



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

September 29, 2008

ADDENDUM #2

Re: Neighborhood Development Area (NDA)
Request for Proposals
PIN: 26009CSBGRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #2** to the Neighborhood Development Area (NDA) Request for Proposals (RFP) PIN 26009CSBGRFP.

ADDENDUM ITEM

- 1. Section II, Summary of the Request for Proposals, page 9, E, Maximum Available Funding:** The first sentence is revised as follows:

The maximum available annual funding for all contracts awarded from this RFP is an estimated \$16 million.

- 2. Section II, Summary of the Request for Proposals, page 9, E, Minimum Program Funding Amount:** The section is revised as follows:

In order to ensure program viability, DYCD seeks to award contracts of no less than \$50,000 annually.

- 3. Section II, Summary of the Request for Proposals, page 9, E, Cash Contributions:** The section is revised as follows:

Cash/In-kind Contributions: Proposers are encouraged to enhance programs through additional funding and in-kind contributions from other public and private sources.

4. Section IV, Format and Content of an NDA Proposal, page 18, 3. Price Proposal, b. Budget Justification: The second bullet has been revised as follows:

- Identify the source of any cash or in-kind contribution. Indicate the dollar value and state how the contribution will be used to enhance the proposed program.

5. Appendix B, Program Area Directory, page 35, 1. Middle-School Youth: Educational Support and Leadership, Target Population: The second sentence is replaced by the following:

Programs may recruit youth who are enrolled in other DYCD-funded programs if the services provided in the two programs are distinct programmatically and occur at different times.

6. Appendix B, Program Area Directory, page 37, 2. High-School Aged Youth: Educational Support and Employment, Purpose: The following is added after the second sentence of the third paragraph:

Programs are strongly encouraged to develop relationships with employers and provide paid internship at sites that are not part of the program's organization. Programs may provide internships through the program's own organization, but must justify such internships. All internships must contribute to the program outcome, must include adequate supervision, and must comprise activities that are distinct from other activities of the youth program.

7. Appendix B, Program Area Directory, page 37, 2. High-School Aged Youth: Educational Support and Employment, Target Population: The final sentence of the first paragraph is revised as follows:

Programs may recruit youth who are enrolled in other DYCD-funded programs if the services provided in the two programs are distinct programmatically and occur at different times.

8. Appendix B, Program Area Directory, page 39, 3. Adult Literacy: Adult Basic Education (ABE) and General Educational Development (GED) Tests Preparation, Purpose: The following sentence is added at the end of this section:

GED Tests Preparation classes may be provided in any language for which there are GED Tests.

9. Appendix B, Program Area Directory, page 40, 3. Adult Literacy: Adult Basic Education (ABE) and General Educational Development (GED) Tests Preparation, Indicators: The first bullet is revised as follows:

- Participants advance to the next ABE level, as defined by the National Reporting System (NRS).

10. Appendix B, Program Area Directory, page 41, 4. Seniors: Social, Cultural, and Support Services, Indicators: The third bullet is revised as follows:

- Participants who are homebound engage in regular biweekly visits in their homes with program staff throughout the program year.

11. Appendix C, NDA HealthStat Initiative: Scope of Services, Format and Content of the Proposal, page 54, D. Proposal Package Contents (Checklist): The final item of the checklist is revised as follows:

Acknowledgement of Addenda (Form 8)

12. Appendix E, Unit Cost Guidelines, page 100, Item 3, Adult Literacy: The second column is revised as follows:

\$94-\$102/instructional hour*

13. Form 5, Budget Form, page 108 has been revised. The first page (page 108) of Form 5 Revised is attached to this addendum. Page 109 remains the same.

14. Form 5, Budget Form, page 110, Budget Instructions: The sixth bullet is revised as follows;

- Cash/In-kind Contributions: Any cash or in-kind contributions applied to the program from other public or private sources.

II. CLARIFICATION

The activity description for Academic Support, the core activity for out-of-school high-school-aged youth, given on page 46, does not include the provision of GED instruction.



Daniel Symon
Agency Chief Contracting Officer

**BUDGET FORMS
(12-month)**

PROPOSER _____ EIN _____

ADDRESS _____

FISCAL OFFICER _____ TEL. () _____

CATEGORIES	DYCD FUNDING REQUEST	CASH/IN-KIND CONTRIBUTIONS	TOTAL PROGRAM COST
A. FULL TIME SALARIES & WAGES			
PART TIME SALARIES & WAGES			
B. FRINGE BENEFITS*			
TOTAL			
A. CONSULTANTS/CONTRACT SERVICES			
B. SUBCONTRACTED SERVICES			
C. STIPENDS			
TOTAL			
A. CONSUMABLE SUPPLIES			
B. EQUIPMENT PURCHASES			
C. EQUIPMENT OTHER			
D. SPACE RENTAL			
E. TRAVEL			
F. UTILITIES & TELEPHONE			
G. OTHER COSTS			
H. LIABILITY INSURANCE** (4.5% OF CONTRACT)			
I. FISCAL AGENT SERVICES			
TOTAL			
		GRAND TOTAL	

* FRINGE BENEFITS MUST BE BETWEEN 7.65% AND 30% OF TOTAL SALARIES PAID

**This item applies only if CBO buys into the Central Insurance Program