

ADDENDUM No. 1

RFP No. 22-64

Contract Grant Writing Services

Proposal Due: September 6, 2022 by 2:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes one (1) page.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment B – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment C - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Which City departments are anticipated to be included within this scope of work, or, are there any city departments that are excluded from this scope of work?

Answer 1: It is intended for use by all City Departments should an opportunity be available

Question 2: Does the City have an internal controls policy or approvals process for departments to seek grants?

Answer 2: Yes, the City maintains a Grant Accounting and Administration Administrative Policy and Procedure

Question 3: Would the City preclude the selected consultant from providing services funded through grants obtained under this contract?

Answer 3: The grant compliance would dictate the requirements associated with utilizing the selected consultant for services utilizing grant funds

Question 4: Would this contract include the City's component units? (Housing Commission, LDFA, DDA, etc).

Answer 4: It is not the intention to include the City's component units in the scope of this contract

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.