Gaithersburg
A CHARACTER COUNTS! CITY

ADDENDUM #1

REQUEST FOR GRANT PROPOSALS

No. 2015-011

Effective: January 23, 2015

Project: Housing Stabilization Services for Families

Issued By: Wes Rhodes, Procurement Manager
City of Gaithersburg
Division of Procurement
31 South Summit Avenue
Gaithersburg, Maryland 20877

Below are all of the questions submitted by Applicants and the City's answers thereto for the above referenced project.

Q-1: Is the assumption that there will be one award per category?

A: Yes

Q-2: Are there dollar amounts designated by the City for each RFP?

A: No. Applicants need to present the cost of providing the full scope of services as defined in the RFP.

Q-3: If you have an organization that can't address all the scopes, the applicant will need to find collaborators. Is there scoring a penalty for not partnering if an agency can fulfill the full scope?

A: No. If an agency can address all parts of the scope, it can apply on its own. There is no scoring value for partnering.

Q-4: Bid # MDCOG31018308 specifies… "The City of Gaithersburg is accepting sealed Proposals from qualified nonprofits ……" I know you have been specific but will you accept bids from an MSA accredited for-profit educational institution?

A: No. The RFPs are available for qualified 501(c)(3) organizations.

Q-5: Can we receive an electronic copy of the answer continuation sheets that were handed out at the pre-bid meeting?

A: Yes. You can request them to be sent to you electronically by contacting Community Services at 301-258-6395 ex 1.

Q-6: Are all forms in the packet available online?

A: Yes

Q-7: Do forms have to be submitted notarized if submitted online?

A: Original notarized forms should be submitted with the hard copy submittal, and the notarized forms should be scanned for and included in the required electronic submittal.

Q-8: What is the difference between the first and last column of the budget form?

A: It is feasible that some organizations may not request funding to cover the full cost of a given program. In that instance, the figures in the "Activity Total" column may not equal the figures in the "Activity Annualized Salaries or Expenses" column.

Q-9: If I do not have other funds dedicated to the activity, do I put $0 in the column on the budget form asking for other support?

A: Yes

Q-10: Is the budget form only asking for information regarding the activity for which the City is requesting responses?

A: Yes

Q-11: If I run a program that serves 50 City students at a school and I am applying for City funds to cover these 50 City students, do I note County funds that may be used to support the same program?

A: Yes. If some of the County money is also going towards the City program, it should be noted in the "Other Funds for Activity" column of the budget form.

Q-12: How does an agency arrive at the cost of their program/City activity?

A: You should analyze your budget and determine what percentage of your total costs should be attributed to the program or activity for which you are requesting funding. Dividing that figure by the number of individuals or households served should give you a per-unit cost. We understand that it will not be exact, but it will provide a general figure of what it costs for you to service a City resident or household.

Q-13: Budget forms only leave room for three lines for personnel. Can we add more if there is more staff involved in the activity?

A: The budget form included in the packet is for formatting purposes only. You may use it to submit your budget, or you may develop an Excel spreadsheet which mirrors this format, adding as many rows as you deem necessary.

Q-14: Can we substitute an excel spreadsheet for the budget submission?

A: See Q-13.

Q-15: We have never asked the City for operating funds, only direct service funds. Should we include our operating costs in our budget submission?

A: Yes, as it relates to the City activity. It will provide a true and clearer picture of your costs in providing the service to City residents.

Q-16: Can the 3rd column of the budget form include an agency's own funds?

A: Yes

Q-17: Can we recreate the Staffing Plan and Capabilities Chart in excel if all of the same fields are represented exactly as they are here?

A: Yes. The Staffing Plan and Capabilities Chart form included in the packet is for formatting purposes only. You may use it to submit your information, or you may develop an Excel spreadsheet which mirrors this format, adding as many rows as you deem necessary.

Q-18: Do only school-based nonprofits use this fillable application? Are the collaboration grants (Mental Health, Emergency Assist, etc.) just done on paper as they have been previously?

A: No. All RFP documents are posted on the City website. Please refer to the instructions and complete all forms as directed.

Q-19: If an agency is planning to apply as a sub agency not a lead and did not attend the mandatory pre-bid meeting, can they be part of an application?

A: Yes. The pre-bid meeting was mandatory only for those organizations intending to serve in a lead agency capacity.

Q-20: Is the number of families defined in the scope set in stone? (non-negotiable?)

A: Applicants must respond to the scope as written. Based on the results of the Montgomery County Homeless Continuum Point in Time survey conducted in January, 2015, numbers and award amounts could be adjusted prior to contract award and signing.