

April 9, 2013

**TO: ALL POTENTIAL PROPOSERS**  
**RE: RFP NO. 2503-13-37**  
**“FINANCIAL SERVICES ASSISTANCE”**

## **ADDENDUM II**

**1. 5.0 PROPOSAL CONTENT, A. VOLUME I TECHNICAL PROPOSAL, SUBSECTION 7. SUBCONTRACTORS**

The following change is being made to Section 5.0 Proposal Content, A. Volume I Technical Proposal, Subsection 7. Subcontractors:

Subcontractors: Persons who are not employees of the proposer shall be considered as subcontractors. A person or business which has a contract (as an "independent contractor") with a potential proposer to provide some portion of the work or services on a project which the contractor has agreed to perform shall be considered a subcontractor. All subcontractors necessary to conduct the work must be identified, including the percentage of the project to be accomplished. For each subcontractor, the proposer should include a letter of agreement to undertake their portion of the proposed project.

**2. ATTACHMENT IV: RFP COST SHEET Revised (See Attached)**

Phase 1B column title has been revised from “Estimated # of hours” to “# of hours (2,080/yr. x 3 yrs.)”. Additionally, the number of hours for computing 6,240, is provided for clarification.

Phase 3 Title has been revised from “Implementation” to “Assistance and Training”.

# Attachment IV Cost Sheet

**Phase 1A Assessment and Planning**

**Total Phase Cost \$** \_\_\_\_\_

Labor Category	Hourly Rate	Estimated # of hours
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

(add categories as necessary)

**Phase 1B Staff Augmentation - Accounting Services**

**Total Phase Cost \$** \_\_\_\_\_

Labor Category	Hourly Rate	# of hours (2,080/yr. x 3 yrs.)
_____	\$ _____	<u>6,240</u>
_____	\$ _____	<u>6,240</u>

Note: For Phase 1(B) Staff Augmentation, the proposer shall provide the cost for two staff members full time for each year of the contract (total of three years).

**Phase 2 Implementation**

**Total Phase Cost \$** \_\_\_\_\_

Labor Category	Hourly Rate	Estimated # of hours
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

(add categories as necessary)

**Phase 3 Assistance and Training**

**Total Phase Cost \$** \_\_\_\_\_

Labor Category	Hourly Rate	Estimated # of hours
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

(add categories as necessary)

**TOTAL PROJECT COST \$** \_\_\_\_\_