January 11, 2022

Addendum #1
RFP 221201
PROJECT ADMINISTRATOR FOR MICRO-GRANT PROGRAM
Auditor's Office

A: Following are changes to the RFP 221201.

1. RFP 221201 is being amended to remove the requirements of Project Administrator for Micro-Grants as it relates to Non-Profit entities. RFP 221201 will be for managing the micro-grant program exclusively for Lubbock County small businesses.

2. Replace the following section in its entirety:

BUDGET: The current total estimated project budget to be provided through the micro-grant is $10,000,000. 5 million will be distributed to Small Businesses and 5 million will be distributed to Non-Profit.

With the following:

BUDGET: The current total estimated project budget to be provided through the micro-grant is $5,000,000. The 5 million will be distributed to Small Businesses.

3. Replace the following section in its entirety:

Costs: Cost of services to complete the project, not exceeding 3%. (i.e. 3% maximum in administrative fees: Total Budget $10,300,000. This includes administrative fees of up to 3%. Provide costs to complete the work plan as detailed in the Proposal.

With the following:

Costs: Cost of services to complete the project, not exceeding 3%. (i.e. 3% maximum in administrative fees: Total Budget $5,150,000. This includes administrative fees of up to 3%. Provide costs to complete the work plan as detailed in the Proposal.

If the cost of proposed professional administration services will exceed $50,000, then profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the bidder must disclose and certify in its proposal the percentage of
profit being used.

B: Following is in response to the questions submitted to RFP 221201:

1. Have you ever run any grant/loan programs for small businesses or individuals in the past? If yes, what vendor(s) have you used to administer

Response: No vendor has been used in the past for any grant or loan program.

2. Is there any software that the winning bidder is expected to use?

Response: No software is identified in the RFP. Awarded vendor may use software to assist in the micro-grant process. However, the awarded vendor must protect applicant’s private information whether a software is used or not used.

3. What are the minimum and maximum caps for the mini-grants for eligible businesses (i.e., $2,000 minimum and $10,000 maximum)?
   a. If there are no caps, will the vendor be permitted to establish caps in the policies?

Response: There is no set determined amount for each application. Amounts will be determined on a case by case basis.

4. Is nonprofit eligibility limited to IRS recognized 501(c)(3) corporations?
   a. If not limited to 501(c)(3) nonprofits, what is eligibility for nonprofit corporations?

Response: This requirement is removed from the RFP.

5. What is the expected start date that the vendor can begin to accept grant applications?
   a. If the start date gives the vendor less than four months to complete the distribution of all awards, will the end date be extended beyond June 30, 2022?

Response: Start date will be negotiated during contract award.

   a. June 30th, 2022 is a tentative date and can be negotiated.

6. Is the request for vendors with personnel possessing FEMA, HUD, etc., experience required to handle as one of the project roles assuring no violation of Stafford Act Duplication of Benefit rules with the self-certification planned under the program by businesses and nonprofits?

Response: It will be the awarded vendor’s responsibility to advise Lubbock County on how best to meet the eligibility requirements of the grant.

7. If a vendor responding to the RFP can demonstrate that a 3% fee is insufficient to deliver all requested services in the RFP and meet the tight timeline to complete the program, can the vendor propose a cost-justified fee percentage?

Response: A vendor can propose a higher percentage based on the requirement.

8. Are the policies to be developed by the vendor to determine eligibility and eligible expense reimbursement to follow the limitations outlined in 2 CFR 200?
Response: Vendor is responsible for ensuring that Lubbock County is in compliance with 2 CFR 200 as it relates to the American Rescue Plan Act Funding

9. To meet the federal necessary and reasonable cost rules to determine eligible reimbursement from a grant, will proof of receipts be required, or will a business owner affidavit be acceptable, or is the proof of acceptability under necessary and reasonable cost to be set by the vendor as part of policy development

Response: It will be the awarded vendor’s responsibility to advise Lubbock County on how best to meet the eligibility requirements of the grant.

10. Does the vendor have the responsibility to distribute ARPA funds to eligible businesses and nonprofits directly?
   a. If yes, how does the City plan to make available the $10 million for the program to the vendor so that the vendor can manage and distribute the grants directly to eligible businesses and nonprofits?
   b. If No, is it correct to assume that the City will be cutting and distributing the checks to the eligible participants?

Response: Lubbock County will distribute funds to eligible businesses as determined by project administrator.

a. N/A

b. Yes, Lubbock County will distribute the funds.

11. Does the County plan to require any compliance monitoring after the disbursal of the funds?
    a. If yes, if the vendor is to be responsible for compliance monitoring of the program, how much longer after the June 30, 2022 disbursal deadline is the monitoring to take place?

Response: No, Lubbock County will not require any compliance monitoring of the small business after the disbursal of the funds.

12. Has Lubbock County already hired an ARPA grant administrator, or is the County self-administering the remainder of the ARPA funds?

Response: Other than the micro-grants administration, Lubbock County will be self-administering all other ARPA funding.

13. Does Lubbock County’s reimbursement plan include construction activities for eligible small businesses and nonprofits?

Response: No, this is a revenue replacement program and not for construction projects.

14. Does Lubbock County have a current vision regarding the platform that would be developed for applying for the micro-grants, or is that primarily at the discretion/guidance from the selected vendor to align with the budgeted project time and anticipated fee %? This component could take varying levels of effort depending on design requirements, program design requirements, and project implementation schedules.
Response: The platform will be developed by the awarded vendor with approval from Lubbock County.

15. Can you be more clear on the expectation to "Develop the applications and platform for applying for the micro-grants"?

Response: Awarded vendor must advise Lubbock County on setting realistic parameters for application in order to efficiently and effectively distribute the grant funding to meet the needs of the small businesses impacted by COVID-19 pandemic in Lubbock County.

16. Can you clarify the comment "Consulting firm must have the ability to perform services remotely with access to electronic tools"? Specifically the electronic tools that will be utilized. Are the tools to be provided by consultant or does the county have tools that the consultant will be provided access to?

Response: The awarded vendor will provide the electronic tools to be able to work remotely and communicate with Lubbock County staff and small businesses applying throughout the micro-grant process.

End of Addendum #1

Please acknowledge receipt of this addendum with your Vendor Acknowledgement Form.

[Signature]

Quint Wehrman
Director of Purchasing