



A NEW DAY.

City of Jacksonville, Florida
Donna Deegan, Mayor

Procurement Division
www.coj.net

ADDENDUM NO.	TWO (2)
BID NUMBER	RFP-16576-25
TITLE OF BID	EARLY LITERACY: KHA-MAYOR'S BOOK CLUB
OPENING TIME AND DATE	4:00 p.m., APRIL 22, 2025

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT.

THE PURPOSE OF THIS ADDENDUM IS TO ANSWER VENDOR QUESTIONS.

Question #1: For distribution, does it have to be solely mailing for distribution? Or are we able to drop off at facilities, and then mail books to those who sign up online?

Answer: A combination is acceptable.

Question #2: I read in one place that this book club will be transitioning from the Library to an organization. Does that mean the already existing beneficiaries will be just moved over? Or should I include in my Bid on how we will expand the program?

Answer: Yes, the library is currently running the Book Club. The program should be expanded to meet the full requirements of the RFP. The bid should explain how you intend to execute the program.

Question #3: What is an estimated number of already established children with the Library?

Answer: While there is a program currently operating, we may or may not continue serving these same students once a new vendor is awarded. It is something we will negotiate upon award.

Question #4: Are those broken up into age groups? **Answer:** See above

Question #5: What is the estimated number of children being transferred over that are requiring shipment of books? **Answer:** See above

Question #6: Are there any current partnerships with daycares already established?

Answer: Yes



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Question #7: What is the estimated number of children expected to serve through this program, broken down by age group?

Answer: We will negotiate exact numbers upon award. It will depend on the costs of the vendor and the dollars available.

Question #8: The RFP mentions using USPS for book distribution. We've found that once you're shipping more than 1-2 books (via media mail) UPS becomes a much more cost-effective way to ship books at scale. Any concerns with a vendor utilizing UPS (to maximize dollars directed towards the books and services themselves).

Answer: No concerns at all. We would want the most economical way to mail.

Question #9: There are times when the books we consider to be the highest quality, culturally-responsive books are not available in large quantities (aka they may only be available in quantities of 200-500). Would you be amenable to a contractor distributing several different titles each month, to prioritize high quality books over everyone getting the same book?

Answer: Yes, this can be negotiated.

Question #10: Page 20 of the RFP states that payment to the contractor "shall be made on a monthly basis for the Services provided by Contractor for the preceding month." Then page 5 of "Additional Information and Resources" says "If funds are available, an initial advance up to 25% may be given at the beginning of the program." Does the buyer anticipate the advance funds will be available in June of 2025? That advance payment is very helpful in allowing non-profit like ours to secure the first shipment of books?

Answer: Yes, the advance is available once the contract is fully executed.

Question #12: Page 6 of the budget guide states incentives are not an allowable expense unless pre-approved by contract managers and their director. In our experience administering family engagement events, we've found incentives for caregivers to be tremendously helpful in bolster attendance. What's the process of getting incentives approved? Does it happen before or after the award?

Answer: Once the award has been made the Contract Manager will work with the vendor and then get this approved by the Director.



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Question #12: Under “Partnerships/Collaboration” you reference “sustaining current donors.” Can you help us generally understand who the donors are and what they're contributing to the initiative?

Answer: There are donors that are currently giving to the Library Foundation that we anticipate will continue. Once the award is made, we will make that list available. This list will be made available after the award.

DATE April 15, 2025

BUYER Olivia Wallace Cohen

PLEASE ACKNOWLEDGE RECEIPT AND RETURN IN 1CLOUD.

Bidder's Signature

Title

Company

Date