



Henderson County Finance

113 N. Main St

Hendersonville, North Carolina 28792

Memorandum To: Potential Bidders

From: Doug Guffey
Purchasing Agent

Subject: Addendum 1: Child Care Subsidy Administration Services

Date: May 11, 2023

This addendum forms a part of and modifies the bidding requirements, contract forms, contract conditions, and/or the specifications for the Request for Proposals: Child Care Subsidy Administration Services. Bidder shall acknowledge receipt of the Addendum by signature and date below. The signed addendum shall be submitted as a part of your proposal. Failure to do so may subject the Bidder to **disqualification**.

The following clarifications, modifications, and/or additions are to be made to the scope of work:

Q1: Have you run any grant/loan programs for small businesses OR rental assistance programs in the past? If yes, what vendor(s) have you used to administer these programs?

A1: No

Q2: Will funds be disbursed to awardees by the County or by the vendor? If by the vendor, will the funds be released in tranches for the vendor's use, or will the vendor be invoicing the County for reimbursement following disbursement?

A2: Successful bidder will not disburse funds as this will be performed through NCFast/NCTracks. Henderson County Department of Social Services shall be invoiced monthly for 1/12 of the amount of the bid price submitted on the Bid Proposal Form.

Q3: What is the total amount of funding expected to be used for this project?

A3: \$143,103 for the costs of administering the program.

Q4: Do you have any caps or limits on the percentage of funds that can be used for administration?

A4: Yes. \$143,103

Q5: Is there any software that the winning bidder is expected to use?

A5: Yes, the State operates a system called NCFast/NCTracks. The vendor would need to be credentialed, authorized, and trained to use that system to administer the program.

Q6: How long do you expect applications to be open?

A6: Sealed proposals are due by 3:00PM on May 16, 2023.

Q7: Is the prime contractor required to be a nonprofit organization?

A7: No

Q8: Can you specify any language requirements?

A8: Primarily English. However, the vendor would need access to a certified Spanish interpreter.

Q9: Please specify any data reporting, data tracking or data metrics you would like to see?

A9: The monthly invoice should outline the agreed upon 1/12 of the bid price submitted on the Bid Proposal Form with a description of "Monthly admin costs for Henderson County Subsidized Childcare Program". Compliance with the provisions of 2 CFR Part 200 will be required. Data and metrics associated with the compliance of 2 CFR Part 200 as well as program requirements shall be submitted with invoices.

Q10: What are the KPIs (key performance indicators) requested/required for successfully administering this program?

A10: Ability to accurately interview clients, determine eligibility, determine accurate payments to centers, and complete accurate redeterminations of eligibility. Engage in all audits, take responsibility for errors and any Paybacks for incorrect determination. Follow and meet all State and Federal accuracy and funding guidelines utilizing the NCFast Eligibility and Enrollment System.

Q11: Please clarify if you have a list of preferred vendors or community partners you have previously worked with?

A11: No

Q12: How many participants, applicants and/or cases are expected for this program?

A12: 418-600 cases

Q13: On page 2, on the Bid Proposal form, what is meant by extended price? Is this the amount we would include to administer the Subsidy Program?

A13: This is the total amount for the administration and operation of the program.

Q14: On page 6, under 8.4 –Costs –Can you explain in more detail in what you are looking for in this section? Are you looking for a budget?

A14: The total cost of the administration of the program should be listed on Bid Proposal Form. A subledger of costs can accompany the Bid Proposal Form.

Q15: If awarded, how long would the award be for?

A15: From the date of contract execution to June 30, 2024. The contract shall be renewable annually not to exceed 3 years based upon performance and at the sole discretion of Henderson County.

Q16: Is it acceptable to email the proposal or to request a drop box link instead of sending a flash drive?

A16: Bids can only be received sealed and hard copy. Emailed bids will not be accepted.

Signature: _____

Date: _____