



COORDINATING COMMITTEE

**PUR-1460
ADDENDUM NO. 1
REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS AND EXPERIENCE/
TECHNICAL PROPOSALS AND PRICE PROPOSALS FOR
LOCAL CARE TEAM COORDINATOR POSITION**

DATE: Thursday, March 12, 2020

**PROPOSALS DUE: Wednesday, March 25, 2020
4:00 P.M., (EDT/EST)**

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. This Addendum consists of two (2) pages.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: Inquiry: What is the period for justification of hours? The bid invitation states 20-25 hours per week and it was stated in the pre-submission session that the hours vary significantly. Are the average hours determined weekly, monthly, quarterly, yearly, or on some other time frame?

Response: Hours will vary from week to week and can be based on a yearly average.

ITEM NO. 2: Inquiry: Section IV.G requires 3 letters of reference for the organization. If the organization just recently registered in Maryland as an LLC, they would have no reference or contract history. Are professional references for the sole proprietor acceptable?

Response: Yes.

ITEM NO. 3: Inquiry: Are there more details on the liability insurance mentioned in VI.E? This is a significant expense for a \$46,000 contract.

Response: The liability insurance requirements are standard for all Washington County contracts and cannot be waived.

ITEM NO. 4: Inquiry: What are the conditions for waiver of an audit mentioned in VI.I? Again, for a new organization, an audit is a significant expense and there would be no records to audit until the end of the year. Additionally, there is only one line-item for the contract.

Response: Understandably a new organization would not have an audit to submit, a most recent financial statement can be used in its place.

ITEM NO. 5: Inquiry: What are the goals for intake and enrollment? Are there targets for number of enrollees? Number of agencies engaged? Are there new means and mechanisms of enrollment allowed?

Response: Part 1 of Item No. 5 herein: The goals for intake and enrollment are to coordinate/track referrals made to the LCT Coordinator and committee.

Part 2 Item No. 5 herein: Currently Governor's Office for Children does not have a target number for enrollees for the Local Care Team.

Part 3 of Item No. 5 herein: There are nine agencies who are empowered to commit agency resources at the time of the meeting. Their performance measures can be found on Page 6, number 4.

Part 4 of Item No. 5 herein: New means and mechanisms of enrollment are allowed and encouraged to engage families and providers to utilize the resource.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing