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|  | <p align="center">State of South Carolina</p> <p align="center">Request For Qualifications AMENDMENT 1</p> | <p>Date Issued: 12/08/2020 Procurement Officer: Clarissa Belton, CPPB, CPM Phone: 803.737.0416 E-Mail Address: cbelton@sccommerce.com</p> | |
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DESCRIPTION: Professional Grant Administration Services for program implementation of funds received through the 'Coronavirus Aid, Relief, and Economic Security Act' (CARES Act) for Community Development Block Grant Program Coronavirus Response (CDBG-CV).

SUBMIT QUALIFICATIONS BY (Date/Time): **12/22/2020 11:00 AM**

SUBMIT YOUR QUALIFICATIONS BY E-MAIL OR TO EITHER OF THE FOLLOWING ADDRESSES:

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| MAILING ADDRESS: South Carolina Department of Commerce 1201 Main Street, Suite 1600 Columbia SC 29201 Attention: Clarissa Belton (cbelton@sccommerce.com) | PHYSICAL ADDRESS: South Carolina Department of Commerce 1201 Main Street, Suite 1600 Columbia SC 29201 Attention: Clarissa Belton, CPPB, CPM |
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| COMPANY NAME (Full legal name of business) | |
| AUTHORIZED SIGNATURE | |
| TITLE (Business title of person signing above) | |
| PRINTED NAME (Printed name of person signing above) | DATE |
| MAILING ADDRESS | |
| CITY | STATE/ZIP CODE |
| TELEPHONE # | E-MAIL ADDRESS |

AMENDMENTS TO THE REQUEST FOR QUALIFICATIONS: (a) The Request for Qualifications may be amended at any time prior to opening. All amendments to this Request for Qualifications shall be in writing from the State. The State shall not be legally bound by any amendment which is not in writing. Any amendment to the Request for Qualifications shall be e-mailed to all prospective respondents. (b) Respondents shall acknowledge receipt of any amendment to this Request for Qualifications (1) by signing and returning the amendment, (2) by acknowledging receipt in the respondents' response, or (3) by submitting a response that indicates in some way that the respondent received the amendment.

OPENING DATE AND TIME REMAINS THE SAME: 12/22/2020 11:00 A.M. EST

Responses to written questions received:

Question 1. On page 23 Term of Contract states the contract term is 1 year with optional renewal, however page 10 under contract period says it's a 2-year contract with one (1) year renewal option. Can you please clarify?

Answer 1. This is a two (2) year contract with a one (1) year renewal option.

Question 2. We wanted to confirm that electronic submittal is acceptable with a PDF response and an original redacted response PDF.

Answer 2. Yes. You may submit these documents electronically

Respondents shall submit:

- a. One (1) USB flash drive containing the respondent's response (in MS Word and/or PDF format).
- b. One (1) USB flash drive labeled "original redacted" containing
- c. If submitted via email, respondents must attach both a. and b.

Question 3. Will resumes, audited financial statements, table of contents, required cover page, and section divider pages be included in the page count? Our financial statements are multiple pages and will be above 20 pages.

Answer 3. The 20-page total number does not include resumes, financial statements, table of contents, cover page and section dividers.

Question 4. How many entities/organizations participate in the CDBG programs within the state currently, and does the State of South Carolina have an estimated number that the State of South Carolina expect to apply for the CDBG-CV funds?

Answer 4. The current State-run CDBG program is open to all the cities and counties in the non-entitlement areas of the State.

Question 5. Are there anticipated minimum/maximum award amounts to be established within the program?

Answer 5. The Substantial amendment to the Action Plan for the Cares Act that was included as part of this solicitation contains funding allocations per Council of Government for the Public Services Program. At this time no jurisdiction could exceed the amount designated for that Council of Government. There is no grant minimum for the Public Services Program, and there is no grant maximum grant for regional

and county-wide projects reflecting regional coordination. Other projects may request up to \$250,000, but this may be waived where there are no other applicants from the region and the level of need supports the funding requested. There is no grant minimum or maximum for the Public Facilities program, and these funds are not allocated regionally. Any eligible non-entitlement local government may apply for these funds.

Question 6. What systems are currently in use to administer CDBG funding historically, and will those systems be leveraged as part of this scope, or is the State of South Carolina looking for a new solution?

a. If the latter, are there certain software or systems that the provided technology will need to integrate with? What ERP/financial system is in use?

Answer 6. The State currently uses the Microsoft Dynamics 365 (customer engagement) online platform, heavily customized for CDBG grants management. To use a copy of the solution, or the customization of the out of the box Microsoft software for SC CDBG grants management, the contractor would need a Microsoft Dynamics 365 online license. In this case, the Department of Commerce's CDBG solution could be imported into the successful offeror's CRM instance, and this would provide all of the functionality (except document generation) that the State currently uses to administer CDBG grants and collect and report on related data. Alternatively, or in addition, the state may consider limited access to the existing system and/or a portal to allow access to account data (ie, local government accounts and contacts) and specific entities used to collect data related to grants, budgets, funding, payments and HUD related data like environmental and beneficiaries. This can be discussed with the successful offeror.

Question 7. Could the State of South Carolina clarify/expand on their expected timeline of awarding funds within 12-18 months, and monitoring/closeout of 3-6 months?

Answer 7. The State expects the Regional Councils of Government, which traditionally administer regular CDBG grants in this state, to facilitate regional coordination and regional prioritization of regionally allocated CARES Act funding. In some regions of the state, this is underway now. Consideration of Intent to Apply forms submitted for regionally coordinated projects, reflecting regional funding priorities, will begin March 1, 2021.

Regionally coordinated Public Services program projects will be given first consideration, and thereafter projects will be considered on a first-come, first-serve basis through July 1, 2021. After July 1, 2021, if any regionally allocated funds remain, these funds will become available to any eligible non-entitlement local government in the state. The successful offeror will coordinate with applicants who have submitted an Intent to Apply and coordinate submission of final applications, with funds to be awarded to successful applicants beginning March 1, 2021. Funds will continue to be awarded until all funds have been obligated, but the State expects the majority of funds to be awarded by July 1, 2021.

Intent to Apply for the Public Facilities Program are due no later than July 1, 2021 but should be submitted as soon as possible. Drawdown of awarded funds will occur once startup requirements have been met, including environmental. Monitoring of projects should occur as needed, but at a minimum once prior to project grant closeout for programmatic compliance and preferably prior to full drawdown of funds for financial compliance. Closeout will occur as projects are completed and all closeout requirements have been met. The timing of closeout of individual grants will be dependent on project timeframes, compliance with all closeout requirements, and achievement and documentation of accomplishments necessary to comply with HUD national objectives requirements.

Under the CARES Act, funds must be substantially expended within 3 years of the CDBG-CV grant agreement being signed. The CDBG-CV grant agreement was signed by the State on November 24, 2020.

Question 8. When do the State of South Carolina expect applications to go live?

Answer 8. By the middle of January 2020

Question 9. Clarify if the State of South Carolina expect the selected contractor to complete the FFATA/FSRS reporting (appears so per 4th bullet under e) on page 11, but doesn't explicitly state that as a responsibility anywhere)?

Answer 9. Yes, we would expect the respondent to follow the reporting for the Federal Funding Accounting and Transparency Act.

Question 10. RFQ states the Department of Commerce will submit draw requests to HUD, but will the selected contractor be responsible for creating the associated invoices/draw amounts?

Answer 10. Yes. The successful offeror will be responsible for submitting project-level draw requests to the Department of Commerce, which in turn will submit these draw requests in the HUD IDIS system.

Question 11. We were unable to access the site (<http://www.cdbgsc.com>) which references several items (2020 Action Plan and Program Description, Implementation Guide and Forms, etc). Can the State of South Carolina provide a copy for review?

Answer 11. Please ensure that your company does not have any firewalls preventing you from accessing the site.

Question 12. Page 14 of the RFQ states that "Respondent's responses are limited to a total length of twenty (20) pages." Does that page limit include titles pages, page breaker, and professional bios?

Answer 12. The 20-page total number does not include resumes, financial statements, table of contents, cover page and section dividers.

ALL OTHER TERMS, CONDITIONS, SPECIFICATIONS, AND BIDDING INSTRUCTIONS, OTHER THAN THOSE MENTIONED ABOVE, REMAIN UNCHANGED. IF THERE ARE ANY QUESTIONS, OR IF ANY CONFUSION OR UNCERTAINTY ARISES AS A RESULT OF THIS AMENDMENT, IT IS THE SOLE RESPONSIBILITY OF THE OFFEROR TO CONTACT THE PROCUREMENT OFFICER FOR CLARIFICATION. CONTACT INFORMATION CAN BE FOUND IN THE TOP RIGHT HAND CORNER OF THE COVER PAGE OF THIS AMENDMENT. REFERENCE THE "DUTY TO INQUIRE" CLAUSE IN THE ORIGINAL INVITATION FOR BID.

END OF AMENDMENT