



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street
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Addendum to RFQ

RFQ NUMBER: RFQ 23-059/JW

RFQ TITLE: PROFESSIONAL GRANT ADMINISTRATION AND PROJECT MANAGEMENT FOR
USDA FOREST SERVICE COMMUNITY WILDFIRE DEFENSE GRANT (CWDG)
PROJECTS
(U.S. DEPARTMENT OF AGRICULTURE GRANT NO. USDA-FS-2023-CWDG-SGSF)

RFQ DUE BY: 11:00 AM CT, THURSDAY, SEPTEMBER 21, 2023

ADDENDUM NO.: 2

ISSUED (DATE): 9/18/2023

To RFQ Respondent: This Addendum is an integral part of the RFQ 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 RFQ 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 RFQ response submission.** If the RFQ 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 RFQ Title, RFQ Number, and RFQ Opening Date and Time, as stated above.

Reason for Issuance of this Addendum:

- **CLARIFICATIONS**
- **Addition of Cost Proposal Form for RFQ Submission**

The information included herein is hereby incorporated into the documents of this present RFQ 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

Approved by _____ Date: _____

Authorized Signature (Respondent)

Title of Person Signing Above

Typed Name of Business or Individual

Address



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REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ 23-059/JW)

PROFESSIONAL GRANT ADMINISTRATION AND PROJECT MANAGEMENT FOR USDA FOREST
SERVICE COMMUNITY WILDFIRE DEFENSE GRANT (CWDG) PROJECTS
(U.S. DEPARTMENT OF AGRICULTURE GRANT NO. USDA-FS-2023-CWDG-SGSF)

CLARIFICATIONS

QUESTION 1: Would Jefferson County consider extending the deadline to allow respondents time to incorporate any Addenda into the response?

ANSWER: **NO.**

The County is unable to extend the deadline for RFQ submissions for this project due to the overall timeframe for the grant application submission.

QUESTION 2: How long will the review committee take to select a contractor for RFQ 23-059/JW?

ANSWER: Due to the time constraints of the grant application for CWDG Projects funding, the Selection Review Committee and Award/Contract process will be expedited, with a goal of having the RFQ awarded and contract executed by the second week of October.

QUESTION 3: Is a Cost of Services required? If so, could the County provide the form?

ANSWER: Yes. Respondents may submit the **Cost Proposal Form included in this addendum, PAGE 3.**

QUESTION 4: The RFQ states a that there is a 35-page limit for the RFQ Response (not including the RFQ specifications document or addenda). Question: Would the County permit an appendix for resumes?

ANSWER: Yes, Resumes may be included as an appendix – this inclusion will not count towards the 35-page response limit.



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COST PROPOSAL FORM
(RFQ 23-059/JW)

SCOPE OF SERVICES REQUESTED

Providers will help the NFS fulfill State and Federal statutory responsibilities related to Wildfire Mitigation. Providers will assist the NFS and grant recipients in completion of approved mitigation project(s) through the CWDG program. Respondents may be qualified to provide Grant Management services for one or more programs or services (environmental, acquisition/buyout, general management, etc.) Grant management services must be performed in compliance with the National Forest Service through the U.S. Department of Agriculture (USDA) and guidelines issued by the NFS.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondent must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant Management Services will be provided in conformance with the guidance documents and use forms provided by the subrecipient utilizing NFS guidance. The providers shall furnish pre-funding and post-funding grant administrative services to complete the CWDG project(s), including, but not limited to the following:

Pre-Funding Services

Provider will assist in developing project scope(s) and complete CWDG application. The provider will work with the local government and Engineer, if applicable, to provide the concise information needed for submission of a CWDG application and related documents. The required information shall be submitted in a format to be described by the National Forest Service.

Post-Funding Services

Grant Administrator will provide Grant Management Services required to complete CWDG project, with funding. The selected service provider must follow all requirements of the as established by the National Forest Service.

COST TO PROVIDE SERVICES AS DESCRIBED WITHIN THIS RFQ:

PRE-FUNDING SERVICES

\$ _____ . _____

POST-FUNDING SERVICES

\$ _____ . _____
