

24-01CM RFP Grant Writing Services

ADDENDUM 1

Bidders must acknowledge the receipt of this addendum in writing in the bid proposal. This addendum amends and/or supplements the contract documents. Contract document provisions not specifically amended herein remain in full force and effect.

Clarifications/Explanations: In response to questions posed:

1. **Does a cover page count toward the technical section’s five-page limit?**
 - a. If the cover page in question is specifically for the technical section, yes.
2. **Does a Table of Contents count toward the technical section’s five-page limit?**
 - a. If the Table of Contents in question is specifically for the technical section, yes.
3. **Number 2 of the Scope of Services section (p. 5) lists the inclusion of resumes; however, number 1 under Proposal Submission & Evaluation Criteria calls for no resumes. Can a resume be included if it falls within the five-page limit, or can it be included with any addenda?**
 - a. Resumes relevant to the Technical Section criteria may be included with an addenda.
4. **When submitting, should we email (1) pdf with three (3) distinct sections, or three (3) separate pdfs attached to one (1) email?**
 - a. “Each requested document shall be its own document in adobe pdf format.” The signed Submittal Page, Technical Proposal, and Fee Proposal should be submitted together in one email.
5. **Number five (5) under Proposal Submission & Evaluation Criteria lists five (5) subsections for the Technical Proposal; however, the submittal page lists four (4) subsections. Which format do you prefer?**
 - a. The Technical Proposal should have the following components
 - i. Objective & Services
 - ii. Relevant Project Experience
 - iii. Proposed Project Staff
 - iv. Methods
 - v. Management
6. **Do you anticipate issuing multiple awards? Or a single proposer?**

- a. Multiple awards are possible depending on the quality of the proposers.
- 7. What is the anticipated level of effort and/or average number of grant submissions?**
 - a. Unsure at this time, this is the first attempt to retain third party Grant Writing Services. Previous grant submissions have been completed by staff.
- 8. Has there been any addendums issued to the original RFP?**
 - a. This is the only addendum to 24-01CM RFP Grant Writing Services.