



**CITY OF GREEN BAY
PURCHASING DIVISION**

Addendum #1

RFP #3281

**Community Development Block Grant- COVID
(CDBG-CV) Homelessness**

To:	All Vendors
From:	Diane Kruse, Buyer, dianekr@greenbaywi.gov
Solicitation / Issue Date:	RFP #3281 Issued: October 2, 2020
October 21, 2020	DUE Date by 2:00pm CT
Method and deadline of submittal	SEALED envelope only, by mail delivery, common carrier No fax or email. DUE: Wednesday, October 21, 2020 by 2pm All Proposals shall be clearly labeled: Proposer's Name and Address RFP #3281 Title: CDBG-CV Homelessness Activities
Submit Bids to	Mail: RFP #3281 CDBG-CV Homelessness Activities Diane Kruse, CPM; C.P.I.M., Buyer City of Green Bay, Purchasing Department 100 N. Jefferson St., Room 101, Green Bay, WI 54301-5026

The purpose of this Addendum is to clarify questions received from Vendors and notify Vendors of changes made to the specifications on this bid. Vendors must acknowledge receipt of any and all Addenda in the space provided on the Pricing Signature page. Failure to do so may result in rejection of the proposal. All requirements of the proposal documents remain unchanged except as cited herein.

Information contained in this Addendum will be included in any subsequent contractual agreement between the City and the successful bidder(s).

Your bid submittals will not be accepted in person. City Hall is closed to the public. Please send via mail, FedEx or UPS.

CLARIFICATION #1: Change in funding amount

ANSWER: The grants available are a range of \$80,000 up to \$245,000. No organization is guaranteed a specific dollar amount. When submitting your proposals, you can use these funds for one (1) project/activity or submit for more than one (1) project/activity. If you are looking for funds for more than one project/activity list each, address each in your submittal and on the pricing page (Form E). Supply a detailed description of each project/activity and submit a budget with detailed line items for each project/activity you are requesting funds for. The City will score each project/activity you are requesting funds for, so be detailed.

QUESTION #1: We read it to say that the CDBG-CV grants will be for \$80,000 each. However, some of the wording in the RFP led us to question this. Can you verify that the grants are \$80,000 to each awarded agency?

ANSWER: See above Clarification #1.

QUESTION #2: In section 1.27 detailing additional costs, the formula seems to suggest that having additional costs in your project will be scored negatively. Is this true?

ANSWER: This is true, only if your organization does not have the additional cost/funds readily available and the additional cost/funds are contingent on other circumstances. If you have the other costs /funds readily available for each project, state that in your RFP. Example: if you need an additional \$20,000 for the project, but the funds are readily available, then you need to state that you have the other funds readily available. If you **do not** have the other \$20,000 (funds) and they are contingent on other circumstances you need to state that as well.

QUESTION #3: On pages 9 and 10 of the RFP, there are references to “operating expenses” and we want to be clear on what shelter operating expenses would be permitted. Specifically, would operating expenses be permissible for **rent fees for our secondary shelter site this winter? Also, would staffing costs be permissible?**

ANSWER: Rent is an allowable expenditure along with staffing salaries as long as those expenditures are tied to the national objective of serving the people who are homeless at the facility and it is tied to responding to, preparing for, and/or preventing the COVID-19 Pandemic.

QUESTION #4: Form E appears to be for additional costs over the \$80,000 grant money, but is there a specific form or format for the project budget that you would like used?

ANSWER: Form E is for the entire cost/funds needed for the entire project/activity. We would like to see a budget (no specific format – excel, quick works whatever you use), with line item detail. Make sure to give a detailed description of your project/activity on this page along with all the information requested in the RFP for each activity. Along with this, explain if there are any additional funds needed and if they are contingent on anything.

Receipt of this addendum must be acknowledged in the appropriate space on the Pricing & Signature page.