



**Procurement Central Services &
Risk Management**

**Southwestern Community College District
RFP 1415-144 Host Services for the Imperial Valley Small Business
Administration Center**

Addendum No. 2
October 27, 2014



Priya Jerome
Director of Procurement, Central Services
& Risk Management



Date

Note

All documents remain unchanged except sections or parts added to, revised, deleted and clarified by this addendum. This addendum consists of the following:

- To ensure receipt of all mailed hard copy RFP responses (prior to the deadline) please note that the hours of operation of the Office of Procurement, Central Services and Risk Management is as follows:
 - Monday to Friday: 8:00 AM to 4:00 PM

All packages sent outside of the business hours are not guaranteed to be received or stamped. It is the primary responsibility of the proposer to ensure that the RFP package is received by the office of Procurement, Central Services and Risk Management during the above stated business hours and before the Deadline.

- Listed below are the District's responses to the Request for Information (RFI) received on or before the submission deadline of 10:00 AM on Tuesday, October 21, 2014 and questions asked at the Pre-Proposal meeting held at 2:00 PM on Tuesday, October 21, 2014 in Room L238North.

Response to RFI's:

1. Please clarify the District's expectation in Section 7. B. Proposal Evaluation Criteria (page 31): Programmatic Personnel and Management.

Answer: Last row of evaluation table should read as follows:

Host funds 50% or more of Center Director salary = 5 extra points Additional points for cash match above 50%. Cash Match at 51-65% = 10 extra points Cash Match at 66-80% = 20 extra points Cash Match at 81% and above = 40 extra points	Up to 45
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2. Please clarify the District's expectation in Section 7. B. Proposal Evaluation Criteria (page 31): Financial Stability

Answer: It is expected that the Host will remain in place beyond 2015. Therefore, the District needs to determine if the proposer has sufficient resources to sustain its portion of cash match beyond 2015.

3. Please clarify the District's expectation in Proposal Form B Mandatory Responses; H. Applicant Organization Chart (page 43). How does the Organizational Chart tie in to Southwestern Community College District?

Answer: The Host needs to explain how the IVSBDC will fit in the Host's organization. For example, what department and position will the IVSBDC report to? What department/position in the host will be responsible for the management and oversight of the IVSBDC? How far removed is the IVSBDC from the Host's local, senior leadership?

4. Who sets the Goals for the SBDC annually? Do the goals change annually?

Answer: Network goals are negotiated annually between the Lead and the U.S. Small Business Administration. After the goals are established, the Lead then distributes them to the Centers based upon population, local needs, and IVSBDC resources.

5. Please clarify the Cash Match and In – Kind match requirements as it relates this RFP?

Answer: Verbiage under “Funding Available”, Page 23 should be replaced with the following:

Funding for the IVSBDC is made available through a contract between the District and the qualified host partner organization. Maximum funding provided by the Network for this award will be \$130,000 for 2015 provided program funding is made available to the Network by its federal funding partner, the U.S. Small Business Administration (SBA). The Network reserves the right to award less than the maximum amount as it sees fit.

Host is required to provide matching funds for this Award from non-Federal sources at the rate of 100 percent -- i.e., one non-Federal dollar for each one Federal dollar. At least 50% of the Matching Funds must be Cash Match. The remaining 50% may be provided through any allowable combination of additional cash, in-kind contributions, or indirect costs. Host must document that it obtained and expended the required level of match in support of project activities

Five (5) bonus points may be awarded to applicants who demonstrate that a minimum of 50% of the Center Director's salary and benefits portion of the budget is funded by the bidder and counted as cash match on Proposal Form C – Cash and In-Kind Match Certification.

Due to the potential for a Continuing Resolution (CR) that may affect the operation of the Network, the applicant must be able to operate the SBDC during the first quarter of the project period on cash match. All matching sources must be committed up front and identified by source and amount in the bidder's budget proposal. All funds allocated to the SBDC program must be under the direct management of the IVSBDC Center Director.

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