



**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

P. O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764
www.purchasing.ewashtenaw.org

July 22, 2014

Addendum #2

RFP No. 6790

Title: Behavioral Risk Factor Surveillance System (BRFSS) Survey for
Washtenaw County

Due Date: Tuesday, August 5, 2014 at 4:00 EST

This Addendum is official response to technical questions submitted by vendors.

Please submit proposals accordingly.

Thank you,

***Beth A. Duffy, Senior Buyer
Washtenaw County***

cc: RFP 6790



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1. What is the source(s) of funding for this project; will it be federal funds, Washtenaw County funds, state funds, or a combination of funds?

➤ **The source of project funding includes the following partner organizations: Washtenaw County Public Health general fund, University of Michigan Health System, St. Joseph Mercy – Ann Arbor, St. Joseph Mercy – Chelsea, Michigan Institute for Clinical and Health Research, and Chelsea Area Wellness Foundation.**

2. In the Scope of Work section on page 3, The RFP states that the anticipated contract period is July 2014 through September 2015. In the BID #6xxx Title of Bid section of the RFP on page 8 it states that contract period will be August 2014 through September 2015. Could you please clarify?

➤ **The anticipated contract period will be August 2014 through September 2015.**

3. On the Signature Page (Page 18) there is a box to check off and “certify that we are a Washtenaw County company. As we are not a Washtenaw County company would be leave this box unchecked. Does not being a Washtenaw County company preclude us in any way from submitting a proposal? Please provide further guidance with regard to this section.

Leaving this box unchecked does not preclude vendors in any way from submitting a proposal. This box is used only to determine if vendor is located in Washtenaw County. See Section II, F for detail.



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4. In the BID #6xxx Title of Bid section, under section G it states that the top three bidders will be invited to participate in an “in-person” interview. As a contractor residing outside the state of Michigan, if we were one of the top three bidders would we be able to attend an interview using a software platform such as Skype or Gotomeeting to attend the interview, as opposed to coming to Michigan?

➤ **We would be able to conduct an interview by video conference in place of an in-person interview.**

5. Will the project require data analysis on the part of the vendor, or just the processing and reporting related to the Data Collection activities?

➤ **We are not expecting the vendor to do data analysis, but we do want the stub and banner books and the dataset prepared for use in SPSS. This would include preparation of approximately 8-10 calculated variables (for example BMI, binge drinking, heavy drinking, current smoker, etc.)**

6. In the BID #6xxx Title of Bid of the proposal on page 5 under phone methodology it states “Design and test the survey questionnaire to be conducted using computer assisted telephone interviewing (CATI) methods”. It is our understanding after reading the RFP the Core BRFSS survey from the CDC will be used for the survey, in addition to a few questions provided by Washtenaw County Public Health. So In essence the questionnaire would be provided by the County and Department. If this understanding is incorrect could you please clarify this for us.

➤ **Yes, the questionnaire will be provided by Washtenaw County Public Health.**



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7. Please confirm that the vendor will conduct the CATI questionnaire programming and that the County and Department does not have a pre-programmed version of the questionnaire.

- **The County does not have a pre-programmed version of the questionnaire; the vendor will conduct the CATI questionnaire programming.**

8. Please confirm that the vendor will be responsible for the procurement of sample for this project.

- **The vendor will be responsible for the procurement of sample for this project.**