



INCORPORATED COUNTY OF LOS ALAMOS

101 Camino Entrada, Building 3
Los Alamos, New Mexico 87544 (505) 662-8127
Procurement Division

February 6, 2024

TO ALL HOLDERS OF SOLICITATION DOCUMENTS FOR:

Request for proposals No. RFP24-54
RFP Name: On-Call Grant Writing Services

Addendum No. 1

This Addendum No. 1 forms a part of the Solicitation Documents and modifies, as noted below, the original Solicitation Documents identified above.

This Addendum provides questions received and the County's response to all potential Offerors:

1. For References, are these the contacts from the successful grants we've received on behalf of our clients? And is there a minimum number you would like to see?
Response: Please provide a minimum of three references from clients who have utilized services such as those described in the RFP Scope of Services which resulted in successful grant award.
2. For Qualifications and Experience, are you wanting to see full resumes from our team or just a short bio and relevant experience for Key Members of the team?
Response: Please provide a short biography and all relevant experience for any team members that will be involved with providing the Services described in the RFP Scope of Services.
3. Under the section **Sample of Successful Federal & State Grant Applications** are you wanting a list of successful applications with a description or actual samples of the grant application that were submitted?
Response: Please provide samples of various, successful grant applications, along with a brief description, your organization has submitted. Please provide at least three samples and include both Federal and State grant applications.

All other provisions of the Solicitation Documents shall remain unchanged. This Addendum No. 1 is hereby made a part of the Solicitation Documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

Each Bidder is requested to acknowledge receipt of this Addendum No. 1 with the Bid Forms.

I hereby acknowledge receipt of this Addendum No.1.

Signed _____ Print Name _____ Date _____

Title _____ Company _____