



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:

<p>Page 15:</p>	<p>VI.D. <u>Experience</u></p> <p>The Experience section should not exceed five three pages (double-spaced) total, excluding resumes of key staff.</p>
<p>Page 15:</p>	<p>VI.E. <u>Evaluation Budget</u></p> <p>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 <i>Evaluation Budget Narrative (Section VI.F)</i>, 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 <i>Sections VII.B</i> and <i>VII.C</i>).</p>
<p>Page 16:</p>	<p>VI.F. <u>Evaluation Budget Narrative</u></p> <p>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).</p>

Page 16: **VI.F. Evaluation Budget Narrative**
 The Evaluation Budget Narrative should not exceed ~~three~~ **two** pages (double-spaced) total, including any tables and/or charts.

Pages 16-17: **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.

Page 18: **Appendix 1, Exhibit 2. Anticipated Deliverables for Applicants**

#	Name	Description	Frequency/Due Date
1	Process Evaluation Plan	Detailed plan for the process evaluation	Draft (Month 3) and final plan (Month 6)
2	Literature Scan	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.	Draft (Month 4) and final plan scan (Month 6)