



**RFP Number: 23-06 Panel of Grant Writers**

**Addendum Number: 1**

**Date: July 12, 2023**

**NOTICE TO PROPOSERS:** THIS ADDENDUM SHALL BECOME PART OF THE RFP, AND PROPOSERS SHALL ACKNOWLEDGE, IN WRITING, RECEIPT AND INCORPORATION OF ALL ADDENDA AND CLARIFICATIONS IN THEIR RESPONSE. FAILURE OF THE PROPOSER TO RECEIVE ADDENDA SHALL NOT RELIEVE THE PROPOSER FROM ANY OBLIGATION UNDER ITS PROPOSAL AS SUBMITTED. THE PROPOSER SHALL IDENTIFY AND LIST IN ITS PROPOSAL ALL ADDENDA RECEIVED AND INCLUDED IN ITS PROPOSAL; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE PROPOSAL NON-RESPONSIVE.

**Answers to Questions**

<b>Number</b>	<b>Questions</b>	<b>Response</b>
1	Whether companies from Outside USA can apply for this? (like, from India or Canada)	<b>Section 4, Instructions and General Conditions, Page 12, F states.</b>  <b>All Proposers must be authorized to do business in California. If a Proposer is a sole proprietorship or partnership, the Proposer should furnish with its proposal a copy of a current business license issued in California. If the Proposer is a corporation, it must be approved by the California Secretary of</b>



		<b>State to do business in California as shown by it having an "ACTIVE" status listed on the California Secretary of State website as of the date of submission of the proposal. The Proposer shall provide the corporate number issued by the Secretary of State with its proposal. Each Proposer is required to possess at the time of submitting its Proposal, and at all times during the RFP process (and, in the case of the Proposer that receives award, at the time of award, upon execution of the Agreement, and at all times during performance of the Agreement) any licenses required by Applicable Law for the performance of the Agreement.</b>
2	Whether we need to come over there for meetings?	<b>Yes.</b>
3	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	<b>No.</b>
4	Can we submit the proposals via email?	<b>Section 4, Instructions and General Conditions, Page 11, states, "Proposals submitted via fax, telephone or email will not be accepted."</b>
5	I don't do that much grant writing anymore. In terms of grants, campuses reach out to me for evaluation support. Would evaluation support need to be	<b>As specified in Section 1.1, the purpose of this RFP is to establish a panel of grant writing, post award support and evaluation.</b>



	submitted for approval or is this RFP really more for grant writing?	
6	Have you designated a cost for the RFP or is this a competitive bid?	<b>This question is not relevant to being able to provide the best services and most advantageous value to the District.</b>
7	What District's current requirements, as set forth in section Specifications and Scope of Services, Appendix A. I am unable to locate this.	<b>Page 33, Scope of Services, states, "Those selected to comprise the pre-qualified panel of professionals and firms will have the opportunity to assist the District's faculty and staff in the development of proposals to be submitted to private or public philanthropic, federal, state and local governmental agencies (such as the National Science Foundation, Departments of Labor and Education) in the following areas:</b> <ul style="list-style-type: none"><li><b>• Workforce - Career Technical and STEMM fields</b></li><li><b>• Developmental Expansion of Workforce Baccalaureate Degrees</b></li><li><b>• Student Support Services</b><ul style="list-style-type: none"><li><b>• Student Recruitment, Outreach, and Retention</b></li><li><b>• International (Fulbright Grants)</b></li><li><b>• Targeted Underserved Populations (i.e. - Reentry, Former Foster Youth, Undocumented/DACA, Veterans, students with disabilities, and those Historically Underrepresented)</b></li></ul></li></ul>



		<ul style="list-style-type: none"><li>● <b>Academic Infrastructure Enhancement – Technology and Equipment</b></li><li>● <b>Diversity, Equity, Inclusion, and Access Professional Development</b></li><li>● <b>Adult and Continuing Education Program Development</b></li><li>● <b>Facilities – Infrastructure, Maintenance, and Preservation</b></li><li>● <b>Environmental Sustainability/Energy Improvement</b></li><li>● <b>Technology (Green fields, emerging, and infrastructure)</b></li><li>● <b>Safety and Emergency Preparedness"</b></li></ul>
8	Appendix B are we allowed to ask for administration costs for this project?	<b>Please provide your best proposal and bid based on the information provided in the RFP.</b>
9	Appendix B for Total Annual Price are we allowed to list this per employee cost?	<b>Please provide your best proposal and bid based on the information provided in the RFP.</b>