

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 1 TO RFP 21-0130-7

FOR: Consultant to Administer Grant Services to Small, Local Businesses as part of the American Rescue Plan Act

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PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

1. **Question:** Have you ever run any grant/loan programs for small businesses in the past? If yes, what vendor(s) have you used to administer these programs?
Response: Yes. Small Business Assistance (Savannah) was the program administrator.
2. **Question:** Is there any software that the winning bidder is expected to use?
Response: Chatham County is using Seamless Docs for internal and external reporting currently.
3. **Question:** What is the anticipated Consultant selection date?
Response: Ideally the selection process will be completed by first quarter 2022.
4. **Question:** What are the anticipated implementation start and program go-live dates?
Response: The County would like to have the application award process (first round) completed by May and taking recommendations to the Board in June with awards in July 2022.
5. **Question:** Ref. Page 18, Paragraph 3.8 – Are there any page count or formatting requirements for our proposal.
Response: Please follow the requirements of Section 3.8 and detailed in Section 4.5. There is no limitation to page requirements, but there is an emphasis on a proposal being clear and concise.
6. **Question:** Reference Page 27, Attachment A: page 30, Attachment C; page 32, Attachment D; page 35, Attachment G; page 36, Attachment H – These Attachments require notarization. Given the pandemic situation, is it acceptable to the County for vendors to provide notarized versions upon award of bid?
Response: Yes, attachments can be notarized when a vendor has been notified of the intent to award.

**THE PROPOSAL DUE DATE REMAINS 5:00PM,
DECEMBER 7, 2021.**

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PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.

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November 29, 2021

DATE



MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY