REQUEST FOR PROPOSAL (RFP)
ADDENDUM #1
MARCH 18, 2014

RFP Number:  10167

RFP Services: The Department is seeking proposals to address the issues facing youth at risk of delinquency between the ages of five (5) and seventeen (17) during afterschool and summer hours. The Department seeks to deliver afterschool and summer programs services that support, but not limited to: restorative justice; mentoring; family engagement; educational enhancement; life skills building; employment placement; parent and child relationship building; afterschool artistic programs and other services that will support prevention and diversion of youth from the juvenile justice system.

DMS Class Code:  913-320

Subject: Department’s Answers to Respondent Questions

Deletions are indicated by “strikethrough” or reference. Additions, updates or replacements are indicated by underscore, reference or highlighting.

REFERENCE:  Page 13, Attachment B, Section VI, Solicitation Information

UPDATE: C.  NO ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.  Prospective Providers shall submit an original and eight (8) copies of their proposal (Volumes 1 and 2), and a CD-ROM that contains the complete proposal saved in Microsoft Word and/or Excel. It is the intention of the Department to use the CD-ROM or flash drive for purposes of electronic storage of the submission, so it must contain the complete proposal. One technical proposal (Volume 1) shall be identified as “Original” on the cover, and shall bear an original signature(s) on the Provider’s Transmittal Letter. One financial proposal (Volume 2) shall also be identified as “Original” on the cover and shall bear an original signature(s) on Attachment J – Price Sheet. Use of legible reproductions of signed originals is authorized for all other copies of the proposal. See instructions for proposal preparation in Section XIX. and submittal information in Section III. Evaluation and review of the proposal will be based solely on information and documents submitted in the hard copy of Volumes 1 and 2, unless otherwise indicated in the RFP.

REFERENCE:  Page 15, Attachment B Section XIV, Annual Maximum Contract Dollar Amount

UPDATE:

| Annual Maximum Contract Dollar Amount | $65,000.00 | $75,000.00 |


UPDATE: 2. Evaluators will score proposals based on the information provided in response to the criteria outlined in Attachment P.
2. The Department shall and the Juvenile Justice State Advisory Group may evaluate and rank all proposals according to the evaluation criteria included in Attachment P of this RFP. Awards will be made starting with the highest ranking proposal until such time as available funds are fully obligated.

REFERENCE: Page 27, Attachment J – Price Sheet

UPDATE:

NOTE: IT IS MANDATORY THAT #(4) THE TOTAL ANNUAL MAXIMUM PRICE FOR PROGRAM OPERATIONS CONTRACT DOLLAR AMOUNT PROPOSED DOES NOT EXCEED THE TOTAL AVAILABLE MAXIMUM PRICE FOR PROGRAM OPERATIONS PER CONTRACT DOLLAR AMOUNT ($65,000.00 $75,000.00) AS STATED IN THE RFP. IF IT IS EXCEEDED, THE RESPONDENT’S PROPOSAL WILL NOT BE EVALUATED.

REFERENCE: Page 34, Attachment I, Section I., General Description

UPDATE: E. Available Funding

Total OJJDP grant funds available for the afterschool and summer program opportunities initial Contract award under this RFP is approximately $65,000.00 $75,000.00 per contract. The Department anticipates awarding multiple contracts. Funding for the Contract year (initial Contract award) and renewal years, if applicable, may increase or decrease, based on available grant funding to the Department. A budget surplus for any given year of a grant does not necessarily mean the surplus funds will be carried over into the following year. Funding for each contract awarded and any renewal years, if applicable, may increase or decrease, and is subject to the funding made available to the Department through OJJDP. If during the contract funding period, the available funds are reduced or eliminated by the OJJDP, the Department may immediately reduce or terminate the contract award upon no less than fifteen (15) days written notice to the Provider.

REFERENCE: Page 36, Attachment I, Section II., Services to Be Provided

UPDATE: B. Service Tasks Limits

The Respondent shall serve youth between the ages of five (5) and seventeen (17). The Respondent shall provide services to youth who meet the eligibility criteria contained in the resulting Contract. Youth shall be at-risk for delinquency, and not receiving services as part of another juvenile justice delinquency intervention/prevention program during his/her participation in the proposed program. The Respondent shall not be reimbursed for services rendered outside the terms of the resulting Contract.
## Questions Submitted by Prospective Providers
(Questions are presented in exact manner received)

<table>
<thead>
<tr>
<th>Question #</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What is the amount of the grant?</td>
<td>To clarify this is not a grant. Contracts will be awarded as a result of this RFP. The amount of each awarded contract will be up to $75,000.</td>
</tr>
<tr>
<td>2</td>
<td>Will this grant allow me to purchase property and/or build?</td>
<td>No. Funds may not be used to purchase property and/or build.</td>
</tr>
<tr>
<td>3</td>
<td>The Gifford Youth Activity Center provides after school and summer programs for at-risk students grades K-12. Our services are provided to the parents of the students we serve; not to a &quot;provider&quot; as in an entity. Can &quot;Attachment E&quot; be completed by a parent/guardian?</td>
<td>The Attachment E may be completed by a parent/guardian if there is not a business/organization that can provide a reference.</td>
</tr>
<tr>
<td>4</td>
<td>If we submit a proposal that would include evidence based prevention programming for elementary children ages 5-11 in an afterschool setting, would we be able to use assessments that are completed by adults rather than the youth themselves?</td>
<td>Each youth enrolled in a prospective Provider’s program must complete the Department’s Prevention Assessment Tool.</td>
</tr>
<tr>
<td>5</td>
<td>If we do an implementation in conjunction with the YMCA after school program, we will have over 250 students participating. Will we need to keep individual case files on all of those students?</td>
<td>Yes. Individual case files must be kept for each enrolled youth.</td>
</tr>
<tr>
<td>6</td>
<td>How many contracts could the same Company submit? For example, could The TITUS Foundation submit a separate contract for each county/school we wish to provide programming to?</td>
<td>Prospective Providers wishing to serve more than one county must submit a proposal for each county.</td>
</tr>
<tr>
<td>7</td>
<td>If approved by May 2, 2014, what is the earliest we could start implementing our services?</td>
<td>August 1, 2014</td>
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<tr>
<td>8</td>
<td>If we write for multiple years, where should we specify this?</td>
<td>Proposals should be written for one (1) year as all contracts will be awarded for one (1) year.</td>
</tr>
<tr>
<td>9</td>
<td>If we wish to provide a summer program, as well as, an after school program should these be separate contracts?</td>
<td>No. Proposals should reflect afterschool and summer services or afterschool services.</td>
</tr>
<tr>
<td>10</td>
<td>We are currently providing several services for the Sweetwater Community including free after school tutoring to children from 1st through 12th Grades. We have been providing this service for 4 years. However, we allow any child in the Sweetwater community to participate. We know some are definitely at risk children, but there are others that simply need help in a specified subject area and not seem to be at risk. Is it a requirement to bid for your grant, to identify and only allow known at risk children to our program?</td>
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<tr>
<td>Question #10</td>
<td>No. There is not a requirement to identify only known at-risk youth.</td>
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<td>Question #11</td>
<td>We have been working with student volunteers for the past 4 years from the FIU Honors program and local High School Honor societies to tutor. Our challenge has always been that we are never guaranteed that we will have sufficient volunteers for the number of children coming through our center each day. As a result, we are seeking grants to be able to pay certified teachers or even FIU Honors students to tutor so that we can guarantee parents that we will have tutors every day without failing. Can we still qualify for a grant with these conditions?</td>
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<tr>
<td>Answer #11</td>
<td>Yes. Awarded funds may be used for salaries, consultants, and contracted staff; however, all service provisions and expenses must be clearly identified within the response and the budget and all costs demonstrated must be reasonable, allowable and necessary.</td>
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<tr>
<td>Question #12</td>
<td>To encourage the children to come to the tutoring sessions, we reward them by allowing them to come to our Free Marshall Arts classes if they come to the tutoring classes at least 2 times per week. We currently have 97 children enrolled in our Marshall Arts classes. Will we be able to apply for a grant to be able to pay our Marshall Arts instructors?</td>
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<tr>
<td>Answer #12</td>
<td>See answer #11.</td>
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<tr>
<td>Question #13</td>
<td>Currently, all of our services are provided free. With the number of children wanting to come to the center, we can not continue to expand our services unless we receive additional funding. If we see that we will need to begin to charge a nominal fee to keep our doors open, will we still qualify to apply for this grant?</td>
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<tr>
<td>Answer #13</td>
<td>More clarification is needed from the Provider in order for the Department to accurately answer this question.</td>
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<td>Question #14</td>
<td>When you ask for certification in the applications, is there a specific certification that you require a counselor needs to have to deal with at risk children? If yes, which certification are you referring to?</td>
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<tr>
<td>Answer #14</td>
<td>Staffing levels, certifications, and qualifications shall be determined by each prospective Provider.</td>
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<td>Question #15</td>
<td>Can the program be housed at a public school, after school hours? We are a community-based provider that would simply use the space, not school personnel.</td>
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<td>Answer #15</td>
<td>Yes.</td>
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<td>Question #16</td>
<td>Are the 8 packet(s) along with CD, etc. still a requirement of has that # of packets been updated?</td>
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<td>Answer #16</td>
<td>Prospective Providers shall submit an original and eight (8) copies of their proposal (Volumes 1 and 2), and a CD-ROM that contains the complete proposal saved in Microsoft Word and/or Excel.</td>
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<td>Question #17</td>
<td>Is it possible for an organization to subcontract the grant to a partner organization and serve as the fiscal agent?</td>
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<tr>
<td>Answer #17</td>
<td>Yes. An organization may subcontract the contracted services to a partner organization and serve as the fiscal agent.</td>
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<tr>
<td>Question #18</td>
<td>Please clarify your description of &quot;at-risk&quot; youth, is low-income status of the family sufficient to qualify a youth, or must they have other risk factors such as poor grades, referral for JJ diversion, behavioral issues, etc.</td>
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<td>Answer #18</td>
<td>For the purposes of this solicitation, OJJDP defines at-risk and high-risk youth as those youth who are identified to be most likely to become involved in the juvenile justice system because they possess certain predictive/correlative characteristics or who are already involved in the juvenile justice system. Risk factors for juvenile delinquency are multidimensional across individual, family, community, peer, and school factors. Applicants should fully address how the behaviors, characteristics, factors, etc., identified for at-risk youth relate to involvement in the juvenile justice system.</td>
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<td>Question #19</td>
<td>On the call you said that the proposals must be on CD not a USB, however on page 13 of the RFP VI.C it states: &quot;it is the intention of the Department to use the CD-Rom OR Flash drive...&quot;. Please clarify this.</td>
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<td>Answer #19</td>
<td>The Department is only able to accept CD-ROM’s. The reference to the flash drive is an error and will be removed from this solicitation via this addendum.</td>
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<td>Question #20</td>
<td>Does the copy of the grant sent on the CD have to have signed copies of documents such as the transmittal letter, or are copies of the unsigned documents sufficient since you are requesting them in word/excel not pdf?</td>
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<tr>
<td>Answer #20</td>
<td>Yes. The documents submitted on the CD-ROM can be Word/Excel copies without signatures. The original hardcopy proposal requires signed hardcopies provided in the proposal submitted, as stated on page 13 of the RFP.</td>
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<td>Question #21</td>
<td>Regarding form E - Client Reference form, if an agency is a current CINS/FINS contractor, has provided services for more than 6 months, and is in good standing, does that qualify as &quot;similar services&quot; and then that agency would not need to provide any form E’s?</td>
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<td>Answer #21</td>
<td>No. “Similar services” are afterschool and summer programs that address at-risk and delinquent youth between the ages of five (5) and seventeen (17). If the Bidder is providing these similar services through a current DJJ CINS/FINS contractor (which would classify the Bidder as a subcontractor), and the subcontract services have been provided to DJJ via the CINS/FINS contractor for at least the last six (6) consecutive months from the date of RFP issuance (8/21/13 - 2/21/14), then an Attachment E is not required. However, the mandatory Certificate of Experience (Attachment C) must identify where these services are currently being provided. The Attachment C form requires the current DJJ contract number which the Bidder must provide.</td>
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<td>QUESTION(S) FROM GIFFORD YOUTH ACTIVITY CENTER- RECEIVED – 3/6/2014</td>
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<td>Question #22</td>
<td>We partner with various organizations that provide services to students enrolled in our afterschool program. For example, a local “children’s theatre” gives scholarships to our students allowing them to attend acting, dance and/or singing classes. Can that organization complete Attachment E?</td>
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<tr>
<td>Answer #22</td>
<td>No. Unless your organization is providing services and is a client of the “children’s theatre”.</td>
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<td>Question #23</td>
<td>If you do not receive any state or federal funds for a current after school program; can these grant funds be used for your current program that provides some of the support services listed in the RFP? Funds to operate our program come from private donations and/or local grants.</td>
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<td>Answer #23</td>
<td>Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Existing funds for a program and its services may not be displaced by federal funds and reallocated for other organizational expenses.</td>
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<td>QUESTION(S) FROM CITY OF GAINESVILLE - RECEIVED – 3/6/2014</td>
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<td>Question #24</td>
<td>How do we get on an &quot;alert list&quot; for these types of grants through the Department of Justice?</td>
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<td>Answer #24</td>
<td>Please visit <a href="http://ojp.gov/grants101/getregistered.htm">http://ojp.gov/grants101/getregistered.htm</a> for instructions on becoming registered with DOJ. Please visit <a href="http://ojp.gov/funding/solicitations.htm">http://ojp.gov/funding/solicitations.htm</a> to identify current federal funding opportunities.</td>
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<td>Question #25</td>
<td>Is the Afterschool Program Grant an annual grant?</td>
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<tr>
<td>Answer #25</td>
<td>Contracts awarded will be for one (1) year only.</td>
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<td>QUESTION(S) FROM OUR CHANCE ENTERPRISE- RECEIVED – 3/6/2014</td>
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<td>Question #26</td>
<td>Page 12 V. C.- it states &quot;...if the provider is not a current provider of the same or similar services to DJJ but has provided these services to DJJ within the last 2 years...&quot; What makes an organization considered a provider to DJJ? Is it a prior contract agreement or just providing services to at-risk youth in general?</td>
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<tr>
<td>Answer #26</td>
<td>A Provider is delivering direct services or a subcontractor delivering direct services under contract with the Department.</td>
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<tr>
<td>QUESTION(S) FROM NEW BEGINNINGS RESTORATION CHURCH- RECEIVED – 3/7/2014</td>
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<tr>
<td>Question #27</td>
<td>With the ability to lease space, with the grant allow for “lease hold improvements?”</td>
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</tbody>
</table>
Answer #27  No. Lease hold improvements are not allowable.

Question #28  How will the multiple award process work? For instance, I have a number of after school activities that are listed in the RFP, so will I be able to receive a multiple awards in one grant proposal or will I need to do different proposal for each activity?

Answer #28  Multiple activities within one (1) program should be submitted as one (1) proposal with funding available up to $75,000.

QUESTION(S) FROM TITUS SPORTS ACADEMY - RECEIVED – 3/10/2014

Question #29  I remember there being a requirement last year that certified teachers had to deliver services; however I do not remember seeing that in the RFP this year. Do certified teachers need to deliver the program?

Answer #29  Staffing levels, certifications, and qualifications shall be determined by each prospective Provider.

Question #30  If our services are different for Elementary and Middle School within the same county should we submit 2 separate proposals?

Answer #30  If the services provided for Elementary and Middle School are within different programs, then two (2) separate proposals should be submitted.

Question #31  You mention that the Provider shall not sub-contract any services without prior written consent of the Department. How would we go about obtaining written consent for sub-contracting? Should we just indicate in our RFP that we wish to subcontract services?

Answer #31  Yes. The intention to subcontract needs to be indicated in the submitted proposal.

Question #32  To confirm, a 501 c (3) can apply for funding, correct?

Answer #32  Yes.

QUESTION(S) FROM CITY OF BELLE GLADES - RECEIVED – 3/10/2014

Question #33  As I key in the application information and go through the preparation of the proposal, I have yet to find an Estimated Contract Date. Since municipal government cannot go forward with expenditures prior to having a Commission ‘approved contract’, it is somewhat difficult to estimate the targeted completion date. you have mid to late May as the date for online award notification, do you have an estimated date for a contract to follow?

Answer #33  August 1, 2014

QUESTION(S) FROM COMMUNITIES IN SCHOOLS JACKSONVILLE - RECEIVED – 3/10/2014

Question #34  Is there a minimum, maximum or suggested rate for box (2) on Attachment J – the Price Sheet?

Answer #34  No. Each prospective Provider should determine their rate per youth served.

Question #35  If an agency does not have a Federally Approved Indirect Cost Rate, is it acceptable to calculate indirect costs at a rate consistent with the organizations 990?

Answer #35  No.

Question #36  Can grant funds be used to purchase nutritious snacks for students participating in the program?

Answer #36  No. Purchasing food items for participating youth enrolled in the program is unallowable.

QUESTION(S) FROM FOR EACH 1 REACH 1 - RECEIVED – 3/11/2014

Question #37  Can we use this money to purchase a van to transport clients for the summer and after school program?

Answer #37  No. Purchasing a van to transport clients for the summer and afterschool is not allowable.

Question #38  Can we use this grant to pay monthly payments on a van to transport clients for the summer and after school program?

Answer #38  No. Prospective Providers will not be able to pay monthly payments on a van to transport clients (youth) for the summer and after school program using contract funds.

Question #39  Do you have a list of items that this grant will cover to prevent us from doing a budget for items the grant does not cover?

Answer #39  Respondents may use the “Reference Guide for State Expenditures”. The link for the reference...
### Question #40
Can we purchase a refrigerator to keep before and after school and summer snacks/lunch?

**Answer #40** No. Prospective Providers will not be able to purchase a refrigerator to keep before and after school snack/lunches using contract funds.

### Question #41
Can money be used to take youth on a field trip?

**Answer #41** Education-based field trips are allowable; however, all activities and locations shall be identified within the proposal and tied directly to the scope of services being provided. All expenditures associated with these activities must be identified within the budget narrative and must be reasonable, necessary, and allowable.

### Question #42
Regarding Page 18 of the RFP - Statement of Need - Volume 1, Tab 5 - please define what you are looking for in this section. Are you looking for statistics for the zip codes/children we serve? For instance - are you looking for statistics on "record of referrals, use of free time, relationships", etc for the students we serve who are already enrolled in our program? Or are you looking for those statistics for children and families residing in the the zip codes/areas we serve as a whole?

**Answer #42** Respondents shall identify issues/concerns within their community and how they will address the issues/concerns within their community on a programmatic level with the services they are proposing.

### Question #43
Regarding Page 34 of the RFP - Services to be Provided (#3) - if we choose to select an OJJDP Model Program as listed on www.dsgonline.com, should we plan to purchase the materials offered for the program online; and show that expense in the Budget Sheet (Attachment H)? We currently have a program similar to this one, but may be interested in implementing one of the formal programs offered on dsgonline.

**Answer #43** Programs are required to include one or more program strategies that are consistent with recommendations for evidence based program strategies with this RFP. OJJDP provides recommendations for evidence based program strategies. Respondents may choose to use their own curriculum if the programs curriculum is evidence based. Respondents shall submit a budget narrative for all service provisions and expenses as they must be clearly identified with the response. The budget narrative must demonstrate all costs are reasonable, allowable and necessary.

### Question #44
Please describe the grant payout schedule? Are all funds paid as invoiced to DJJ?

**Answer #44** Contract invoices are required to be submitted the 15th day of the month following the month being invoiced. Upon proper documentation validating services were rendered with the Provider meeting monthly deliverables, the Department of Financial Services issues payment to the Provider.

### Question #45
Can you define at-risk youth?

**Answer #45** See answer #18.

### Question #46
Is Exhibit 4 required to be completed with the application packet by April 1?

**Answer #46** No. Exhibit 4 (Administering Performance Measurement Surveys) is not required to be completed with the application packet submitted by April 1, 2014.

### Question #47
Could you explain the difference between Title II and Title V so we can assess if we qualify for either?

**Answer #47** The Florida Department of Juvenile Justice's Office of Prevention and Victim Services is currently seeking proposals for afterschool/Summer programs through Title II funding. There is not a solicitation for Title V services at this time. Title II provides funding to develop programs to address juvenile delinquency and improve the juvenile justice system.
Title V Community Prevention Grants Program furthers DOJ’s mission by supporting local efforts to reduce risk factors for juvenile delinquency and to enhance protective factors to prevent youth at risk of becoming delinquent from entering the juvenile justice system. Title V requires a match from the awarded Provider.

Question #48
I can not find Attachment F, Attachment H, Attachment I, Attachment K or Attachment L? I have not completely memorized all the mandatory documents to be submitted with the application and those that are utilized after being awarded so could you clarify which of this is required by April 1 with application.

Answer #48
As stated on Page 1 of the RFP, Attachments F, H, K are noted by superscript and forms are available through the link listed on the bottom of the page. For Attachments I and L, those are identified in Reserved status and are not utilized for this solicitation. The mandatory documents to be completed and submitted by April 1st are Attachments C, E, H, J, and O. Other required documents to be completed and submitted by April 1st are Attachments I-A, I-B and Exhibit 1.

Question #49
Can we have the individuals/agencies that complete the “Client Reference Form” and give it back to us in a sealed envelope so that we can mail it along with our application?

Answer #49
No. As stated on the Attachment E, “This form shall be returned by the person completing it to: Department of Juvenile Justice, Bureau of Contracts, 2737 Centerview Drive, Suite 1125, Tallahassee, FL 32399-3100 Attention: Patricia Kenyon. The envelope must be marked “RFP #10167” and received at the above address, no later than April 1, 2014 at 2:00 P.M. EST (As Specified in the Calendar of Events (Section IV.A.).”

Question #50
If an agency is submitting multiple proposals, does each proposal require at least three originals of Attachment E – the Client Reference Form? If so, how would the forms or outer envelopes be marked so each Form is matched with the correct proposal?

Answer #50
Each proposal submitted requires three completed and notarized Attachment E forms. The Bidder is responsible for clearly identifying the separate proposals and ensuring the clients completing the Attachment E are told how to state who the reference is for on the first line of Attachment E.

For instance, if XYZ Services submits two proposals for “XYZ Services – Leon County” and “XYZ Services – Jefferson County,” the clients of XYZ Services should be advised by XYZ Services to include the county name on the Attachment E form. This will ensure the correct Attachment E forms are matched with the correct proposal.

Question #51
How many collaborative partners participate in the RFP?

Answer #51
The number of Respondents to (RFP) #10167, Afterschool and Summer Programs, has yet to been determined.

Question #52
Who should the lead agent be?

Answer #52
Respondents submitting all required documentation as listed on the RFP would be considered the lead agent.

Question #53
Can each partner provide a narrative and budget to provide services?

Answer #53
Each proposal submitted should contain all required documentation as listed in the RFP.

Question #54
Can coalition partners refer students to the program

Answer #54
Yes. Coalition partners may refer students to programs.

Question #55
Must the program have its own site location or can we use a site not owned by the lead agent?

Answer #55
The prospective Provider may provide services at its own site location and/or a designated site location not owned by the lead agent.

Question #56
Is there a set form to complete for the RFP or can we use our own formatting?

Answer #56
No. As stated on page 17 of the RFP, "The Technical Proposal (described below in paragraphs
1-4) shall be prepared in the format listed below utilizing 8.5” x 11” paper with one-inch margins top, bottom, and sides. Each prospective Provider shall limit the Technical Proposal’s narrative to no more than 60 (sixty) consecutive pages. Pages submitted in excess of the specified limit for the Technical Proposal’s narrative will be removed prior to evaluation and will not be evaluated.”

Return of this Addendum is not mandatory; however, the Provider is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFP.

SIGNED BY: ______________________________________________________________________
NAME: __________________________________________________________________________
COMPANY: ______________________________________________________________________
TITLE: __________________________________________________________________________
DATE: __________________________________________________________________________