

ADDENDUM No. 1

PROVISION OF GRANTS DEVELOPMENT CONSULTING SERVICES FOR WESTCHESTER COMMUNITY COLLEGE 75 GRASSLANDS ROAD VALHALLA, NEW YORK 10595

Office of Institutional Advancement

RESPONSES TO QUESTIONS & REQUESTS FOR CLARIFICATION October 22, 2024

1. **QUESTION:** Has your organization worked with a consultant on this type of project or other projects in the past?
 - **ANSWER:** Yes, Westchester Community College has had consultants for this type of project in the past.
2. **QUESTION:** What is the budget for this project? Since preparing proposals is a great deal of work for my team, I like to apply only if I know the “ballpark” budget you have in mind.
 - **ANSWER:** Page 4 of the RFP (Proposal Requirements, Proposed Fee section) indicates that the total fee should not exceed \$50,000 annually.
3. **QUESTION:** Do you prefer to work with a consultant-based New York?
 - **ANSWER:** There are no residency requirements for consultants.
4. **QUESTION:** Will a fedex package with the proposal will suffice as long as it arrives to the college by the specified day and time?
 - **ANSWER:** There is no requirement related to delivery method as long as the proposal arrives at the college by the specified day and time.
5. **QUESTION:** While black ink is to be used for narrative text, the cover page, charts, headers, and visuals can be printed in legible color?
 - **ANSWER:** Legible colors are allowed for charts, headers and visuals included in the RFP.
6. **QUESTION:** How many federal grants would you envision the consultant write over the course of the yearlong period of performance?
 - **ANSWER:** The typical load is one (1) to two (2) large multi-year grants per year (such as one US Department of Education Title V Developing Hispanic Serving Institutions grant and one National Science Foundation Advanced Technological Education grant, or one large grant and 1-4 smaller grants.
7. **QUESTION:** Aside from serving as lead writer, how many other grants would the consultant be expected to support the development of?
 - **ANSWER:** See question 6 above.