

## **Addendum 1**

### **RFP for Counseling Administration Questions and Answers Regarding RFP April 15, 2016**

**1. Page 3, 3a refers to “a” above. I don’t understand the reference. Where is “a”?**

*A: This reference was an error in the preparation of the document. It should have instead indicated “1 above.”*

**2. Do you need 6 copies of all attachments or just the proposal?**

*A: The attachments should be considered a part of the proposal submission and should be included with each proposal.*

**3. Does each copy need to be in a separate envelope?**

*A: The proposals should be combined in one package.*

**4. Section Vd refers to evaluating re: federal bankruptcy of our officers and directors. Do you need proof of that verification with the application? In what form?**

*A: At this time it is not necessary to provide actual verification unless doing so will clarify issues that have occurred and support your statements regarding any incidents that could affect your ability to deliver the services requested. The City reserves the right to request verification as part of its evaluation process.*

**5. Is proof of insurance required with the application or at the time of contract?**

*A: Proof of insurance will be required at the time of the contract.*

**6. The contract does not refer to an amount of funds available except in section VII. What is the amount?**

*A: At this time there has been \$175,000 that the City has approved for the counseling administration and foreclosure counseling services. The actual amount that will be identified for each of these activities is negotiable. It is the intent of the City to add additional funding for financial counseling and administration services relating to that counseling at a later date which will be an amendment to the contract.*