



Schenectady County  
Purchasing Department

620 State St.-2<sup>nd</sup> Floor  
Schenectady, NY 12305  
[purchasing@schenectadycountyny.gov](mailto:purchasing@schenectadycountyny.gov)  
518.388.4240

**ADDENDUM**

---

**RFP-2024-06**  
**INTENSIVE FOSTER CARE PREVENTION AND REUNIFICATION PROGRAM**

**ADDENDUM #2**

Issued Date: 09/18/2024

The purpose of this addendum is to provide detailed information to all Bidders. This addendum is hereby included in and made part of the Contract Documents, whether or not attached thereto. Receipt of this Addendum must be acknowledged on the bid form.

**BID-Request for Information and Response:**

1. How many families would be considered for this case load?
  - a. Schenectady County does not provide a specific or maximum caseload size for this program. The minimum caseload is 12 families at any given time. Please provide your best competitive proposal for an intensive program that meets the contact requirements outlined in number 3, *Project Purpose and Description*.
2. What staff, local supports, and contacts will companies have access to?
  - a. As a prevention service for families involved with Schenectady County Children and Family Services, each family will have an open case and assigned case manager responsible for overseeing the family's case and service provisions in accordance with New York State Social Services Law and regulation and if applicable, court order. Additionally, the Contract Monitor will monitor service delivery, outcome achievement and contract compliance.
3. How would you like us to bill overtime, should it be embedded in our overall budget.
  - a. All costs must be itemized in the proposed budget to include an explanation of all fees and costs, including anticipated overtime costs. Please provide your best cost proposal.
4. Do you have a budget template you would like us to use?
  - a. A budget template is not included with this RFP, however, please follow the format as requested in number 6, Budget.
5. How are referrals made for community-level services?
  - a. Schenectady County is the sole referral source to this program. Referrals will be made using a referral form developed by the awarded contractor and approved by Schenectady County.

6. Is there a sustainability plan for the department that this work fits into?
  - a. This prevention program is funded by Schenectady County. The project period will begin on January 1, 2025, and run through December 31, 2025, and shall be executed as a one-year contract with 2 additional options to renew at one-year intervals at the sole discretion of Schenectady County.
  
7. Will recommendations for how to sustain the program and its benefits be welcomed?
  - a. Required utilization data, outcome reports and any other program performance data beyond what is indicated in the RFP will be negotiated and included in the contract for services with the selected bidder.
  
8. Should the Provider include a line item for funds for concrete family needs such as a bed, bed sheets, clothes, hygiene products, a utility bill, etc. or does the County have funds to provide for those family needs?
  - a. The County has resources for many concrete and emergent family needs. However, a line item may be included for these needs or other wrap around needs not to exceed \$2,000.
  
9. What is the total funding available for this RFP?
  - a. Schenectady County does not provide a funding total for these services. Please provide your best cost proposal.
  
10. Please confirm the correct order for document submission.
  - a. Please submit documents in the following order:
    - i. Table of Contents, Executive Summary,
    - ii. Statement of Bidder Qualifications,
    - iii. Individual Program Application,
    - iv. Budget and Budget Narrative.
  
11. Please confirm if each feature is also updated to a 1500-word count or if they will remain limited to one hundred words per feature.
  - a. Only the Overview/ Program Summary block is updated to a 1500-word count. The other feature blocks remain limited to 100 words per feature.
  
12. Does the budget section also include a word/character limit?
  - a. The budget section does not contain a word/character limit.

---

Company Name of Contract Document Holder

---

Signature Acknowledgment of Contract Document Holder

---

Date

**RETURN WITH SIGNATURE ACKNOWLEDGEMENT WITH YOUR PROPOSAL**

**END OF ADDENDUM #2**