

Baker County

Addendum #1

3/16/2018

BID 2018-04 Grant Writing and Administrative Services

ANSWERS TO QUESTIONS. All answers to the questions below should be incorporated in your proposal response:

1. The firm of North Florida Professional Services is currently under contract and will remain under contract as you add an additional Consultant to assist the County. Am I understanding that correctly that at the end of this solicitation Baker County will have two (2) Grant Writing Consultants under contract at the same time?

ANSWER: Yes

2. Assuming the answer to the above question is yes, what is your plan for determining when one firm will be engaged for a specific project, over the other?

ANSWER: Undecided

3. What was the total compensation paid to NFPS during the last Budget Year?

ANSWER: for Grantwriting services \$10,175

4. Do you have a specific allocation in the Current Budget Year for Grant Writing Consultant services? If so, how much?

ANSWER: There is no budget allocation. We ask the Board of County Commissioners to allocate the money when they approve each grant application.

5. Are you open to a flat monthly retainer rather than a project by project fee?

ANSWER: Yes

6. Since NFPS has been on board have you engaged them to perform Grant Administrative Services? If so, on how many grants?

ANSWER: No. No grants have been awarded.

7. The RFP indicates that the Evaluation Committee will consist of at least three (3) County employees. The last RFP that I responded to had the same language but only two (2) County employees ranked the proposals and one Consultant received a perfect score of 100 thereby tipping the balance to that Consultant, who was in fact engaged. I believe this could be avoided by having a least three (3) individuals scoring the proposals. Will you ensure that at least three (3) County employees are on the Evaluation Committee?

ANSWER: Yes, we're hoping to have 3-5 government employees that would be potential recipients of grants to review the proposals.

8. Whether companies from Outside USA can apply for this? (like,from India or Canada)

ANSWER: Yes

9. Whether we need to come over there for meetings?

ANSWER: Yes, this requirement is included in the Scope of Work.

10. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

ANSWER: Yes, but see answer 9 above.

11. Can we submit the proposals via email?

ANSWER: No, the RFP specifies the proposal submission process as a sealed envelope addressed to the County. See page 4.