



**Nerahoo Hemraj**  
**Controller**

**GENESEE COUNTY PURCHASING**  
**A Division of the Genesee County Controller's Office**  
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December 6, 2017

## **ADDENDUM #1**

### **REQUEST FOR PROPOSALS (RFP) #17-124 INTENSIVE FAMILY SUPPORT PROGRAM**

Please include the following questions and answers, as part of the above mentioned RFP:

1. What is the initial term of the contract?  
A) October 1, 2017 – September 30, 2018 with an option to extend for three one-year terms.
2. Does the grant only cover Labor and Transportation cost as listed on page 9 of the bid document? Or is this language only asking for more detailed information related to these two items?  
A) The budget cover labor costs and transportation costs.
3. Can staff supervision cost be charged to the grant?  
A) Only at a pro-rated rate
4. Can Clerical support cost be charged to the grant?  
A) No
5. Can operating cost such as occupancy, supplies, communications, in-direct cost, etc. be charged to the grant?  
A) Minimal supply costs, no other in-direct or administrative costs
6. Can bus tickets be provided to the parent, to fulfill the transportation requirement?  
A) Yes
7. Can a cab service be utilized to fulfill the transportation requirement?  
A) No
8. Is mileage reimbursement provided, if a company vehicle is utilized and not the staff's vehicle?  
A) Mileage would be reimburse for use of company vehicle. Any vehicle used would have to meet the liability insurance requirements.
9. How often each week are Face to Face contacts required?  
A) One weekly face-to-face contact with each client is mandatory.
10. Are there specific staff training requirements for this program, in which the contractor is responsible for covering the cost?  
A) No

11. If a client needs clothing, as a basic necessity to attend parent visits, court, etc., is the purchase of these items by the Contractor considered a reimbursable expense? If so, is there a maximum amount of specific assistance allowed for each client?  
A) Use of community resources would be expected, clients are involved in child-protective proceedings under the supervision of DHHS, so would have access to funds through DHHS as well.
12. If the Contractor provides parent related trainings, speakers, etc., is this considered a reimbursable cost?  
A) No
13. In cases where intervention services are being provided and there may be a need for "child care", is the Contractor required to help facilitate and/or pay for the services?  
A) In collaboration with DHHS, the contractor could help facilitate child care, but would not be responsible for the cost.
14. If services are being provided in the Community and food items are purchased during the visit, is this cost reimbursable?  
A) No
15. Please explain, help parents, obtain basic necessities to facilitate a return home of their children? Does this mean if needed, purchase items such as furniture, bedding, appliance, etc.? Please see page 22 Exhibit A, last sentence of paragraph 2.  
A) Purchasing items is not required, but a simple referral for necessities is not enough. Helping parents find needed items would be required. DHHS is involved as well, so parents will have referrals, but may need assistance in effectuating the referral, accessing the community resources.
16. Are small incentives, such as gift cards (\$20 or less) purchases allowed and reimbursable?  
A) No

**Indicate on the Signature Page item #6 and 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 343  
FLINT, MI 48502**



Cindy Carnes, Purchasing Manager  
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