



March 2, 2026

ADDENDUM NO.: TWO

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP# SLD-1247**
Dated: **February 12, 2026**
Commodity: **Grant Proposal Development and Consulting Services**
RFP Closing On: **March 11, 2026 at 2:00 p.m. (Eastern)**

Please note the clarifications and/or changes made on this proposal program:

1. *Question:* Are you seeking training on the grant development process, or are you seeking a firm to write proposals and grants for the university, or both?

Answer: JMU CARE is not seeking training. We need a firm that brings specialized expertise to collaborate with our team in writing grants, developing competitive proposals, and strengthening our overall capacity to pursue external funding.

2. *Question:* Please provide more specificity around the nature of “capacity building” that is referred to under the statement of needs. For example, are you seeking a firm to provide training that builds faculty/staff capacity across all tasks/items listed or does capacity refer to engaging a partner that can supplement the strengths of the university to expand its “bench” of researchers?

Answer: In this context, “capacity building” refers to augmenting JMU CARE’s internal expertise and bandwidth by engaging a partner with deep experience in grant writing, evaluation design, grant strategy, and related technical skills. This is not about faculty/staff training. It is about supplementing our team with expert partners who can help expand our ability to pursue and manage complex grant opportunities.

3. *Question:* The scope requests “data collection,” so we want to confirm expectations around this (frequency, location(s), modality). Or, is the expectation that the vendor support JMU CARE to think about methodology and data collection methods and approaches?

Answer: Expectations will vary by project, and in many cases the firm’s role will be to support JMU CARE in designing appropriate methodologies and data collection approaches. Some projects may include data collection, but this will depend entirely on the individual project scope.

4. *Question:* Reference Statement of Needs, B. #16: Who is meant by “project staff” - is this our proposed team supporting JMU or is it JMU staff?

Answer: “Project staff” refers to the vendor’s proposed team supporting JMU/CARE, not JMU personnel.

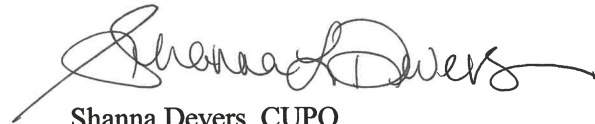
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5. *Question:* What are the specific expectations related to “ongoing training”?

Answer: JMU CARE does not require the vendor to provide training to JMU CARE staff. However, we do expect the vendor to maintain ongoing internal training for their own personnel to ensure consistently high-quality services. The expectation is that the vendor’s team will continuously develop and update their expertise, so that CARE receives support informed by current standards, high technical quality, and up-to-date knowledge of the funding landscape.

Signify receipt of this addendum by initialing “*Addendum # 2*” on the signature page of your proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Shanna Devers". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Shanna Devers, CUPO
Lead Commodity Contract Officer
Email: deverssl@jmu.edu
Phone: (540-568-3131)