



GENESEE COUNTY PURCHASING
A Division of the Genesee County Controller's Office
COUNTY ADMINISTRATION BLDG
1101 BEACH STREET, ROOM 361
FLINT, MICHIGAN 48502
Phone: (810) 257-3030 Fax (810)257-3560
www.gc4me.com

March 26, 2018

ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) #18-136
GCCARD EXPAND AFTER- SCHOOL MEAL SERVICE PROGRAM

PRE-PROPOSAL MEETING; Tuesday, March 20, 2018 at 9:00 a.m.

The Pre-Proposal meeting was held at the Genesee County Administration building in room #301. Cindy Carnes, Genesee County Purchasing Manager, called the meeting to order at 9:03 a.m. and reminded everyone that this is not a Mandatory meeting and to sign-in.

Attendance:

Cindy Carnes, Purchasing Manager
Pam Bailey, YMCA
Taelor Clark, YMCA
Moses Bingham, YMCA
Russell Carson, Consultant for GCCARD
Tamitha Taylor, Nutrition Director for GCCARD
Steve Walker, Consultant for GCCARD

Cindy Carnes reviewed the RFP. Section 1 is Instructions for completing the RFP. The RFP is due Tuesday, March 27, 2018 at 2:00 p.m. Questions are due by 2:00 p.m. today and we will provide an addendum with the answers. All of our standard terms and conditions are at our website where you downloaded the RFP. Everything that you submit is accessible by the Freedom of Information Act. If you don't want something disclosed under the Freedom of Information Act you need to request a waiver and that is due today at 2:00 p.m. Section 4 refers to Qualification. Section 5 is the Scope of Work, which again I am going to let GCCARD staff talk about because they have a better understanding. The main thing is Information Required From Proposers, this is a check list sheet located on page 9 of the RFP. The Administrative part includes experience, how you would implement the new plan and what you are going to include in your new plan. Also include your signed Signature page along with the Insurance Checklist. The Insurance Checklist is located on page 13 and this is to let you know what insurance is required if you have a contract with the county. You do not need to have this insurance at the time you submit your proposal, but will need it when you are awarded the contract. At this time you just need to sign the form stating that you have looked it over.

- 1Q. Do we need all of the items listed on the insurance checklist or only the ones that are checked?
1A. Only where the X's are.

The cost proposals are the spreadsheets and you can download those from the website. Page 11 talks about Evaluation Criteria process and it is mostly what is in the spreadsheets. The points are being assigned by the spreadsheets. You will be able to see what points you are getting as you submit it. There is an extra 10 points on how you are going to implement the project and your experience with the project. Signature Page, which is page 12 must be signed. If you do not sign this page your proposal is considered non-responsive. The Signature Page is stating that you have read the entire proposal and what you are submitting is truthful. The back of the RFP is the contract, this is the format of the contract should the service be awarded to you. Are there any questions on what we have covered to this point?

Russell stated that GCCARD is trying to expand the number of network sites in our after school program as well as the number of participants on a daily basis. We are looking to expand the programs because (1) a couple years ago we tried the approach to have 20 after school program sites. Right now we are down to 10 or 12 sites depending on the status of a couple sites. We are looking to have 18 in the short run and possibly 20 in the end of the summer. We see our after school program as setting the stage for this year's summer program. Last summer we got off to a rocky start and there were things that disrupted the expansion. By expanding the number of after school sites we are hoping they will transfer into the summer program and into next year's after school program. GCCARD is trying to test drive a new concept, which is attendee days. GCCARD is reimbursed for every meal that is served at an after school program. In order for GCCARD to receive reimbursement for meals the service providers have to have a child there at the site. One of the emphasis of this proposal is to significantly increase the number of attendee days. Russell discussed the spreadsheets.

2Q. Are you open to additional sites that have not been in your network before?

2A. Yes.

3Q. Who is to sign the cost proposal page?

3A. Someone who is authorized to make decisions pertaining to the proposal. Probably the same person that signed the Signature Page.

4Q. The additional cost, does that include marketing expenses, promotions?

4A. Yes. That is one of the things that you are going to be evaluated on is how you are going to market or promote the program.

5Q. When is the award notification?

5A. GCCARD will have to make a recommendation to their committee, so until their board approves it the official award cannot be made. It depends on when the next committee meeting is after the 27th. There could be an intent to award prior to that but the award can't be made until their committee reviews and approves it. April 9th is the next Human Service Committee meeting.

6Q. An intent to award: can we program on that?

6A. I wouldn't.

7Q. Do you have a geographic priority areas?

7A. No we don't. The City of Flint is our primary area. That does not mean that we wouldn't entertain areas outside of Flint.

- 8Q. There are goals listed in the RFP, they are pretty lofty, what if a proposal doesn't meet that goal?
- 8A. GCCARD wants you to tell us what you really can do. Payments to you will be done on a reimbursement basis. In the future GCCARD is looking to make it a performance basis for payment.
- 9Q. Has a summer roll-out been confirmed or is it contingent on this process that happens here if you do a summer roll-out?
- 9A. Both. GCCARD anticipates that there will be dollars available for the summer.
- 10Q. What is the reimbursable terms; 30 days, 90 days?
- 10A. You would submit a report at the end of each month and within 30-45 days you should receive your reimbursement payment for actual expenses as outlined in the proposal.
- 11Q. When you refer to partners is it helpful to have MOUs from organizations as part of the proposal?
- 11A. Any letter of support to substantiate any agreement for a site the better it is.
- 12Q. The statement would be attached to the proposal as an appendix?
- 12A. Yes.

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 361
FLINT, MI 48502**