



South Orange County Community College District  
RFQ&P No. 2076  
Collaborative Research: NSF INCLUDES Alliance: STEM Core Expansion  
Cooperative Agreement External Evaluation

Addendum No. Two (2)  
11/2/2018

A handwritten signature in blue ink, appearing to read "Priya Jerome", is written over a horizontal line.

**Priya Jerome**

Executive Director of Procurement, Central Services & Risk Management

**Note:**

*All documents remain unchanged except section or parts added to, revised, deleted and/or clarified by this Addendum. This Addendum consists of the responses to the Request for Information/Clarification submitted by the deadline October 30, 2018 at 5:00 PM and changes to the interview schedule.*

**Q & A**

1. Is the required cover letter information part of the four-page limit for Proposal Form A?

*A1: No, the Cover letter information is not part of the four-page limit.*

2. Are the resumes for the Project Executive and/or all other key research personnel part of the six-page limit for Proposal Form B?

*A2: Resume of each individual shall not exceed a 2-page limit.*

3. Is it allowable to include resumes in an appendix?

*A3: Should the proposing firm prefer to submit a detailed resume for each individual, they may do so as an appendix.*

4. Is there any guidance on the expected budget for this evaluation? What amount was budgeted for external evaluation in the approved budget submitted to NSF? Is that amount a firm ceiling or an estimate?

*A4: The budget allocations are subject to change and contingent to this NSF grant. The current budgeted allocations for this evaluation project is estimated at a not to exceed \$800,000 limit for the entirety of this contract (5 years).*

5. Is staff travel beyond a 50-mile radius from the vendor site reimbursable as “other cost”?

A5: *Please indicate estimated travel costs as a line item under “Other Costs” on the Fee and Rate Proposal, Form D.*

6. Regarding Form F, what kind of former/current clients may we use as references (i.e., only higher education clients)?

A6: *It is our preference that you indicate your current or past (in the last five (5) years) work servicing an education client, but any public agency experience would also suffice. The District is interested in current projects, as well as those projects that have been successfully completed within the past five (5) years.*

7. On Form C, when listing the third party evaluation project – in some cases, we do not have the award amount. Were you looking at the contract amount for our firm, or the amount of the award from the Federal agency?

A7: *The District wants to assess the size of the award from the Federal agency to understand the scope of services you are contracted to provide. If it is a Federal award, it seems that you would be able to identify the Federal award number and the funding associated with that. Our interest is in knowing your firms’ experience in providing evaluating services for a large Federal award.*

**IMPORTANT:**

**Interview/Presentations date for the shortlisted firms has been changed to November 16, 2018 (location and time will be sent to the shortlisted firm).**

END OF ADDENDUM NO. 2