



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

April 12, 2011

ADDENDUM #1

Re: Fiscal Agent
Request for Proposals
PIN: 26012FIAGRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1** to the Fiscal Agent Request for Proposals (RFP) PIN 26012FIAGRFP.

ADDENDUM ITEMS

1. Table of Contents, page 2, The following entry:

<i>Attachment 2</i>	<i>Corporate Governance Certification</i>	<i>46</i>
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is deleted.

2. Section IV, Format and Content of the Proposal, page 11, A2b): Organizational Capability:
The following item:

7) Describe how the proposing organization's board of Directors will be involved in the proposed services. Describe how past services have been affected by board involvement. Complete Attachment 2, Corporate Governance Certification.

is deleted.

3. Section IV, Format and Content of the Proposal, page 12, A3, Price Proposal Form: The following item:

1) The proposed fee for fiscal agent services should be based on the schedule of the estimated number of providers by "CBO contract dollar value category" as provided in the Transaction Chart (Appendix B). Please note that the Transaction Chart is based on distinct providers; some providers may be awarded more than one contract

in which case the proposed fee paid will be based on the upper limit of the total contract value awarded to that provider.

is deleted and replaced with the following:

- 1) **The proposed fee for Fiscal Agent services should be based on the estimated number of contract budgets as provided in the Transaction Chart (Appendix B). Please note that the Transaction Chart is based on individual budgets. A budget is defined as an individual budget code. An individual contract may include several individual budgets, as defined by separate budget codes. The fee will be based on the total budget dollar amount within a specific budget code.**
4. **Section IV, Format and Content of the Proposal, page 13, B, Proposal Package Contents (“Checklist”):** The following entry under item 1:

--Corporate Governance Certification (Attachment 2)

is deleted.
5. **Appendix B: Transaction Chart, page 44:** Appendix B is deleted and replaced with Appendix B Revised which is affixed to this addendum and posted on the DYCD website.
6. **Attachment 2: Corporate Governance Certification, pages 46-47:** Attachment 2 is deleted.
7. **Attachment 3: Price Proposal Form, page 48:** Attachment 3 is deleted and replaced with Attachment 3 Revised which is affixed to this addendum and posted on the DYCD website.



Michael Owh
Agency Chief Contracting Officer

Appendix B Revised: Transaction Chart

RFP Title: Fiscal Agent

PIN: 26012FIAGRFP

CBO Contract Value Category	Individual Budgets	Estimated Total Budget Amount	Estimated Payroll Amount	Estimated OTPS Amount	Total Estimated Number of Claims	Estimated Number of PS Claims	Estimated Number of OTPS Claims
\$2,500 - \$25,000	800	\$5,000,000	\$2,000,000	\$3,000,000	1,500	400	1,100
\$25,001 - \$50,000	10	\$400,000	\$200,000	\$200,000	100	60	40
\$50,001 - \$100,000	5	\$350,000	\$250,000	\$100,000	40	30	10
\$100,001 - \$200,000	5	\$750,000	\$500,000	\$250,000	75	40	35
\$200,001 - \$300,000	5	\$1,250,000	\$850,000	\$400,000	50	25	25
\$300,001 - \$400,000	2	\$700,000	\$400,000	\$300,000	25	15	10
\$400,001 - \$500,000	2	\$1,000,000	\$800,000	\$200,000	30	20	10
Over \$500,000	1	\$1,200,000	\$900,000	\$300,000	85	40	45
Totals	830	\$ 10,650,000	\$5,900,000	\$4,750,000	1,905	630	1,275

Attachment 3 Revised: Price Proposal Form

RFP Title: Fiscal Agent

PIN: 26012FIAGRFP

Name of Proposer: _____

Read the instructions below for each Fiscal Agent Category A and B. Enter the result of each total amount for each Fiscal Agent category on the line at the bottom of the form.

Category A: Fiscal Agent Services to contractors:

For each dollar value sub-category (A1-A8)

1. Enter the proposed fee per contract..
2. Multiply that fee by the estimated number of individual budgets for FY 2012.
3. Enter the result in the "Category Total" column.
4. Add the Category Totals and enter that amount (Total Amount for Category A) on the line provided below the chart. Your fees should be based on the schedule of Transactions chart provided in Appendix B.

Value of Sub-Category	Contract Value	Proposed Fee Per Contract	Estimated Number of Individual Budgets for FY 2012*	Category A Total
A1.	\$ 2,500-\$25,000	\$	800	\$
A2.	\$25,001-\$50,000	\$	10	\$
A3.	\$50,001-\$100,000	\$	5	\$
A4.	\$100,001-\$200,000	\$	5	\$
A5.	\$200,001-\$300,000	\$	5	\$
A6.	\$300,001-\$400,000	\$	2	\$
A7.	\$401,000-\$500,000	\$	2	\$
A8.	Over \$500,000	\$	1	\$

*The estimated number of providers is for comparison purposes only; the actual number may vary.

Total Proposed Amount for Category A = \$_____
(Maximum funding = \$489,500)

Price Proposal Form (continued)

Page 2 of 2

Category B: Stipend/Fee Payments

For the chart below:

1. Enter the Proposed Fee per Check
2. Multiply that fee by the Estimated Number of Transactions in FY 2012
3. Enter the result in the "Category C Total" column
4. Enter that amount (Category B Total) on the line provided below the chart.

Proposed Fee Per Check	Estimated Number of Transactions in FY 2012*	Category C Total
\$	1,000	\$

*The estimated number of transactions is for comparison purposes only; the actual number of transactions may vary.

Category B Total = \$ _____
(Maximum funding = \$10,000)

Grand Total for Category A + Category B = \$ _____
(Maximum funding = \$499,500)