

RFP 2019-07

Washington County Health Department **Personal Responsibility Education Program**

Addendum #1

June 7, 2019

To Bidders:

This Addendum is hereby made a part of the contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form, page 29. This Addendum consists of one **(3)** pages.

The following are question and answers from the Pre-Bid Conference dated, May 30, 2019, and from questions that have been submitted.

Attendees: Maureen Grove, Girl's Inc., Mary McPherson, WCHD, Hannah Person, WCHD, Brenda Cole, WCHD

The bid document for RFP-2019-07, "*Personal Responsibility Education Program*", was reviewed in detail. The submittal process was explicitly explained during the conference. The submittal detail is described on page 2 of the document. Pricing is to be only on the "Form of Proposal, page 28-30. No pricing is to be included in the Q & E. The cost for the vendor to provide the service is to be placed in a separate envelope as noted on page 2 of the document, this is the only location price is to be noted.

Question #1: How does the insurance requirement work?

Answer: The vendor selected is to have their insurance company issue an insurance certificate that meets the insurance requirements in P-4, Page 22. The WCHD is to be named as additional insured.

Question #2: What forms from the bid packet are to be included in the Q & E submittal?

Answer: The vendor is to submit as part of the Q & E/Technical information, i.e., how their organization plans to provide the service for the contract, why their organization can best provide the service, what staff will provide the services, experience of their staff, other types of services they have provided that may be similar to what the proposal is requesting, other expertise that the vendor may have.

The following must be included with the Q & E: All necessary bonds, page #25 – “Provisions for other agencies, if applicable; page 26 – Signature to Bid; page 27 – Affirmation Regarding Collusion; and W-9.

Question #3: How do the Bond’s Work?

Answer: See page 8, “Bid Bond”, #1 and #2. Surety Company will handle preparing the bond(s) for the vendor. The Bonds protect the WCHD on the project that the project will be completed on time, and accurately.

Question #4: Who pays the bond fees?

Answer: Fee for the bond is paid by the vendor.

Question #5: Is the cost of preparing the bond to be included in the proposal?

Answer: No

Question #6: How much is the grant award?

Answer: Grant awards are not announced during the pre-proposal conference.

Question #7: Contractor criteria, page 17, #6. Are resumes of all individuals associated with the contract to be provided?

Answer: Yes. The WCHD, as part of the grant award, must be guaranteed that each individual who will be providing education under this contract has experience and is qualified to present such information that is medically” correct to the students. The vendor is to include licenses, certificates etc. proving such qualifications.

Question #8: What is Page 25, “Provision for Other Agencies”?

Answer: This page is part of a template for all RFP's and is not part of this contract.

Question #9: Reference to Behavioral Health Crisis Stabilization Walk-In Center is noted in areas in the RFP-2019-07.

Answer: This is a typographical error. The information should read "Personal Responsibility Education Program.?"

Question #10: Should resumes, licenses, certificates of all individuals providing services in this contract be submitted with the Q & E proposal?

Answer: Yes

All additional questions are due, in writing by Monday, June 10, 2019 at 4:00 p.m. Please pay strict attention on how the Q & E proposal and bid proposal are to be submitted, see page 2, paragraph 2. Proposal are due no later than Monday, June 24, 2019 at 10:00 a.m.

Respectfully submitted,

Brenda Cole
Procurement Specialist