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April 11, 2008

RFP08-002 Strategic Plan Consultation Services Addendum 2

To All Potential Providers:

HCJFS Panel: Tracy Reeves, Carol Watson, Christy Weber

Q1. Do you provide services for foster children?

A. We have a Foster Care Unit for recruiting and providing training for foster parents. We provide varied services for foster children in our care. Foster Care and Adoption are part of Children's Services

Q2. On Page 5, 1.2.2 Service Components, #4 references reviewing relevant programs, policies, procedures and processes. Review organization, management and operational structures and relevant efficiency reports. Are those in written format now or do you anticipate this being completed as part of the project?

A. We do have some policies and procedures in place. We are looking to see if any of these will be affected during the process or are we missing something. We have lots of policies and lots of procedures which is why we used the word relevant.

Q3. We are a company that has offices all over the country. On the budget, are you asking for a breakdown of all our corporate expenses?

A. Please provide the budget breakdown for the office which the consultants will be working out of.

Q4. What is the budget for this project?

A. We have an estimated budget of less than \$200,000. We are waiting to finalize this once competitive proposals have been received and evaluated.

Q5. What is the timeframe in which you would like the plan completed?

A. Our current strategic plan ends 12/31/08. The plan must be completed and implemented by 12/1/08 or sooner.

Adult Services/421-LIFE • Cash Assistance • Child Care Services
Child Support Services • Children's Services/241-KIDS • Employment and Training
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control



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Addendum 2**

Q6. Budget: Do you have a project budget in mind or a budget range?

A. Please refer to question 4.

Q7. Interviews: Can you estimate how many interviews, focus groups, and public meetings might be required to gather information for the plan?

A: We are looking for the competitive proposals to provide a recommendation in this area.

Q8. Financials: We are a closely-held private company. Please provide guidance on what “equivalent financial statements” would meet your requirements.

A: We are looking for an expression preferably independent of your financial stability.

Q9. Cost Proposal: Typically, we present a budget based on consultant hours and rates, plus expenses. We would have a difficult time translating to the format in your Budget Form and likely would be doing a lot of extrapolating. Can we stick with our standard cost proposal format?

A: Yes, we will accept.

Q10. Do you want the information in the detailed budget page displayed by office, or for the corporation as a whole? We did not know if there is a customary approach to completing the budget page since we have not seen forms that look like this before.

A: Please refer to questions 3 and 9.

A request was made for the sign in sheets from the conference for possible teaming partners on this RFP. The list of registered providers is attached.



**Strategic Plan Consultation Services RFP08-002
Proposal Conference April 9, 2008, 12:00 pm A&D 6SE601**

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