



PUR-1627
ADDENDUM NO. 2

**REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS & EXPERIENCE/
TECHNICAL PROPOSALS AND PRICE PROPOSALS**

**INTERVENTION & CASE MANAGEMENT FOR YOUTH
OF INCARCERATED PARENTS**

DATE: Monday, June 5, 2023

**PROPOSALS DUE: Wednesday, June 21, 2023
4:00 P.M.(EDT/EST)**

To Proposers:

This Addendum is hereby made a part of the Contract Documents on which all proposals 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 three (3) pages.

NOTE: All Proposers 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. 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:* Have you run any [grant/loan programs for small businesses OR rental assistance programs] in the past?

If yes, what vendor(s) have you used to administer these programs?

Response: Part 1 of Item No. 1 herein: This program has been in place since fiscal year 2018.

Response: Part 2 of Item No. 1 herein: Potomac Community Services (previously known as Potomac Case Management Services)

ITEM NO. 2: *Inquiry:* Will funds be disbursed to awardees by the City or by the vendor? If by the vendor,

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will the funds be released in tranches for the vendor's use, or will the vendor be invoicing the City for reimbursement following disbursement?"

Response: Part 1 of Item No. 1 herein: Vendor shall bill monthly for direct expenses actually incurred during the preceding month in accordance with the approved expenditures set forth in the Budget. The County will reimburse for allowable expenses.

Response: Part 2 of Item No. 1 herein: Please see Item No. 2 of this Addendum.

ITEM NO. 3: Inquiry: What is the number of anticipated clients to be served by this program?

Response: Currently, we anticipate 30 youth and 25 families to be served by the program yearly. This is subject to change at the discretion of the Office of Grant Management.

ITEM NO. 4: Inquiry: What is the total amount of funding or anticipated budget expected to be used for this project?

Response: \$90,000 is the budget for the services. We expect the vendor to fully expend all funds.

ITEM NO. 5: Inquiry: Do you have any caps or limits on the percentage of funds that can be used for administration?

Response: No, there are no caps or limits.

ITEM NO. 6: Inquiry: Is there any software that the winning bidder is expected to use?

Response: There is no software requirement from Washington County. The selected vendor may use any software solution to meet the requirements.

ITEM NO. 7: Inquiry: How long do you expect applications to be open?

Response: Proposals are due at 4:00 P.M., (EDT/EST) Wednesday, June 22, 2023.

ITEM NO. 8: Inquiry: Is the prime contractor required to be a nonprofit organization?

Response: No, the prime contractor is not required to be a non-profit organization.

ITEM NO. 9: Inquiry: Can you specify any language requirements?

Response: No language requirements.

ITEM NO. 10: Inquiry: Please specify any data reporting, data tracking or data metrics you would like to see.

Response: Refer to the Request for Proposal document, Page 3, Section II. Scope of Work, Number 10, Program Data collection.

ITEM NO. 11: Inquiry: What are the KPIs (key performance indicators) requested/required for successfully

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

administering this program?

Response: Refer to the Request for Proposal document, II Scope of Work. Pages 3 thru 6.

ITEM NO. 12: Inquiry: Please clarify if you have a list of preferred vendors or community partners you have previously worked with?

Response: The vendor will work with a number of community partners such as, but not limited to, Washington County Detention Center, Washington County Day Reporting Center, Washington County Sheriff's Office, Washington County Public Schools, Hagerstown City Police, and Department of Social Services (DSS).

ITEM NO. 13: Inquiry: Please describe any marketing, outreach or training requirements needed for this program.

Response: The success of this program will be dependent upon the target population being referred to it; therefore, outreach is an important component. The vendor should ensure the target population and service providers are aware of the program through various means of outreach.

ITEM NO. 14: Inquiry: Can you disclose your anticipated "go live" date?

Response: July 1, 2023 and end June 30, 2024 with an option by the OGM to renew the awarded Contract for up to two (2) additional consecutive years through fiscal year 2026.

ITEM NO. 15: Inquiry: What is the anticipated number of users who will need access to the platform?

Response: Please refer to Item No. 3 above.

ITEM NO. 16: Inquiry: Are we restricted by the cost format?

Response: No, there are no strictions.

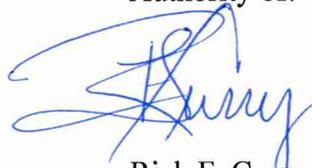
ITEM NO. 17: Inquiry: Please share the number of anticipated cases.

Response: Please refer to Item No. 3 above.

ITEM NO. 18: Inquiry: Please share the number of anticipated client profiles for this system.

Response: Please refer to Item No. 3 above.

Authority of:



Rick F. Curry, CPPO
Director of Purchasing