



Date: March 21, 2022
To: All Potential Respondents
Subject: **ADDENDUM #1 Request for Letters of Intent For New Strategically Aligned Programs for Early Childhood Development, Prevention of Child Abuse and Neglect, and Strengthening Community**

The Juvenile Welfare Board’s Request for Letters of Intent For New Strategically Aligned Programs for Early Childhood Development, Prevention of Child Abuse and Neglect, and Strengthening Community is modified as follows. Note that the old language is struck through and new language is indicated by red font.

1. Section 1.9 LETTER OF INTENT SUBMISSION

Modify section as follows:

This procurement will be an iterative process with two phases: Phase 1 - Letter of Intent and Phase 2 - Request for Proposals. All prospective respondents must submit a Letter of Intent to apply (LOI), and be invited to submit a formal proposal.

All Letters of Intent signed by the appropriate authorized representative of the Entity, using the required format provided herein, must be received by email [at rfp@jwbpinellas.org](mailto:rfp@jwbpinellas.org) on or before the due date/time identified in section 1.3 to be considered. **Late submissions will not be considered.**

Submission emails must include “Request for LOI for New Strategically Aligned Programs – [Respondent Name]” in the subject line, where [Respondent Name] represents the Respondent’s Entity 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 Respondent to ensure that the Letter of Intent is received by JWB on time at the right location. JWB will reply to confirm receipt of all Letters of Intent.

Respondents who do not receive an email confirmation receipt should contact Lorraine Hayes at 727-453-5654 to verify email receipt only. Respondents 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. LOI for New Strategically Aligned Programs– [Respondent Name]”.pdf

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

Letters of Intent must be assembled as listed below:

1. Signed Addenda, if issued
2. Form 1- Letter of Intent Submission Form (signed)
3. Form 2-Respondent Affidavit (signed) (one for each Program, if applicable)
 - Attach letter describing the material weaknesses or significant deficiencies, if applicable
4. Form 3-Letter of Intent (one for each Program, if applicable)
Form 4-IRS W9 (signed)

2. Section 2.3 QUALIFICATIONS

Modify section as follows:

In order to qualify as a recipient, a Respondent must **meet the following qualifications by the submission due date of the RFP (Phase 2):**

- be in business for five years or more;
- have an annual operating budget over \$500,000 or will operate under an Administrative Services Organization (ASO) or collaborative, unless it demonstrates to JWB’s satisfaction that it has the resources to properly administer the JWB funding in accordance with all requirements;
- have three years of audited financial statement summaries and the notes to the financial statement, or an individual tax return and personal financial statement of net worth for the most recent year if Proposer is an individual proprietor, or privately-held companies wishing to maintain confidential financial information must have a Dunn & Bradstreet Report (D & B).
- have last three audited financial statements that are free of any material weaknesses or significant deficiencies. If there are, a letter must be attached to Form 2-Respondent’s Affidavit describing them. JWB staff will review the description of the material weaknesses or significant deficiencies and determine, in its sole discretion if the Respondent is eligible for further consideration.

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

Receipt and acceptance of a Request for Letters of Intent 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.

_____	_____	_____
Agency Name	Authorized Signature	Date