



CHINO BASIN WATER CONSERVATION DISTRICT
4594 SAN BERNARDINO ST
MONTCLAIR, CA 91763

ADDENDUM NO. 1
RFP NO. 2024-01 - GRANT WRITING SERVICES
JUNE 7, 2024

NOTE: This Addendum forms a part of the Request for Proposals (RFP) Documents and/or supersedes or amends the corresponding information included in the original RFP documents. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. Please acknowledge receipt of the Addendum by submitting Appendix H.

All other terms and conditions remain unchanged.

ADDENDUM NO. 1 CONTENTS

- I. REQUEST FOR PROPOSALS**
- II. QUESTIONS AND ANSWERS**

REQUEST FOR PROPOSALS

- 1. **TABLE OF CONTENTS, APPENDIX H – ADDENDA ACKNOWLEDGEMENT FORM**, add the following.
 - *Appendix H has been added to the Request for Proposals.*
- 2. **NOTICE TO RESPONDENTS, PAGE 2**, revise the following:
 - Proposal submittal date has been rescheduled to **Friday, June 21, 2024, by 2:00 p.m.**
- 3. **SECTION 3, SCHEDULE OF RFP EVENTS**, revise the following:

<u>Schedule Item</u>	<u>Date**</u>
Release of RFP	Friday, May 17, 2024
Deadline for Written Questions	Friday, May 31, 2024 at 4:00 p.m.
Responses to Questions	Friday, June 7, 2024 by 12:00 p.m.
Proposals are Due	Friday, June 21, 2024 by 2:00 p.m.
Interviews (week of)	July 8th or July 15th
Approval of Contract	August 2024

4. **TABLE OF CONTENTS, APPENDIX H – ADDENDA ACKNOWLEDGEMENT FORM**, add the following.
 - *Appendix H has been added to the Request for Proposals.*
5. **SECTION 13, PREPARATION OF PROPOSAL**, revise the following:
 - The proposals shall contain an acknowledgment of receipt of all amendments and/or addenda to the RFP by submitting Appendix H, “Addenda Acknowledgement Form” with the proposal.

QUESTIONS AND ANSWERS:

1. **Q. Is a registered lobbyist required to address item #5: Legislative Advocacy under Appendix A Preliminary Scope of Work?**
A. *No.*
2. **Q. Are we able to submit the RFP response via email instead of regular mail?**
A. *As stated in Section 5. “STATEMENT OF QUALIFICATIONS”, Three (3) copies of the proposals, including one copy containing an original signature and one (1) electronic copy must be provided by the deadline. Per the Notice Requesting Proposals, “The envelope containing the Response to RFP must be sealed and contain the words “Response to Request for Proposals for **GRANT WRITING SERVICES** for the Chino Basin Water Conservation District.”*

Faxed or emailed proposals are not acceptable.
3. **Q. Is the legislative advocacy for federal and/or state advocacy?**
A. *The legislative advocacy is for both federal and state advocacy. Legislative advocacy is less important than proven grant writing and grant management skills. The District’s main focus is on grant research, writing, and management. Legislative advocacy is an interest but is a far lesser interest.*
4. **Q. Do we need to complete and send the following forms with our proposal? If so, are they part of the 25-page limit.**
 - **Appendix D: Disqualification Questionnaire**
 - **Appendix E: Disclosure of Government Positions**
 - **Appendix F: Ex Parte Communications Certification**
 - **Appendix G: References**A. *Yes, Appendices D, E, F, and G need to be completed and submitted with your proposal. In addition, a Cost Proposal is to be submitted as Appendix C. Per Section 14, “REQUIRED CONTENT AND FORMAT OF STATEMENT OF QUALIFICATIONS”, the proposals, not including the Appendices, shall not exceed 25 pages in length.*

5. **Q. We would like to request permission to submit our proposal as a PDF via email to Alicia Fernandez, instead of sending hard copies. Is that permitted?**
- A. *No. As stated in Section 5. "STATEMENT OF QUALIFICATIONS", Three (3) copies of the proposals, including one copy containing an original signature and one (1) electronic copy must be provided by the deadline. Per the Notice Requesting Proposals, "The envelope containing the Response to RFP must be sealed and contain the words "Response to Request for Proposals for GRANT WRITING SERVICES for the Chino Basin Water Conservation District."*
6. **Q. Can we use the Chino Ground Water Basin (Basin) logo in our proposal?**
- A. *In case there is confusion, the District does not have rights to the "Chino Ground Water Basin" logo. Respondents may use the "Chino Basin Water Conservation District" logo in their proposals.*
7. **Q. Because hardcopies are required, can you please confirm whether the 25-page limit is 25 single sided or double-sided pages?**
- A. *The 25-page limit may be either single sided or double-sided pages; a double-sided page shall count as one (1) page.*
8. **Q. Would the Basin/District be open to extending the deadline to submit from Friday, June 14, 2024, by 2:00 p.m. to Friday, June 21, 2024, by 2:00 p.m. to give firms additional time to respond to the answers to questions submitted?**
- A. *Yes, the deadline to submit proposals may be extended to Friday, June 21, 2024, by 2:00 p.m.*
9. **Q. Does the Basin/District currently have a technology platform performing comprehensive grant management coordination services? If no, is the Basin/District interested in firms suggesting platforms?**
- A. *No, the District does not currently have a technology platform performing comprehensive grant management coordination services. Firms may suggest platforms and include them as an optional line item in the Cost Proposal.*

***** END OF ADDENDUM NO. 1 *****