



ADDENDUM #01

DATED: 11/7/2022

RFP R32678

Strategic Planning Services for Public Health Department

Please sign and date this amendment and return it, along with your Bid.

NAME/BUSINESS: _____

ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____, STATE: _____, ZIP CODE: _____

PHONE: () _____ FAX NO.: _____

ATTENTION OF: _____

TITLE: _____

SIGNED: _____

DATE: _____

All questions should be directed to the Purchasing Department at (913) 573-5440.

For Purchasing Use Only

Date Mailed: _____

Date Fax Sent: _____

Date Picked Up: _____

Date E-mailed: _____

The Purchasing Department must inform you of the following:

Answers to Questions and Attachments

For

RFP R32678

Strategic Planning Services for Public Health Department

Answers are in Bold Red.

1. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

Only if they are willing and able to be onsite for project meetings throughout the process.

2. Whether we need to come over there for meetings?

The kickoff meeting for the project and other milestone meetings will be in person. Much of the work and ongoing meetings will happen virtually.

3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

Due to the requirement for several in-person meetings, no we do not believe the bulk of the tasks can be performed outside the USA.

4. Can we submit the proposals via email?

NO, proposals cannot be submitted via email.

1. Has the Department conducted a clinical services evaluation previously, at the scope specified in this RFP?

If so, is it possible to get a report/summary report from that evaluation?

We have not conducted a complete evaluation of all of our clinical services. In the past, we have done individual program evaluations only. If you would like to see individual evaluations, we can provide them upon request.

2. In your RFP, we noted the comments on clinical services to be evaluated state “clinical services work generally conducted by local public health departments, including, but not limited to, Title X Family Planning, Title V Maternal and Child Health Services, STI services including PrEP/HIV, other communicable diseases, laboratory services, home visiting programs, and immunizations.” Is it possible to have a list of all the services/programs you would like included in the Clinical Services evaluation? E.g. We note that the WIC Program and County Coroner fall under the oversight of the Department’s Deputy Director of Clinical Services; will the evaluation include all programs/services under the department Deputy? Others?

No, it would not include all the services under the Deputy Director of Clinical Services. Primarily the ones listed plus patient registration processes, Electronic Medical Records, and patient billing services.

3. As noted on page 25 of RFP: “2017 – 2021 Strategic Plan (a copy can be provided upon request)” we would like to request a copy of the Department’s last strategic plan.

A copy of the 2017 Strategic Plan is available for you through the procurement office.



Strategic Plan 2017
FINAL.pdf

4. Finally, the RFP also states, in the section about inquiries “Telephone conversations must be confirmed in writing by the interested party”. We would greatly appreciate setting a time for a brief conversation, if that is possible, preferably shortly after questions are responded to, if that complies with your requirements.

Per the RFP, we cannot be in contact with you at this time. All questions need to come to procurement by e-mail and will be answered by Addendum after the Deadline for questions. During the interview phase of the process, specific questions not covered in written responses can be asked during that time.

1. On page 7 of the RFP, it states that the offeror shall be ‘qualified legally to contract with the Unified Government. Does this require specific registration?

The winning bidder must be registered with SAM.gov and submit W-9 paperwork with the Unified Government establishing themselves as a vendor.

2. On page 26, the RFP states that the work will begin in early 2023 and end in the Summer of 2023. We see on pp. 29-30 a three to six-month timeframe suggesting a potential July completion given the tentative February 6th start. Is there a hard-stop date for this entire engagement?

No, there is not a hard-stop date.

3. Is it possible to apply for the strategic planning component and not the clinical services and workflow evaluation component or vice versa?

No, but the bidder may subaward some of the work to a third party

4. On page 29, the letters of recommendation are to be included in the proposal?

You don’t have to include recommendations in your proposal however we will ask for them during the short list selection phase.

(two for strategic planning and two for clinical services and workflow evaluations)

5. On page 29 the four work samples or examples are to be included in the proposal?
(two for Public Health Strategic Planning and two for Clinical Services evaluation)?

You don’t have to include recommendations in your proposal however we will ask for them during the short list selection phase.

1. The RFP refers to Section I.57 for Cost Proposal details. That section seems to be missing from the RFP. Could you please advise us on required format for the cost proposal section?

There is no required format for the cost proposal. The cost proposal details is referring to section II.5 and we would like a itemized breakdown of the Scope of Services and Deliverables.

2. We have explored the Kansas Procurement website and are unclear about whether the submission will be accepted as electronic ONLY or must be unbound original and copies as prescribed on pages 22 and 23 of the RFP *and also MAY be submitted electronically.*

Unbound original and copies as prescribed on pages 22 and 23 of the RFP and also MAY be submitted electronically.

1. On page 30 of the RFP under the section “Cost Proposal” it references “Please see Section I.57 above.” Unfortunately, we are not able to identify this section within the RFP. Could you point us in the right direction? In advance, thank you. Jeff

There is no required format for the cost proposal. The cost proposal details is referring to section II.5 (the numbering system in the RFP is off by 1) and we are looking for an itemized breakdown of the Scope of Services and Deliverables you will provide based on section 11.5.