

**ADDENDUM NO 1 2026-H
GRANT ADMINISTRATION AND WRITING SERVICES**

QUESTIONS AND ANSWERS

1. **General Instructions to Bidders, Items #8 and 9, page 2.** Both of these items reference an **envelope** (“The County shall not be liable for any bid opened prematurely if that bid was not sealed in a properly marked envelope.”) Can we assume that "envelope" here can also refer to a sealed box containing our submission?
 - a. **Yes**

2. **Specifications, Items #4–7, page 9.** These items instruct bidders to provide various types of **cost information**. However, the required proposal structure beginning on page 11 does not include any place to provide cost information, nor are bidders instructed to provide cost information in some other way, such as on the required flash drive or via separate form. Please clarify how bidders should provide the required cost information.
 - a. **No Costs or Fees should be included in RFQ**

3. **Submission Requirements, Paragraph 1 on page 11.** Are **resumes** included in the page count? If yes, would it be permissible to provide resumes only for **key** staff in Tab 3, and to provide additional resumes in Tab 7 (outside the page limits)? We want to provide resumes for **all** staff who will be assigned to work with the County, as requested, but this could use a large portion of the 50-page limit, even limiting resumes to 2 pages each.
 - a. **That would be acceptable**

4. **Submission Requirements, Tab 5, page 11.** Bidders are requested to provide “a **spreadsheet** listing your firm's secured grants for the past five years.” Does the County want this information provided via a separate Excel spreadsheet, provided electronically, or can we simply provide the information in a format similar to a spreadsheet?
 - a. **That would be acceptable**

5. **Submission Requirements, Tab 8, Item J, page 12.** The last item on the list of required forms is **J. Proposed Contract**. No proposed contract is provided in the RFQ. Is the County asking for the vendors to provide their standard contract template?
 - a. **Submit your proposed contract template**

6. **Hourly Rate Schedule / Fees** -The RFQ (page 9) requests a comprehensive hourly rate schedule for each proposed staff person, but page under Submission Requirements does not specify where it should be included. Could you please confirm what section or tab this should be placed within the proposal?
 - a. **No fees should be included in RFQ and will be discussed during negotiations**

7. **County Coordination** - Could you share which departments or staff the selected consultant will primarily work with during grant development and administration?
 - a. **Potentially all departments**

8. **Meetings and Travel** - Will meetings typically be in person, or is virtual participation acceptable when needed? If in-person meetings are expected, can the County provide any guidance on frequency?
 - a. **This would be discussed during negotiations**

END OF ADDENDUM NO. 1
(Please acknowledge receipt of Addendums)