



GENESEE COUNTY PURCHASING DEPARTMENT

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April 7, 2009

ADDENDUM #1

**REQUEST FOR PROPOSALS (RFP) #09-013
COMMUNITY INTERVENTIONS TO REDUCE RACIAL DISPARITIES IN
INFANT MORTALITY**

1. Please see the attached questions and answers submitted in response to the above mentioned RFP.

Indicate on the exterior of the envelope containing your proposal:

“ADDENDUM #1 RECEIVED”

**ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 200
FLINT, MI 48502**

Eric F. Hopson

Eric F. Hopson, Purchasing Director

G:/bid2/2009/09-013add1

RFP #09-013
COMMUNITY INTERVENTIONS TO REDUCE RACIAL DISPARITIES IN
INFANT MORTALITY

QUESTIONS & ANSWERS

- Q1. Does the information requested on the Professional Services Cover Sheet pertain to the Prevention Research Center of Michigan specifically, or the University of Michigan as a whole?**
- A1.** The information provided as part of the Professional Services Cover Sheet should reflect the information of the entity submitting the proposal. In the event a department or division has the authority to submit a proposal as granted by the University of Michigan, then it would be appropriate to do so.
- Q2. For the Demonstration of Financial Stability, the auditor's report is over 300 pages long. It is downloadable from the Internet. Would it be possible to include an approval letter from the auditor and the URL for the full report instead of hard copies of the full report?**
- A2.** The County prefers that hard copies be provided consistent with the verbiage in the RFP. In case of a dispute, this would ensure the proposer is responsive to the requirements stated in the RFP.
- Q3. "RESPONSIVE PROPOSALS MUST INCLUDE AND/OR COMPLY WITH THE FOLLOWING: A. Copy of RFP #09-013, pages 1-34." Does this mean that the proposal should comply with the guidelines of the RFP, or that copies of the full RFP should be included with the proposal?**
- A3.** The verbiage means that copies of the full RFP should be included with the proposal. Please note the page numbers include forms and submittals that should be part of the proposal. Therefore, completed forms (Signature Page, Bidder's Insurance Checklist, Reference Page, Professional Services Cover Sheet, etc.) should appear as part of the information.
- Q4. "Category/Intervention 4. Evaluation - Fee/Rate for Evaluation Services/Activities = \$ /Hour per annual engagement." Which costs and hours should be included in this calculation, total costs and total time allocated to evaluation activities?**
- A4.** It is the responsibility of the proposer to identify the appropriate costs that should be included in the Cost Proposal. However, the County is interested in the proposer proposing a fee per unit of service that appropriately covers the total costs associated with the provision of services. The appropriate cost factors are referenced in section 8.3.K.1-4. All relevant costs expected to be incurred by the proposer should be included in the rate per unit of service. In addition, the approximate number of hours of service that will be needed to fulfill the RFP requirements should be identified. This methodology will allow for an appropriate fee per unit of service to be proposed.