



# Purchasing and Central Services

Monroe County, New York

**Maggie Brooks**  
*County Executive*

**Dawn C. Staub**  
*Purchasing Manager*

**ADDENDUM NO:** 1

**RFQ PROJECT:** Youth Development Services,  
Supports and Opportunities

**DATE:** April 20, 2010

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PROPOSERS PLEASE NOTE:

The attached document contains corrections to the RFQ.

SIGN this Addendum below acknowledging receipt and understanding and INSERT in PROPOSAL packet.

**PURCHASING & CENTRAL SERVICES**

*Kim D. DeLuca for*  
Dawn C. Staub

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The undersigned proposer acknowledges receipt and understanding of Addendum No. 1 to the Youth Development Services, Supports and Opportunities RFQ.

\_\_\_\_\_, 2010  
Date

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

**Addendum No. 1 Corrections to the Youth Development Services, Supports and Opportunities RFQ**

- 1. In Section 3.1.A, (page 17), the date "May 14, 2010" is removed and replaced with the date "May 21, 2010."**
- 2. In Appendix B (page 34), the date "May 14, 2010" is removed and replaced with the date "May 21, 2010.'**
- 3. In Appendix B (page 34), a new checklist item is added as follows, "Copies of Agency's 990 Forms for the last 3 years (Section 3.5.D)." The corrected Appendix B Checklist follows:**

**Appendix B**  
**Checklist for Request for Qualifications**  
**Youth Development Services, Supports, and Opportunities**  
**Preparing Youth To Be READY by 21**

**Due: May 21, 2010**

ITEMS	YES	If Exceptions included**
<b>Match Revenue/Funding Sources Form*</b> (Appendix C) attached		-----
1 original signed proposal and 3 copies and 1 CD (Sec 3.1)		-----
Acknowledgement of Addenda to RFP (Sec. 3.6) attached		-----
Executive Summary (Sec. 3.2) included		-----
Table of Contents (Sec. 3.5 B) included		-----
Copy of 501 (C) 3 Certificate (Sec 2.4.1) attached		-----
Company/Organization Information (Sec. 3.3) included		-----
Narrative does not exceed 20 double spaced pages, including no more than six pages describing program description (Sec. 2.4.8)		-----
<b>Eight Features of Positive Youth Chart* (Appendix D)</b> attached		-----
Organization's Board of Directors list (Sec. 3.5) attached		-----
Organizational chart (Sec 2.4.3) attached		-----
Up-to-date organization budget (Sec. 3.5 D) attached		-----
Most recent copy of financial statements prepared by an independent certified public accountant attached (Sec. 3.5 D)		-----
Previous 3 years of audited financial statements attached, <b>if private fund raising identified as match source</b> (if applicable) (Sec.3.5 D)		-----
Copies of Agency's 990 Forms for the past 3 years (Sec. 3.5.D)		-----
Organization Certificate(s) of Insurance (Sec. 3.6) attached		-----
<b>Exceptions</b> taken to the General Information for the Applicant** attached	----- -	
<b>Exceptions</b> Taken to the Standard Monroe County Contract** attached	----- -	
Certification letter from an authorized corporate officer on the accuracy of the information included		-----

**To receive a modifiable Word version of this form, email a request to the RFQ Coordinator, Walter Webert, at [wwebert@monroecounty.gov](mailto:wwebert@monroecounty.gov)**