

ADDENDUM NO. 1 to RFQ 14-01

Bullet 1. Of Item B in Section X. Qualifications Submission, (RFQ 14-01 Capacity Continuum Project) is amended to read as follows:

Qualifications Presentations

2. The package containing the 1 original and 3 copies (for a total of 4 copies) must be sealed and marked with the Consultant’s name and “CONFIDENTIAL – CAPACITY CONTINUUM PROJECT RFQ 14-01

Questions & Answers

The questions below were submitted within the question and answer period. This information is attached as an addendum to the RFQ.

| # | Question | Answer |
|----|---|---|
| 1. | We are a private, for profit company and are not required, nor do we need an independent audit. However, our financial statements and tax preparation are prepared by an independent licensed Certified Public Accountant. Can annual financial records be used in lieu of an audit? (Section V, C. 4) | Yes, annual financial records may be used in lieu of an audit if your agency status is exempt from the independent audit requirement. |
| 2. | We would anticipate travelling from out of state each month if awarded the contract. Can approval of a workplan that includes travel serve in lieu of requesting approval for each travel event? (Section V, B. 3) | Yes, travel as part of the scope of work may be submitted in lieu of requesting approval for each travel event. |
| 3. | Please verify whether you would like an original and 3 copies as stated in B1 or an original and 2 copies (for a total of 3) as stated in B2. (Section X, B. 1 and 2) | 1 original and 3 copies- total of 4 copies. (Please see amendment to Item B, Section X above.) |
| 4. | We have provided services to more than 80 different public sector or governmental agencies. Given the page limitations, can we provide a brief description of those projects specific to capacity building with First 5 Commissions rather than the complete list with names? (Section X, C, 3. a, 2) | Yes, a brief description of projects specific to capacity building is acceptable. |

| # | Question | Answer |
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| 5. | Should the timeline cover the current fiscal year or be through June 30, 2017? (Section X, C, 3. a, 3) | The timeline should cover the entire contract period, October 24, 2014 through June 30, 2017. |
| 6. | Should the budget cover the current fiscal year or be through June 30, 2017 (Section X, C, 5) | The budget should cover the entire contract period, October 24, 2014 through June 30, 2017. |
| 7. | Is the budget and budget narrative included in the 3-5 page limit? If not, is there any limit to the budget and budget narrative? | No, the budget and budget narrative is not included in the page limit. While there is no page limit for the budget and budget narrative, please be clear and concise and attempt to keep the number of pages to a minimum. |
| 8. | Can a detailed workplan be provided as an attachment to justify the budget? | The Commission prefers the work plan and budget to consist of separate documentation. However, if the deliverables can be linked to anticipated costs as justification, a detailed workplan attached to the budget is acceptable. |
| 9. | The question I have, is whether or not this program request for First 5, must be carried out in San Bernardino only? | The services are restricted to and within San Bernardino County only. |
| 10. | Are there any specific tasks/frequencies expected for the activities under the Scope of Services? Or should prospective contractors propose their own specific scopes of work addressing each service? (IV.B.1. Scope of Services) | Propose your own scope of work to address the deliverables identified in the RFQ and Attachment A. |
| 11. | Understanding that the contractor will be responsible for identifying and working with nonprofit participants, is there a targeted number of participants First 5 is aiming for? (IV.B.2. Target Population/Activities) | No, not at this time. However, an exact number may be determined through negotiation and contract award. The number of participants should be proposed in a manner consistent with the capacity of the Contractor and its ability to impact measureable outcomes. |
| 12. | What does maintaining records within the County of San Bernardino entail for an out-of-county applicant? Does this require an office and staff person? Just an office? Desk/storage space to keep the records? (V.A.6. Recordkeeping) | Out-of-county Contractors may maintain files out of county in a manner consistent with Commission policies. |
| 13. | Can I write this grant to update my playground or is it only for trainings, workshops, etc.? | This RFQ is for a Capacity Continuum Project and playground updates are not included. |
| 14. | Is there a mandatory conference for this RFQ? | There will be no mandatory conferences held for this RFQ. |