

ST. PETERSBURG COLLEGE
Procurement/Purchasing Department
P. O. BOX 13489
ST. PETERSBURG, FLORIDA 33733-3489

May 21, 2014

**To The Vendors Who Plan on Providing a Proposal Response to the
College's RFP 08-13-14 for Recruiter Services**

Request for Proposal # 08-13-14

ADDENDUM #1

This is to advise that the following questions were asked during allotted time period per the RFP document which expired as of Monday May 20th 2014 at 3:00pm EDT. Here are questions and the Answers relating to the College's Request for Proposal # SPC 08-13-14.

1. Has any firm worked with SPC to prepare this RFP, and if so, will said firm be submitting a response and are they a local firm?

Answer: No firm worked with SPC to prepare this RFP.

2. The RFP suggests a randomized controlled experimental design is requested, yet the DoL guidelines do not require this level of rigor – is SPC specifically interested in having an RCT or will quasi-experimental designs be considered?

Answer: SPC is willing to consider other designs as long as it is acceptable by the DOL.

3. Is the 3rd party evaluator selected through this RFP guaranteed to be the 3rd party evaluator for the consortium if the consortium should receive the TAACCCT Round 4 grant?

Answer: It is the intent of SPC to contract with the 3rd party evaluator selected from this RFP based upon successful contract negotiations.

4. What is expected to be included in our response to the RFP? For example, does SPC want a 5-page evaluation summary as the response, or a fuller evaluation plan to be prepared?

Answer: SPC is expecting the proposals to follow the format of the Instructions for Preparing Proposals on page 14 of the RFP.

5. On page 12 under Phase 2 SPC mentions assistance with or preparation of interim and annual performance reports – are these referring to the quarterly reports submitted to DoL? Similarly (the next bullet), SPC mentions assistance with preparation for project site visits and/or audits do these refer to DoL visits?

Answer: Interim and annual performance reports may include quarterly reports submitted to DOL. Preparation for project site visits and/or audits are in addition to the quarterly report and DOL visits and audits.

6. What are SPCs technical proposal expectations (i.e. page length, font, font size)?

Answer: Page length should be appropriate to convey the proposal plan for the scope of work. The font is open for selection but should be a 12 point font and 1x1 inch margins.

7. Page 19 SPC discusses the budget narrative, is it appropriate at this time, to submit a high-level summary budget narrative and if awarded the grant to then provide a detailed budget narrative with a breakdown of specific time and tasks once the third-party evaluator has had the opportunity to work with and learn from SPC and the consortium?

Answer: Yes, it is appropriate to submit a high-level summary budget narrative.

8. Who are the 12 central Florida Colleges that make up the consortium and what economic or workforce region(s) do they represent?

Answer: The consortium of approximately 12 central Florida Colleges are currently in the process of being confirmed.

All other terms, conditions and specifications, including the date and time Proposals are due (2:00 P.M., Eastern Daylight Time, Wednesday May 28th, 2014), remain unchanged.

Sincerely,

**Paul Spinelli
Director of Procurement, Asset Management & Auxiliary Services**

Please *include* the Addendum Acknowledgment Form with your Proposal.

ST. PETERSBURG COLLEGE
Purchasing Department
P. O. BOX 13489
ST. PETERSBURG, FLORIDA 33733-3489

Acknowledgment of Receipt of Addendum #1

Date: _____

This will acknowledge that _____
Name of Agency

Received Addendum #1 to St. Petersburg College Request for Proposal # 08-13-14
for Third Party Evaluation Services Health Sciences.

Name of Agency

By: _____
Authorized Signature

Printed or Typed Signature Name/Title

Address: _____
