



Wicomico County Purchasing
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Addendum # 1 Safe Haven

Date of Addendum: 08/09/2017

NOTICE TO ALL BIDDERS AND PLANHOLDERS
<p>The Proposal Documents for the above-referenced Project are modified as set forth in this Addendum. The original Proposal Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Proposal Documents. Vendors will take this Addendum into consideration when preparing and submitting a proposal, and shall acknowledge receipt of this Addendum in the space provided in the Proposal Documents.</p>

PROPOSAL SUBMITTAL DEADLINE
<p>The proposal submittal time has not been changed: 4:30 PM Monday, August 14, 2017</p>

1.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the Proposal Documents.

Item	Questions and Answers
1.1	<p>Q. Is the total funding available for the project \$71,000? A. Yes. The total amount available is up to \$62,100. See attached updated budget to reflect the changes as the Project SEEK Technical Assistance and the Shared Village Software will be directly billed to WPFC. The first Technical Assistance is scheduled for August 21 & 22, 2017.</p> <p>Q. Is the Budget and Revenue Projections for Fiscal Year 2018 the budget breakout which is to be followed? A. Yes. The Budget and Revenue Projections are to be followed as it was approved by the Governor's Office for Children.</p> <p>Q. What is a Gantt Chart? A. A Gantt chart is a horizontal bar chart developed as a production control tool in 1917 by Henry L. Gantt, an American engineer and social scientist. Frequently used in project management, a Gantt chart provides a graphical illustration of a schedule that helps to plan, coordinate, and track specific tasks in a project. For more information and examples please refer to www.gantt.com.</p> <p>Q. In the blank area where it asks for Matching Funds can In Kind be used? A. Yes. Matching or In-Kind are not required.</p> <p>Q. Where is says Vendor on the front page, does it stay blank or can Safe Haven and the address be inserted? A. Please complete the Vendor information on the first page as this is where the name and address of the organization is identified. Safe Haven is the name of the Project.</p> <p>Q. Under Authorizing Signature, can the Director or Project Manager also be the Finance Manager? A. Yes, the Director or Project Manager can also be the Finance Manager. Please complete all information including name, phone number, and email. Please also sign, include the individuals title, print name, and the date for Director/Administrative Authority and Financial Authority.</p> <p>Q. Is there any information that is needed prior to submission for the Request for Proposal? A. No</p> <p>Q. What is Shared Village Software? A. SharedVillage is an online platform that supports non-profits, foundations, and funding agencies in their</p>

	<p>work to help improve the lives of people in need. SharedVillage adapts to the unique needs of each program. Each screen in SharedVillage will be tailored to match the everyday workflow in service delivery. Customized alerts will be displayed to prevent funding and legal requirements from being missed. Fiscal and programmatic reports can be reviewed and delivered with a simple button click. As a result, grant recipients will spend less time and money on data, and more time and money on our true goal: to provide a safe, healthy, and stable environment for Wicomico County children and families.</p>
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END OF ADDENDUM

SAFE HAVEN - BUDGET AND REVENUE PROJECTIONS
Fiscal Year 2018

LMB: Wicomico Partnership for Families and Children

DESCRIPTION	Funds that Directly Support Operations (Cash + In-Kind)		Total
	WPFC Funding		
Program/Strategy: Safe Haven			
Personnel	43,212.00	0.00	\$43,212
Salaries	43,212.00	0.00	\$43,212
Fringe Costs	0.00	0.00	\$0
Operating Expenses	12,768.00	0.00	\$12,768
Communications	1,500.00	0.00	\$1,500
Postage	200.00	0.00	\$200
Utilities	3,600.00	0.00	\$3,600
Advertising	0.00	0.00	\$0
Office Supplies	1,068.00	0.00	\$1,068
Insurance	0.00	0.00	\$0
Rent/Mortgage	6,000.00	0.00	\$6,000
Printing/Duplication	400.00	0.00	\$400
Information System Repair/Maintenance	0.00	0.00	\$0
Vehicle Operating (other than Insurance)	0.00	0.00	\$0
Travel	2,520.00	0.00	\$2,520
Business Travel	2,520.00	0.00	\$2,520
Conferences/Conventions	0.00	0.00	\$0
Contractual Services	0.00	0.00	\$0
Training	0.00	0.00	\$0
Consultant (Technical Assistant Fee)	0.00	0.00	\$0
Legal	0.00	0.00	\$0
Accounting/Auditing	0.00	0.00	\$0
Equipment	0.00	0.00	\$0
Office Equipment	0.00	0.00	\$0
Other	3,600.00	0.00	\$3,600
Vehicle purchase and lease	0.00	0.00	\$0
Program Supplies	1,500.00	0.00	\$1,500
Software	0.00	0.00	\$0
Food	1,000.00	0.00	\$1,000
End Of Year	1,100.00	0.00	\$1,100
TOTAL budget for Safe Haven	\$62,100	\$0	\$62,100
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA		\$0	
CPA/Children's Cabinet FUNDING REQUEST	\$62,100		
TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA			\$62,100

SALARY: Project Director: 19 hours/week x 52 weeks x \$28/hour = \$27,664/year; Project Coordinator: 13 hours/week x 52 weeks x \$23/hour = \$15,548/year.

OPERATING: Communication(Phone & Internet): \$125/month x 12months = \$1,500/year; Postage: \$200/year; Utilities: \$275/month x 12months = \$3,600/year;

 Printing: \$400/year (Invoices, flyers); Office Supplies: \$1,068/year (\$500-paper; \$300-folders/files; \$200- tape, pencils, pens, staples, clips);

 Rent: \$500/month x 12months = \$6,000/year; Software: Shared Village \$500

TRAVEL: 250/miles roundtrip per year (WCDC monthly visits and support groups) x 18 trips x 0.56/mile = \$2,520/year.

CONTRACTUAL: Project SEEK Technical Assistant Fee: \$8,900/year (as quoted from Project SEEK)

OTHER: Activity Supplies and Incentives: \$1,500/year (Books, training material \$80/month x 12 = \$960; Family Games, Children Games & Activities, Personal Hygiene Items \$45/month x 12 = \$540.

 Food/Meals: \$1,000/year (approx \$100/class for 8 parents & 5 children for 10 community classes);

 End Of Year Event: \$1,100/year (\$650-venue rental; \$300-catering for families & volunteers; \$100-awards; & \$50-certificates).

Safe Haven Program Model

WICOMICO PARTNERSHIP FOR FAMILIES AND CHILDREN
 REQUEST FOR PROPOSALS
APPLICATION REVIEW AND RECOMMENDATION

Applicant _____

Reviewer _____

Date _____

Proposal Content	Range of Points					Actual Points	Comments
	Poor	Weak	Adeq.	Good	Excell.		
1. Management Summary (5) <ul style="list-style-type: none"> ▪ 150 Words (0-2) ▪ Summary overview of the applicant's total grant proposal (0-3) 	0-1	2	3	4	5		
2. Collaboration Summary (10) <ul style="list-style-type: none"> ▪ Partner with other WPFC funded programs. (0-5) ▪ Partner with WDCD and Poplar Hill Pre-Release Unit (0-5) 	0-3	4-5	6-7	8-9	10		
3. Project Management Summary (65) <ul style="list-style-type: none"> ▪ Target population (0-5) ▪ Support Group for Children (0-10) ▪ Support Group for Parents/Caregivers (0-10) ▪ Impact of program 	0-25	26-34	35-44	45-54	55-65		

APPENDIX B

<p>(0-5)</p> <ul style="list-style-type: none"> ▪ Childcare requirements (0-5) ▪ Specific Services provided (0-5) ▪ Provides transportation (0-3) ▪ Performance Measures and Outcomes (0-5) ▪ Quality Assurance Mechanisms (0-2) ▪ Research & Best Practices Incorporated (0-10) ▪ Parent – Child Communication Facilitation (0-5) 							
<p>4. Personnel (15) Staff Qualifications specific to needs (0-15)</p>	0-2	3-5	6-9	10-12	13-15		
<p>5. Budget (0-5)</p> <ul style="list-style-type: none"> ▪ Matching Funds (10% required) (0-5) 	1	2	3	4	5		
<p>TOTAL 100 points</p>							