

ADDENDUM NO. 1

FOR

Grant Writing & Administration Services – RFQ

February 1, 2023

NOTICE TO PROSPECTIVE BIDDERS

Prospective bidders are hereby informed of the following clarifications to the bidding documents for the Grant Writing & Administration Services RFQ. This Addendum No. 1 forms a part of the bidding documents and all changes shall be incorporated into the Bid Proposals. Please note that the bid due date has not changed.

The following questions were received in writing from prospective bidders by 4:30pm on January 31, 2023. The questions are italicized and the answers follow.

QUESTIONS & ANSWERS:

- 1. Is the most appropriate format for providing information related to cost hourly, weekly or monthly?*

Answer: This is the choice of the applicant. The Town will accept and consider any breakdown of rates.

- 2. Would the Town like hourly rates for the staff that would be working most on the project – for example, if the team would include a project manager, a junior staff person plus a more senior person overseeing the work should the response include rates for all, an average and/or a weighted average (depending on our projected level of effort at the different staffing levels)?*

Answer: This is the choice of the applicant. The Town will accept and consider any breakdown of rates.

- 3. Would the selected firm be precluded from then working on/bidding on work that they helped to find funding for?*

Answer: Yes, they would be precluded.