

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICTATION:** Grant Writing & Administrative Services 12/13/2024

Vendors are responsible for the receipt and acknowledgement of all solicitation addenda. Submit an electronically signed copy with solicitation submission. Failure to acknowledge an addendum may prevent the submission from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**QUESTIONS/RESPONSES**

1. What is the anticipated budget?
2. There is no pre-determined budget for this contract as it will depend on the future projects and grant opportunities that arise. Preliminary project budgets will be determined during the grant application process, based on the funding available through the specific grant being used.
3. Is the expectation to have a vendor manage this project full remote, utilizing a hybrid approach, or fully on-site?
4. The expectation is flexible, as onsite management is not a strict requirement. Vendors may manage the project fully remotely, though certain grants may necessitate onsite inspections or documentation for compliance. This would be discussed and negotiated during the creation of task orders to align with the specific grant’s requirements.
5. The solicitation closes in January but when does the County expect to have a contract executed?
6. The expected execution timeframe is TBD.
7. How many grants does the County hope to apply for in year one of this project?
8. The County has not set a specific number of grants to apply for in the first year, as it will depend on the opportunities identified and the resources available. However, the intent is to significantly increase grant activity and build a more robust program, leveraging the expertise of the selected professionals to identify and pursue applicable opportunities.
9. On page 5 of the summary, it states the following: *8.6 PRESENTATIONS / POST DISCUSSIONS AFTER PROPOSED RESPONSE – 8.6.1 The County, at its sole discretion, may ask for an oral presentation or demonstration without charge to the County.* The question is, may this oral presentation be conducted virtually by way of a Zoom or Teams meeting or, is the requirement mandated to be in person?
10. Presentations and / or Demonstrations may be conducted virtually.

**ADDITIONAL INFORMATION**

REMINDER: Vendors are to include a signed copy of ALL addendums with their proposals.

**ACKNOWLEDGEMENT**

Firm Name: Click or tap here to enter text.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: Click or tap here to enter text.

Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Primary E-mail Address: Click or tap here to enter text.

Secondary E-mail Address: Click or tap here to enter text.