



Questions and Answers to Request for
Proposals (RFP) for:

Grant Writing Services

October 14, 2016

Questions and Answers to RFP

1. Can companies located outside of the United States apply?

Yes, any eligible firm who meets the qualifications specified in the RFP may apply.

2. Is in-person attendance required for meetings?

No, meetings may be conducted virtually using WebEx, MeetMe, or similar online video conferencing platforms. All materials and setup required for virtual meetings will be the responsibility of the firms submitting bids and/or selected for the contract.

3. Can tasks related to RFP be performed outside of the United States?

Yes, tasks related to the RFP may be performed at any location.

4. Can proposals be submitted via email?

Yes, proposals may be submitted via email to Oscar Murillo at OMurillo@hmbcity.com.

5. The proposal references Exhibit A as an attachment that includes the Fee Schedule and Statement of Work. However, it is not included in the RFP document. Can you please provide the document or clarify?

The Professional Services Agreement (Attachment A) is provided for reference purposes only. The final contract issued to the selected vendor may include the cost proposal listed on page nine of the RFP (3.8 Section 7). For purposes of this RFP, the information listed in pages one through ten should be used for the submission of a bid.

6. Page 9; Describe Consultant's testing methodology and criteria for success. Also outline the responsibilities of City staff during user acceptance testing: This criteria does not directly relate to the project scope for grant services. Can you clarify what you're looking for?

Bids should include a listing of any applicable performance measures related to the items listed in Section 2 of the RFP. If no such performance measures are used within your organization, please indicate so.

7. Page 8; Section 4 - Proposed Solution - This sections appears to be focused on an IT solution, rather than services. Can you please clarify?

The section refers to firms' bids indicating an understanding of the scope of work listed in the RFP and ability to provide a solution (i.e. services) for the City. In the context of this RFP, this refers to providing the needs assessment and vendor selection, as well as anything else listed in the RFP.