

**Office of the Mayor-President**  
Purchasing Division



City of Baton Rouge  
Parish of East Baton Rouge  
222 Saint Louis Street, Room 826  
P.O.Box 1471  
Baton Rouge, Louisiana 70821

225/389-3259 FAX 225/389-4841  
[purchasinginfo@brgov.com](mailto:purchasinginfo@brgov.com)

**Patti J. Wallace, CPPB**  
Director of Purchasing

**ADDENDUM NO. 2**

June 21, 2016

**20008-16 FOR OUT-OF-SCHOOL YOUTH PROVIDERS**

Proposal submission deadline: **July 27, 2016 (Revised)**  
Proposal Closing Time: **2:00 p.m.**

Your reference is invited to **Solicitation No: 20008-16 FOR OUT-OF-SCHOOL YOUTH PROVIDERS** which is scheduled to open at 2:00pm, on July 27, 2016, for **OUT-OF-SCHOOL YOUTH PROVIDERS** for the City of Baton Rouge-East Baton Rouge Parish.

This addendum provides responses to all questions received by the RFP deadline.

1. Your RFP budget requirements asks for the breakdown of "Startup Costs" for the 1<sup>st</sup> month of the award cycle, in light of your procurement reimbursement policy and possible capacity challenges for some organizations because of substantial costs such as training materials, books and fees for youth participants, does this mean that said "start-up costs" for the 1<sup>st</sup> month of the award cycle will be provided to organizations in advance in order to get their projects up and going for the initial month?

*The Youth RFP is a Cost-Reimbursement Contract. (See p. 77 of the RFP). While we know the awarded vendor will have some start-up costs within the 1<sup>st</sup> month of the award cycle, those costs will be paid through reimbursement, as will all costs associated with the contract, within 30 days once invoiced with all required back up documentation to support expenditures. Also see p. 26, Payment for Services, in RFP.*

2. How many youth are required to be served during the life of the grant?

*While we did not specify a certain number of participants in the RFP, the number of participants should be based on program design and organizational capacity. The expectation is that not less than 20 would be served with the available funding. (See Organizational Capacity on p. 23 of RFP).*

**This addendum is hereby made a part of the RFP for OUT-OF-SCHOOL YOUTH PROVIDERS Initiative and should be acknowledged.**