



ADDENDUM NO.1

REQUEST FOR PROPOSALS

TO PROVIDE

**CASE MANAGEMENT SERVICES
TO
MILWAUKEE WINDOWS TO WORK/SECOND CHANCE
PRISONER REENTRY INITIATIVE**

March 15, 2010 – December 31, 2010

Issued by:

THE MILWAUKEE AREA WORKFORCE INVESTMENT BOARD

February 3, 2010

*THE MAWIB RESERVES TO RIGHT TO AMEND THIS REQUEST FOR PROPOSALS
AT ANY TIME PRIOR TO THE PROPOSAL DUE DATE.*

SECTION VI: PROPOSAL NARRATIVE

5. PROJECT BUDGET

B. Budget Narrative

Is amended to read:

The Proposer is required to submit a narrative with the project budget. The narrative must detail each budget item in each cost category for the requested funding amount only. The budget narrative should follow in the same order as the line item and must include the method, unit cost/or formula detail that was used to derive each cost category and what items are included in each cost category.

~~Delete: Within the contractual services, describe how you will expend these funds, the kind of budgetary guidelines you have in place for their expenditure. Calculate any per customer cost you are utilizing within the following areas:~~

- ~~• Customer services~~
- ~~• Work Expenses~~
- ~~• Rent Subsidies~~

(The above section is located on page 11.)

FORM C: BUDGET FORM

1. BIDDER'S BUDGET

Is amended to read:

Complete Parts 1-5- Including grant, and subcontractor costs, enter in the appropriate space:

- **Personnel cost-** staff salaries and fringe benefits
- **Fringe benefit costs-** other personnel costs, health insurance, etc.
- **Travel-** costs of trips to correction institutions and other project related trips.
- **Subcontractual-** if partnering with another organization, funds spent for the subcontract
- **Other-** all other costs such as rent, supplies, audits, etc.

~~Delete:~~

- ~~• **Contractual** all other non-personnel costs (i.e. rent, office supplies, indirect costs, audit costs, etc.) with the exception of direct customer costs and sub-contracts with service providers.~~
- ~~• **Other** Please provide a detail description of these costs.~~

(The above section is located on page 14.)