



Date: May 21, 2019

To: All Potential Proposers

Subject: ADDENDUM #1 Children's Literacy Instruction and Maintenance Request for Proposals

The Juvenile Welfare Board's RFP for Children's Literacy Instruction and Maintenance is modified as follows. Note that the old language is struck through and new language is indicated by **red bold font**.

1. Section 1.11, PROPOSAL SUBMISSION

Modify section as follows:

All Proposals signed by the appropriate principal of the firm using the required format provided herein, must be received by email at rfp@jwbpinellas.org on or before the due date/time identified in section 1.2 to be considered. **Late submissions will not be considered.**

Submission emails must include "Children's Literacy Instruction and Maintenance RFP – [Proposer's Name]" in the subject line, where [Proposer's Name] represents the Proposer's organization's name.

The maximum email size JWB can receive is 10MB. If the submission email, including any attachments, is greater than 10MB, please send multiple separate emails which are less than the 10MB maximum. It is the responsibility of the Proposer to ensure that the Proposal is received by JWB on time at the right location. JWB will reply to confirm receipt of all Proposals. Proposers who do not receive an email confirmation receipt should contact Lorraine Hayes, Sr. Contract Manager and Purchasing Agent, at 727-453-5654 to verify email receipt. Proposers are encouraged to respond early. JWB is not responsible if technical difficulties are encountered during the submission process on submission due date.

The following documents must be emailed to JWB as attachments with the naming and electronic file formats shown below:

1. Children's Literacy Instruction and Maintenance RFP – Proposal [Proposer's Name].pdf

2. Children’s Literacy Instruction and Maintenance RFP – Form 2- Year 1 Proposed Program Budget [Proposer’s Name].xlsx
3. Children’s Literacy Instruction and Maintenance RFP – Form 2- Year 2 Proposed Program Budget [Proposer’s Name].xlsx

The Proposal must be assembled in the following order. Make sure to number each page, including attachments. All Proposers must be typed single-spaced using 12 point font.

Proposals must be assembled as listed below:

1. Signed Addenda, if issued
2. Form 1 – Proposal Signature Form (signed)
3. Narrative Response (maximum of 30 pages, not including attachments)
 - a. **If applicable, attach photos, drawings and maps showing the proposed area and site in the context of its surroundings, as well as Letters of Support, MOUs or cooperation agreements documenting collaboration**
 - b. **If applicable, a** Attach Audited Financial Statements from the last two fiscal years (Agencies not currently funded by JWB). The statements must be complete and include the management letter.
 - c. Attach Job Descriptions and/or Resumes of Key Personnel
 - d. **If applicable, attach previous evaluation reports**
 - e. Attach Current Fiscal Year Operating Budget
 - f. **If applicable, attach curriculum of evidence-based or evidence-informed programming**
4. Form 3 - Non-Collusion Affidavit (signed and notarized)
5. Form 4 - Contract Terms & Conditions Compliance Checklist
6. Form 5 - IRS W-9
7. 501(c)(3) Designation Letter, if applicable

A Proposal Checklist, Attachment 3, has been provided to assist Proposers only and is not to be submitted with the Proposal.

All other requirements, terms and conditions of the RFP remain unchanged. Questions regarding this RFP shall be directed to rfp@jwbpinellas.org.

Receipt and acceptance of an RFP addendum is to be acknowledged by signing and returning this document with the proposal. Failure to do so may subject your proposal to rejection.

I certify receipt of the addendum.

_____	_____	_____
Company Name	Authorized Signature	Date