

Addendum 2 – RFP Questions and Answers

We are an informal non-profit with fiscal sponsorship. The RFP requests an audit statement; however, we haven't completed an audit. What should we do or does this make our group ineligible?

If you have a fiscal agent, we would be interested in seeing the fiscal agent's audit statement. The fiscal agent will be legally responsible for the funds; we will see that entity as the entity we will contract with.

Follow up question to question about fiscal agent/audit statement. Does this apply to the insurance, too?

Yes. Your fiscal agent will be the organization we will contract with. In our contracting process we will be asking about insurance. The agency you have as a fiscal agent will be responsible for that insurance. And that should be included in your budget. If there is any additional cost that you need to make to buy that insurance you should consider that and put that in your budget you send along with your proposal.

In the RFP you request resumes from the consultants/contractor, does this apply to any sub-contractors?

No. You're free to subcontract with any entities you need to subcontract with to do your work. We want to know the background of the people we will be working with directly. We consider the subcontractors as people you need to work with in order to deliver us the services that you deliver. So it's not necessary for subcontractors. And at this stage some of you may not know who they are precisely. For example, you may need to bring on a project manager—simply state you need to bring on a project manager. We don't need to get those kinds of details from you.