



# MEMORANDUM

## Business & Finance Services

William V. Husfelt III, Superintendent | Jim Loyed, Chief Financial Officer

**TO:** Prospective Proposers

**FROM:** Dan Fuller, GM of Purchasing, Contracting & Materials Mgmt

**DATE:** March 20, 2019

**RE:** RFP #19-08 – Disaster Recovery & Mental/Behavioral Supports Initiative  
**ADDENDUM NO. 1**

Addendum for RFP #19-08 – Disaster Recovery & Mental/Behavioral Supports Initiative, is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addendum issued by Bay District Schools. This Addendum is hereby made part of the proposal documents.

This Addendum addresses questions from Proposers and clarification. All proposers are responsible for receiving and reading Addendums. All Addendums will be posted at <http://www.bay.k12.fl.us/bids>.

### Q&A's:

Q 1. Can you please provide more clarification regarding this statement:

"Since this contract will be restricted by District Fiscal year, include cost for the period April 15-June 30 2019, and annual cost not-to-exceed for July 1, 2019 to June 30, 2020."

Do we need to break out one budget and set of deliverables until the end of this school year and then complete a second budget and deliverables for the next school year or place everything in one budget/set of deliverables?

**Answer Yes. Please provide budget planning based on the District fiscal year.**

Q 2. In our proposal, I was going to include a set weekly salary for myself and my colleague - regardless of hours worked. Is this allowed? Would we still have to track time?

**Answer No. Not allowed. Only hours worked are billable.**

Q 3. Do we need to identify all of our consultants when we submit our proposal? For example, if we wanted to bring in a specialist in an area beyond the consultants we already identified in the proposal, would we be allowed to do that? Also, do we need to list out each consultant's time and salary separately in the budget or can we lump everything together under the consultant line item? We really won't know who we will need to bring in or how much time we will need from each consultant until the needs assessment is complete and we match their skills sets with the needs/gaps.

**Answer Yes, provide resume' per the RFP with caveat, we recognize that additional**

**consultants may be required as the work is defined. Note that all consultants must be approved by the Contract Administrator, vetted by Security and pass background checks. No sub-contracts without written permission of the District Contract Administrator.**

**Yes, include each consultant's time and salary in your proposed budget. Be as complete and concise as possible.**

Q 4. Which reimbursement policies would we be following - BDS policies or Federal/FEMA policies. For example, the district may use a different travel reimbursement rate than FEMA (which would follow GSA guidelines). Or, the district may reimburse by receipt on meals whereas FEMA may provide a set per diem per day without collecting receipts. As another example, the district may cover tips on a taxi ride to the airport whereas FEMA may only cover the cost of the ride itself but not tips. We would need clarity in order to estimate travel and some professional development costs.

**Answer The District will use the Federal FEMA/GSA travel and per diem rates. Itemize travel expenses in invoices submitted to the District. Individuals are permitted M&IE during travel and may use the allocations for tips if desired. Tips in themselves are not claimable in travel claims. For instance, Air travel, rental car, rental car fuel, transportation such as taxi, uber, lyft are claimable. If individual tips, then that would come from the M&IE. At this time, there is a waiver from FEMA for GSA lodging rate in the Panama City FL area. Contractor is responsible for knowing the waiver dates, limits and expiration.**

Q 5. Is there a particular budget form we should follow when submitting a proposal (BDS or FEMA)

**Answer Use your own form for budget planning as it relates to the RFP. In submission of invoices, include time sheets and travel receipts as attachments. Time sheet should include but not limited to; # hours worked, # days lodging, lodging taxes, per diem M&IE, travel expense, rental car and number of days, fuel, parking, taxi or tolls etc.**

Q 6. Would we be able to move funds between budget line items once the contract is awarded? For example, let's say three months into the project we see that we will need less travel money but want to increase the professional development budget?

**Answer Providing the costs do not exceed the Not-to-Exceed amount and are approved by the District Contract Administrator, there would not be an issue.**

Q 7. Are you looking for one company to fill disaster recovery AND mental health, and if not (more than one company may be selected) are technology driven mental health supports acceptable, or are you only looking for human providers in this RFP?

**Answer The District would prefer a single company, however, would be open to considering multiple if it would be of greater benefit to the District.**

**No other changes.**

Proposers are asked to acknowledge receipt of this Addendum by signing in the space provided and return either separately or with their proposal response, no later than the opening date of March 28, 2019 at 2:00 pm CDT.

---

Firm/Signature of Proposer

---

Printed Name

---

Address

---

Telephone Number

---

City, State, Zip Code

---

e-mail address