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## ADDENDUM # 4

January 24, 2018

RFP# SB01-16R – FOR TRANSPORTATION FOR FAMILY & CHILDRENS' SERVICES

To All Registered Providers:

**1. Question:**

**Page 9, Requirements for Transportation for Children's Services consumers  
How many trips outside the 125 miles radius does the County anticipate?**

Answer: See Addendum #3 answer # 1.

**2. Question:**

**Page 22, 2.0 Provider Proposal, A. Hardcopy Requirements**

**What binding does the County prefer if bidders are not to use hard binders?  
Are standard, three ring binders allowed?**

Answer: Any non-hard binder is allowed, however HCJFS' preference is for no binders.

**3. Question:**

**Is it encouraged for bidders to perform market research, as wages will be significantly increased to compete with other vendors in the area?**

Answer: This is up to the discretion of each bidder.



**4. Question:**

**Page 22, 2.0 Provider Proposal, A. Hardcopy Requirements**

**Does the 300-page limit include all attachments, with exception to the financial documentation? This may be restrictive given the number of required pricing pages and additional documents (i.e. job descriptions, quality documents, etc.)**

Answer: Yes

**5. Question:**

**Page 22, 2.0 Provider Proposal, A. Hardcopy Requirements**

**Should the Original hardcopy be single-sided in addition to one of the five copies?**

Answer: Refer to the RFP, 2.0 Provider Proposal, A Hardcopy Requirements. The original copy may be two sided.

**6. Question:**

**Page 28 2.3 Budget and Cost Considerations, C. Profit Margin**

**Will the County please clarify if bidders are to email an electronic copy of the Excel Budget file to the contact person, or submit an electronic copy via USB or CD with the hard copy proposals?**

Answer: No need to e-mail electronic copy to contact person.

**7. Question:**

**Page 30 2.7 Financial Documentation**

**The RFP states the financial documentation should be submitted “Prior to Contract award.” Are these documents required to be submitted with the proposal, or upon later request from the County?**

Answer: With the proposal.



**8. Question:**

**Page 31 2.0 Proposal Documents**

**The RFP requires bidders to submit an Annual Report. As a privately owned and operated company with no shareholders, our organization does not produce an Annual Report. Will the County please waive this requirement as applicable, and/or clarify what information privately owned companies should submit with their proposals in lieu of this document.**

Answer: HCJFS requires documents that demonstrate a bidder's financial stability, such as financial statements prepared by a CPA firm, etc.

**9. Question:**

**Page 41, 3.8 Addenda to RFP**

**The web address in the RFP (<http://www.hcjfs.hamilton-co.org>) is invalid. Will the County confirm all addenda to the RFP will be posted at <https://www.hcjfs.org/about/request-for-proposals/>?**

Answer: All addenda to the RFP will be posted <https://www.hcjfs.org/about/request-for-proposals/>

**10. Question:**

**Attachment A, is the RFP checklist part of the Cover Sheet to be submitted with the proposal?**

Answer: The RFP checklist part of the Cover Sheet is for your reference, you may send it with the proposal if you prefer.

**11. Question:**

**Are there any local payroll taxes bidders should consider in submitting their budget proposal?**

Answer: HCJFS is unable to provide any information as each bidder's situation is unique.

**12. Question:**

**Is there a fuel expense cap associated with this contract?**

Answer: No.

**13. Question:**

**Due to the sensitivity of the position, and to remain competitive for employees, it is anticipated that the starting driver rate will be increased to \$15.00. Should all bidders use this as a baseline in their pricing?**

Answer: HCJFS does not have a baseline wage, each bidder must determine their own pricing.

**14. Question:**

**Turnover for this service has traditionally been over 100% per year. Will the County show preference to bidders who pay drivers/monitors a living wage?**

Answer: The RFP contains no such preference.

