

TEXAS DEPARTMENT OF AGRICULTURE



Addendum No. 1 January 17, 2020

RFQ TxCDBG – 2020 Request for Qualifications Application to Prequalify Grant Administrators for as-needed Grant Writing and Administrative Services

All requirements of RFQ TxCDBG - 2020 released on December 20, 2019, except those specifically changed by this Addendum, shall remain in effect. In the event of any inconsistency between information provided in RFQ TxCDBG – 2020 released on December 20, 2019, and information in this Addendum, the information in this Addendum shall prevail.

Addendum No. 1 contains questions submitted by interested parties and TDA's responses. These responses shall clarify the requirements of the RFQ.

Question 1: "Does the \$50,000 limitation include local match or is that just the CDBG funds?"

Response 1: In order to be eligible for the two-phase pre-qualification process, contracts for grant administrative services or planning services between a local government and a grant administrator or planner may not exceed a total of \$50,000, inclusive of local or match funds. For professional services contracts, including administration services contracts and planning services contracts expected to exceed \$50,000, the Grant Recipient must use the full (Traditional) Competitive Proposal method.

Question 2: "2.3.2.c. Regarding SAM printouts to include with the application. Do you need in addition to the firm's search results from SAM, search results for all the principals of the firm?"

Response 2: No. TDA only requires a printout of the System for Award Management (SAM) verification page for the business or firm responding to the Request for Qualifications. However, all principals of the business or firm must be identified as key personnel in the "Key Personnel Profile(s)" section of Part 1 of the prequalification application, and must also meet the threshold for clearance (not suspended or debarred) with the System for Award Management (SAM).

Question 3: "Concerning the Applications for Prequalification for both Administration and Planning Services, I am not certain if the Phase 2 required documents should be sent along with the Application. I am seeking clarification as to what is required to be sent along with the Application, on January 24."

Response 3: Phase 2 documents are not required as part of the Phase 1 response. As per Section 2.3.2, page 5 of the RFQs¹ the required submittal for Phase 1 includes:

¹ Texas Department of Agriculture, "Request for Qualifications Application to Prequalify Grant Administrators for As Needed Grant Writing and Administrative Services", December 20, 2019

<https://www.texasagriculture.gov/Portals/0/Publications/RED/CDBG/Admin%202020%20RFQ.pdf>

“2.3.2 Application for Prequalification. Please read before completing the application. In order to expedite the review time of prequalification applications, all applications must conform to the following requirements.

- a. Applications must contain the individual or firm’s name, business address, email address, phone number and contact name for correspondence purposes.*
- b. Applications must have the required Authorized Signature from an officer, owner or other authorized representative.*
- c. Applicants must have been cleared (not suspended or debarred) with the System for Award Management (SAM). Applications must include the printout(s) of the verification page with the date included.*
- d. Applications must be submitted in the original format. The documents must not be password protected by the respondent.*
- e. Applications must be submitted in PDF format (scanned copy with signature).”*