



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street
1st Floor, Beaumont, TX 77701

OFFICE MAIN: (409) 835-8593
FAX: (409) 835-8456

Addendum to RFP

RFP NUMBER: RFP 24-071/MR
RFP TITLE: Professional Grant Writing & Management Services for Texas
General Land Office Community Development & Revitalization
(GLO-CDR) Disaster Recovery Reallocation Program
RFP DUE BY: 11:00 am CT, Wednesday, January 15, 2025
ADDENDUM NO.: 1
ISSUED (DATE): January 6, 2025

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

Reason for Issuance of this Addendum: Vendor Questions

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

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

ATTEST:

Witness
Witness

Authorized Signature (Respondent)
Title of Person Signing Above
Typed Name of Business or Individual

Approved by ____ Date: _____

Address



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1. Question: In the proposal, may a bidder specify which areas (e.g., infrastructure and utilities projects only) it will provide grant writing services for? May a bidder also specify which areas it will not provide grant writing services for?

Answer: Yes.

2. Question: Does the County intend to award more than one contract?

Answer: That will be determined during the review process.

3. Question: Section 4.7 Proposer's Personnel and Organization, page 38 of 94, c. A specific description of relevant experience and skills that person has in connection with the conduct of financial advisory services that is the subject of this RFP (limit one page); Is this reference to experience in "Financial Advisory Services" correct?

Answer: Yes

4. Question: Section 4.7 Proposer's Personnel and Organization, page 39 of 94, Each Proposer is required to make a statement as to the availability of key personnel to Jefferson County when required. Please clarify if staff availability is being requested in vendor RFP responses, or if the reference to "when required" refers to inquiries by the County throughout the duration of the contract.

Answer: This refers to the duration of the contract.

5. Question: Exhibit A (a) vi. Labor and Procurement Duties, page 43 of 94, Does the County have a labor compliance software it uses for this work?

Answer: No.

6. Question: Sample Contract 1.03 Project, page 53 of 94, States, "Provider will assist the Subrecipient in fulfilling State and Federal CDBG-DR statutory responsibilities related to recovery from Hurricanes Ike and Dolly including, but not limited to,..." Is the proposed work in support of Hurricane Harvey projects utilizing CDBG-DR funds only (Page 41/95) or does it include Hurricanes Ike and Dolly as well (refer to Draft contract language

Answer: Hurricane Harvey only.

7. Question: 8.08 NOTICES, Page 68, Any notices required under this Contract shall be deemed delivered when deposited either in the United States mail, postage paid, certified, return receipt requested; or with a common carrier, overnight, signature required, to the appropriate address below:



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Subrecipient Name*****

Address***** City, State

ZIP** Attention: *****

(RFP 24-071/MR) Professional Grant Writing & Management Services for Texas General Land Office Community PAGE 68 OF 94

Development & Revitalization (GLO-CDR) Disaster Recovery Reallocation Program (DRRP)

Provider Provider*****

Address***** City, State

ZIP** Attention: *****

Notice given in any other manner shall be deemed effective only if and when received by the party to be notified. Either party may change its address for notice by written notice to the other party as herein provided.

Will the County be willing to add, "by email with delivery receipt" as a form of having notices delivered?

Answer: This will be negotiated during contract negotiation.

8. Question: How much is the current amount of CDBG-DR funding available for this project?
Meaning what is the amount of CDBG-DR funding the proposer will administer and manage?

Answer: Per the Texas General Land Office Community Development & Revitalization Disaster Recovery Reallocation Program overview, the minimum allocation amount is \$500,00.00 and the maximum allocation amount is \$20,000,000.00.