



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street
1st Floor, Beaumont, TX 77701

OFFICE MAIN: (409) 835-8593
FAX: (409) 835-8456

Addendum to RFP

RFP NUMBER: RFP 24-034/MR
RFP TITLE: Professional Grant Writing & Management Services for Texas
Department of Agriculture (TDA) Texas Community Development
Block Grant (TxCDBG) (Community Development 2025-2026
Fund)
RFP DUE BY: 11:00 am CT, Wednesday, July 3, 2024
ADDENDUM NO.: 2
ISSUED (DATE): June 25, 2024

To RFP Respondent: This Addendum is an integral part of the RFP package under consideration
by you as a Respondent in connection with the subject matter herein identified. Jefferson County
deems all sealed qualifications to have been proffered in recognition and consideration of the
entire RFP Specifications Package – including all addenda. For purposes of clarification, receipt
of this present Addendum by a Respondent should be evidenced by returning it (signed) as part
of the Respondent’s sealed RFP response submission. If the RFP response submission has
already been received by the Jefferson County Purchasing Department, Respondent should
return this addendum in a separate sealed envelope, clearly marked with the RFP Title, RFP
Number, and RFP Opening Date and Time, as stated above.

Reason for Issuance of this Addendum: Vendor Questions

The information included herein is hereby incorporated into the documents of this present
RFP matter and supersedes any conflicting documents or portion thereof previously issued.

Receipt of this Addendum is hereby acknowledged by the undersigned Respondent:

ATTEST:

\_\_\_\_\_

Witness

\_\_\_\_\_

Witness

Authorized Signature (Respondent)

Title of Person Signing Above

Typed Name of Business or Individual

Approved by \_\_\_\_\_ Date: \_\_\_\_\_



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Address

1. Question: How much funding has been or will be allocated to this program?  
Answer: We don't know, the application is not out yet.
2. Question: Will the TDA consider virtual implementation of services, with travel as needed?  
Answer: We don't know, the application is not out yet.
3. Question: Is there an allocated budget range for the Professional Grant Writing & Management Services project?  
Answer: No
4. Question: Can you provide any specific guidelines on the allowable costs and budget categories?  
Answer: No.
5. Question: What are the expected start and end dates for the project?  
Answer: The application is due in September 2024.
6. Question: Are there any specific milestones or deadlines within the project timeline that we should be aware of?  
Answer: We don't know, the application is not out yet.
7. Question: Can you provide any historical context or background information on previous grant writing and management efforts for this program?  
Answer: We don't know, the application is not out yet.
8. Question: Are there any lessons learned or best practices from past projects that you can share?  
Answer: No.
9. Question: Are there any specific environmental review guidelines or frameworks that need to be followed?  
Answer: We don't know, the application is not out yet.
10. Question: Can you clarify the process and any specific requirements for real property acquisition under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA)?  
Answer: Please see the Texas Department of Agriculture's website for this information.
11. Question: Are there any additional fair housing or equal opportunity requirements beyond those listed in this RFP?  
Answer: Not to our knowledge.