MANAGEMENT SERVICES DEPARTMENT
PURCHASING DIVISION
241 W. South Street
Kalamazoo, Michigan 49007-4796
Telephone (269) 337-8020
cokpurchasing@kalamazoocity.org

ADDENDUM #1
October 21, 2026

TO: **ALL Prospective Proposers**
PROJECT: **Social Equity Programming-Pillar 2**
PROPOSAL REFERENCE #: **96128-004.0**
PROPOSAL OPENING DATE/TIME: **November 17, 2026 at 4:00 p.m. Local Time (ET)**

The purpose of this addendum is to clarify and/or modify the Drawings and/or Specifications for this project. All work affected is subject to all applicable terms and conditions of the Bidding and Contract Documents.

1. NOTE: NEW PROPOSAL DUE/OPENING DATE/TIME: November 17, 2026 at 4:00 p.m. Local Time (ET)

2. REVISED: SECTION IV – SCOPE OF WORK & REQUIREMENTS – 16. RFP TIMELINE – Changes in RED

ACTIVITY	DATE
Issue Request for Proposals (RFP)	October 2, 2026
Non-Mandatory Pre-Proposal Meeting	October 8, 2026
Deadline for Written Questions	November 3, 2026
Response to Questions Posted Online (Addendum)	November 10, 2026 (If Necessary)
Proposals Due	November 17, 2026 by 4:00 PM (ET)
Review and Scoring of Proposals	November 23 – 30, 2026
Interviews/Presentations (If Necessary)	December 7 – 14, 2026
Contract Award	TBD
Notice to Proceed	TBD

3. QUESTION: Would event expenses and space rental need to come out of our proposed program budget, or could the City support those costs separately?

ANSWER: All expenses would come from the proposed program budget.

4. QUESTION: Should our proposal assume the City will verify residency in the eligible census tracts and refer participants to us, or should we budget for handling that verification and documentation ourselves? (or a mix of both?)

ANSWER: City staff will verify participant eligibility. If inquiries come in through the contractor, the contractor will refer them to the city for verification of eligibility before awarding funds.

5. QUESTION: Does the 15% administrative cost cap apply to each awarded contract? How should we classify direct consulting time, neighborhood outreach, participant eligibility verification, and required reporting—which count as program delivery versus administration?

ANSWER: Yes, the 15% administrative cost cap applies to each awarded contract. All costs associated with program administration and delivery must be included within this cap. The remaining 85% must be used to provide direct assistance, services, or other eligible benefits to program recipients, consistent with the scope of work.

Questions related to this addendum may be addressed to Erin Hahn, Business Specialist, CPED, at hahnerin@kalamazoocity.org. The Addendum can be viewed and downloaded from the City's website at https://www.kalamazoocity.org/bidopportunities.

In order for a bid to be responsive, this signed and dated addendum must be returned with your bid. If you have already submitted your bid, acknowledge receipt and acceptance of this addendum by signing in the place provided and returning it to the undersigned and it shall be incorporated in your bid. Please identify your return envelope with the bid reference number and project description.

Sincerely,

Michelle Emig
Purchasing Division Manager
c: Erin Hahn, Business Specialist, CPED

FIRM: _____ SIGNED: _____
NAME: _____ DATE: _____