

## REQUEST FOR PROPOSALS

### Summer Youth Programming at NewHolly and/or High Point Solicitation No. 5062

#### ADDENDUM NO. 2

Issued Wednesday, April 18, 2018

This Addendum containing the following revisions, additions, deletions and/or clarifications, is hereby made a part of this solicitation and Contract Documents for the above-named project. Bidders/Proposers shall take this Addendum into consideration when preparing and submitting their response to this solicitation.

**Item 1.** This Addendum amends the May 15, 2018 date found in Section C – Scope of Work, item 12 as follows: The next to last sentence states: “Initial calendar should be available as soon as possible and not later than May 15, 2018.” That sentence is hereby changed to: “Initial calendar should be available as soon as possible and not later than 5 days after contract execution.”

**Item 2.** The following is a list of questions received and SHA’s responses to those questions.

Question 1. Is there funding being provided this summer for organizations to only do their own programming? Can they only include in-house programming, or is it similar to last year where one org will manage both Highpoint and NewHolly and coordinate all the programs and orgs? And that org will subcontract with other orgs to fund their programs?

*Response: Proposals can include a mixture of in-house programming and contracting with other service providers of expertise, as stated in item # 5 in the Scope of Work section of the Request for Proposals. Per Criterion 9: Proposers will receive two points for each letter of support from a local community member, teaching artist, or small organizations that describe a specific partnership and service plan. Up to 20 points are available. This encourages proposers to sub-contract with other organizations. In-house programming proposals can be submitted, however they will not receive a score here. Proposals for each community are being considered, so if an organization would like to be considered for selection in both communities, they will need to submit a separate proposal packet for each community.*

Question 2. Relating to C.5, under Scope of Work where the RFP talks about providing stipends to partners, saying “Funding to these partners must be available up-front.” My question is: How much \$\$\$ does SHA anticipate the contracted service provider will need to front? ALSO, if there is any way to discuss or negotiate some sort of advance on the full funded amount to the service provider, I know first-hand that would help immensely.

Response: *The amount of up-front funds would depend on how much you pay to your partners for that month. Since you will be invoicing monthly, it should never be more than one-months partner payouts. SHA cannot make advance payments.*

**Item 3.** As a reminder, the Due Date for submitting Proposals is 2:00 p.m. on Monday, April 30, 2018.

Attachment 1 – List of Attendees at Pre-Submittal Meeting

**END OF ADDENDUM NO. 2**

**Summer Youth Programming at NewHolly and/or High Point**  
 (Request for Proposals - Solicitation No. 5062)  
**Pre-Submittal Meeting**  
 Friday, April 13, 2018, 10:00 a.m.

**Attendance Sign-In Sheet**

Name of Firm/Agency	Name of Representative	Address, City, State, Zip	Telephone Number	E-mail Address
DNDA	David Bestock	4408 Delridge Way SW	206-935-2499	<a href="mailto:david@dnda.org">david@dnda.org</a>
DNDA	Yeggy Michael	4408 Delridge Way SW	206-419-9907	<a href="mailto:yeggy@dnda.org">yeggy@dnda.org</a>
DNDA	Anita C. Hale	4408 Delridge Way SW	206-935-2999 x 103	<a href="mailto:anita@dnda.org">anita@dnda.org</a>
East African Community Services	Amir Noir Soulkin	7050 32 <sup>nd</sup> Avenue S	206-721-1119	<a href="mailto:noir@eastafriancs.org">noir@eastafriancs.org</a>