ADDENDUM NO. 2 **August 4, 2026**

PLAQUEMINES PORT GRANT WRITING, GRANT ADMINISTRATION, GRANT ADMINISTRATION AND FUND STRATEGIES

Amendment to Scope of Servicers

Bid/RFQ Number: _2026-0303_____

Issue Date: ___August 4, 2026_____

NOTICE TO ALL PROSPECTIVE BIDDERS

This Addendum is issued to add additional scopes of services to the original document.

Scope of Services Summary:

The scope of work could include, but is not limited to, the following services:

- Conduct a Grant Management Assessment in collaboration with Port Executive leadership. Include reviewing Internal Controls and developing a Grant Management SOP;
- In collaboration with Port Executive leadership, developing funding strategies for Port priorities, for Port Security.
- Manage the grant schedule, track due dates of specific administrative deliverables and develop schedules for timely submission, in consultation and coordination with Port staff; guide project execution;
- Must be well versed in 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- Coordinate and cooperate with the funding agency representatives and other team members as necessary;
- Researching grant opportunities from government and non-government agencies;
- Develop Port contractual bid documents and procurement;
- Provide additional support to project partners with their grant requirements, reimbursement processes, and reporting as well as coordinate their project implementation, and review their required deliverables;
- Completing grant proposals/applications and submitting them to

the granting organization;

- Providing grant management, including completing reports and reimbursement submissions, ensuring grant compliance, and providing all associated correspondence;
- Other related grant administration support as requested and directed by the Port;
- Optional additional future grant administration and implementation support; and
- Manage Project close-out.

Language Added:

- **Staff onboarding: Administrator to train internal team members on basic compliance, record keeping, procurement and reporting in accordance to Federal Guidelines**.