



**JEFFERSON COUNTY, TEXAS
PURCHASING DEPARTMENT**

1149 Pearl Street – First Floor
Beaumont, Texas 77701
409-835-8593

ADDENDUM TO RFP

RFP Number: RFP 21-050/DS
RFP Title: Grant Administration for the American Rescue Plan Act 2021
RFP Due: **11:00 am, Wednesday, August 25, 2021**
Addendum No.: 1
Issued (Date): August 23, 2021

TO OFFEROR: This Addendum is an integral part of the RFP package under consideration by you as an Offeror in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire RFP package – **including all addenda.** For purposes of clarification, **receipt of this present Addendum by an Offeror should be evidenced by returning it (signed) as part of the Offeror’s sealed proposal.** If the Proposal has already been received by the Jefferson County Purchasing Department, Offeror should return this addendum in a separate sealed envelope, clearly marked with the RFP Title, RFP Number, and Opening Date and Time, as stated above.

Reason for Issuance of this addendum:
Clarifications

The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.

Receipt of this Addendum is hereby acknowledged by the undersigned Offeror:

ATTEST:

Witness

Witness

Approved by _____ Date: _____

Authorized Signature (Offeror)

Title of Person Signing Above

Typed Name of Business or Individual

Address

Clarification

Question: What is the term of the contract for services anticipated to be?

Answer: Term of this contract is for one (1) initial year with annual renewals up to the year 2026.

Question: Will the contract awarded be fixed price or time and materials?

Answer: Time and materials.

Question: Are there any uses of ARPA funding that the County has in mind?

Answer: Nothing definite.

Question: Does the County anticipate using the funds to set up a program with multiple applicants and case management? if yes, does the County have a sense of the volume of applicants it anticipates receiving?

Answer: Yes, but we do not have a count.

Question: **Section 1.35.3, page 11:** This section states that the contractor must provide a certificate of insurance coverage prior to being awarded the contract. Please clarify if this certificate is required to be included in the proposal submission or if it can be provided upon selection, at the time of contract execution.

Answer: Insurance can be provided at time of contract.

Question: **Section 3.6 item g, page 22:** Full name and address for each member, etc. who will perform on this project. Please clarify if you are looking for a home address or an office address.

Answer: Office address.

Question: **Form CIS (Local Government Officer Conflicts Disclosure Statement), page 36:** Please clarify instructions for completing this form. If there is no conflict to be disclosed, does the blank form still need to be submitted as N/A, signed and notarized?

Answer: Marked N/A, signed and notarized.

Clarification

Question: Page 21, section 3.2 (e) of the Request for Proposal guidelines, it lists Offeror Personnel and Organization before Project Requirements. However, on page 27, there is another section in Project Requirements for Offeror Personnel and Organization.

Answer: This section should go in project requirements.

Question: RFP 6.3 Offeror Personnel and Organization, c, page 27 of 50: This section states " A specific description of relevant experience and skills that person has in connection with the conduct of financial advisory services that are the subject of this RFP (limit one page). Is this correct? Can Jefferson County please clarify since this RFP is for grant administration including financial advisory, communications, project management, cost tracking, accounting and reporting, and auditing services?

Answer: Jefferson County is looking for the Grant Administration to be able to provide these services or advise to hire the personnel with this expertise.