



## Request for Clarification

**Solicitation #: 22-016**

**Solicitation Title: Grant Administration and Grant  
Management Services for the Small Business Development Program**

**Supplier Name: Canopy Management Consulting**

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| <b>Request No.:</b>  | <b>Supplier's Authorized Contact: Brian Swords</b><br><b>352-727-8441 / <a href="mailto:Brian.Swords@cmcgfla.com">Brian.Swords@cmcgfla.com</a></b><br><b>Email: <a href="mailto:procurement@fairburn.com">procurement@fairburn.com</a></b>                                |
| <b>Date of Request: 10/11/2022</b>   | <b>Offeror's Response Due By (Date): Wednesday, October 11, 2022</b><br>Email Response to City of Fairburn Point of Contact: Sylvia Abernathy, Director of Economic Development<br>at email address: <a href="mailto:Sabernathy@fairburn.com">Sabernathy@fairburn.com</a> |
| <b>Submission Instructions:</b><br>1. A written response, as specified below, must be submitted in response to this request for clarification.<br>2. Clarifications must be submitted by e-mail and followed by a signed hard-copy confirmation via fax, email, mail or delivery, to:<br>City of Fairburn Point of Contact: Procurement Manager<br>RE: RFP#22-016<br>Entity Address: 56 Malone Street Fairburn, GA. 30213<br>Entity Fax No.: 770) 969-3474 |   |

The City of Fairburn requests the supplier provide clarification regarding the following (reference applicable solicitation section/question(s) #, etc.):

RE: RFP 22-016

*Under the project tasks items #7 and #8 respectively, the respondent is required to attend meetings and/or present at public hearings in conjunction with and on behalf of the City of Fairburn. Given the firm's out-of-state location how will the firm treat travel expenses and ensure staff is available for meetings?*

**Supplier's Clarification Response:** Canopy Management Consulting Group's proposal includes all travel costs in the hourly rate provided in our response. Our assigned staff will be dedicated to this engagement and will travel to the City of Fairburn to attend meetings and/or present at public hearings as required by the solicitation. Our firm will coordinate with the City of Fairburn regarding which meetings require in-person attendance and which meetings can be attended remotely to ensure that the City of Fairburn's needs are met.

**Signature of Authorized Representative**

10/11/2022

**Date**

Brian Swords, Managing Partner

**Name and Title**