



**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764
www.purchasing.ewashtenaw.org

April 28, 2008

Amendment #2

RFP No. #6380

Title: Substance Abuse Prevention

Mandatory Prebidders conference:

Monday April 21, 2008 at 3:00 pm.

Original Due Date: May 23, 2008 at 3:00 pm.

The attached pages are the questions that were asked at the prebidders conference and the answers that were submitted by WCHO staff.

Any questions, contact Anne Strieter at (734) 222-6760

Anne Strieter, C.P.M.
Senior Buyer

cc: Bid #6380

Questions asked at the RFP 6380 Bidders Conference April 21, 2008

1. Q: What if the agency had an exemption for the audit (audit waiver) last year?

A: The answer is two-fold.

For agencies who contracted with WCHO (or the Livingston-Washtenaw Coordinating Agency) last year, if they were granted an Audit Waiver, they were required to submit something to us in lieu of the Audit (most likely a financial compilation), and that would be specified in the terms of the Audit Waiver on file. They need to submit whatever was required by their waiver with the Bid. If a Financial Compilation was required, they need to submit a financial compilation.

For agencies who did not contract with WCHO/ the CA last year, and did not have an audit, they need to submit a copy of their most recent audit with the bid.

2. Q: Professional Liability – How does this work for Sub-Contractors?
The contract boilerplate does not request that the WCHO to be added as the additional insured but the RFP application states that the WCHO be named the additional insured, which is correct?

A: Bidders that are awarded a contract will be required to adhere to the contract requirements in the contract boilerplate.

Q: Do Subcontractors have to be named as additional insured?
Please clarify who has to provide additional insured language?

A: The contractor assumes all responsibility for work performed under the subcontract including appropriate compliance with all terms and conditions of the contract. The Contractor shall maintain records to demonstrate compliance by the subcontractor with all the terms of the contract.

3. Q: Do Bidders need to add verification instruments and logic model to submit the proposal?

A: Yes, verification methods are required. Quoting from the Application Directions: "Explain how the verification method will evaluate success of each strategy, and if the verification method is a standardized instrument or will be developed by the agency.

Verification typically focuses on milestone and performance target accomplishments and uses methods such as participant surveys, attendance records, behavioral checklists, etc."

Yes, as described at the bidders' conference, the Logic Model template is an excel sheet with the budget sheets. It is a required part of the application.

4. Q: How many copies of the Proposal and Attachments are needed?

A: 1 original and 2 copies of the signature cover page of the Online Grants proposal page; 1 copy of the Boards last fiscal audit; 3 copies of the letters of support, submit 3 signed hard copies; 3 copies of the Organization chart; 3 copies of the Budget Detail and Budget Summary sheets; 3 copies of Budget narrative and the Logic model.

5. Q: Is it possible to extend the May 23, 2008 deadline? Marci will ask the Board next month at the May 7th meeting.