

ADDENDUM #1

To the suppliers who plan to provide a response to the College's
Request for Proposal SPC-03-20-21 Title III Grant Writing Services posted
December 2, 2020

1. Is there a timeline for the production of the proposal? As well, is there a start date?
 - Yes, it is anticipated that the development of the proposal will begin in January 2021, upon execution of the contract. The conclusion of the timeline is dependent on the release of the Title III RFP and the deadline published for the grant.
2. Does the college already have a framework or idea in mind for the project, or does this have to be created from scratch?
 - Yes, the College has a general framework and ideas for the project.
3. A federal proposal requires a cadre of college-level people helping to write and produce content in the grant proposal. Can that be an expectation of ours going into this process?
 - The college will have a team of individuals supporting the development of the overall proposal design, budget, data gathering, and other college specific elements. It is expected that the actual proposal writing will be primarily conducted by grant writing consultant.
4. I would like clarification with regard to prior experience as an eligibility criteria for award consideration. Is prior experience writing grant proposals and receiving funding awards from the Department of Labor acceptable in lieu of prior experience with the Department of Education?
 - Yes, all relevant experience will be considered as part of scoring process.
5. If allowed to reveal, with respect to the 2013 Title III SPC award, is it the intention of SPC to apply for a continuation of the 2013 program: Student achievement, persistence, and retention? Or, is it the intention of SPC to apply here for grant funding that is totally unrelated to the 2013 awarded initiative?
 - No, the application is not a continuation of the prior Title III award.
6. With respect to the 2013 Title III SPC award, "Student achievement, persistence, and retention," is it possible to now have access to the results and outcomes of the 2013 Title III awarded program?
 - No.
7. Would it be acceptable to deliver a proposal to your office on or before December 18, 2020, the day before the beginning of Winter Break?

- Sorry, but due to COVID restrictions and modified SPC on-site schedules, individual, hand deliveries will only be accepted on January 4, 2021 from 1:00 pm to 2:00 PM Eastern Standard Time at the front entrance of the Epi- Services Building, 14025 58th Street North, Clearwater, FL 33760 (RPF pg. 4: General Conditions > item 3) Proposal Submission & Opening)

8. Do you anticipate extending the bid due date?
 - No
9. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?
 - A five-member committee will review the submissions and score them based on the matrix on page 13 of the RFP. Allotted points will be determined on how well a Respondent addresses the criteria in the Proposal Specifications..
10. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?
 - No
11. Other than your own website, where was this bid posted?
 - [State of Florida Vendor Bid System website.](#)
12. Given the COVID challenges we are unable to get a notary signature for the proposal. Is this required?
 - Yes. Notary Services are deemed essential, so many States have enacted legislation allowing e-Notarizations or mobile notary services. In areas that do not allow or have these services available, packaging and shipping stores (UPS Store, The MailBox Store, PakMail etc.) are also deemed essential and many offer notary services as well. However, should this prove to be too difficult in certain cities under tight COVID-19 restriction thus resulting in a non-submittal, the SPC Purchasing department can schedule a Zoom or Teams video chat to view the signers' driver's license/State ID and witness the signature.
13. Via e-mail, regarding Advertisement SPC03-20-21 Request for Proposal Grant Writing Services, please provide a copy of the previous winning bid proposal and bid price for the vendor/grant writing service assigned to St. Petersburg College's U.S. Department of Education Title III grant (2013 funding) that successfully closed in 2019.
 - The College's Grants Development staff completed the original application for the U.S. Department of Education Title III grant in 2013 so an RFP was not completed
14. Also, please provide a list of those vendors, which submitted bids for the grant that closed in 2019.
 - N/A per answer to questions 13.