Grant Writing & Management Services
Legislative Advocacy Services
RFQ Question Response Sheet

1. *What is the expected term of service and potential renewal options?*
    A. The City anticipates offering an initial term of two years with option to renew at City's discretion.

2. *Has the City previously had a staff person or consultant performing this scope of work, or is this a new service?*
    A. This will be a new service. While the City has obtained grants in the past, this will be the first coordinated City-wide effort.

3. *Does the City have an anticipated quantity of grant applications submitted or grant dollars generated on an annual basis?*
    A. Unknown at this time. As stated above, this is a new service, and the City is interested in expanding its efforts in competing for grants. The selected consultant will help educate the City on what opportunities are potentially available. From there we will have a better idea of what the volume will look like.

4. *Will grant management services be provided for existing grants, or just new grants the consultant generates?*
    A. The City does not envision including existing grants in this scope, though it potentially could include renewal or re-application of grants we have previously been awarded.

5. *How many subrecipients does the City expect the consultant to work with?*
    A. The City does not envision pursuing grants for the purposes of distribution to subrecipients. However, this does not preclude the possibility.

6. *Approximately, how many ARPA-related reports are expected to be submitted annually?*
    A. The City does not anticipate ARPA related reports to be included with this scope. However, this does not preclude the possibility.

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7. *Would trainings be required for subrecipients? For City employees? If so, how many trainings would be expected annually and what % of those would you expect to be onsite?*
   A. As stated above, the City does not anticipate utilizing subrecipients. The level of necessary staff training is unknown at this time. This would need to be evaluated once a consultant is selected. A staff orientation to the consultant will be beneficial. Any trainings or orientations could be conducted virtually.

8. *How many expenditure packets are expected to be reviewed annually?*
   A. As stated above, the City does not envision including existing grants in this scope. The number of expenditure packets would therefore depend on how many grants the consultant is able to successfully acquire on the City's behalf.

9. *How many active ARPA projects does the City expect to require monitoring?*
   A. The City does not anticipate ARPA-related projects to be included in this scope.

10. *Given the many variables related to the RFQ, can the consultant provide a fee estimate to be further refined upon subsequent scope discussions with the City?*
    A. It is recommended that the applicant provide hourly rates for specified staff roles.

11. *Would you expect this work to be performed virtually or on-site? If on-site, what % of the time would you expect?*
    A. The City does not anticipate a need to have these services performed on-site.

12. *Under Proposal Requirements, section 2, item c. "Resume of the principal individual(s) to contact for referral", can the City clarify from whom they want resumes? Is the City asking for the resumes from our PIC and/or PM with their contact information?*
    A. The City seeks to understand the qualifications of the individuals the applicant proposes to work with City staff or on City projects. A description of their education, experience, and accomplishments would meet this need. Individual contact information is not required at this stage.

13. *Under Proposal Requirements, section 4 "…as well as provide a project schedule", what type of information does the City require in the project schedule as specific projects have not been identified in the RFQ?*

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A. The City would like an estimated timeline from contract execution to the point where the consultant is actively submitting grant applications on our behalf. Relevant milestones should be included in the schedule.

14. *Under Proposal Requirements, section 6 "Overall costs associated with the project", would a standard rate sheet suffice?*
    A. A standard rate sheet is acceptable.

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