



**ADDENDUM I
RFA For Event Coordinator
June 28, 2018**

This addendum includes questions and answers. All parties shall be responsible for reading this entire addendum. The failure to list an item or items in all affected sections of this addendum does not relieve any party affected from performing as per instructions, providing that the information is set forth one time any place in this addendum. The addendum will form a part of the resulting contract document. All other conditions of this RFA remain unchanged.

SECTION I. QUESTIONS & ANSWERS

1. Question: I know there's a pricing attachment on the RFP but I just wanted to see if I could get a more in depth perspective on the pricing and budget WSA is looking for for this particular project. I would love to get a sense of previous, similar project pricings that have worked effectively for the organization or a budget that you had in mind. We would absolutely love to assist WSA in this project so please let me know!

Answer: This is a pilot project and we are looking at an estimated budget of \$30,000-\$40,000.

2. Question: Just had another inquiry about the cost specifications. Are the venues paid for by WSA so there's a set price range? Or are all the categories up for our own jurisdiction?

Answer: The selected Event Coordinator will be responsible for testing the market and procuring the venue. The Coordinator will ensure that all procurements follow the TWC Financial Manual for Grants and Contracts (FMGC) and the Cost Principles in 2 CFR Part 200, Subpart E. All purchases must be documented to indicate the offers received (either written or oral) and the basis for the award. Funds must be available and budgeted for the expenditure(s).

Activities	Estimated Budget
Coordination	Estimated total staff hours and corresponding hourly rate: Planning/Working/Reporting
Venue	Cost Reimbursement-WSA prior approval
Promotion/Outreach	Cost Reimbursement-WSA prior approval
Supplies (Includes food: continental breakfast/box lunch)	Cost Reimbursement-WSA prior approval
Transportation (For students)	Cost Reimbursement-WSA prior approval

END OF QUESTIONS RECEIVED
