



Date: October 11, 2019
To: All Potential Applicants
Subject: ADDENDUM #1 Non-Operating and Capital Projects RFA

The Juvenile Welfare Board's RFA for Non-Operating and Capital Projects is modified as follows. Note that the old language is struck through and new language is indicated by **red bold font**.

- 1. Form 2-Project Narrative is hereby replaced by the attached Form 2-Project Narrative Updated.**

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

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

I certify receipt of the addendum.

_____	_____	_____
Company Name	Authorized Signature	Date

FORM 2- PROJECT NARRATIVE

Agency Name: _____ [Click here to enter text](#)

Please completely answer all questions below in the space provided under each question. If a question does not apply, please type N/A. The responses must be typed single-spaced using 12 point font. This form **must not exceed four pages**. The page limit does not include authorized attachments and other forms. Attachments such as photos, drawings and maps showing the proposed area and site in the context of its surroundings that support the project request in the application are encouraged and authorized to be included. Any additional attachments that are not identified in the RFP document, are not authorized and will not be included in your Application submission.

Project Description(s)

JWB reserves the right to request additional supporting information to include, but not limited to: IT Plan, Disaster Recovery Plan, and other planning or compliance documentation as needed. Please make this documentation available, upon request.

Req. #	Criteria
1	Provide a name and description of the project to include, but not limited to, the amount and purpose of the request, who will benefit, which JWB program it will benefit, the expected impact/outcome, and any other alternatives that were considered as solutions to the situation. If your project is for facility improvements to a leased building, include 1) the amount of time left on your lease, 2) why the current landlord is not making the facility improvement, 3) if the landlord is providing a reduction based off of the facility improvements and if so, how much, and 4) acknowledgement that the landlord has agreed to your agency making these improvements.
Click here to enter text.	
2	What is the expected lifespan of the requested items?
Click here to enter text.	
3	Provide a timeline that includes all tasks and projected dates for implementation of the items for the project.
Click here to enter text.	
4	Where will the requested item(s) be located?
Click here to enter text.	

Statement of Need

Req. #	Criteria
5	Describe the problems and needs that the project will address, the significance of those needs, and the impact of those unmet needs on your agency and the participants you serve. If assets are being replaced or you are requesting to exercise a purchase option as part of a lease agreement, specify the age and condition of the existing assets.
Click here to enter text.	
6	Describe how these needs were assessed and include any data that indicates why this project is needed at this time.
Click here to enter text.	
7	How will the project enhance program services or infrastructure?
Click here to enter text.	

Cost Effectiveness

Req. #	Criteria
8	Will there be a change to operating expenses as a result of this capital project? If so, what will the change in operating expenses be (increase or decrease), how much will it (increase or decrease) cost, and how will these costs be funded (if an increase)?
Click here to enter text.	
9	If a request includes purchasing equipment and/or vehicle that is currently leased, and a Lease vs. Buy Analysis was completed, please attach.
10	Were vendors with the lowest quoted price selected? If not, why?
Click here to enter text.	

Return on Investment

Req. #	Criteria
11	Briefly list the anticipated outputs and outcomes for the project, including, but not limited to, number of participants in Pinellas County that will benefit.
Click here to enter text.	
12	Explain how the project cost is reasonable based upon the anticipated outputs and outcomes for the project?
Click here to enter text.	