



# City of Gainesville

Budget and Finance Department Purchasing Division

210759

Addendum Publish Date: December 15, 2021  
Consultant for Distribution of Non-Profit ARPA Funds  
RFQ#: CMGR-220032-ARPA-GD

## ADDENDUM NO. 1

Bid Due Date: December 21, 2021, 3:00pm EST

NOTE: The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Any questions regarding this solicitation shall be submitted in writing to the City of Gainesville (CoG) Procurement Division by 3:00pm, (local time), Thursday, December 16, 2021, 3:00pm local time. Submit questions to:  
[dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)
2. Please find attached:
  - a. A copy of the Procurement Pre-Bid Discussion/Information Check List
  - b. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters)
3. CORRECTIONS TO THE SOLICITATION:
  - a. The correct RFQ number is: CMGR-220032-ARPA-GD (NOT 220023 as stated on the solicitation)
  - b. In addition to the minimum qualification stated in 2.3 (page 6), Section 1.6 and 1.7 (pages 3&4) are also minimum qualifications for this solicitation
4. The following is a recap of the discussion that occurred during the Non-Mandatory Pre-bid Meeting, held December 15, 8:00am EST
  - a. Gayle Dykeman discussed all Procurement related issues relating to this solicitation, including the addition of Sections 2.3 and 2.4 as minimum requirements. Notes on the material she covered can be found on Attachment A of this document. The Cone of Silence was discussed in detail and the rules are attached.
  - b. Roberta Griffith described the project:

The City Commission wants to distribute ARPA funds to local nonprofit agencies, equitably, rapidly and in compliance with all the Interim Final Rule and any additional guidance provided by Treasury in the future. The best way for the City to successfully complete this goal is to have an organization with expertise in funds distribution to conduct the application, vetting and development of recommendations to the City Commission for various awards of funding. The City Commission is concerned about equitably spending the funds the best way possible. Public Records requests – observe State of Florida public records (Sunshine laws). The application, deliberation and recommendation process must be in compliance with the Sunshine laws and all records should be kept to assure compliance. Treasury guidance also requests fair and open process. to be transparent.
4. The following questions were asked and answers were provided during the Pre-Bid Meeting:
  - a. Question: Currently we manage CARES funding – some of the responsibilities include invoicing and backup documentation to provide to Treasury. Will the selected Agency be responsible for collecting and maintaining backup documentation for reporting to City and Treasury for the ARPA funds, similar to CARES?  
Answer: Yes, the City expects that the selected agency will meet Treasury's terms of reporting. The majority of work will be conducted by the consultant, with participation of the City, since the City is ultimately responsible for funding distribution.
  - b. Question: Do you have a deadline for when you expect to have all of the funding distributed?  
Answer: As soon as possible, the City does not have a specified deadline at this time. Part of the discussion with the awarded agency will be to discuss the schedule for distribution of funds.

- c. Question: Where does the responsibility of making recommendations rest? With the agency or the City?  
Answer: The agency will make recommendations of award to the City Commission and the City Commission makes final decision. The awarded agency will work with the City staff in creating an agenda item, to present to City Commission. The City Commission will review and ratify the recommendations or refer back to City Staff and agency with recommended changes. Agency and Staff will make appropriate adjustments, and the City issues funds.
- d. Question: Section 2.3 Provide support to nonprofit organizations in building administrative capacity and strengthening existing infrastructure. Can you elaborate on what is intended?  
Answer: The City Commission does not want less seasoned agencies to be turned away because they may not have the expertise in the application process that larger agencies have, so the awarded agency will assist those agencies with completing a competitive application.
- e. Question: Does the City have technical standards for developing an on-line portal? Is the City anticipating that the awarded agency will provide the technology to receive and process applications?  
Answer: The City does not have coders or developers to support the automation of application intake. The City's is in transition with our technology. The City would link to a portal that the awarded agency provide and will be in charge of automating application in-take, safely, securely, and in compliance with laws that apply to privacy and security.
- g. Question: How will the City determine equitable distribution of funds? Is this going to be the same as the first round of ARPA funds or is this something different?  
Answer: The City has developed an Equity Tool Kit that can be used as is, or as a foundation for a more user friendly version of the tool. The City is not tied to the existing Tool Kit and is looking for assistance from the awarded agency and the City's Equity and Inclusion Department to develop a tool that may be more streamlined than the current Equity Tool Kit.

#### CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

LEGIBLY PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



City of Gainesville  
Procurement Division  
200 E University Avenue, Rm 339  
Gainesville, FL 32601  
(352) 334-5021(main)

**ATTACHMENT A**  
**PRE-BID DISCUSSION/INFORMATION CHECKLIST**

**BID NAME:** Consultant for Distribution of Non-Profit ARPA Funds

**BID NUMBER:** CMGR-220023-ARPA-GD

**PRE-BID MEETING DATE:** 12/15/21, 8:00am

\_\_\_\_\_ Introductions

\_\_\_\_\_ Questions/Answers and topics of discussion addressed at the pre-bid will be available through <https://www.demandstar.com/> in future Addendums.

\_\_\_\_\_ Any questions after today's meeting must be in writing

– Email to [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)

– Questions Deadline: **12/16/21 – 3:00pm**

\_\_\_\_\_ All communication, contact and/or correspondence must be with [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org) or CITY Purchasing Division staff.

– Bidders who have contact with anyone other than Gayle Dykeman or CITY Purchasing Division staff, (examples of “anyone other than”: Department Staff, City Manager, City elected officials, etc.) will be disqualified.

\_\_\_\_\_ Bid Due Date: **December 21, 2021, 3:00pm**

\_\_\_\_\_ Location to receive bids: Demandstar.com.

\_\_\_\_\_ **Minimum Qualifications: pp 6, 2.3**

**Responsiveness and Responsibility of Proposers – p 3 – 4 - Addendum will be added to minimum qualifications**

\_\_\_\_\_ Bonds - ☐ YES ☒ NO

– If no, bring attention to State Statute of \$200,000

\_\_\_\_\_ Exhibit B - Local Preference, Not applicable to this solicitation – Exhibit B

\_\_\_\_\_ Small and Service Disabled Veteran Business Participation, Exhibit B

\_\_\_\_\_ Living wage, Exhibit B

\_\_\_\_\_ Addenda

– Sign sheet included with each addendum and submit with bid

\_\_\_\_\_ **REQUIRED FORMS TO BE SUBMITTED**

\_\_\_\_\_ Completed Cover Page, page 1

\_\_\_\_\_ Drug Free Workplace – Exhibit A, Page 20

\_\_\_\_\_ Proposer's Verification Form, Exhibit B, Page 21

\_\_\_\_\_ Reference Form, Exhibit C, Page 22

\_\_\_\_\_ Bid Information Form - If not bidding, please complete the form and let us know why you are not bidding.

# CITY OF \_\_\_\_\_ FINANCIAL SERVICES GAINESVILLE PROCEDURES MANUAL

## **41-524      Prohibition of Lobbying in Procurement Matters**

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.