



MEMORANDUM

To: All interested parties

From: Enterprise Community Partners

Contact: Melissa Bondi, Mid-Atlantic State & Local Policy Director
MBondi@EnterpriseCommunity.org

Re: **District of Columbia Research RFP
Responses to Questions received**

Date: November 4, 2020

This memo is designed to respond to inquiries received by parties interested in the Enterprise Mid-Atlantic [Research RFP as updated on October 22, 2020](#). In that update, Enterprise solicited questions about the RFP by October 30, 2020, so that answers could be posted to [our web page](#) and distributed to interested parties this week.

Enterprise has extended the deadline for responses to the RFP until **November 19, 2020 at 5pm ET**.

To remove any identifying characteristics from inquiries, and to help provide responses of greatest value to everyone, some questions have been edited or paraphrased. Every question submitted by October 30 is included here, with a corresponding response. They are not in any specific order.

We hope this memorandum provides the necessary clarifications and further information. Many thanks for your continued interest in the RFP.

We look forward to receiving any submissions by November 19 at 5pm ET.

Received Questions and Answers

Q: The RFP states it will be awarded to “one lead applicant, which can be an institution, individual, or partnership....” If applying as an individual, either as a contractor or as part of a partnership, is it necessary to be affiliated with an institution as well?

A: There is no requirement for an applicant to be affiliated with an institution. Anyone may apply under the structure they deem most helpful and appropriate to their submission.

Q: Will identifying applicant information, as outlined in the RFP under “Proposal Materials” section (b), beginning on page 7, be considered as part of the evaluation?

A: Yes, Enterprise will include this evaluation within the “30% Qualifications” section as outlined in “Selection Criteria” beginning on page 8 of the RFP.

Q: Does the cover letter have a page limit? What content should be included?

A: The cover letter has no explicit page limit. However, it should not be longer than your submitted Narrative document.

Applicants should include any information relevant to the “Proposal Materials” sections (a) and (b) in their Cover Letter. Please also identify any materials within your submission that are deemed Confidential (see “Submission Instructions: Confidentiality” on page 10 of RFP) or may be subject to Conflict of Interest (page 11 of RFP.) You may feel free to include any other information you deem relevant that is not otherwise covered in the other submittal documents.

Q: The RFP says the cover letter should be on “company letterhead.” Does this requirement apply to non-corporate affiliated individuals or partnerships?

A: Corporate letterhead is only necessary for those institutions or applicants that may have letterhead. Otherwise, any professionally formatted cover note is acceptable.

Q: Is the budget document length included in the total of four pages for the Narrative? Can the budget be a separate document?

A: The budget document should be submitted as a separate document from the four-page Narrative statement.

Q: Does the budget document have its own page limit?

A: The budget document is limited to one page for the RFP submission.

Q: What is your expectation for length of the final research product?

A: We have no specific expectation for the length of the final product, so long as it meets the full scope of work and deliverables outlined in the RFP, and the other provisions therein.

Q: What type of award is possible with the RFP? Could it be written as a contract or as a grant? Is the award structured as, for example, a firm-fixed-price, costs plus fixed-fee, or time-and-materials?

A: The RFP is written and will be awarded as a contract, not a grant. It will be a Not to Exceed contract, meaning that all direct and indirect expenses needed to complete the stated scope of work and deliverables shall not exceed \$150,000.

Q: I and/or my team is working on an existing project that may have overlap with the goals of the Research RFP. Is it possible to discuss a wider partnership with you at this time?

A: At this time, we are soliciting for responses to the Research RFP only. We will evaluate the merits of all applications on that basis, as outlined in the RFP itself. If you believe your current work or project adds to your qualifications and/or ability to meet the scope of work and deliverables for the Research RFP, it is appropriate to include that context in your submission.

Q: When submitting information on references in SlideRoom, should the “personal message” to references be written from the applicant’s perspective, or from Enterprise?

A: They should be written from the applicant’s perspective.

Q: Does Enterprise plan to hold a pre-submittal conference for the RFP? Is Enterprise staff available to respond to questions about the RFP by phone?

A: Enterprise is providing this omnibus questions and answers memorandum in lieu of a pre-submittal conference. At this time, we are not responding individually to applicants via phone.

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