



Purchasing Division

REQUEST FOR PROPOSAL: Grant Writing Services

ADDENDUM NO. 1

DATE: January 14, 2019

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made part of the bid document. Please acknowledge receipt by printing and signing this document.

Questions & Responses

1. Under *Section 2, Scope of Services, Budget, and Schedule*, does the item "Track submitted applications and awards" mean that the Contractor will be responsible for tracking grants once they are awarded?
 - a. No. The Contractor is only responsible for tracking whether an application was successful or not. Once the grant is awarded, implementation and grant management will be the responsibility of Ogden City or its designee.
2. Will Ogden City, Ogden Downtown Alliance, and other stakeholders share responsibility for writing the grants?
 - a. No. The Contractor will have the primary responsibility for writing the grants. Ogden City, Ogden Downtown Alliance, and other stakeholders will provide guidance on the grant proposals and will contribute information required for the applications, but will not write grants or sections of the grants.
3. Will the Contractor be responsible for securing matching funds that may be required for grant applications?
 - a. No. Ogden City and its partners will be responsible for securing matching funds. The Contractor will only be responsible for identifying the match requirements and ensuring that Ogden City and its partners have secured the matching funds prior to application.