

Addendum Number 1
RFP for Grant Writing/Consulting Services

RFP # 2013-1-17-01

Due Date/Time: February 21, 2013, 2:00 PM Eastern Daylight Time

Submit To: City Clerk
City of Wilton Manors
2020 Wilton Drive
Wilton Manors, FL 33305

The purpose of this Addendum is to answer questions received from potential proposers. All of these questions were received prior to the published deadline of February 11, 2013.

1. Q: Page 8 Item 3.3.8.1 indicates that the “Fee basis should be an all-inclusive, hourly fee”. The nature of the services identified in the scope can also differ significantly from one funding source to another. Therefore, any responding firm will have difficulty providing a single legitimate rate for the “as needed” type of services that would be useful to evaluators in their ranking and comparison of price versus service levels. Based on that description as provided in the RFP, will this section be scored on the comparison of that single rate from each respondent?

A: No.

2. If the pricing will not be solely scored based on a single all-inclusive hourly fee, please provide an example of the scoring criteria/measurables for this section.

A: As described in the RFP, evaluators will award a maximum of 30 points for pricing. Realizing that it may be difficult to propose an all-inclusive hourly fee for all services, Section 3.3.8.2 was added to the RFP, allowing alternative pricing proposals to be submitted. Responses to both sections 3.3.8.1 and 3.3.8.2 will be considered by the evaluators. Points will NOT be assigned by a strict comparison of hourly rates; rather evaluators will have the ability to assign points based both on a comparison of the hourly rates, AND on their judgment of the overall merits of the pricing proposal(s).

3. Page 8 Item 3.3.9.1 states to “List a minimum of three (3) references for Florida governmental agencies for which the proposer has provided grant writing or consulting services.” Page 1 Section 2.1 indicates that ten (10) references should be provided and that five (5) of them should be from “Florida cities, counties, special districts, non-profits, other which have applied for and received a public sector grant.” Please clarify the number of references that are required to be submitted to be consider responsive to the RFP requirements.

A: Section 2.1 shall serve as the correct requirement for references. Please provide references from ten former clients with the details of what grants were obtained, as well as the amounts of and purpose of the grants; and five references of those ten should be from Florida cities, counties, special districts, non-profits or other which applied for and received public sector grant.

End of Addendum Number 1