**INVITATION TO NEGOTIATE (ITN) ADDENDUM**

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| **3/9/2022** |

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| **Addendum No.:** | 3 |

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| **Request for Proposal #:** | ITN 2022-04 |

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| **Project Title:** | YDCBC Capacity Building Funds for Enrichment Providers |

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| **Date of Addendum:**  | 3/9/2022 |

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| **RFP Due date (Original):**  | March 18, 2022 AT 3PM |

This Addendum No. 3 contains YDCBC ITN 2022-04 Bidders’ Conference Questions and Answers

1. **Who is considered an enrichment provider?**

Providers that offer push-in/add-in services to another program are considered enrichment providers.

1. **What is an example of usage for funding?**

The funding cannot be used to create a program. Funds can be used within the guidelines.

**Eligible Funding Uses**

Funding can be used for eligible expenses, as defined below.

* Expenses must be incurred during between May 1, 2022 - September 30, 2022.
* Direct costs for tasks and activities related to background checks, membership fees, trainings, classes, etc.
* To purchase supplies and materials needed to improve safety and wellness or program activities.
* To account for staff time spent planning, developing and completing strategies.
* Software and technology items that do not individually cost over $1,000 (see funding restrictions).

**Funding Restrictions**

Grant funding cannot be used for the following purposes:

* The purchase of capital equipment. Capital equipment represents individual items purchased at a cost of $1,000 or more with a life expectancy of more than one year.
* Revenue replacement or revenue losses experienced during the contract period.
* Duplicative expenses already covered in the known grants or contracts.
* Real property.
1. **Is this the second half of the capacity building funds?**

This is the second release of capacity building funds. The initial YDCBC ITN was for sites were children attend afterschool and summer camp. The current YDCBC INT is for enrichment providers only.

1. **Is there a list of eligible sites or how can we determine if a site is eligible?**

This funding is not connected to enrichment providers selecting eligible sites to work with, it is strictly to provide capacity building within your organization.

1. **Is the indirect planning payment for planning the program?**

Yes, indirect planning can be used to execute the plan developed from providers’ capacity building plan.

**Indirect Planning:** Programs will be awarded capacity building funds based on program revenue from the previous year. If the program’s revenue is over $75,000, indirect planning funding will be capped at $10,000. If revenue is under $75,000, indirect planning funding will be $5,000. Providers will be compensated upon completion of deliverables identified on their capacity building plans. Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.

1. **Can we hire staff to with these funds?**

 Please refer to Question 2

1. **Where do we add technology in the budget?**

 Direct cost

1. **Can we apply for funding for an additional license for QuickBooks?**

 Yes

1. **Though funds cannot be used for program funding, can it be used to build ability to implement afterschool and camps program more efficiently?**

 These funds can be used to increase program capacity and professional development.

1. **Is there an overall maximum budget of $10,000.00?**

 No, the maximum amount of indirect planning cannot exceed $10,000

1. **Can we apply for insurance through this ITN?**

 Yes

1. **Will CTAC set limits on how much can be spent on staff training?**

Providers will be compensated upon completion of deliverables identified on their capacity building plans. Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.

1. **Can we use the funding for volunteer background screening?**

 Yes

 **14. What plans are there to sustain the providers beyond September?**

 Providers who will be funded through the Summer Camp and Enrichment RFP 2022-03, contracts will be, renewable up to two years for the following terms: - April 1st 2023 to September 30th, 2023 - April 1st 2024 to September 30th, 2024

1. **If the agencies missed the Summer Camp and Enrichment RFP 2022 will there be**

**another opportunity?**

The current Summer Camp and Enrichment RFP 2022-03 is as followed: Initial contract terms: April 1st – September 30th, 2022, renewable up to two years for the following terms: - April 1st 2023 to September 30th, 2023 - April 1st 2024 to September 30th, 2024

1. **Are providers required to have attended the YDCBC meeting?**

 Enrichment providers are not required to attend the collaborative sessions; however, the sessions are open for all providers serving youth to attend. Use the following link to view CTAC calendar for training session dates: <https://www.childrenstrustofalachuacounty.us/calendar>.

1. **Can funds be used to provide trainings to organizations who provide services to youth?**

 Funds cannot be used to provide trainings to other organizations.

1. **Will this Bidders’ Conference be posted on the website?**

 Yes

1. **Will the enrichment proof of revenue become public records like the contract? I have an LLC and will be providing IRS form 1040 Schedule C for business proof of revenue.**

If the information that is being submitted does not qualify as a trade secret, it would be considered a public record.

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

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