



City of Gainesville

Budget and Finance Department
Purchasing Division

Addendum Publish Date: December 21, 2021
RFQ Title: Consulting Services for Oversight and Compliance for American Rescue Plan Act of 2021 and Other Grant Funds
RFQ#: CMGR-220033-GD
Bid Due Date: December 27, 2021, 3:00pm EST

ADDENDUM NO. 1

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. Please find attached:

- a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters)

2. CORRECTIONS TO THE SOLICITATION:

- a. In addition to the minimum qualification stated in 2.5 (page 6), Section 1.6 and 1.7 (page 4) are also minimum qualifications for this solicitation

3. The following questions were received by the Questions deadline for the solicitation:

- a. Question: For the pricing on fee schedules, what is the anticipated personnel/staff allowed for this project?

Answer: The City is looking to the recommendations of the firms to recommend appropriate staffing for this project.

- b. Question: Any hourly rate threshold limits?

Answer: The City does not have thresholds limits for this project, but does expect proposals to be highly competitive.

- c. Question: What is the communication window and frequency for requested accounting documents?

Answer: The City's goal is to meet all of the formal reporting requirements as stated in the Interim Final Rule and in the latest Compliance and Reporting Guidance. Additional reporting may include quarterly updates (at a minimum) to the City Commission and other partners.

- d. Question: Does the City have any incumbent vendors supporting ARPA or CARES Act requirements?

Answer: No

- e. Question: Does the City have any automation and visualization aids that your department are using to administer, monitor, track and report ARPA funds?
Answer: The City intends to use Envisio to for manage projects and performance. The City's financial system of record, Workday, will provide financial tracking of funds (ex: appropriations, actual expenditures).
- f. Question: Can the City share the volume or inventory of policies & procedures expected for this review?
Answer: These policies and procedures are expected to be developed with assistance from the selected consultant.
- g. Question: What, if any, training or guidance has been provided to sub-recipients to date?
Answer: This is to be developed with assistance from the selected consultant.
- h. Question: Are there any current process issues related to the requirements that are in the corrective action/remediation phase now as a pre-audit readiness effort?
Answer: No
- i. Question: In reference to "and any funds that may become available to the City through other government agencies in the future." Can the City provide examples of funds from other government agencies that are either desired or anticipated?
Answer: An example of this is the Build Back Better potential legislation and any funds that could come to the city as a result of that legislation being signed into law.
- j. Question: Can the City confirm the allotted budget set aside for this potential contract?
Answer: The City confirms there is a budget for this project.
- k. Question: Can the City confirm if references have to be governmental clients in the State of Florida?
Answer: The City would prefer to have at least one reference from a governmental client within the State of Florida to demonstrate the consultant's expertise in working with the various unique laws and regulations of the State. However, if this is not possible, the lack of this reference should not discourage consultants from submitting proposals for this solicitation.
- l. Question: We are preparing a response to RFQ-220033. We do not meet the Professional Liability Insurance requirement of \$5,000,000 annual aggregate, we carry \$2 million. Would this be disqualifying?
Answer: No, it is not disqualifying, however, be sure to include this concern on the exceptions page of your company's proposal.

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

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Purchase Division

CITY OF GAINESVILLE FINANCIAL SERVICES PROCEDURES MANUAL

41-424 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.