



RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
RFQ NO. 2018-02-A AND
RFQ NO. 2018-02-B
ADDENDUM No. 001
Posted July 18, 2018

UPDATE

1. **Question:** What is the Procurement Schedule?

Answer: Proposal are due July 26, 2018, no later than 12:00 p.m.
Final Day to Submit Requests for Information – July 23, 2018
Evaluation Committee Meeting & Selection – July 27, 2018
Oral Interviews – August 1, 2018

2. **Question:** I am writing today to get clarification on the following projects:

- Funding Needs Analysis\Strategic Outreach and Grant Funding Research (RFQ NO. CRA – 2018-01-A)
- Grant Writing Services (RFQ NO. CRA- 2018-01-B)

Neither of these have linked RFP packets on the site, nor are they up on Demand Star, so I was hoping you could either send me the packages or let me know when they'll be available.

Answer: Both of the RFQ documents were posted to our website and to Demand Star on June 20, 2018.

3. **Question:** Can companies outside the USA apply? (India or Canada.)

Answer: This is an open solicitation.

4. **Question:** Would a respondent have to come to Riviera Beach, FL for meetings?

Answer: There may be an occasion where a physical presence is required or desired.

5. **Question:** Can we perform the tasks (related to the RFQ) outside the USA?

Answer: Most tasks can be performed electronically.

6. Question: Can we submit the proposals via email?

Answer: No. With each service requested, the Qualifier must provide two (2) original copies and seven (7) digital copies on individual CDs\DVDs\USBs of the Statement of Qualification proposals for the stated services.

7. Question: If a firm wants to compete for both RFQs should they submit two (2) completely separate proposal packages?

Answer: Yes.

8. Question: Within RFQ 2018-02-B Grant Writing Services (Page 7) there are five (5) Grant Specialty Categories. If a firm believes they are qualified to submit in all five (5) categories, are they required to submit five (5) completely separate proposal packages responding in each one answering all items A-N in each separate Proposal package?

Answer: No. Combine the responses in one proposal.

9. Question: Can the requirement for Professional Liability Insurance (Page 17) be waived/eliminated since most Grant Writing firms are not required to maintain this type of insurance and therefore do not carry this insurance?

Answer: To be determined after discussion with legal counsel. Provide a basis for the request.

10. Question: Can you confirm that no information of fees or costs are required since they are both RFQs?

Answer: Yes.

Any amendments to this RFQ will be posted on our website at <http://www.rbcra.com>. It is the vendor's sole responsibility to routinely check this website for any amendments that may have been issued prior to the deadline for receipt of RFQ submittal packets.

Submissions will be evaluated in the Riviera Beach CRA Conference Room at 2001 Broadway Suite 300, Riviera Beach, FL, 12:00 PM, **July 27, 2018**, or as soon thereafter as is practical by the Evaluation Committee.

This notice does not bind RBCRA to pursue further steps with any interested parties. Accordingly, RBCRA is not liable for any costs incurred in connection with the submittal of materials in response to this request.

The RBCRA reserves the right to reject any and/or all submissions and waive technicalities and/or any irregularities therein. The RBCRA further reserves the right to award a contract to that qualified proposer whose proposal best serves the interests of the RBCRA in the sole discretion of the RBCRA.

All responses must be complete upon initial submission. Faxed responses will **not** be accepted. Electronic versions will **not** be accepted. Submissions will be time and date stamped.

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