



## ADDENDUM 2

### Questions and Answers AUGUST 11, 2020

#### QUESTION 1

We have several questions, primarily about the Amendments.

#### ANSWER

There are no Amendments to date, so it appears these questions relate to the Attachments.

#### QUESTION 2

First, however, what is included in a *fully burdened hourly rate* for staff

#### ANSWER

A fully burdened hourly rate is the company's full cost of an hour's worth of work. It includes all payroll taxes, vacation, benefits, and any other costs related to labor.

#### QUESTION 3

*In Attachment A*, is the applying organization the Subrecipient and then an authorized person signs for the organization?

*In Attachment A XXXII*; Who is the Subawardee? Is the Subawardee our subcontractor? And they are required to be registered in SAM.gov also?

#### ANSWER

- Organization (Proposer) responding to this solicitation is the Subrecipient under Attachment A.
- Authorized person is the official authorized to sign for the organization
- Subawardee is your subcontractor(s).
- The subawardee is not required to be registered in SAM.gov

**ADDENDUM 2**  
**Cont'd**

**QUESTION 4**

In *Attachment B*: who is the Proposer? Is the applying organization(us) the Proposer?

**ANSWER**

**Yes, The Proposer is the organization responding to this solicitation.**

**QUESTION 5**

Attachment D: what do we do with this form? It says for us not to fill out

**ANSWER**

**You may omit this form from your proposal. It is there for agency purposes.**

**QUESTION 6**

The checklist asks for a Certificate of Insurance. Do we provide a COI with the application?

**ANSWER**

**Please provide proof of insurance in your proposal. A final COI will be required of the awardee.**

**QUESTION 7**

For *Attachment E* Neither the Proposer or their subcontractor are DBEs. Do we just fill out the organization's names and \$ amount of proposal and nothing else and submit with proposal?

**ANSWER**

**No. State in your proposal that you are not a DBE company and you are not subcontracting to a DBE.**