



St. Johns County Board of County Commissioners

Purchasing Division

March 12, 2014

ADDENDUM #1

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFP #14-26R HHS Funding Availability Pre-Qualification

This Addendum #1 is issued for clarification on the above titled project, and is hereby incorporated into the subject RFP documents. Each proposer will ascertain before submitting a proposal that he/she has received all Addenda. **Please return the signed Addendum with your proposal.**

1. Per the new RFP funding Pre-Qualification requirements, we are having our insurance company change our certificate of insurance attached to read:

St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

Does the current description of operations in the attached certificate meet the requirements as is or do we need to modify it and if so what should it say? See the highlighted section of the RFP Funding Pre-Qualification below.

INSURANCE REQUIREMENTS - The CONTRACTOR shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the COUNTY. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The CONTRACTOR shall furnish proof of Insurance to the COUNTY prior to the commencement of operations. The Certificate(s) shall clearly indicate the CONTRACTOR has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY. Certificates shall specifically include the COUNTY as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. **A brief description of operations shall also be listed as a description on the certificate.** Compliance with the foregoing requirements shall not relieve the CONTRACTOR of its liability and obligations under this Contract.

Please enter (RFP 14-26R) in the Description of Operations box and please use the following as Additional Insured:

St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View

St. Augustine, FL 32084

2. On page 1 and the top of page 2 of the RFP, it mentions "However, if the agency's total annual budget does not exceed \$300,000, an uncertified financial statement may be acceptable." What constitutes "an uncertified financial statement", and may we use our IRS 990 to meet this criterion?

An "uncertified" financial statement is essentially a balance sheet statement of organization assets, liabilities, and retained earnings as well as an operating statement for the most recent completed fiscal year showing revenues and expenses for that fiscal year that has not been certified by an independent auditor. An "uncertified" statement is generally an option for comparatively smaller organizations so that they do not have to go to an expense of an outside audit of their financial statements. The IRS form 990 is not a perfect substitute for financial statements, but given that it has been reported to the federal government (IRS) who has auditing capabilities and contains a good degree of financial information, it should serve as a reasonable substitute for an "uncertified" financial statement. You must state that you are submitting the form in lieu of an uncertified financial statement. However, it will be accepted only with the provision that the County reserves the right to request additional financial information if necessary.

3. My bookkeeper has been told by our insurance people that we cannot obtain a copy of the endorsement of our certificate of insurance in under 30 days which would mean we would not have it by Thursday. My understanding is that, for the purpose of the Pre-Qual I am to submit the Certificate of Insurance demonstrating that we currently carry the required amounts. Please let me know if I am correct or if I've misunderstood.

Please submit a Certificate of Insurance demonstrating that you currently carry the required amounts. The Additional Insured Endorsement would be required prior to the commencement of the final contract execution.

4. Since our original submissions for RFP #14-26 are not being used, can we get them returned so we can reuse the attachments instead of making more copies?

The County will not be returning the original submissions.

5. Could you please send me an application that we can type into?

Unfortunately, we do not have such a format. If you would like, please feel free to convert the document into Word format, or you can use your Adobe Professional package to convert it.

6. #7 on the Pre-Qualification form asks "What is your agency's annual operating budget?" - Do you want the total budget for our agency or the total budget for just the Transitional Housing and Outreach Program which is what we are asking funds for?

Both. Please provide the total budget for your agency in addition to the total budget for the program for which you are requesting funding.

7. On Page 2 of the application, under Administrative Code #5, concerning Match - are you requiring a statement if match is needed, or do we wait for the RFP to respond with documents?

Please wait for the RFP to respond with documents.

8. On Page 4, Insurance Standard Contract for Service, are you asking for Certification of Liability for Professional Liability or Errors and Omissions Insurance, Comprehensive Automobile Liability Insurance and Worker's Comp Insurance?

Yes. The County requires proof of all of the above insurances.

9. Do we need to include the page on Programs and Services? If so, where should it be placed?

Please consider the page on Programs and Services as Attachment E.

The due date of March 19, 2014 @ 2:00 p.m. remains the same.

**Sincerely,
Bridget Mein
Contracts Coordinator**

Acknowledgment

Signature and Date

Printed Name/Title

Printed Company Name

End of Addendum #1