

**Addendum No. 1 to RFP-660-660-011025-RTRYPOST-1**

**Notification of Funding Opportunity (NOFO) for  
Adult Post-Release Reentry Services FY26-FY27**

**January 24, 2025**

This Addendum shall be added to, and become a part of the RFP/NOFO, and governed by all terms and conditions set forth therein.

- A.** The Selection Committee Meeting has changed to February 24, 2025 at 1:30pm EST.
- B.** The County is revising Attachment 2 of the RFP/NOFO on Page 23 of the RFP/NOFO. The revised Cover Sheet Template is attached.
- C.** The County is updating Attachment 3 of the RFP/NOFO on Page 24 of the RFP/NOFO. The revised Submittal Checklist is attached.

## ATTACHMENT 2

### Cover Sheet Template

Legal name of agency	
Fictitious Name, (d/b/a), if applicable	
Mailing address	
Contact person	
Contact's email address	
Contact's phone number	
Name/Title of person(s) authorized to legally bind agency (sign contract)	
Please check off all service categories agency is applying for	<input type="checkbox"/> Case Management & General Client Support Services <input type="checkbox"/> Transitional Job Program
Program title(s)	
Specific target population, including number to be served	
Geographic area(s) served	
County Commission District(s) served	
Program status (existing or new program)	
Program start date (if a new program)	
Total program budget (program's total budget for one (1) year)	
Amount of funding request from County	
Names of additional external agencies to be used to coordinate services	
<b>Overview</b> (three (3) sentence overview of the program – this must be short and concise, and will be used to communicate the purpose of programs and services to the Board and in various publications):	

By: _____ Signature	_____ Printed name
_____ Title	_____ Date

### ATTACHMENT 3 Submittal Checklist

Note: Submittal Checklist should be initialed on each line to verify all components are submitted by Proposer.

Proposer's Initials			REENTRY STAFF USE ONLY (Staff Initials)
	1	Attended <b><u>Mandatory</u></b> Pre-Proposal Meeting on January 22, 2025 at 2:00p.m., <b>local time.</b>	
	2	Prepared one (1) single electronic PDF format file per Service Category, verified to include all attachments, emailed to <a href="mailto:JS-ContractManager@pbc.gov">JS-ContractManager@pbc.gov</a> . The file shall be named as follows: <i>ADULT POST RELEASE REENTRY SERVICES FY26 to FY27, Proposer's Agency Name, Service Category</i>	
	3	Provided completed Cover Sheet ( <b>Attachment 2</b> ) <ul style="list-style-type: none"> <li>• All information provided</li> <li>• Signed</li> </ul>	
	4	Provided completed Proposal Guidelines ( <b>Section III</b> )	
	5	Provided letters of intent and/or executed, active MOUs for any external community based provider to fill gaps in services if applicable.	
	6	Provided a completed Program Budget – a sample Template ( <b>Attachment 4A or 4B based on service category applied for</b> )	
	7	Provided completed Program Staff Template ( <b>Attachment 5</b> )	
	8	Provided completed Logic Model Template ( <b>Attachment 6</b> )	
	9	Provided IRS Form 990, if a 501(c)(3) corporation ( <b>Attachment 7</b> ) for non-profit agencies or Comprehensive Annual Financial Report (CAFR) for public entities	
	10	Provided most recent completed Independent Audit and Management Letter, preferably the last fiscal or calendar year, and not older than two (2) years	
	11	Provided most recent completed Year-End Financial Statements	
	12	Provided completed Submittal Checklist ( <b>Attachment 3</b> )	
	13	Reviewed Sample Standard Contract ( <b>Attachment 9</b> ) <ul style="list-style-type: none"> <li>• For reference only, do NOT sign or include in Proposal</li> </ul>	