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## **Date of Addendum**

June 27, 2022

## **Notice to Applicants**

The Request for Proposal (RFP) 2022-RFP-83 for the Low-Income Weatherization Program Multi-Family Housing Administrator is modified as outlined in this Addendum. Deletions are indicated by “~~black strikethrough~~” font and additions are indicated by “red underlined” font. The original RFP remains in full force and effect except as modified by this Addendum, which is hereby made part of the RFP. Proposers shall consider this Addendum when preparing and submitting their proposals.

## Program Guidelines

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|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Original Text | <p><b>Program Guidelines Section VIII. Allocation of Dollars</b><br/> The Administrator shall meet the following program funding allocation targets:</p> <ol style="list-style-type: none"> <li>1. Administrative Expenses - Maximum 5 percent <ol style="list-style-type: none"> <li>a. "Administration" is defined as general administration and general expenses such as the director's office, accounting, personnel, library expenses and all other types of expenditures not listed specifically under one of the subcategories of 'Facilities'.</li> </ol> </li> <li>2. Consultation Services - Maximum 18 percent <ol style="list-style-type: none"> <li>a. Administrator Program/Project Support Costs</li> </ol> </li> </ol> <p>Services rendered by the Administrator shall be reimbursed on the basis of an hourly "loaded" rate which will include the base labor costs and fringe benefit labor costs, exclusive of profit. The hourly rate scale shall be set out in the Service Delivery Plan (SDP) to be provided by the Administrator after contract execution and approved by CSD and shall include rates for key personnel and shall be consistent with comparable industry standard rates for similar activities.</p>                                                                                                                                             |
| Addendum Text | <p><b>Program Guidelines Section VIII. Allocation of Dollars</b><br/> The Administrator shall meet the following program funding allocation targets:</p> <ol style="list-style-type: none"> <li>1. Administrative Expenses - Maximum 5 percent <ol style="list-style-type: none"> <li>a. "Administration" is defined as general administration and general expenses such as the director's office, accounting, personnel, library expenses and all other types of expenditures not listed specifically under one of the subcategories of 'Facilities'.</li> </ol> </li> <li>2. Consultation Services - Maximum 18 percent <ol style="list-style-type: none"> <li>a. Administrator Program/Project Support Costs</li> </ol> </li> </ol> <p>Services rendered by the Administrator shall be reimbursed on the basis of an hourly "loaded" rate which will include the base labor costs and fringe benefit labor costs, exclusive of profit. The hourly rate scale shall be <u>provided to CSD by the Administrator after Award announcement and prior to contract execution</u>. <del>Set out in the Service Delivery Plan (SDP) to be provided by the Administrator after contract execution and</del> <u>Final rates will be</u> approved by CSD and shall include rates for key personnel and shall be consistent with comparable industry standard rates for similar activities.</p> |
| Justification | In accordance with SCM Volume I: 3.17.2 A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## RFP

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| Original Text<br>(Page 24) | <p><b>Request For Proposal Section 7.5 Requirement 5: Budget Proposal Worksheet Tool and Budget Narrative (400 points)</b></p> <p>The Proposer is responsible for fully completing and submitting Attachment 6: Budget Proposal Worksheet Tool, per the instructions included in the Tool and Budget Narrative. Please refer to Section 6.2 of this RFP for information on accessing the Tool in the Bidders Library. To compare cost-effectiveness, the Proposer offering the most cost-effective Proposal will earn the maximum component points. Other applicants are awarded a percentage of the maximum points available based on a comparison of their cost-effectiveness to the Proposer awarded the maximum points. The following explains how different components of the Budget Proposal Worksheet Tool will be evaluated and their respective points allocation.</p>                                                                                                                                                                            |
| Addendum Text              | <p><b>Request For Proposals 7.5 Requirement 5: Budget Proposal Worksheet Tool and Budget Narrative (400 points)</b></p> <p>The Proposer is responsible for fully completing and submitting Attachment 6: Budget Proposal Worksheet Tool, per the instructions included in the Tool and Budget Narrative. Please refer to Section 6.2 of this RFP for information on accessing the Tool in the Bidders Library. To compare cost-effectiveness, the Proposer offering the most cost-effective Proposal will earn the maximum component points. Other applicants are awarded a percentage of the maximum points available based on a comparison of their cost-effectiveness to the Proposer awarded the maximum points. <u>The prevailing Proposer shall provide a detailed breakdown of indirect costs, including staff rates and estimated hours by task and activity, prior to contract execution.</u> The following explains how different components of the Budget Proposal Worksheet Tool will be evaluated and their respective points allocation.</p> |
| Justification              | In accordance with SCM Volume I: 3.17.2 A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |