



**ADDENDUM NO. 1 to RFP 10-01**

**QUESTIONS AND ANSWERS - GENERAL**

1.	<b>Question:</b>	Should the proposal be submitted on recycled paper?
	<b>Answer:</b>	You may submit your proposal on recycled paper however it is not required for this RFP.
2.	<b>Question:</b>	May we submit our proposal on single sided copies or are we required to submit double-sided copies?
	<b>Answer:</b>	For this RFP, you may choose to do either; which ever option is more practical.
3.	<b>Question:</b>	Can proposals be submitted for projects that end prior to June 30, 2013?
	<b>Answer:</b>	No. The contract period for this RFP is for a 3 year period.
4.	<b>Question:</b>	Do we have to include the insurance verification in the proposal or can it be furnished post award?
	<b>Answer:</b>	On page 32 of the RFP, item 10 states, "Provide proof of insurance or a statement that the Proposer will obtain insurance in the amounts and coverages stated in Section V, Paragraph A, Item 19 – Indemnification and Insurance Requirements prior to the delivery of service."
5.	<b>Question:</b>	Can we include reimbursement in our budget for proposal preparation?
	<b>Answer:</b>	No. Please review item E. Incurred Costs in Section III. Procurement Conditions on page 3 of the RFP.
6.	<b>Question:</b>	Can an agency submit more than one application and is there a limit to the number of proposal submissions one agency can submit.
	<b>Answer:</b>	Any agency can submit more than one proposal and there is no limit to the number of proposals they can submit.
7.	<b>Question:</b>	If an agency is successful in receiving a contract for through this RFP, is the agency still eligible to apply for future funding opportunities?
	<b>Answer:</b>	Funded agencies are always invited to submit proposals and/or applications for any request released from First 5; however, agencies cannot propose projects that already receive First 5 funding as they are deemed a duplication of services.
8.	<b>Question:</b>	Is the EPA Regulation limit noted on page 21 of the RFP per year or for the entire contract period?
	<b>Answer:</b>	The EPA regulations must be adhered to every year within the contract period.
9.	<b>Question:</b>	Are subcontractors required to be a non-profit?
	<b>Answer:</b>	No.
10.	<b>Question:</b>	If we plan on collaborating with another First 5 program, do we need to state or include an amount in the fiscal report under other funding? If so, how much?
	<b>Answer:</b>	If the agency you are collaborating with is providing additional funding to the program, then the applicable amount or percentage must be reflected in the other funding sources column of the budget form.
11.	<b>Question:</b>	Can for profit agencies apply for the Desired Results RFP and are there specific guidelines, limitations, or restrictions that apply.
	<b>Answer:</b>	Any organization that meets the minimum requirements identified in the RFP and supporting documentations is invited to submit a proposal. There are no requirements, guidelines, limitations, or restrictions other than those listed or referenced in the RFP.

12.	<b>Question:</b>	What does MOU stand for?
	<b>Answer:</b>	MOU is a Memorandum of Understanding and is typically used as a written agreement between two (2) or more parties to do something and will usually have the same force and effect as a contract.
13.	<b>Question:</b>	May a portion of the funds be allocated for capital expenditures?
	<b>Answer:</b>	No. First 5 San Bernardino is not funding any capital expenditures under this RFP.
14.	<b>Question:</b>	Partnerships was mentioned or encouraged by First 5. Do you expect to see letter from these partners?
	<b>Answer:</b>	Letters of support are no required, but may be included in a proposal submission.
15.	<b>Question:</b>	Is there a page limit on the cover page?
	<b>Answer:</b>	No. The number of pages necessary to provide the information requested for this item will be accepted.
16.	<b>Question:</b>	Is there a page limit on the proposal narrative?
	<b>Answer:</b>	No. The number of pages necessary to provide the information requested for this item will be accepted.
17.	<b>Question:</b>	On page 31 of the RFP #9b requests an agreement giving the Commission the right to audit financials and other program records. Does the Commission have an agreement form or is a statement to this effect sufficient in the proposal?
	<b>Answer:</b>	A statement to the effect provided in the RFP is a sufficient response to include in your proposal. If selected, this provision will be included in the awarded contract.
18.	<b>Question:</b>	What would be the preferred way to add additional attachments that are not requested in the RFP but provide more information about my proposed project?
	<b>Answer:</b>	You may provide additional attachments to your proposal, as long as the attachments are clearly referenced in your proposal and provide clarity or further information regarding your program or the RFP requirements.
19.	<b>Question:</b>	If we are not going to subcontract will we still need to submit information for item 8, Subcontractor information on page 31 of the RFP for the proposal package?
	<b>Answer:</b>	Yes, you will still need to submit the documentation. If no subcontractor will be used, please so state.
20.	<b>Question:</b>	Our agency is a large county department with a list of hundreds of contracts. Does First 5 need to see a list of all of our contracts or just those relating to the program?
	<b>Answer:</b>	Only a list of contract or other funding sources related to the program you are proposing in response to this RFP will need to be included in your proposal.

**As a reminder, the proposal deadline has been extended and proposals are due by 4 PM, PST on Friday, February 19, 2010 to First 5 San Bernardino located at:**

**330 North D Street, 5<sup>th</sup> Floor  
San Bernardino, CA 92415**