



Southwestern Community College District
RFP No. 1617-150 for
Host Services for the Imperial Valley Small Business
Development Center

Addendum No. One (2)
October 14, 2016

A handwritten signature in blue ink, appearing to be 'Priya Jerome', written over a horizontal line.

Priya Jerome
Director of Procurement, Central Services
& Risk Management

October 14, 2016
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 changes/clarifications to the RFP document.

Listed below are the District's responses to the Request for Information (RFI):

Response to RFI's:

Q1: Are pages 28 through 30 missing in the RFP document?

A1: No the page numbering skips pages 28, 29 and 30. There is no missing content.

Q2: On Page 52 of the RFP, Section 1 of the Applicant Organization Chart, what is the District's expectation/format for the Organizational chart submission?

A2: This section identifies a two part requirement:

- **The Host Organization has to clearly identify their proposed organization structure (in any format that is clear and coherent) in support of operating the IVSBDC in adherence to the services identified in this RFP.**
- **This organization structure must clearly identify and indicate the relationship and hierarchy of the proposed IVSBDC and how this shall interface/governed by the Host Organization.**

Q3: What is the District's expectation on the submission of marketing materials?

A3: Refrain from submitting general marketing materials which do not explicitly respond to the questions identified in Proposal Form B Mandatory Responses.

Q4: On Page 49, section Financial Personnel and Management, how does this interface with the organizational chart especially if the agency is proposing personnel/positions from within its existing resource i.e. someone from our finance department?

A4: The organizational chart/structure shall identify roles and responsibilities of positions proposed towards the operations of the IVSBDC. These positions if not identified by a person, shall be identified by the position. In such cases, the job

description of the proposed position shall be presented in lieu of an individual's resume.

Q5: On Page 26 and 27, what is the relevance to Applicable Federal Reference Materials?

A5: **The Link in Point #1, 2017 SBDC Program Announcement is critical reference material and should be reviewed for the correct submission of Proposals in response to this RFP.**

The Link in Point #2, USC, CFR and OMB circulars are references that are required towards the accurate administration of contract for the compliance and use of federal funds (review of these documents are mandatory after the award of contract).

Q6: Are non- profit organizations eligible to respond to this RFP?

A6: **Yes, see Page 36 Section Applicant Eligibility subsection b.**

Q7: Is an advisory committee required?

A7: **An advisory committee is not a requirement in this RFP, while it is encouraged it will not yield any merits to the selection/scoring criteria.**

Q8: What can be used as evidence for cash match?

A8: **See Page 51, section Cash and In-Kind Match Certification, identifies the various forms the District will accept as evidence of funding guarantee.**

Q9: There is no Attachment 3 that is referenced in Page 51 and 53.

A9: **All references to Attachment 3 needs to be interpreted as Proposal Form C. Attachment 3 has no existence in this document and was included in error.**

END OF ADDENDUM 1