the components that make up a strong, compelling grant request?

**A:** Timely, complete, accurate grant applications with all contents in the order noted, with excellent due diligence results are usually viewed positively by Evaluation/Selection Committees.

**Q:** Can you provide some advice for smaller, newer agencies?

**A:** As a new organization may not have a track record, it is important to explain the collective years of experience of your key staff and of those who will be providing the service. You may also partner with a more experienced organization, which may serve as the formal applicant and/or fiscal agent.

**Q:** What does a new agency do to explain lack of a monitoring report?

**A:** If an agency is new and this is its first grant, this should be explained in the Proposal Narrative. If you have received a grant in the past and the funder did not monitor the agency, provide your close-out report or end-of-program report and explain this.

**Q:** How does a new agency explain financial stability – is there a percentage or threshold that should be in the agency's bank account?

**A:** The County does not have a threshold or amount required; however, as this is a reimbursement-based grant, an agency must be able to pay its invoices and employees. Agencies may elect to seek a line of credit during this time; however, keep in mind that the County will not reimburse any bank fees or interest on these types of business transactions.