

## **RFP Addendum # 1**

### **Request for Proposals for On-Call Summer and Out-of-School Programming (Solicitation # 5499)**

**Date of Addendum # 1: May 11, 2021**

The Request for Proposals (RFP) for the above-named project is amended as noted in this Addendum. This Addendum consists of two pages.

The following is a list of questions received and SHA's responses to those questions.

Question 1. I know that our current on-call contract with SHA ends on 12/21/21 with subsequent extension of 1-2 years. Just wanted to be sure about our status to apply for this RFP.

Response: *Yes, you should apply as long as you have the capacity to serve other SHA community's families.*

Question 2. The criteria in the table in section E doesn't include a section for the proposed program design or for explaining the categories we are choosing and how we meet the criteria for that category. Are these items to just be included in the cover letter? If so is there some length guidance for the cover letter or information on how it will be weighted?

Response: *Please include your response to the categories you are choosing from the list in the Scope of Work.*

Question 3. If we are providing a single program that covers two (or more) of the categories described, can we write one proposal that covers multiple categories?

Response: *Please submit for each category separately, even if it is a copy of the same Proposal for an different category since we will be evaluating each category separately.*

Question 4. Where do we indicate the number and ages of youth served?

Response: *In the program design.*

Question 5. Criteria 6 in the table in section E doesn't ask for a full budget, but is that what is wanted? Where do we put the budget for supplies, contractors and all staff? And does that budget count towards the 12 page limit? If a budget isn't required, where would we indicate the total amount we are applying for?

Response: *Please address the information on evaluation Item #6; under Pricing and Rates:*

**Pricing and Rates:** Submit your key personnel's all-inclusive hourly rates. Also include experience in raising necessary funds and resources to support the services required. For the all-inclusive hourly rates, Pricing and Rates: Submit your key personnel's all-inclusive hourly rates. Also include experience in raising necessary funds and resources to support the services required. For the all-inclusive hourly rates,

Question 6. Criteria 6 in the table in section E talks about key personnel's all-inclusive hourly rates. In addition to taxes and benefits, are the other indirect costs to be included in this number? Is there a percentage limit on taxes and benefits in addition to the 15% limit on indirect?

Response: *Please include all other budget items that are needed to implement the program. The All-Inclusive Hourly Rates include base salary, all indirect costs and profit.*

Question 7. This application seems to be a lot of work to do in a short amount of time for what is likely not a huge amount of money. Please explain/clarify.

Response: *Total funding amount is up to \$100,000.*

The Due Date for Proposals remain at 2:00 p.m. Tuesday, May 25, 2021.

END OF RFP ADDENDUM # 1