



## **ADDENDUM #2**

**September 20, 2021**

**RFP Title:** Community Capital Process – FY22  
**Owner:** County of Wake – Melissa England, Procurement  
**RFP Bid No.:** #21-064

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The following items provide answers to questions that were submitted for RFP #21-064. Wake County answers are in blue.

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1. Section 1.2: To confirm my thinking, according to the guidelines, if an organization is requesting \$2M (for example), the capital project must total \$5M. The Proposer should be contributing \$3M from other documented sources, correct?  
Yes, that math is correct. To receive the maximum funding commitment of \$2 million, the minimum total project cost would be \$5 million.
2. Section 1.3: In the RFP (Pg. 4) it says maximum=\$2M (40% of total project cost). On Pg. 16 (Section 5.2.4 Evaluation of Proposals) it says maximum=\$1M (less than 35%). Which one is it?  
Page 4 is correct. Funding is available at a maximum of 40% of total project cost. The maximum funding request per project is \$2 million.
3. Section 2.2: Is there a preference on how proposal is to be bound? Three ring binder? Spiral bound? Stapled?  
No. There is no preference for how the proposal is to be bound.
4. Section 2.2: Can the proposal be hand-delivered? Or must it be received by mail or delivery carrier?  
Yes, the proposal can be hand delivered to the address in Section 2.2 of the RFP.
5. Section 2.2: Does the county confirm receipt of proposal to the applicant?  
If proposals are hand delivered, they can ask for a receipt at the front desk in the Finance department.
6. Section 4.0: Is there a page limit?  
No. There is no page limit.
7. Section 4.0: Are there requirements around Font type and line spacing?  
No. There are no requirements around font type and line spacing.
8. Section 4.0: Are we allowed to submit capital campaign promotional materials to help highlight the project?  
Marketing and sales type information is not to be included.

9. Section 4.1: Do you have any additional guidance of who typically makes up the “project team?”  
Identify the proposed team that is responsible for the key roles of the proposed project. In Section 4.5 you’ll provide more information about those team members.
10. Section 4.2: We are submitting a proposal for Phase 1 of a four phased, multi-year capital campaign project. Phase 1 is projected to be completed during the FY22-FY23 period. Does the county want to see the cost projections for only Phase 1? Or would county want to see cost projections for Phase 1, plus the entire four-phase, multi-year project?  
For the purposes of this competitive process, based on the description you provided, this proposal’s scope is Phase 1 so only information for Phase 1 would be needed.
11. Section 4.3: Should the schedule of expenditures include fundraising campaign expenses or JUST project expenses?  
This should just include project expenses.
12. Section 4.3: The RFP says the applicant must provide evidence of all confirmed commitments. What documentation is the county looking for as evidence? Copies of commitment forms or can we supply a Report from our client/fundraising database that shows commitment by category? A good portion of our commitments are by individuals, who may not want their individual names and commitment forms shared publicly. Please provide clarification of what documentation meets “evidence of commitment”.  
This may vary by organization but both of the examples you gave would be acceptable. Individual names can be omitted.
13. Section 4.3: If the land where we will build is being donated via terms of a 99-year term ground lease for \$1 year how should we recognize this as a source of funding? The value of the land?  
Yes, including the value of the land as a contribution to the overall project cost would be appropriate.
14. Section 4.3: For secured funding, is there a specific way the County prefers to receive evidence of this commitment?  
A table or report from a fundraising database would be sufficient. Names may be omitted.
15. Section 4.5: Is a MOU considered a contractual relationship?  
Yes. Any MOUs should be disclosed whether the MOU outlines intent/expectation of the parties or creates a monetary obligation. Whether an MOU is a legally binding contract or a statement of intent/expectation depends on the content of the document, and whether binding consideration was exchanged. You are required to disclose all MOUs.
16. Section 4.5: In the similar project section it asks us to provide a description of similar projects. What if we are not aware of any similar type projects? Do similar projects need to be similar in mission or in physical space and program expansion?  
In this section, we are looking for information related to the organization’s experience in a project similar to the capital project being proposed for funding through this competitive process. If the organization has not engaged in a prior similar project, then you can just acknowledge that in this section.

17. Section 4.5: Can you please further explain “provide client reference information?”  
This would include letters of support or client references that help demonstrate the organizations achievement of a similar project or believed ability to complete this project.
18. Section 4.5: In the Organization Background section, question #3 asks for a list of all staff positions with titles and salaries, which is pretty extensive, and I think our legal and HR teams would have issues with us sharing this much information, especially in a public document. Is there a different way we could get at the information you’re interested in?  
In lieu of a list of each staff position, organizations may include positions by title and salary range.
19. Section 4.5: We have a FY20 audit complete. Our FY21 ended June 30th, and the audit is in process. In addition to submitting the FY20 audit, would we have to complete the excel audit form for FY21?  
No, please submit an unaudited financial statement for FY21 and the completed audit for FY20. A copy of the final FY21 audit may be requested prior to funding award by the County.
20. Section 4.5: As county request a copy of recent audit in #3, what specific financial statements/reports meet the requirements for FY20 and FY21 financial statements?  
The Financial statement would typically be produced by the organization and would demonstrate assets and liabilities. A full audit will include the auditor’s report.
21. Section 4.5: On page 15 of the RFP, under Operating Budget and Financial Results, it says in #1 to “Please provide FY20 and FY21 financial statements”. And in #3 to “Please provide one copy of the most recent audit and management letter”.  
Due to the timing of this RFP process, organizations with a fiscal year different from the calendar year may not have a final FY21 audit. Please provide a copy of the FY20 and FY21 financial statements and most recent audit. If your FY21 audit is not complete, please provide the FY20 audit.
22. Section 4.5: To supplement our operating cost, our facility will include rent-paying tenants. We are currently negotiating with several organizations. In the interest of confidentiality, can we provide the type of business and status of negotiations rather than providing the specific business name?  
Yes, that will be sufficient to give the evaluation team the sense of how the capital project will be used and how project funding will be supported.
23. Section 6.0: Can we please receive copies of previous business plans or other application materials from organizations previously awarded funding?  
Yes – please find Attachment A and Attachment B to this document two example proposals (Green Chair Project and Healing Transitions) from prior processes. Please note the terms of this competitive process has been modified from prior processes.