



Keith Francis
Controller

GENESEE COUNTY PURCHASING
A Division of the Genesee County Controller's Office
COUNTY ADMINISTRATION BLDG
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August 15, 2016

ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) #16-093 GRANT WRITING SERVICES

1. Please include the following questions and answers, as part of the above mentioned RFP:
 - Q1. How many hours is this project expected to go for and how many people are required for this need?
 - A1. This will be based on how many Grants we chose to submit an application for (as well as the opportunities that are presented to us to pursue). Some deadlines are a fast turnaround time so yes more than one person may be needed at times.
 - Q2. Are office supplies provided by the county and do they expect this consultant to work on site or will they work remotely?
 - A2. This will be the proposer's responsibility.
 - Q3. To better determine the anticipated amount of work, what is the not-to-exceed budget for the contract?
 - A3. Not to exceed \$100,000 over a year period.
 - Q4. What is the estimated amount of hours per week that the selected consultant should allocate for this project?
 - A4. It will be based on each submittal, if we don't chose to write for any grants then there would be no invoicing.
 - Q5. Has GCCARD contracted for grant writing services in the past? If so, which firm/individual was contracted? What were the terms of the contract (e.g. one-year vs. as needed, hourly rate vs. monthly retainer)?
 - A5. Smatworks, Prima Civitas, AI-Car. As Needed 1-3 year contract with renewal options.
 - Q6. What recent grant awards has GCCARD received?
 - A6. CSBG, CDBG, many federal grants annually. (Foundation grants)
 - Q7. Did GCCARD utilize a consultant to assist with preparing the 2015-2020 Five-Year Plan? If so, which consultant?
 - A7. Smatworks, Prima Civitas.

- Q8. Should respondents price out each element listed in the description of services separately?
A8. Yes.
- Q9. What type of documented evidence would be preferred for the 3. Statement of Financial Stability section?
A9. An audit of the firm; balance sheets; year-end statements; and/or past year's tax submission. Please be certain any social security numbers are thoroughly redacted.
- Q10. Whether companies from Outside USA can apply for this? (i.e. from India or Canada)
A10. NO.
- Q11. Whether we need to come over there for meetings?
A11. NO.
- Q12. Can we perform the tasks (related to RFP) outside USA? (from India or Canada)
A12. NO, proposer should be local due to fast turnaround times and ease of documentation gathering, as well as an in depth understanding of the Genesee County Community.
- Q13. Can we submit the proposals via email?
A13. NO.

Indicate on the Signature Page item #6 and on the exterior of the envelope containing your proposal:

ADDENDUM #1 RECEIVED

**ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 343
FLINT, MI 48502**

Cindy Carnes, Purchasing Manager
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