



## THE COUNTY OF GALVESTON

**RUFUS G. CROWDER, CPPO CPPB**  
PURCHASING AGENT

**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor, Purchasing  
GALVESTON, TEXAS 77550  
(409) 770-5371

**ERIN S. QUIROGA, MBA, CPPB**  
ASST. PURCHASING AGENT

October 22, 2024

**PROJECT NAME:** Texas Department of Agriculture Community Development Block Grant Program  
2025/2026 Community Development Fund Grant Administration Services

**SOLICITATION NO:** RFP #24-023

**RE:** Addendum #1

To All Prospective Proposers:

The following information is being provided to aid in preparation of your proposal submittal(s):

**Question #1:** *Would it be possible to extend the deadline?*

**Response:** Due to the TDA Phase One application that is due by December 1, 2024 and the County's process to contract with vendors and approve application submissions, we are unable to extend the deadline for this procurement. Below is the proposed schedule:

Date	Activity
October 30, 2024	Bid Opening (Proposals to include proposed contract)
October 31, 2024	Evaluation Committee Decision Made
November 1, 2024	Commissioners Court (CC) Agenda Deadline for Award and Contract Execution
November 12, 2024 – 9:30 am	Commissioners Court for formal award and contract execution. PO and NTP issued
November 12, 2024 – 1:00 pm	Kick-Off Meeting with County and potential sub-applicants
November 12 – 15, 2024	Development of TDA Phase One applications
November 15, 2024	Rough Draft of Phase One application placed on CC Agenda
November 25, 2024	Commissioners Court – Approval to submit TDA Applications
November 29, 2024	Submit TDA Phase One applications

**Question #2:** *Are there any specific details or requirements we should be aware of before we attempt to apply?*

**Response:** The TDA Community Development Fund Grant has a phase one application due by December 1, 2024. Please include information regarding your firm's experience and abilities with the application process.

Due to the expedited procurement schedule, we ask that proposers include a proposed contract with their bid documents. This will allow the County to get the contract on the agenda by the November 1<sup>st</sup> deadline.

**Question #3:** *The new 2024-2025 Certified Administrator credentials will take effect on November 1, 2024. However, the deadline to submit bids is October 30, 2024. Given this timing gap, we would not be able to submit our credentials for the 2024-2025 CDBG award until after November 1.*

*Would it be possible for us to submit a bid with the understanding that we will obtain the new credentials once they become effective?*


**Response:** Thank you for including the Certified Administrator credentials deadline information. Yes. Please submit a proposal stating the understanding you will obtain the new credentials once they become effective.

If you have any further questions regarding this solicitation, please address them to the following representative or contact the Purchasing Department at (409) 770-5371.

**Rufus G. Crowder, CPPO CPPB**  
**Galveston County Purchasing Agent**  
**722 Moody, Fifth (5<sup>th</sup>) Floor**  
**Galveston, Texas 77550**  
**E-mail: [rufus.crowder@co.galveston.tx.us](mailto:rufus.crowder@co.galveston.tx.us)**

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County