

TRANSYLVANIA COUNTY
FINANCE OFFICE

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**Rural Community Opioid Response Program—Planning
Gap & Needs Assessment & Strategic Action Planning Facilitation
C.A.R.E. Coalition of Transylvania County
Addendum #1**

To: All Potential Bidders
From: Jennifer Galloway, Purchasing Agent
Date: October 7, 2020

*There will not be a mandatory pre bid meeting for this project.

Questions and Answers

1. Who is the incumbent? **Transylvania County**
2. What is the contract amount with the incumbent? **This information is not available at this time.**
3. What is the business reason for posting this RFP now? **The program deliverables, gap/needs assessment & strategic action plan, are due to HRSA on March 2 and July 2, 2021, respectively. Transylvania County received this award in early September and must contract with an agency to help complete these deliverables.**
4. What are the challenges that your agency hopes to resolve with this engagement? **We hope to be able to utilize an outside contractor to facilitate the strategic action planning, asking hard questions and gathering consensus. We also want the contractor to lead data collection, analysis, and reporting. These projects are best completed by someone outside of the consortium and require a skill set and work load that organizational staff do not have or do not have time to complete.**
5. What are the pain points with the current processes and services? **The project allows 1.25 FTE staff time, but the deliverables for HRSA will require much more time and expertise than staff currently can provide. Additionally, staff have found it**

much more effective for an outside facilitator to lead strategic action planning sessions.

6. What are the specific improvements your agency would like the next contractor to bring to your processes and services? **Data-driven strategic action planning, which encompasses a big picture vision and also detailed action steps.**

7. What is the budget range that has been established for the duration of this engagement? **That information is not available at this time. We are not permitted to disclose that information.**

8. Is this opportunity to be funded with Federal monies? **Yes.**

9. If so, will any federal responsibilities convey to the awardee? **Yes.**

10. Due to the COVID-19 pandemic, our organization is working separately and remotely in our home offices which do not have the production capacity to print and bind multiple proposal copies. Sending multiple paper copies will require us to outsource to a printing company which will be expensive and take away a week of our proposal writing time. Since we are in a worldwide health crisis, will your agency agree to accept an emailed proposal? **Yes.**

11. The IFB mentions a mandatory pre-bid call but I did not see any details for this call listed in either the IFB or RFQ. Can you please clarify? I'm hoping I didn't miss that information somewhere. **There will be NO pre-bid meeting.**

12. Once awarded, will there be a mechanism for making changes to the scope for the contract? If so, can you share a little information about that mechanism? **Any changes would be made with a BOD approved change order.**

13. My understanding from the RFQ is that the required documentation to be included with our bid are the two items below. Can you please confirm this is the entirety of the documentation that we will need to submit in order to have a complete bid?

- a. Qualification Statement (including references)
- b. Bid Form (as presented in the IFB)

Those are two separate submissions. A applies to the RFQ and B to the IFB. You will need to follow the directions laid out in each independent document.