



REQUEST FOR PROPOSAL (RFP) ADDENDUM

7/28/2023

Addendum No.: 1

Request for Proposal #: 2023-02

Project Title: Youth Mentoring Program

Date of Addendum: 7/28/2023

RFP Due date (Original): August 17, 2023

RFP Due date (New): August 17, 2023

This Addendum No. 1 contains the following:

Bidders Conference 10am

1. **Question:** Do you have to be located in Alachua County?

Answer: Contractors will provide one-to-one mentoring and character-building services to youth enrolled in elementary, middle, and/or high school. All youth served must be Alachua County residents. Mentoring Programs are to be conducted in Alachua County, unless there is an activity the organization is attending with the mentee(s) outside of Alachua County.

2. **Question:** If we only offer one to one mentoring, not group mentoring, are we eligible to apply?

Answer: Listed in the minimum requirements to bid. Each contractor must offer one-to-one and group mentoring sessions for this Youth Mentoring RFP.

3. **Question:** Is there a fillable pdf version of the application (and other materials)?

Answer: You must download all forms to use them.

4. **Question:** What if you haven't had an audit done yet? We do have a 990.

Answer: The fiscal form requirement is to provide one or the other of the listed documents in Attachment 1. Attachment 1 is a list of possible documents you may provide. You submit the form that fits your organization. You can submit a current 990 form or Organization Annual Audit (Division of Corporations Annual Report Filings & Department of Agriculture Solicitations of Contributions Filings or

most recent Financial Statements (Income Statement & Balance Sheet) provided to your Board along with the corresponding minutes).

5. **Question:** Can you put N/A on the fiscal forms if your organization does not need to request funding for one of the categories?

Answer: Yes, if something does not apply to your organization you may put N/A in the justification section.

Bidders Conference 6pm

6. **Question:** What fiscal information will a one person LLC provide that does not have a board?

Answer: An income statement and balance sheet can be submitted for an LLC without a board.

7. **Question:** What happens if you submit your RFP early and an addendum comes out?

Answer: The final response to written questions will be posted on August 8th, 2023. Everyone should sign up to receive email notifications to receive updates when there has been an update to the RFP. If you submit your organization application early, make a note to revisit the Bid page to ensure you have included all added Addendums with your submitted application before the August 17th 3:00 pm deadline.

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: _____