

**General Grant Administration & Program Management
Addendum No. 1**

Project Name: General Grant Administration & Program Management	Project No.: RFP# 20-21-15
Prepared By: Wanda F. House	Date: 11-13-2020

General Questions, Clarifications & Requirements:

1. Is the City willing to accept electronic copies in lieu of physical copies given the COVID pandemic?

Answer: Yes, electronic copies are encouraged and may be emailed to tberryman@greenvillenc.gov. *Please be advised we cannot accept any email over 10MB.

2. Would the vendor be considered a contractor or a sub-recipient?

Answer: The vendor would be considered a contractor.

3. Does the City anticipate a budget limit, and if so, what is that limit?

Answer: Yes, the City is bound by a 20% admin cap.

4. Please confirm that all times listed in Section IV are Eastern time zone.

Answer: All times listed are in EST.

5. Will you accept a scanned copy of an original ink signature on all three copies of the proposal and Exhibit B?

Answer: Yes, a scanned copy of an original ink signature will be accepted.

6. What is the performance period of the grant – i.e. start date of receipt of the \$1,164,559 grant monies and the end of the grant period for reporting purposes? Will those dates govern the duration of this project?

Answer: The start date is dependent upon release of funds from HUD. Reporting for this fiscal year will end June 30, 2021. The date of the project will likely be similar with the possibility of extension.

7. Will all of our consultants work and oversight work be performed in a remote, work-from-home fashion due to governmental restrictions preventing in-office work at this time?

Answer: Remote work will be appropriate during portions of the contract. Occasional in-office presence may be necessary to ensure adequate coordination.

8. Will the City of Greenville provide laptops with preloaded access to the City of Greenville's computer systems for the grant administration and program management activities required in this proposal? If not, what is the technological minimum requirements of hardware and software to be compatible with the computer systems access needs for the grants compliance efforts for this proposal?

Answer: Laptops will not be provided. The selected firm should have access to Microsoft Office, Email, Internet, Zoom, or Microsoft Teams.

9. Will the City respectfully consider accepting an electronic proposal, in consideration of COVID-19 statewide limitations of working in offices? The current proposal delivery involves in-person requirements for ink-signing and delivery of paper-bound proposals to the City of Greenville Purchasing Office?

Answer: See Question #1.

10. We assume that 100% of the \$1,164,559 grant is the source of funding for the grant administration and program management efforts. We assume other grants provide the direct expenses for the assistance to the community members and groups specifically. Were the previously received CARES Act or CDBG-CV grants' remaining grant administration intended to be covered by the services in RFP#20-21-15? Are any future CDBG-CV grants received during the grant service period meant to be added onto the \$1,164,559 grants' administration scope of work? What is the dollar amount of the separate portfolio of grants (CDBG-CV1, CV2, CV3, etc) at the City of Greenville, to be administered and managed by this RFP's set of grant administration efforts?

Answer: Available grant funds are allocated for management and direct expenses for assistance. Previously received grant funds are included in this allocation. Future CDBG-CV grant funds may also be added to this project. CDBG-CV1-\$575,301; CDBG-CV3 \$589,258.

11. For this CDBG-CV grant, what are the percentage of time and effort to spend on each of the following priorities or do you have a ranking of priorities to show which ones are the most important for the City of Greenville, considering resources availability and expertise? Business economic assistance, rental assistance, public service, all other activities, housing assistance, contract tracing fro COVID-19, economic impacts of COVID-19, support families and communities through telehealth support and other public services, protect the most vulnerable and high risk populations, assist small businesses with economic recovery, address testing, tracing, and tracking trends, and other requirements.

Answer: The priorities are to establish policies and procedures for business assistance, rental assistance, and public service, management and administration of these projects and related documentation for City and federal reporting.

12. Are there any incumbent vendors for this project? Will they be bidding in this effort as well? If there are, please name the specific improvements you are looking for and efficiencies you would like us to address?

Answer: No, this is first time project.

13. Could you explain the current organization structure within the City of Greenville for grants management in general and CDBG grants in particular?

Answer: The Housing Division administers CDBG programs. This office exists within the Planning and Development Services Department.

14. Is the CDBG-CV grant of \$1,164,559 available in its entirety as a funding source available for the grants administration and program management efforts to improve the City of Greenville's processes and reporting abilities, or are there other sources of funding for this project?

Answer: Funds will cover management and direct expenses for assistance.

15. Are the pay rates we disclose in RFP#20-21-15 meant to be straight salary or already inclusive of employer matching payroll taxes and other contractual employee benefits?

Answer: The included rates should be billable by invoice and include any and all expenses expected to be provided for services rendered.

16. If we consider third party suppliers of a consultant(s), do we need to disclose of the name of the third party supplier? Are there other restrictions or reporting requirements in our proposal that you require, if that instance occurs?

Answer: Yes, staff must ensure all entities are eligible and not debarred from receiving federal funds.

17: What is the duration of the contract?

Answer: The duration of the contract will not exceed one year, but may be renewable.

18. Do we personalize a template or is there a standardize application template for the proposal that we are to use as bidders?

Answer: A personalized template is appropriate.

19: The application link for more details provided on the bid announcement is broken, is there another accessible link to the full announcement?

Answer: If you have trouble accessing the link, please contact tberryman@greenvillenc.gov to receive an electronic copy of the RFP.

20. Our company has extensive experience in administrative services and federal and private grant management, how much experience related to housing would we need to have as a company to be eligible to submit a proposal?

Answer: It is preferred that the selected firm has experience with CDBG and/or CDBG-CV programs.

21. What are you looking to see in the proposal in regard to action plans? Are you wanting contractors to implement a program to manage it or are you wanting prospects to describe/define the program (i.e. create a 30-day work plan)?

Answer: A timeline is an appropriate addition; however contractors should be prepared to lead implementation and management of the identified programs. All proposed details regarding these programs will be considered.

22. We are S.S. Cleaning Company, LLC. We want to communicate with you because we recently received an email notification about CDBG-CV services. We wanted to know if you need any cleaning services within CV-services.

Answer: This RFP is strictly for Grant Management Services.

23. Can you tell me whether you will be looking at a flat fee or a percentage rate for grant administration for this project?

Answer: The firm should specify their requirements.

24. Regarding RFP#20-21-15, the zip code of your office in Greenville shows 2 different zip codes in the RFP document. Which zip code is correct for the envelope for the proposal submittal?

Answer: Issued For: Planning and Development Services Department, Housing Division 201 W. 5th Street, Greenville, NC 27858

End of Addendum No. 1