UNIVERSITY OF MARYLAND GLOBAL CAMPUS

DATE: November 18, 2026

TO: All Prospective Proposers

FROM: Lisa Dillard, Assistant Director, Goods & Services, Procurement
Eric Pfister, Director, Procurement

RE: Addendum Number 1 to RFP 92345 – Grants Consulting Services

The following amends the above-referenced RFP solicitation document. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal submission.

1. Please find the RFP Question and Answer Log that provides answers to all questions received about RFP 92345 in Attachment A to this Addendum #1.

2. Appendix C, Paragraph 10.5.3 of the RFP solicitation document is hereby deleted. There is no Minority Business Enterprise (MBE) subcontracting goal for this RFP.

3. The due date and time for the Technical Proposal remains as **December 1, 2026, on or before 11:00 AM ET**. Proposals must be submitted electronically in accordance with Section I, paragraph 5, of the RFP solicitation document. **Late proposals will not be accepted.**

4. Per Section I, Paragraph 5 of the RFP solicitation document:

   Technical Proposal: Technical Proposals must be uploaded electronically at the UMGC Bid Locker link provided below no later than the date and time indicated in the Solicitation Schedule. **File names for the Technical Proposal documents are to include the RFP number and the Proposer's name. NO PRICING INFORMATION** is to be provided in the Technical Proposal.

Bid Locker link for Technical Proposal upload:
https://bidlocker.us/details/6643_Umgc_Rfp_92345_Grants_Consulting_Services

Proposers must be registered* on Bid Locker prior to submitting proposals.

To register* for a Bid Locker account, go to:
https://bidlocker.us/Account/Signup/UMGC.

Should you encounter any issues during account set-up or require additional assistance with Bid Locker, please reach out to Bid Locker directly at help@bidlocker.us or 267-225-1407. (*DO NOT wait until the due date for Proposals to sign up for an account; sign up as soon as possible.)

The University advises Proposers to allocate an adequate amount of time to create a Bid Locker account prior to any submission due date. It is also advisable to familiarize yourself with the Bid Locker site and the upload features and functionality related to uploading documents.

Proposers shall allow sufficient time in uploading the Technical Proposal to ensure timely receipt by the Issuing Office via the Bid Locker site. **Upon successful submission, Proposers may download a submission receipt on Bid Locker. Proposers will also receive an email confirmation within a few minutes from Bid Locker.** Proposers that do not receive confirmation should immediately notify the Issuing Office, and contact Bid Locker at help@bidlocker.us or 267-225-1407 to confirm that their Proposal has been received. **Proposers will not be able to upload Proposals after the due date and time, and late Proposals will not be considered.**

If any pricing information is included in the Technical Proposal, the Proposal may be deemed non-responsive by the Issuing Office. Hyperlinks to software products that indicate that the Technical Proposal is posted by the Proposer on an electronic site may be rejected or be considered non-responsive, if a "Click-Through Agreement" is required to be accepted by UMGC in order to download the Technical Proposal.

By providing the Technical Proposal electronically to UMGC, the Proposer grants UMGC an unlimited right to generate additional electronic and/or paper copies for distribution solely for the purpose of evaluation and review.

5. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal.

End of Addendum 1 dated November 18, 2026

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 92345

TECHNICAL PROPOSAL DUE DATE: December 1, 2026, no later than 11:00 AM ET

RFP FOR: Grants Consulting Services

NAME OF OFFEROR: _____

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. __1__ Dated November 18, 2026__

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

As stated in the RFP documents, this form is included in our Technical Proposal.

_____
Signature

_____
Printed Name

_____
Title

UMGC RFP 92345
Attachment A to Addendum #1 - Question and Answer Log

Question #	Vendor Question	UMGC Response
1	Institutional Priorities: Are there specific funding areas or institutional initiatives UMGC intends to prioritize during the first year of the contract?	Yes, we have institutional priorities that include public and private funding opportunities that include workforce development, use of AI as well as cyber with specific credit and non-credit learning opportunities.
2	Grant Development: For the anticipated five grant projects annually, could you provide insight into the expected complexity, typical funding amounts, or types of grant opportunities?	In the federal sector we are looking at projects between $500K and above. These grants may include NSF, DoD, DoE, DHHS as well as state grants through the Department of Labor and MHEC. In addition, this contractor would also assist with private grants and we are looking specifically at Lumina, ECMC, Hewlett as well as the next phase of our Gates grants. Complexity is dependent on funders RFP/Proposal requirements.
3	Existing Grants Infrastructure: Does UMGC currently utilize a grants management or prospect research platform that the selected contractor would be expected to integrate with?	We utilize Salesforce with a document repository platform. We also utilize Instrumntl for research though we will be looking at the contractor to identify eligible grant opportunities. The contractor, however would not be expected to integrate or use these platforms but are expected to have a strong research component of their business.
4	Roles and Responsibilities: How does UMGC envision responsibilities being divided between its internal Grants and Sponsored Programs team and the selected consulting firm?	The team determines based on their current bandwidth, knowledge, and experience what grants will be "assigned" to the contractor.
5	Congressional Funding Support: What level of congressional funding, community project funding, or earmark support does UMGC anticipate requiring?	For both earmark requests in both House and Senate and a DoD Plus Up.
6	Process Assessment: Are there specific areas of UMGC's current grants processes that the University would like the selected contractor to prioritize during the initial assessment?	The Grants Process has been up and running for less than a year. UMGC is looking for a contractor to review process with internal team and external stakeholders and administration on the process to date and also the next phase of the grants process. In addition, special attention needs to be given to the approval/vetting process and post-award process.
7	May an offeror submit comparable work samples from projects its proposed account lead performed while employed by another organization? If so, may that organization count toward the required references if it can verify the individual's role and the work performed?	Yes. UMGC will accept work samples performed by proposed key personnel while employed by another organization, provided the proposal clearly identifies the individual's role and responsibilities for the work submitted. References should be submitted in accordance with the requirements of the RFP and should be able to verify the services performed and the individual's involvement.
8	May the same qualified individual serve as both Account Lead and Management Supervisor?	No.
9	May the contractor use a commercial funding intelligence subscription to meet the platform requirement? What access, if any, must be provided directly to UMGC staff?	Yes, in the case of using a commercial funding intelligence subscription. An internal team of 4-5 people would need access.
10	May an offeror submit a proposal for a defined portion of the scope, or must each proposal address all services?	UMGC's intent is to award a contract for the full scope of services described in the RFP. Offerors are encouraged to address all services identified in the Scope of Work. UMGC does not intend to make separate awards for discrete portions of the scope.
11	Which meetings, workshops, or other activities, if any, must be conducted in person, and where?	We would like to envision 1-2 workshops for select members of UMGC interested in the grant world. Other than that, there is no expectation of face-to-face specific meetings in this contract though would be welcome especially kick off meetings.
12	Regarding Section III, Article 1, Sections 2.3 (Samples), 2.4 (Staffing Organization and Proposed Key Personnel Qualifications), and 2.5 (Firm References), can UMGC clarify whether it is mandatory for the Offeror itself to possess prior grants consulting experience and have performed similar grants consulting contracts within the past five (5) years, or whether the qualifications, relevant past performance, and work samples of proposed key personnel, subcontractors, or teaming partners may be used to satisfy these requirements? If such experience is acceptable, how will UMGC evaluate and credit it toward the Offeror's overall technical qualifications and past performance?	Offerors should respond in accordance with the RFP requirements. UMGC will evaluate the qualifications, experience, staffing, work samples, references, and overall technical proposal submitted by the Offeror in accordance with the published evaluation criteria.
13	Regarding Section II, 2.1, can UMGC clarify what constitutes one grant project within the annual maximum of five (5) projects? Does each project encompass the complete grant lifecycle, from opportunity identification through post-award support, or will services be requested individually based on institutional needs?	The contractor will be responsible for working on the complete grant cycle though if the opportunity was identified internally, that would be fine. The contractor would work with key individuals across campus to review, develop and submit grants. This also includes in collaboration with the internal team, strategy on engagement and relationship development with the funder. In addition, the contractor will assist with pre-implementation meetings
14	Can UMGC provide the anticipated distribution of the five (5) annual grant projects by funding source, grant complexity, estimated award value, and expected level of proposal development support?	UMGC cannot estimate future workload, quantity, timing, funding opportunities, or sponsor actions. Offerors should propose their approach based on the information contained in the RFP.

15	Regarding Section II, 2.2, can UMGC clarify the expected level of effort for each of the six (6) annual prospect research engagements, including the anticipated number of funding opportunities to be evaluated and the expected depth of analysis within each funding opportunity memorandum?	UMGC cannot estimate future workload, quantity, timing, funding opportunities, or sponsor actions. Offerors should propose their approach based on the information contained in the RFP.
16	Regarding Section II, 2.3, can UMGC identify the approximate number of existing grant policies, procedures, historical submissions, and awards to be reviewed during the initial grants process assessment? Is this assessment a one-time requirement during the initial contract period?	A comprehensive library of approximately 15 documents covering the grants process and 5-10 previous grant submissions and awards. This would be a one time assessment during the contract period.
17	Regarding Section II, 2.4, can UMGC specify the anticipated number, duration, delivery method, and expected attendance for post-award compliance training sessions and financial training development activities? Are these requirements in addition to the annual faculty and staff development workshop?	UMGC cannot estimate future workload, quantity, timing, funding opportunities, or sponsor actions. Offerors should propose their approach based on the information contained in the RFP.
18	Regarding Section II, 2.5, can UMGC clarify whether access to a contractor-maintained grants intelligence platform must include individual UMGC user accounts, and, if so, how many users should be supported? Will equivalent access through contractor-generated reports and research resources satisfy this requirement?	Yes, the grants intelligence platform must include individual user accounts between 4-5 accounts. No, equivalent access through contractor generated reports and research resources will not satisfy this requirement.
19	Regarding Section II, 2.6, can UMGC clarify the expected frequency, format, and level of detail for strategic intelligence and funding trend reports, separate from the required biweekly strategic intelligence briefings?	UMGC cannot estimate future workload, quantity, timing, funding opportunities, or sponsor actions. Offerors should propose their approach based on the information contained in the RFP.
20	Regarding Section II, 2.6, can UMGC establish an anticipated annual quantity or maximum number of senior leadership briefings and presentations requested beyond the quarterly leadership meetings?	UMGC cannot estimate future workload, quantity, timing, funding opportunities, or sponsor actions. Offerors should propose their approach based on the information contained in the RFP.
21	Can UMGC clarify the expected turnaround times for funding opportunity memoranda, grant proposal reviews, proposal development support, and other time-sensitive deliverables, including requests involving short grant application deadlines?	UMGC cannot estimate future workload, quantity, timing, funding opportunities, or sponsor actions. Offerors should propose their approach based on the information contained in the RFP.
22	Can UMGC clarify which grant lifecycle activities will remain the responsibility of UMGC personnel and which will be assigned to the Contractor, particularly grant budget preparation, institutional approvals, portal submissions, sponsor communications, and post-award compliance activities?	Responsibilities will vary based on the grant opportunity, scope of work, internal resources, and institutional priorities. Offerors should propose their approach based on the requirements described in the RFP.
23	Can UMGC identify the anticipated number of concurrent grant pursuits and whether the Contractor will be expected to provide simultaneous support for multiple proposals with overlapping submission deadlines?	UMGC cannot estimate future workload, quantity, timing, funding opportunities, or sponsor actions. Offerors should propose their approach based on the information contained in the RFP.
24	Regarding Section III, Article 1, 2.4, can UMGC confirm whether the Account Lead and Management Supervisor may be fulfilled by one qualified individual, provided the proposed staffing approach maintains appropriate management oversight and escalation procedures?	No.
25	Can UMGC clarify whether the Account Lead and Management Supervisor are expected to provide dedicated full-time support or whether shared resources may be proposed based on the anticipated workload?	No. UMGC has not established a dedicated full-time staffing requirement. Offerors should propose an appropriate staffing model to support the services described in the RFP.
26	Regarding the three (3) required work samples, will UMGC accept appropriately redacted or anonymized grant proposals and other deliverables when client confidentiality restrictions prevent disclosure of complete documents?	Yes. Offerors may submit appropriately redacted or anonymized samples where necessary to protect confidential information. The samples should nevertheless provide sufficient detail for UMGC to evaluate the work performed.
27	Can UMGC clarify whether experience supporting federal grants management, acquisition-related funding processes, strategic planning, and post-award compliance will be considered relevant when evaluating firms whose prior engagements did not include direct responsibility for securing grant awards?	No the firms must demonstrate prior engagement that include direct responsibility for securing grant awards and demonstration of success/work in all parts of the grants cycle.
28	Regarding Section II, 2.1 and 2.6, can UMGC clarify the expected extent of congressional delegation engagement and earmark-related activities, including whether direct congressional outreach is required or whether the Contractor will primarily provide research, strategy, documentation, and submission support?	With congressional delegation engagement direct congressional outreach and strategy is required. Demonstrated experience in congressional outreach and strategy is required that includes identification of key congressional staffers to support any of these congressional funding initiatives.
29	Can UMGC confirm whether services may be performed remotely, and identify any anticipated on-site requirements for stakeholder meetings, workshops, leadership briefings, or other project activities?	Most of the work can be conducted remotely though time differences will depend on EST. The only potential F2F l workshop is one or twor key grant stakeholder across the institution for grant training
30	Regarding Section III, Article 3, can UMGC confirm whether the Price Proposal will be structured as a firm-fixed-price annual service fee, fixed prices by deliverable or engagement, hourly labor rates, or a combination of these pricing methods?	Price Proposals will be requested from applicable shortlisted offerors in accordance with Section III, Article 3 of the RFP. Additional instructions regarding pricing structure and submission requirements will be provided at that time.

31	If a firm-fixed-price structure is anticipated, will UMGC establish defined annual quantities or ceilings for variable activities, including training sessions, leadership briefings, grant proposal revisions, and post-award support, to ensure consistent pricing assumptions among offerors?	Price Proposals will be requested from applicable shortlisted offerors in accordance with Section III, Article 3 of the RFP. Additional instructions regarding pricing structure and submission requirements will be provided at that time.
32	Can UMGC clarify whether grant projects or prospect research engagements exceeding the stated annual maximums will be separately authorized and compensated through a contract modification or another established ordering mechanism?	UMGC cannot estimate future workload, quantity, timing, funding opportunities, or sponsor actions. Offerors should propose their approach based on the information contained in the RFP.
33	Can UMGC clarify whether the anticipated pricing structure will provide for monthly payments, milestone-based payments, or payment upon acceptance of individual deliverables?	Price Proposals will be requested from applicable shortlisted offerors in accordance with Section III, Article 3 of the RFP. Additional instructions regarding pricing structure and submission requirements will be provided at that time.
34	Can UMGC confirm whether the cost of contractor-maintained grant intelligence platform subscriptions, specialized research tools, and third-party data services must be included in the proposed service price, and whether UMGC will provide access to any existing institutional subscriptions?	Yes, the costs of these subscriptions and tools must be included in the proposed service price. UMGC will not provide access to any existing institutional subscriptions.
35	Can UMGC clarify the expected process for adjusting scope, schedule, and compensation when a grant pursuit is canceled, materially revised, or delayed due to sponsor actions or institutional decisions outside the Contractor's control?	UMGC cannot estimate future workload, quantity, timing, funding opportunities, or sponsor actions. Offerors should propose their approach based on the information contained in the RFP.
36	Please clarify whether respondents are required to propose and demonstrate capabilities across all sections of the RFP, or whether proposals may be submitted for only those areas in which the firm has specific expertise and strengths?	UMGC's intent is to award a contract for the full scope of services described in the RFP. Offerors are encouraged to address all services identified in the Scope of Work. UMGC does not intend to make separate awards for discrete portions of the scope.
37	Our firm is organised outside the United States and is not registered in Maryland and has no Maryland resident agent. May it submit a Technical Proposal, and if so, how should it complete Section L of the Proposal Affidavit, which affirms Maryland corporation registration, filings with the State Department of Assessments and Taxation, and a Maryland resident agent?	Yes. Foreign firms may submit a Technical Proposal. Offerors should complete the Proposal Affidavit truthfully based on their current corporate status. The successful Offeror will be required to satisfy all applicable Maryland registration and qualification requirements, including those referenced in Section L of the Proposal Affidavit, prior to contract execution.
38	Section 2.8 requires a Certificate of Insurance with the Technical Proposal, and the Sample Contract requires cover from insurers allowed to do business in Maryland, rated A- or better, with the University named as additional insured. Would equivalent cover from an insurer outside the United States be accepted at the Technical stage, with certificates from a Maryland-admissible insurer provided before any award?	Yes. Equivalent coverage from an insurer outside the United States will be accepted with the Technical Proposal. Coverage amounts should meet the requirements set forth in Appendix C. The successful Offeror must satisfy all insurance requirements prior to contract execution.
39	Section 2.5 asks for three references for projects of similar scope completed within the last five years, including grant awards achieved. Are references from clients outside the United States acceptable?	Yes. References from clients outside the United States are acceptable provided they otherwise meet the requirements of the RFP.
40	Section I, item 6 states that Minority Business Participation is intentionally omitted, while Sample Contract section 10.5.3 states a three percent MBE subcontracting goal and refers to an Appendix M that does not appear in the RFP. Which provision governs?	Please see Addendum 1. Appendix C, Paragraph 10.5.3 of the RFP solicitation document has been deleted. There is no Minority Business Enterprise (MBE) subcontracting goal associated with this solicitation.
41	Section I, item 8 states there are no renewal options, while Sample Contract section 1.3 leaves the number of renewal options blank. Please confirm the contract has no renewal options.	There are no renewal options.
42	Is there an incumbent currently serving this contract?	Yes. Similar services are currently being provided under an existing contract which is naturally expiring. This solicitation will be used to establish UMGC's next contract for grants consulting services.
43	What was the previous or current contract's spending on grant writing services? How many grants were applied for over the course of the year?	The maximum contract value under the previous contract was $360,000. UMGC submitted approximately eight grant applications during the two-year contract term. The current RFP reflects an expanded scope of services and increased level of support.
44	Would the proposed fees be fixed for the term, or is price escalation acceptable?	Price Proposals will be requested from applicable shortlisted offerors in accordance with Section III, Article 3 of the RFP. Additional instructions regarding pricing structure and submission requirements will be provided at that time.
45	Of the five anticipated grants, do you know the expected breakdown among federal, state, and nongovernment sources? If not, is there a preference?	In the federal sector we are looking at projects between $500K and above. These grants may include NSF, DoD, DoE, DHHS as well as state grants through the Department of Labor and MHEC. In addition, this contractor would also assist with private grants and we are looking specifically at Lumina, ECMC, Hewlett as well as the next phase of our Gates grants. Complexity is dependent on funders' proposal requirements.
46	Regarding 2.2 Grant Research, would the six (6) prospect research engagements be for 6 different groups within the organization or whole -agency?	The six annual prospect research engagements are separate from the grant projects identified in Section 2.1 and may support various institutional funding priorities.

47	Do you anticipate awarding the contract to one company or multiple companies?	UMGC's intent is to award a contract for the full scope of services described in the RFP. Offerors are encouraged to address all services identified in the Scope of Work. UMGC does not intend to make separate awards for discrete portions of the scope.
48	Is fully remote delivery acceptable for all services under this RFP, including the annual faculty/staff workshop and training sessions (delivered virtually)?	Most services may be performed remotely. UMGC may request limited in-person participation for workshops, training sessions, or kickoff meetings.
49	The RFP anticipates virtual oral presentation/discussion sessions. Please confirm the discussion sessions will be conducted virtually.	Discussion sessions will be conducted virtually via Microsoft Teams.
50	For a single-member firm, may the same individual serve as both the Account Lead (Section 2.4.A) and the Management Supervisor (Section 2.4.B), or are two distinct individuals required?	No.
51	Section 2.5 requires grants intelligence platform/database access. Is the contractor expected to provide access to a platform it already maintains, or will UMGC specify a platform?	Offerors may utilize a contractor-maintained grants intelligence platform or commercial subscription platform. UMGC requires access for 4-5 users.
52	Please confirm the anticipated volume: is the "up to five (5) grant projects annually" a maximum, and is there an expected minimum number of projects in year one?	The five grant projects annually represent a maximum. UMGC cannot estimate future workload or establish a minimum number of projects.
53	Are subcontractors permitted under this contract, and if so, must they be named in the technical proposal?	Yes. Offerors may utilize subcontractors. If an Offeror proposes to use subcontractors, they should be identified in the Technical Proposal and the services to be performed by each subcontractor should be clearly described. The Offeror shall remain responsible for delivery of all services required under the RFP.
54	Page 7 – Section 2.1, Grant Discovery, Development, Submission, and Post-Award Support. For the five grant projects annually, should respondents anticipate leading the full proposal development and submission process or primarily providing technical assistance to UMGC staff? Does each project represent a complete grant pursuit, and how many projects are expected to be active concurrently?	The contractor will be responsible for working on the complete grant cycle though if the opportunity was identified internally, that would be fine. The contractor would work with key individuals across campus to review, develop and submit grants. This also includes in collaboration with the internal team, strategy on engagement and relationship development with the funder. In addition, the contractor will assist with pre-implementation meetings
55	Page 7 – Section 2.1, Congressional and Earmark Funding Support. Does UMGC anticipate pursuing congressional appropriations and earmark funding annually, or should respondents treat these as services provided on an as-needed basis? Will UMGC lead congressional engagement, or is the Contractor expected to coordinate directly with congressional offices?	Congressional and earmark funding support may be required throughout the contract term. The Contractor is expected to coordinate directly with congressional offices and support the development and execution of congressional funding strategies.
56	Page 7 – Section 2.2, Prospect Research and Funding Opportunity Identification. For the six annual prospect research engagements, does UMGC anticipate each engagement focusing on a specific institutional funding priority or a broader assessment of multiple funding opportunities? Are these engagements separate from the five annual grant projects?	The six annual prospect research engagements are separate from the grant projects identified in Section 2.1 and may support various institutional funding priorities.
57	Page 8 – Section 2.3, Grants Process Assessment and Recommendations. Does UMGC have an existing grants management system, documented procedures, prior assessments, and historical grant submission and award records that will be available to the selected Contractor? Should the assessment encompass both pre-award and post-award processes?	Yes. UMGC has historical grant submissions, award records, and grants process documentation available for review. The assessment should encompass both pre-award and post-award processes.
58	Page 8 – Sections 2.1 and 2.4, Post-Award Support and Training. What level of post-award support is anticipated, particularly regarding compliance monitoring, financial and performance reporting, award modifications, and closeout? Approximately how many faculty and staff members will require training, and should sessions be delivered virtually or in person?	Post-award support and training requirements will vary based on institutional needs. Training may be delivered virtually or in person.
59	Page 8 – Section 2.5, Strategic Intelligence and Research Services. Does UMGC require direct institutional access to a proprietary grants intelligence platform or funding database, or may respondents provide equivalent research, opportunity monitoring, and reporting services using existing databases and research tools?	The grants intelligence platform must include individual user accounts for 4-5 UMGC users. Equivalent reporting services alone will not satisfy this requirement.
60	Page 8 – Section 2.6, Deliverables. Beyond the required biweekly coordination meetings, biweekly intelligence briefings, and quarterly leadership meetings, does UMGC anticipate a specific number of senior leadership briefings and presentations, or should respondents recommend an appropriate frequency?	UMGC cannot estimate future workload, quantity, timing, funding opportunities, or sponsor actions. Offerors should propose their approach based on the information contained in the RFP.
61	Pages 7–8 – Section 2, Scope of Work. Does UMGC have an anticipated annual budget range for the services described in this RFP? Should respondents assume that the maximum annual volume of services and deliverables will be required in each contract year?	No budget information will be provided. Offerors should propose their approach based on the requirements described in the RFP.

62	Page 24 – Appendix A, Proposal Affidavit, Section L, Business Registration Requirements. For businesses organized outside Maryland, is Maryland business registration required before proposal submission or contract award, or may the selected Contractor complete registration after award but before contract execution?	Yes. Foreign firms may submit a Technical Proposal. Offerors should complete the Proposal Affidavit truthfully based on their current corporate status. The successful Offeror will be required to satisfy all applicable Maryland registration and qualification requirements, including those referenced in Section L of the Proposal Affidavit, prior to contract execution.
63	Page 43 – Appendix C, Section 10.5.3, Minority Business Enterprise Requirements. The sample contract identifies a 3% MBE subcontracting goal, while Section I indicates that MBE requirements are intentionally omitted. Can UMGC confirm whether an MBE subcontracting goal applies to this procurement and, if so, identify the applicable documentation and submission requirements?	Please see Addendum 1. Appendix C, Paragraph 10.5.3 of the RFP solicitation document has been deleted. There is no Minority Business Enterprise (MBE) subcontracting goal associated with this solicitation.
64	RFP Reference Appendix C, and Appendix M: MBE Subcontracting Requirement Please clarify whether the 3% Minority Business Enterprise (MBE) subcontracting goal identified in Appendix C, §10.5.3 applies to this procurement. Section I, Item 6. indicates that Minority Business Enterprise requirements are “intentionally omitted,” and Appendix M, which is referenced in §10.5.3, is not included in the RFP.	Please see Addendum 1. Appendix C, Paragraph 10.5.3 of the RFP solicitation document has been deleted. There is no Minority Business Enterprise (MBE) subcontracting goal associated with this solicitation.
65	RFP Reference Section II, §2.1: Annual Grant Project Volume Please confirm whether the “up to five grant projects annually” in Section II, §2.1 may include Congressional adds/community project funding and earmark pursuits, or whether those activities are expected in addition to the five annual grant projects.	Congressional and community funding requests may be included within the five annual grant projects.
66	RFP Reference Section II, §2.1, §2.6: Project Management Support Please clarify the expected scope of “project management support” for each of the up to five annual grant pursuits and whether UMGC expects the Contractor to lead the pursuit from opportunity qualification through submission and post-award transition.	The contractor will be responsible for working on the complete grant cycle though if the opportunity was identified internally, that would be fine. The contractor would work with key individuals across campus to review, develop and submit grants. This also includes in collaboration with the internal team, strategy on engagement and relationship development with the funder. In addition, the contractor will assist with pre-implementation meetings
67	RFP Reference Section II, §2.1, §2.3: Division of Responsibilities Please clarify the anticipated division of responsibilities between UMGC and the Contractor for proposal narrative development, budget development, institutional reviews and approvals, and final grant submission.	Responsibilities will vary based on the grant opportunity, scope of work, internal resources, and institutional priorities. Offerors should propose their approach based on the requirements described in the RFP.
68	RFP Reference Section II, §2.2: Prospect Research Engagements Please confirm whether the six annual prospect research engagements in Section II, §2.2 are separate from opportunity identification activities performed in connection with the five annual grant projects in §2.1.	The six annual prospect research engagements are separate from the grant projects identified in Section 2.1 and may support various institutional funding priorities.
69	RFP Reference Section II, §2.3, §2.6: Grants Process Assessment and Roadmap Please specify the anticipated timeframe following contract commencement for completion of the initial grants process assessment and associated roadmap identified in Section II, §§2.3 and 2.6.	The grants process assessment is anticipated to occur during the initial contract period.
70	RFP Reference Section II, §2.4: Training and Workshops Please clarify the anticipated audience, preferred delivery format (e.g., virtual, in-person, or hybrid), and approximate duration for the annual faculty/staff grant development workshop and post-award compliance training sessions.	Training may be delivered virtually or in person depending on institutional needs.
71	RFP Reference Section II, §2.6 and Section III §2.4: Strategic Intelligence and Funding Trend Reports Please clarify the expected format and delivery method for the biweekly strategic intelligence briefings and periodic funding trend reports, including whether UMGC anticipates written deliverables, live briefings, or a combination of both.	UMGC anticipates a combination of written reports and live briefings.
72	RFP Reference Section II, §2.5: Grants Intelligence Platform Access Please confirm whether UMGC expects access to the Contractor-maintained grants intelligence platform and funding database to be provided to a specified number of UMGC users. If so, please provide the anticipated number of users and/or user groups requiring access.	The grants intelligence platform must include individual user accounts for 4-5 UMGC users.
73	Proposal workload and concurrency. The RFP anticipates support for up to five grant projects annually. Should offerors assume that these projects may run concurrently, and does UMGC anticipate that each project will require full proposal-development support or a mix of advisory, review, and full-development assignments?	UMGC cannot estimate future workload, quantity, timing, funding opportunities, or sponsor actions. Offerors should propose their approach based on the information contained in the RFP.

74	Training scope. Please provide the anticipated audience size, preferred delivery format, and expected duration for the annual faculty and staff grant-seeking workshop and the post-award compliance training.	Training may be delivered virtually or in person depending on institutional needs.
75	Pricing structure. When price proposals are requested from shortlisted firms, should the annual workshops and post-award training be included within a base management fee, priced as separate deliverables, or proposed under another structure?	Price Proposals will be requested from applicable shortlisted offerors in accordance with Section III, Article 3 of the RFP. Additional instructions regarding pricing structure and submission requirements will be provided at that time.
76	Grants intelligence platform. Must the contractor provide access to a commercial subscription platform, or will UMGC accept an equivalent contractor-maintained research, monitoring, and opportunity-tracking environment that meets the stated intelligence and reporting requirements?	Offerors may utilize a contractor-maintained grants intelligence platform or commercial subscription platform. UMGC requires access for 4-5 users.
77	Teaming and specialist support. May an offeror use qualified subcontractors or teaming partners for specialized services such as congressional and community-project funding support, and will their relevant qualifications and past performance be considered in the technical evaluation?	Yes. Offerors may utilize subcontractors. If an Offeror proposes to use subcontractors, they should be identified in the Technical Proposal and the services to be performed by each subcontractor should be clearly described. The Offeror shall remain responsible for delivery of all services required under the RFP.
78	Submission responsibility. For supported grant applications, does UMGC expect the contractor to upload and submit applications through external funding portals, or to prepare portal-ready materials for final submission by an authorized UMGC representative?	Responsibilities will vary based on the grant opportunity, scope of work, internal resources, and institutional priorities. Offerors should propose their approach based on the requirements described in the RFP.
79	Section I.6 states that Minority Business Enterprise provisions are intentionally omitted, while sample contract Section 10.5.3 specifies a 3% MBE goal and references Appendix M. Which requirement applies, and will the solicitation be corrected by addendum?	Please see Addendum 1. Appendix C, Paragraph 10.5.3 of the RFP solicitation document has been deleted. There is no Minority Business Enterprise (MBE) subcontracting goal associated with this solicitation.
80	Under Section 10.5.1, may a disclosed specialist subcontractor perform a defined process-documentation, reporting and project-coordination work package, with the prime retaining responsibility for grant strategy, grant writing and overall performance? Can approval of a named subcontractor be addressed during award evaluation?	Yes. Offerors may utilize subcontractors. If an Offeror proposes to use subcontractors, they should be identified in the Technical Proposal and the services to be performed by each subcontractor should be clearly described. The Offeror shall remain responsible for delivery of all services required under the RFP.
81	For such a specialist role, may work be delivered remotely on a fractional, deliverable-based schedule? Please identify any required onsite attendance, minimum dedicated hours, business-hours coverage, response times or standby obligations, and whether these must be met by each specialist or by the prime's team collectively.	Most services may be performed remotely. UMGC may request limited in-person participation for workshops, training sessions, or kickoff meetings.
82	Which experience, reference and personnel requirements apply separately to a specialist subcontractor? May relevant experience gained by its proposed personnel at prior employers be considered if the original performing entity and individual responsibilities are clearly attributed?	Offerors should respond in accordance with the RFP requirements. UMGC will evaluate the qualifications, experience, staffing, work samples, references, and overall technical proposal submitted by the Offeror in accordance with the published evaluation criteria.
83	Can UMGC provide the approximate number of grant applications submitted annually over the past two years?	UMGC submitted approximately eight grant applications during the previous two-year contract term. Historical grant activity may not be indicative of future needs under this solicitation. Offerors should propose their approach based on the requirements described in the RFP.
84	What internal grants management resources are currently available at UMGC, and which responsibilities will remain with university staff versus being assigned to the selected contractor?	Responsibilities will vary based on the grant opportunity, scope of work, internal resources, and institutional priorities. Offerors should propose their approach based on the requirements described in the RFP.
85	Is there currently and incumbent vendor or will this be a new contract?	Yes. Similar services are currently being provided under an existing contract which is naturally expiring. This solicitation will be used to establish UMGC's next contract for grants consulting services.
86	Section 2.5, Firm References. Must the three references be for projects performed by the offeror firm as an entity, or may an offeror whose firm was recently formed provide references for projects of similar scope and complexity performed by its principal and key personnel in prior professional roles, completed within the last five years?	Offerors should respond in accordance with the RFP requirements. UMGC will evaluate the qualifications, experience, staffing, work samples, references, and overall technical proposal submitted by the Offeror in accordance with the published evaluation criteria.
87	Section 2.3, Samples. May the three work samples, and the listing of grants assisted with results achieved, be drawn from the prior professional work of the offeror's principal and key personnel, where the firm itself was recently formed?	Yes. UMGC will accept work samples performed by proposed key personnel while employed by another organization, provided the proposal clearly identifies the individual's role and responsibilities for the work submitted.
88	Section 2.8, Insurance. Section 10.23.2 of the sample contract requires current insurance certificates with the Technical Proposal. If an offeror does not currently carry the required coverage, will the University accept a certificate of insurance evidencing coverage bound for this procurement before the December 1, 2026 proposal due date?	Offerors should comply with the insurance requirements set forth in the RFP. Any successful Offeror must satisfy all insurance requirements prior to contract execution.

89	Scope of Work, Strategic Intelligence and Research Services. The scope includes access to a contractor-maintained grants intelligence platform and funding database. Is this a mandatory requirement, and may it be satisfied through the contractor's licensed access to an established third-party grants database, rather than a platform owned and maintained by the contractor itself?	The grants intelligence platform requirement is mandatory. Offerors may utilize a contractor-maintained grants intelligence platform or commercial subscription platform. UMGC requires access for 4-5 users.
90	Section 2.4, Staffing. May a small firm propose the same individual as both the Account Lead and the Management Supervisor?	No.
91	Meetings. The scope includes biweekly coordination meetings and quarterly leadership meetings. May these be conducted virtually, and does the University require any regular on-site presence in Adelphi during performance?	Most services may be performed remotely. UMGC may request limited in-person participation for workshops, training sessions, or kickoff meetings.
92	Does UMGC anticipate a single award or multiple awards, and how would work be allocated, given “Contractor(s)” and the no-minimum language?	UMGC's intent is to award a single contract for the full scope of services described in the RFP. Offerors are encouraged to address all services identified in the Scope of Work. UMGC does not intend to make separate awards for discrete portions of the scope. As stated in the RFP, no minimum amount of work is guaranteed; however, any services requested under the contract will be provided by the awarded Contractor.
93	What is the current mix of funding sources UMGC is pursuing, and is congressional or community project funding an active priority this year?	UMGC is pursuing federal, state, and private funding opportunities. Congressional and community project funding are active priorities under this solicitation.
94	Is there an anticipated budget range or ceiling for the engagement?	No budget information will be provided. Offerors should propose their approach based on the requirements described in the RFP.
95	Does “up to five grant projects” include congressional and community funding requests, and how are prospect research memos counted?	Congressional and community funding requests may be included within the five annual grant projects. Prospect research engagements are separate deliverables as described in Section 2.2.
96	Will the selected offeror have the opportunity to negotiate contract terms before execution, and may offerors submit exceptions or clarifications with the Technical Proposal	Offerors may identify requested exceptions or clarifications within their proposal. UMGC reserves the right to accept, reject, or negotiate such exceptions in accordance with the RFP and applicable procurement requirements.
97	Does the MBE subcontracting goal in sample contract §10.5.3 apply to this procurement? Please provide Appendix M and Exhibit B.	Please see Addendum 1. Appendix C, Paragraph 10.5.3 of the RFP solicitation document has been deleted. There is no Minority Business Enterprise (MBE) subcontracting goal associated with this solicitation.