

RFP contact person
Name: Connie Guntly
Phone 707-467-5873
Email guntlyc@mendocinocounty.org



Address for correspondence regarding RFP
PO Box 1060
747 S. State St.
Ukiah, CA 95482

Mendocino County
HEALTH & HUMAN SERVICES AGENCY

Health & Human Services Agency Request for Proposal

RFP # SS-17-003-RFP

ADDENDUM # 1

FINDING HOME Evaluator

Addendum Issue Date: December 28, 2017

RFP Issue Date: November 30, 2017

RFP Submission Deadline: January 10, 2018

Addendum is provided to all vendors and potential proposers

1. Vendor Inquiry: Is travel time billable under Mendocino County contracts?

County of Mendocino Response/Clarification: Travel time is billable, however, the up to amount is firm and all deliverables are required.

2. Vendor Inquiry: Can you please provide an estimate as to when you will provide answers to the submitted questions? Will there be an opportunity to submit any follow-on/clarification questions based on the initial answers? With the impending holidays, we would like the opportunity to have all questions answered before your offices close in observance.

County of Mendocino Response/ Clarification: Questions answered and distributed on December 28, 2017. Once the inquiry period is past any follow up questions will not be accepted.

3. Vendor Inquiry: Shipping this time of year is subject to delays. In order to ensure a 2 January delivery, we will have to ship before the New Year's Eve holiday. This could be problematic. We would like to request an extension in order to ensure the hard copy submission arrives on time and that there is someone to receive the delivery. In addition, delivery delays are expected currently and an extension would provide assurance that all proposals will arrive in a timely manner.

County of Mendocino Response/Clarification: **Yes the new RFP deadline has now be extended to January 10, 2018.**

Scheduled Activity	Proposed Date
Letter of interest and Request for Proposals mailed to prospective proposers	November 30, 2017
Inquiry Deadline	December 14, 2017
RFP Submission Deadline	January 10, 2018
RFP Selection and Notification	Week of January 15, 2018
County Board of Supervisors Approval of Recommendation(s)	February 2018
Approximate Contract Start Date	March 1, 2018

4. Vendor Inquiry: So we are able to schedule our delivery accordingly, which days will your office be closed to observe the holidays?

County of Mendocino Response/Clarification: The HHSA office located at 747 S. State St. Ukiah, CA 95482, will be closed December 26, 2017 - January 1, 2018, our normal business hours are 8:00 am – 12:00pm and 1:00 pm – 5:00pm Monday through Thursday.

5. Vendor Inquiry: The proposal submission guidelines on page 2 of the RFP state that we must submit five copies of our proposal: four complete copies with original signature, and one complete copy on CD. Would one copy with original signature and three copies be sufficient, or do you require original, “wet” signatures on all four copies?

County of Mendocino Response/ Clarification: No, we need “wet” signatures on all copies.

6. Vendor Inquiry: Can you please provide a delivery address for an overnight package delivery? UPS or FedEx are not able to deliver to PO boxes.

County of Mendocino Response/Clarification: 747 S. State St. Ukiah. CA 95482.

ALL OTHER SPECIFICATIONS REMAIN IN FULL FORCE AND EFFECT.

Acknowledgment of receipt of this addendum is required to be included in your proposal. You may indicate such inclusion in narrative form within your proposal or by attaching a copy this addendum to your proposal.

Any questions or concerns regarding this matter should be directed to Connie Guntly using the information in the upper left corner on page 1 of this document.