



**Request for Proposals 2024-069**  
**Child Support Enforcement Services**

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**ADDENDUM No. 2**

**ISSUE DATE: April 10, 2024**

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

## **Add/Delete Section**

1. **Delete:** Section 5.2 Proposal Format, 6<sup>th</sup> Paragraph:

The proposal should be organized and identified by sections using labeled titles:

- **Section A** – Cover Letter
- **Section B** – Company and Qualifications
- **Section C** – Project Approach
- **Section D** – Subcontracting
- **Section E** – Key Staff
- **Section F** – References
- **Section G** – Required Forms

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2. **Delete:** Section 5.2 Proposal Format, 3<sup>rd</sup> Paragraph (Addendum 1): Proposals must not exceed 50 pages, 8 1/2" x 11" with one (1) inch margins typed with Arial or Times New Roman font, and text size minimum of eleven (11) points. All proposals must include titles that correspond with the bolded sections and subsections to which the information pertains. *Charts and screenshots are not restricted to formatting requirements; however, please use your judgment for decipherability. Resumes, tabs, divider sheets, and required forms do not count against the 50 total proposal pages.*

**Add:** Section 5.2 Proposal Format, 3<sup>rd</sup> Paragraph: Proposals must not exceed 75 pages, 8 1/2" x 11" with one (1) inch margins typed with Arial or Times New Roman font, and text size minimum of eleven (11) points. All proposals must include titles that correspond with the bolded sections and subsections to which the information pertains. *Charts and screenshots are not restricted to formatting requirements; however, please use your judgment for decipherability. Resumes, tabs, divider sheets, and required forms do not count against the 75 total proposal pages.*

***End of Add/Delete Section***

## **Questions/Answers Section**

1. The County has set a 25-page limit. It has also requested a project plan (5.2.3). In a transition, the incoming vendor will typically have a longer list of tasks to capture and track, and our project plan

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for a project like this would ordinarily be 10-15 pages. We would like to provide the details of a transition in a full project plan but can only do so if the County agrees not to count the project plan against the 25-page limit. Would the County agree to this?

Answer: See Add/Delete Section.

2. Does the Vendor or County pay genetic testing fees?

Answer: The county pays genetic testing fees.

3. Are there physical files? If so, please provide the number of open and closed files currently maintained by the Vendor.

Answer: All open cases are electronic once an order is established. Closed files are physical files, but we are unable to provide an exact number of files.

4. On page 12 of the proposal, Section D is listed as Subcontracting and Section E is listed as Key Staff. On page 14, these two sections are flipped in order. We believe that the logical order is for Section D to be Key Staff, and Section E to be Subcontracting. Would the County agree to that?

Answer: See Add/Delete Section.

5. Section C – Project Approach does not specifically require that vendors address all 29 of the “Service Provider’s Responsibilities” listed in Section 4.3. Doing so would add considerably to the length of the proposal. Would the County consider vendors stating that they will comply with all of these requirements, and choose to provide more detail on specific requirements that would help to differentiate their approach? For example, providing a response to the requirements related to the annual audit, procuring permits, replying to corrective action plans within 15 days may not be that helpful to evaluators.

Answer: The county will consider vendors stating that they will comply with the requirements as sufficient.

***End of Questions/Answers Section***

**End of Addendum No. 2**