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Solicitation Addendum

Addendum No.: 1
Solicitation No.: 24-R083319SB
Solicitation Title: Grant Writing and Program Administration
Addendum Date: December 5, 2023
Procurement Contact: Stacia Branco

Request for Proposal (RFP) No. 24-R083319SB is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of RFP No. 24-R083319SB.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP was December 1, 2023 by 3:00 P.M. ET.

QUESTIONS AND RESPONSES:

Q1. Please confirm whether a payment/performance bond is required?

R1. No bond is required per Form 8, Insurance Requirements.

Q2. Under 1.02, are contractors required to develop grant summary templates or other types of standardized materials to support Departments in their review of grant opportunities and/or administration of potential awards (e.g., checklists, program design frameworks, internal reporting templates)?

R2. This is at the discretion of the Proposer.

Q3. Does the County have more information regarding the timelines associated with 1.04 and 1.05?

R3. No.

Q4. Will timelines primarily be driven by grant application deadlines?

R4. Proposer shall address this in Tab 7 – Approach.

Q5. Is there additional information regarding the timeline associated with potential post-award services?

R5. Not at this time.

Q6. For example, would contractors be expected to provide support services during the entire administration of potential grant awards?

R6. This will be handled on a case-by-case basis.

Q7. Similarly, under 1.05 G. ("Provide expertise and assistance to the appropriate department so that the department will have monitoring and compliance systems in place") and I. ("Provide ongoing assistance administering the grant after award"), what is the County's anticipated budget breakdown/level of effort for these services?

R7. Unknown at this time.

Q8. Under 1.02, does the County have more information on priority sources of funding?

R8. No.

Q9. Under 1.03, does the County have a method of prioritization regarding the sectors identified under section 1.03?

R9. This will be at the direction of the Board of County Commissioners and County Administration.

Q10. Under 1.04, does the County have more information regarding the Departments that require most assistance re: determining operations and needs, conducting a funding needs analysis, etc.?

R10. The County has considerable experience applying for, securing and administering certain grants, however; it has not developed a robust grants program. Without analysis by a grants expert, it is unknown which specific Department is in need of more support.

Q11. Under 1.04, can the County provide more information regarding the general level of familiarity among Department staff regarding general grants management best practices?

R11. Refer to R10.

NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the RFP.

INSTRUCTIONS:

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

END OF ADDENDUM

AUTHORIZED FOR RELEASE