



**ADDENDUM TO RFP DOCUMENTS**

<b>SOLICITATION</b>	<b>RFP No. RM-21-84 CDBG Consulting Services</b>				
<b>ADDENDUM No.</b>	<b>1</b>	<b>RFP DUE DATE</b>	<b>2:00 PM EST ON 08/25/2021</b>	<b>TODAY'S DATE</b>	<b>8/10/2021</b>

To All Proposers:

This addendum is issued to modify the previously issued solicitation documents and/or given for informational purposes and is hereby made a part of the solicitation documents. Please attach this addendum to the documents in your possession and acknowledge receipt of this addendum in the space provided.

**RFIs:**

**Q. 1: What level of grant support or program management is expected from awarded contractor?**

**A.1: The awarded contractor is expected to provide ongoing technical assistance as needed as well as assistance in preparation of grant documents, the contractor is not expected to provide comprehensive program management nor provide full day to day administration.**

**Q.2: Is the proposed maximum budget limit due to the effort being seen as supplemental support for town staff efforts?**

**A.2: Yes, the awarded contractor will provide supplemental support as Town staff will continue to be responsible for overall program management.**

**Q.3: If comprehensive grant support and program management is needed for grants awarded during the term of the contract, will the Town be agreeable to negotiating a full scope of services and budget agreement for that support?**

**A.3: The Town is not seeking comprehensive grant support or program management and a new full scope of services and budget agreement is not necessary.**

Reviewed by:

Digitally signed by Brian  
K. O'Connor  
Date: 2021.08.10  
13:51:16 -04'00'

Procurement Manager  
Procurement Division

<b>Acknowledged by:</b>
Contractor _____
Authorized Representative ( <i>Printed</i> ) _____
Title _____
Signature _____
Date _____