



Procurement and Contracting Services

Request for Proposals Arizona AHEC Regional Center Incorporating Maricopa, Pinal and Sections of Yavapai Counties

ADDENDUM #1

**Sealed RFP # L192528
Due on July 25, 2025 no later than 2:00 PM, MST**

The following questions were received prior to the technical question period close of July 11, 2025 at 12:00PM MST:

1. Can we modify the line item descriptions in the other direct costs sections of the budget template or are we required to use the line items provided (e.g. Computers/Software, Office Supplies, Telecommunications, etc. – see screenshot below)?

| | | | | | | | | | |
|---|--|--|--|--|--|------|--|------|------|
| Other Direct Costs - Operations | | | | | | | | | |
| Computers/Software | | | | | | | | | \$ - |
| Office Supplies | | | | | | | | | \$ - |
| Telecommunications | | | | | | | | | \$ - |
| Facility Rental/User Fees | | | | | | | | | \$ - |
| Postage & Reproduction Costs | | | | | | | | | \$ - |
| Educational Supplies | | | | | | | | | \$ - |
| ADP/Computer Services | | | | | | | | | \$ - |
| Membership & Dues | | | | | | | | | \$ - |
| Liability Insurance | | | | | | | | | \$ - |
| (copy this line and insert above as needed) | | | | | | | | | |
| Total Other Direct Costs - Operations | | | | | | \$ - | | \$ - | \$ - |
| Other Direct Costs - Programming | | | | | | | | | |
| Student Housing | | | | | | | | | \$ - |
| Non-Housing CBET Student Support | | | | | | | | | \$ - |
| Pipeline Activities Structured Programs (Clubs) Grades 9-16 | | | | | | | | | \$ - |
| Other Pipeline Activities Unstructured Programs Grades K-12 | | | | | | | | | \$ - |
| Continuing Education for Practicing Health Professionals | | | | | | | | | \$ - |
| Community Education | | | | | | | | | \$ - |
| (copy this line and insert above as needed) | | | | | | | | | |

Response: The budget template's line items can be adjusted as needed. The template includes commonly used line items for reference. However, please note that cost categories should not be modified.

2. If we anticipate the ability to achieve beyond the pre-determined goals in each area, can our budget factor in over performance or are we limited to the pre-defined budget allocations listed in the Goals and Budget Allocation tab found in Attachment A?

Response: The maximum center budget is calculated based on performance projections, with funding capped at the level associated with achieving 100% of each metric. The budget cannot be increased beyond this maximum, even if performance is expected to exceed the established goals. As the "Performance Schedule" tab of the Center Workplan (Attachment A) is completed based on performance projections, the "Worksheet to Calculate Budget" tab automatically calculates the total maximum budget to be requested. Subsequently, the "Maximum Budget Based on Goals" in the budget template is populated accordingly. Therefore, the requested total budget should align with the projections up to 100% of the metrics and cannot factor in additional supplemental funding for potential overperformance.

3. If we have achieved over performance with our current subaward, can we include associated funds in this budget or are they dispersed another way?

Response: If an existing regional center is awarded, any supplemental funding achieved in FY25 will be provided post-award with an opportunity to update the budget through an addendum process.

End of addendum, all else remains the same.