Bryan County Board of Commissioners

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Request for Proposal (RFP) Addendum # 2

RFP Description:	CDBG and CHIP GRANT WRITING/ADMINISTRATIVE & RELATED GRANT SERVICES – STATE AND FEDERAL PROJECTS
RFP Response Due Date & Time:	November 16, 2026 at 2:00 PM, EST
Addendum:	2
Addendum Date:	November 2, 2026

RFP Addendum Response to Vendor Questions Submitted Via Email

RESPONSE TO VENDOR QUESTIONS

1. Team / Key-Personnel Experience Scoring For purposes of the Grant Administration Rating Criterion, may years of experience and completed CDBG/CHIP projects performed by named proposed key personnel or committed subconsultants be included in the respondent's experience rating when the proposal clearly identifies the actual performing entity, individual, project dates, responsibilities, and proposed role on the Bryan County engagement?

   Yes. The purpose of this Grant Administration Rating Criterion is to determine the expertise and breadth of experience of the responding firm or team. The five-project list should illustrate the expertise of the firm/team. The review committee will consider the comprehensive experience of the team, including the key personnel of the firm as well as committed (engaged) subcontractors.

2. Presentation of Team Project Experience If the answer to Question 1 is yes, should qualifying projects performed by proposed key personnel or committed subconsultants be listed within the respondent's five-project Statement of Qualifications project list with clear attribution, or should those projects be presented in a separate team-member project sheet or appendix?

   The Team Project Experience should be described within the respondent's five-project Statement of Qualifications project list. The proposal should demonstrate core team experience within this five-project list, with the understanding that this is not an exhaustive description of the firm or team's total experience. Proposers are free to present a separate

team-member project sheet in an appendix as supplemental information, which may be reviewed if deemed of value by the review committee.

3. For the fee response in the Statement of Qualifications, does Bryan County prefer separate lump-sum prices for (a) CDBG application development, (b) HOME/CHIP application development, (c) CDBG post-award administration if funded, and (d) HOME/CHIP post-award administration if funded, or may respondents provide a consolidated fee schedule showing separate program/activity components?

   Bryan County prefers separate lump-sum prices for each of the four components (a through d). The fee response must clearly delineate the pricing for each application type and corresponding post-award administration program (CDBG and HOME/CHIP) so the County can isolate its out-of-pocket expenses for each phase.
   Proposers must explicitly state whether they will utilize the maximum fee structures and percentages outlined in the respective Program Manuals. Furthermore, the fee proposal must explicitly identify any application preparation fees or any other additional costs that are not covered by the standard administration percentages and fall outside of the fees paid by the grant. Present this information in a single location within the proposal to allow Bryan County to easily compare fees across all submissions.

Proposal Copies and Packaging

4. Please confirm the required number of original and copy sets for the sealed proposal package and whether Bryan County requests any electronic copy on USB or other media in addition to the paper submission.
   (1) One Original
   (3) Copy sets
   An electronic copy on a USB

Authorized By: Charlene Bunch, Finance Director.

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