



## REQUEST FOR PROPOSAL (RFP) ADDENDUM

8/8/2023

Addendum No.: 2

Request for Proposal #: 2023-02

Project Title: Youth Mentoring Program

Date of Addendum: 8/8/2023

RFP Due date (Original): August 17, 2023

RFP Due date (New): August 17, 2023

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This Addendum No. 2 contains the following:

1. **Question.** Do all mentor/staff have to be cleared through the Clearinghouse prior to application deadline or prior to contracting if awarded?

**Answer.** Prospective contractors must be willing to comply with background screening requirements.

Background Screening: All staff and mentors working in CTAC funded mentoring programs must comply with Level 2 background screening and fingerprinting. The program must maintain staff personnel and mentor files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment (Page 8).

2. **Question.** What is the difference between the stipend versus a paid position for the mentor? (Can they be paid hourly and still receive stipends?)

**Answer.** The Contractor must describe how stipends will be provided to mentors. For example, a stipend may be used to cover the cost of taking the mentee to a museum. This must include how much and for what types of activities or events or other reasons that stipends will be provided within the justification section of the attached budget forms (Page 7).

3. **Question.** Can I change the narrative and budget category from salary to stipend?

**Answer.** No, you cannot change the narrative and budget categories. None of the categories can be changed on the forms. You may utilize the description and justification sections of the forms. See question #2 above for examples of what stipends can be used for. Stipends can be documented under the transportation, office supplies or program expenses tabs.

4. **Question.** Regarding the CTAC collaboration, are these future collaborations that the organization must be willing to allow. Or should provisions for these future collaborations be included in the organization informational narrative? If so, where?

**Answer.** Prospective contractors are only required to answer the questions on the Application Form 3 and submit the items on the checklist (page 17 of the RFP).

5. **Question.** Should a cover page be submitted with the organization information and narrative?

**Answer.** See answer to question #4 above.

6. **Question.** Can I download the IRS form 990 and fill it out myself or is this something from a previous tax return?

**Answer.** A 990 is completed by a tax preparer and may not be applicable to your organization. Please refer to the checklist for the list of possible documents to submit for Attachment 1 (page 17 of the RFP).

7. **Question.** Do I need to create a model contract for future services?

**Answer.** Please refer to the submission checklist on page 17 for the list of documents you should submit for this RFP. Contracts are completed by Childrens' Trust staff.

8. **Question.** If any agency can give stipends, are any fringe benefits required to be paid, if so, which ones?

**Answer.** Stipends are not intended to pay salaries, please refer to the answer in question #2 from page 7 of the RFP.

This addendum will become part of the Request for Proposal and acknowledgement of its receipt should be submitted with the Request for Proposal Response. A signature on this addendum does not substitute for a signature on the original Request for Proposal document. The original Request for Proposal document must be signed.

RESPONDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_