**Summary of RFP Revisions**

**Request for Proposals for a Process Evaluation of the Community Navigator Program**

No. 023 *(REVISED December 18, 2019)*  
Expires Friday, January 17, 2020

**Revisions highlighted in the revised RFP include:**

| Page 15: | VI.D. Experience  
The Experience section should not exceed *five* three pages (double-spaced) total, excluding resumes of key staff. |
| --- | --- |
| Page 15: | VI.E. Evaluation Budget  
This solicitation does not specify a maximum allowable rate or maximum amount for administrative or indirect expenses, but the preferred rate is 17% or below. As indicated in the next section, the applicant should provide justification for the budget and any rate(s) requested in the Evaluation Budget Narrative (Section VI.F), and consider that contract awards will be made to the applicants whose proposals are determined to be the most advantageous by the proposal evaluation team, taking into consideration the price and such other factors and criteria as are set forth in the RFP (see Sections VII.B and VII.C). |
| Page 16: | VI.F. Evaluation Budget Narrative  
Applicants should provide a budget narrative that corresponds to the budget. The Evaluation Budget Narrative should link the proposed costs to the proposed evaluation components and activities and outline any assumptions on which the budget is based. **Applicants should also provide justification for their proposed indirect expense and other rate(s).** Applicants should specify the types of expenses included as indirect costs, and describe how they determine whether to charge an expense as an indirect versus a direct cost. Applicants should also describe funding needs on an annual basis over the length of the funding period (funding may vary by year). |
VI.F. Evaluation Budget Narrative

The Evaluation Budget Narrative should not exceed two pages (double-spaced) total, including any tables and/or charts.

VI.H. Proposal Formatting and Length Requirements

- Length restrictions:
  - The Cover Letter (Section VI.A) is not restricted by length.
  - The Evaluation Proposal (Section VI.B) should not exceed 10 pages (double-spaced), including any tables and charts. Only the first 10 pages of the Evaluation Proposal will be read and scored by the proposal evaluation team.
  - Section 1 and 2 of the Organizational and Staff Capacity Section (VI.D VI.C) should not exceed three pages (double-spaced). Only the first three pages will be read and scored by the proposal evaluation team. The letters of support/commitment and the applicant’s latest audit report or certified financial statement are not restricted by length.
  - Sections 1 through 7 of the Experience Section (VI.E VI.D) should not exceed three pages (double-spaced). Only the first three pages will be read and scored by the proposal evaluation team. Resumes of key staff are not restricted by length.
  - The Evaluation Budget (Section VI.F VI.E) is not restricted by length.
  - The Evaluation Budget Narrative Section (VI.G VI.F) should not exceed two pages (double-spaced). Only the first two pages will be read and scored by the proposal evaluation team.
  - The Fiscal Sponsorship documentation (Section VI.H VI.G), if applicable, is not restricted by length.

Appendix 1, Exhibit 2. Anticipated Deliverables for Applicants

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Description</th>
<th>Frequency/Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Process Evaluation Plan</td>
<td>Detailed plan for the process evaluation</td>
<td>Draft (Month 3) and final plan (Month 6)</td>
</tr>
<tr>
<td>2</td>
<td>Literature Scan</td>
<td>Comprehensive review of Navigator models and related, peer-driven social service models. The scan should situate the Navigator initiative within existing research, and include a focus on both program models and research about them. The scan should assess the extant research in terms of rigor, and include some structure for depicting the research relative to the strength of the individual studies comprising it.</td>
<td>Draft (Month 4) and final plan scan (Month 6)</td>
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