Addendum #1
RFP 220110
PROJECT ADMINISTRATOR FOR GRANT PROGRAM: NON-PROFITS
Auditor’s Office

Following are responses to questions submitted.

1. What technology and tools does the Agency have both Grants Administration and Grants Management?

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.

2. Would you like the vendor to bring their own grants administration technology or use your existing technology?

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

3. Will the vendor’s grants management technology have the ability to integrate with the agency’s existing accounting technology funds distribution?

Response: Lubbock County will distribute funds to the eligible non-profit organizations.

4. How many Project Administrators do you anticipate needing to support this requirement?

Response: Lubbock County will try to contract with one firm.

5. Please clarify the grantee evaluation process?

Response: That will be coordinated with the selected firm.

6. What is the anticipated award date?

Response: Anticipated award date is March 14, 2022.
7. Is the agency going to participate in the evaluation of the non-profits?

Response: Yes, Lubbock County will participate.

8. Is the Agency going to execute cost reimbursement? Or is that the responsibility of the vendor?

Response: This is a revenue replacement program.

End of Addendum #1

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

Clint Wehrman
Director of Purchasing