



**Southwestern Community College District**  
RFP No. 1617 -154 Host Services for SD Technology  
Small Business Development Center

Addendum No. Three(3)

March 15, 2017

  
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Priya Jerome  
Director of Procurement, Central Services  
& Risk Management

Please Note:

All documents remain unchanged except section or parts added to, revised, deleted and clarified by this Addendum. This Addendum consists of the responses to the Request for Information/Clarification received by the District.

- 1) All personnel, including the director, administrative support and contract consultants are yet to be hired. How do we answer specific questions about the personnel?**

**Answer:** Including personnel in the proposal who are yet to be hired is acceptable. For those individuals please provide a narrative description of their title, role, duties, expected experience, and the percentage of time they will be dedicated to the SBDC project

- 2) Do we need to identify a specific location selected for the proposed center?**

**Answer:** A specific location for the center does not need to be identified but details should be provided on a proposed geographic location, ease of access by clients, and costs of location if necessary.

- 3) Under SDTSBDC Service Delivery, the proposal asks for very specific plans for operations. We envision this level of planning to be the responsibility of the director. How should we answer questions about the specific operational planning?**

**Answer:** We're seeking to determine if the proposer understands the SBDC service delivery model. Although the Director will determine the specific plans we are seeking information of how the SBDC service will be delivered i.e. where the center will be located, the areas of expertise of consultants to be hired, proposed types for consulting and training service, current partnerships, and timeline to begin operating.

**4) Please elaborate on the "unallowable expenditures."**

**Answer:**

"Unallowable Expenditures" include but are not limited to:

- Advertising costs
- Cost associated with influencing or attempting to influence public officials; Partisan or nonpartisan political activity
- Professional dues and/or subscriptions for use by any person other than those identified as Service Center professional staff
- Tracking system (No need for a tracking system, recipients will be required to use Neoserra);
- Personnel costs not directly related to the project
- Purchase, construction, renovation, alteration, improvement, or repair of capital assets, such as real estate and vehicles
- To create or supplement a reserve or contingency fund or account
- To provide financial assistance, including but not limited to sub-grants and seed money for business ventures, unless authorized by statute
- For the cost of promotional items and memorabilia including models, gifts, prizes, and souvenirs
- For costs of entertainment, including alcoholic beverages, amusement, diversion and social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)

**5) Please explain the requirement for delivering technology commercialization and technology transfer services**

**Answer:** The SDT SBDC should have the ability to provide consulting to entrepreneurs looking to advance their innovations to the marketplace. Business consulting in this area shall include assistance with developing a business plan, evaluating intellectual property, creating financial projections, assembling an effective team, identifying prototype production resources, discovering financing opportunities, understanding investor requirements, etc.

**6) What happens if the project funding is not expended within the eight months project period?**

**Answer:** The SDT SBDC will work closely with the District SBDC to ensure that all budgeted funds are expended through additional counseling hours, training, staff onboarding and service center development. Failing any of these identified options the SDT SBDC will work with the District SBDC to alter and revise the budget accordingly.

**The RFP schedule and submission deadlines have been modified, see enclosed document for updated schedule.**

END OF ADDENDUM 3

**RFP 1617 -154: Host Services for SD Technology  
Small Business Development Center**

<b>Date of Issue</b>	<b>February 17, 2017</b>
Advertisement Dates	February 14, 2017 February 21, 2017
Publication	Union Tribune
Document Available	February 15, 2017
<b>Workshop:</b> "How to Submit Responses to RFP"	March 3, 2017 2:00PM
Request for Information (RFI)	March 10, 2017 2:00 PM
Pre-Proposal Meeting	March 14, 2017 2:00PM
District Responds to RFI	March 16, 2017
<b>Due Date</b>	<b>May 8, 2017 1:00 PM</b>
<b>Interview/Presentations</b>	<b>May 12, 2017 8:00AM to 4:00PM</b>
Review/Requests for Contract Clarification (if needed)	May 15, 2017
<b>Anticipated Governing Board Approval</b>	<b>June 13, 2017</b>