



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street
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OFFICE MAIN: (409) 835-8593
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Addendum to RFP

RFP NUMBER: RFP 24-034/MR

RFP TITLE: Professional Grant Writing & Management Services for Texas
Department of Agriculture (TDA) Texas Community Development
Block Grant (TxCDBG)

RFP DUE BY: 11:00 am CT, Wednesday, July 3, 2024

ADDENDUM NO.: 1

ISSUED (DATE): June 13, 2024

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: Updated RFP Title and Updated Section 5: Project Objective and Scope of Services

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

Approved by _____ Date: _____

Authorized Signature (Respondent)

Title of Person Signing Above

Typed Name of Business or Individual

Address



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1. RFP Title: Professional Grant Writing & Management Services for Texas Department of Agriculture (TDA) Texas Community Development Block Grant (TxCDBG) (Community Development 2025-2026 Fund); pursuant to Chapter 262, Texas Local Government Code, the County Purchasing Act and 2 CFR Sections 200.318-326.

2. SECTION 5. PROJECT OBJECTIVE AND SCOPE OF SERVICES

5.1 PROJECT OBJECTIVE

Jefferson County seeks a Contractor to provide professional grant writing & management services with a competent administration/grant management services consultant firm to assist it pre-award and post-award management required by the County for the application preparation and implementation of a Texas Community Development Block Grant (TxCDBG) (Community Development 2025-2026 Fund) from the Texas Department of Agriculture (TDA) if the County is awarded a State Contract.

The County is seeking to contract with a competent professional administration/management firm/consultant that has had experience in grants/contracts administration. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:

- Related experience in managing federally-funded local public works construction projects
- Related Experience / Background with specific project type
- Certified Administrator of TxCDBG Program by TDA

5.2 SCOPE OF SERVICES

The management consultant or firm to be hired is to provide contract-related management services to the City/County including, but not limited to, the following:

Pre-Award* (services associated with developing and requesting of TDA funding)

- Grant Writing and Application Preparation Phase I & II
- Respond to Requests for Information (RFI) regarding application.
- Participate in Public Outreach for Phase 1 (e.g. advertising, public meetings)
- Act as Liaison between project engineer & TDA
- Attend workshops and meetings related to the development and submission of the application

Post-Award Grant Management Activities: (services associated with administering Federal disaster assistance)

- Project Management
- Financial Management
- Environmental Review
- Real Property Acquisition/ URA
- Construction Management
- Fair Housing/Equal Opportunity



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- Housing rehabilitation/affordable housing (if applicable)
- Audit/Contract Close-out Assistance

5.3 PROPOSED COST OF SERVICES

Please provide your cost proposal to accomplish the scope of work by the category outlined above and for any additional activities required. The proposed budget must include all costs that are necessary to successfully complete this project. Please note that Jefferson County will not use lowest/best bid as the sole basis for entering into this contract.

5.4 AFFIRMATIVE ACTION

Jefferson County is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the *Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)* as amended.

5.5 CONTRACTING WITH SMALL AND MINORITY BUSINESS, WOMEN'S BUSINESS ENTERPRISES & LABOR SURPLUS AREA FIRMS

Small and minority businesses, women's business enterprises, and labor surplus area firms must participate in this RFP. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.
- Please choose the MBDA Center that is in closest proximity to your community. Email your RFP to the appropriate center. A list of MBDA Centers is provided in this RFP in Section 1: Introduction to Proposers and General Requirements section 1.18.