



Addendum No. 1
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DATE: October 2, 2024

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: External Grant Writer
JJC PROJECT NO.: R25002

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum in the space provided on the Bid Form. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Questions Received:

1. Please provide additional information as to the expectation, including any technical requirements, of the multi-year strategic matrix?
Answer: The multi-year strategic matrix should include (but not limited to) the awarding agency, opening/closing dates (based on prior years), range of awards, degree of competitiveness (submissions to awards), and relevant links.
2. As it relates to the multi-year strategic matrix, please provide additional information as to the number of years that should be included in this solution.
Answer: Minimum of two years beginning July 2024-June 2026
3. Please provide additional clarifications related to the requested services required through this RFP
Answer: Proposals should conform to the specifications in the RFP and scope of work
4. Please provide additional clarification related to the structure of the pricing in our response.
Answer: Please see quote specifications and include relevant details as it pertains to experience. Please note: there are three levels of grant support: writing, coaching, and/or submission.

5. Please provide additional information as to the expectations of the coaching and technical assistance/support aspect of this work.

Answer: Consultant will work with JJC Institutional Advancement and partners to develop a grant submission. Coaching may include (but not limited to) supporting the writing team to share strategies and promising practices that have proven success. Technical assistance/support may include (but not limited to) navigating the submission portal.

6. Due to the short turnaround time between when answers to the submitted questions will be posted and the current due date, would it be possible to extend the submission deadline by one week past the current October 10th deadline?

Answer: For JJC to meet its project timelines, the RFP timeline cannot be extended

7. Is there a current incumbent vendor who is performing this work?

Answer: There is not a current incumbent vendor who is performing this work.

8. We have unaudited financial statements, prepared by an independent, third-party certified public accountant (CPA), would that be acceptable to meet the requirement under D. 2, "Submit independent audited Financial statement" with this format?

Answer: Yes, that will be fine.

9. How many years for the financial statement is needed?

Answer: Two years is preferred.

10. Where in our proposal do we put our commitment to diversity?

Answer: Section III part D Profile of the vendor

11. If we are a BEP firm, can we meet the commitment to diversity requirement?

Answer: Please see part VII for BEP considerations. If you are a BEP certified firm state that in your RFP.

12. Grant Prioritization Which grants or funding sources are JJC currently prioritizing? Understanding if JJC already has specific grant opportunities in mind will allow you to tailor your approach and showcase your expertise in securing those particular grants. Are there any specific deadlines or timelines for upcoming grant opportunities that we should be aware of? This will help you plan your timeline and resources accordingly to ensure timely submissions.

Answer: JJC has successfully received numerous grants in the past. With the newly acquired Hispanic-Serving Institutions designation, new grant opportunities are available to JJC.

13. Collaboration and Communication Who will be the primary point of contact at JJC for managing the grant writing process? Knowing who will handle communication and decision-making on their end ensures smoother collaboration throughout the proposal development process. How frequently would you like to receive updates and progress reports during the grant writing process? Clarifying the expected level of communication can help set the right expectations for ongoing project management.

Answer: Currently JJC has a Grants department that is actively involved in the process. Once the successful bid is accepted, the reporting structure will be confirmed and the communication plan and timeline will be finalized.

14. Internal Resources and Capacity What resources or information will JJC provide to support the grant writing process (e.g., institutional data, strategic plans, financial information)? Understanding the type of support and resources they will provide helps you prepare a more accurate proposal and plan for data gathering and alignment with institutional priorities. Does JJC have an internal team that will assist with any part of the grant writing, submission, or post-award reporting? Knowing whether you will be working alongside an internal team or if the responsibility lies solely with [us] will affect the depth of services you propose.

Answer: Historically JJC grant submissions are a collaborative process amongst stakeholders including Institutional Research and the Grants Department, as well as the lead and content expert for the identified grant opportunity.

15. Post-Award Involvement Will [we] be expected to manage post-award activities, such as reporting and compliance, or will JJC handle these tasks internally? This clarifies if you need to account for post-award management in your proposal, which could extend the scope of services. Does JJC have existing processes or systems for managing post-award activities, or will we need to help set those up? This question will help you understand whether they need guidance on setting up post-award processes, which could be an additional service you offer.

Answer: JJC will manage the post-award activities.

16. Success Metrics How does JJC define a successful grant writing partnership? Understanding their criteria for success, whether it's the number of grants secured, the total funding amount, or the quality of proposals, will help you tailor your proposal to meet their expectations. What are the key performance indicators (KPIs) or metrics by which you will evaluate the success of the grant writing services? This will help you clarify expectations and ensure alignment on outcomes.

Answer: The number of grants secured, the total funding amount, the quality of the proposal, as well as other criteria will be included in the success metrics.

17. Budget and Funding Constraints Does JJC have a budget range in mind for the grant writing services, or is the project budget flexible based on deliverables? Clarifying budget expectations can help you align your pricing proposal accordingly and offer a package that fits their financial constraints. If external funding is secured, will JJC be using the funds to extend the partnership with [us] for additional services (e.g., grant management, reporting)? Understanding if they plan to extend your contract after successful funding could help you plan for long-term engagement and propose additional services.

Answer: JJC does not share budget information with this RFP please conform your proposal to the requirements in the RFP and statement of work.

18. Institutional Alignment and Priorities Are there any upcoming strategic priorities or initiatives at JJC that should be reflected in the grant proposals? Aligning the grant writing strategy with JJC's strategic goals ensures that the proposals are both relevant and highly targeted. Does JJC have any specific student populations, programs, or services that should be prioritized in the grant writing efforts? This question helps you

ensure that the proposals reflect the institution's highest needs, whether for specific student demographics (e.g., Latinx, first-generation students) or program areas.

Answer: The priorities are addressed in the RFP.

19. Proposal Format and Submission Preferences Is there a specific proposal format or template that JJC prefers for external contractors, or are we free to use our own? Ensuring that your proposal format meets their expectations will help avoid any rework or revisions post-submission. Will there be opportunities for follow-up questions or presentations after the proposal is submitted? Knowing whether there will be opportunities to clarify your proposal or further explain your approach could help you prepare a more dynamic response.

Answer: Please format your proposal in the manner described in the RFP and Scope of Work.

20. Timeline and Project Scope What is the expected timeline for securing major grants, and are there any deadlines JJC needs to meet for specific grants? This helps you manage expectations around how quickly they expect results and tailor your project timeline to their needs. Are there specific phases or milestones that JJC would like to see outlined in the proposal for tracking progress? This allows you to structure your proposal in a way that aligns with their project management expectations, breaking the work into clear phases or deliverables.

Answer: There are currently no specific grants JJC is pursuing. The RFP and the Scope of Work outlines the desired requirements from vendor proposals.

End of Addendum #1



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Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.

Issued by:

Matt Stephenson
Senior Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature