



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

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TRAVIS MYREN
Director of Administration

CHARLES HICKLIN
Controller

DATE: April 18, 2011
TO: All Proposers, Request For Proposals #111033: Grants Writer
FROM: Carolyn Clow, Purchasing Agent
SUBJECT: **ADDENDUM #1**

Questions and answers provided below in response to questions received.

Question #1 What is the anticipated number of hours that are desired for this contract during the year?

Answer #1 Approximately 500 hours.

Question #2 To what extent can the work be accomplished remotely; and how much does the OEO anticipate the need for the contractor to work in Madison?

Answer #2 It is expected that the grant writing will be accomplished remotely [off site], with periodic meetings with OEO staff for review and discussion of work productivity and occasional meetings with implementation team, county board committees and the county executive staff.

Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your proposal.