

ADDENDUM No. 1

Request for Proposals

Safe Routes to School Non-Infrastructure Activities

In Mendocino County

Pursuant to the Request for Proposals dated August 21, 2015, the deadline to submit written questions about this RFP is **September 11, 2015**. This first Addendum addresses questions received through September 3, 2015. A subsequent Addendum will be posted after the September 11 question deadline.

Q1: Is this a continuation of an existing project? If yes, is MCOG happy with the existing team?

A: No, this is not a continuation. There is no existing team.

Q2: How important is having the prime for this project be local?

A: The location of the prime has no bearing on the selection. Local preference is not allowed under these State grant funds.

Q3: Is a team with a prime and two subs too big? If not, what would be too big?

A: There are no limits or rules regarding the composition of prime and sub consultants.

Q4: Are there teaming partners that are recommended?

A: No.

Q5: Does MCOG want to serve the Mendocino-area tribes with this project?

A: There is no requirement for separate tribal outreach. Any tribes within the fourteen schools (in seven communities) will be served as part of the overall community.

Q6: Are there formatting requirements (margins, line spacing, or font size)?

A: No, there are no formatting requirements.

Q7: Are there any page limits or expectations for the narrative sections?

A: No, there are no page limitations or expectations.

Q8: Are we expected to provide a budget narrative as well as the detailed budget.

A: No, a budget narrative is not required.

Q9: Is there any particular format that you need us to use for the budget.

A: No, there are no budget formatting requirements.

Q10: The budget instructions (page 14) state that the “Contractor shall prepare a detailed budget by task...” For the purposes of the budget, are there just 6 tasks (Tasks A, B, C, D, E, and F), or must the budget be further broken down by the task numbers (A.1, A.2, etc.) of which there are 18? Or even further broken down by the subtasks (A.1.a, A.1.b, etc.) of which there are 72?

A: It is up to the proposer to determine what level of detail should be provided in the budget. Keep in mind that “Cost Proposal/Staffing & Resource Allocation” is one of the five evaluation criteria (Section V – B) so sufficient cost detail should be provided to give reviewers an overall picture of how the funds will be expended.

Q11: Are there any constraints to including indirect costs as part of the budget request?

A: Yes, there are constraints. Indirect costs are not allowed. Personnel costs shall reflect fully-weighted hourly rates. Direct costs (hotels, meals, etc.) may be included in the budget.

Q12: On page 12 of the RFP (Task F) it says that the Consultant is the Responsible Party for preparing draft and final reports summarizing activities conducted under this grant. We assume that this means activities carried out by the Consultant and any partner with whom they are working, but would like to confirm that the Consultant’s report does NOT include activities carried out by HHSA or for which HHSA is the Lead.

A: The draft and final reports shall include all activities performed under this grant. The Consultant, as the Responsible Party, shall be responsible for preparing the draft and final reports, however, HHSA and MCOG shall be required to provide reports on their activities to Consultant, for inclusion in the draft and final reports.

Q13: Do you want applicants to collect and submit Letters of Support for this grant?

A: No. Letters of support are not needed; however, references are required, per Section IV (D). This is not a grant solicitation; rather a Request for Proposals to conduct grant-funded tasks.

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