



# **MILWAUKEE COUNTY**

## **Department of Child Support Services**

ADDENDUM #1 to  
REQUEST FOR PROPOSAL

### **PATERNITY GENETIC TESTING**

**RFP #98180017**

**ADDENDUM ISSUE DATE: MAY 31, 2018**

This Addendum to the Request for Proposals (RFP) is issued to modify, explain or correct the original documents, dated May 8, 2018, and is hereby made part of the RFP.

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### **QUESTIONS AND ANSWERS**

This Addendum shall incorporate into the RFP the sixteen (16) total questions and answers set forth on page 3 of this Addendum.

**MILWAUKEE COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES**

**RFP # 981800174**

**PATERNITY GENETIC TESTING**

**QUESTIONS AND ANSWERS**

1. On Page 23, Section C.5: Financial Statement: the RFP requests the submission of financial statements for 2017 and 2018. Financial Statements for the calendar year 2018 will not be available until 2019. Please confirm that the County is seeking financial statements covering calendar years 2016 and 2017.

*The County is requesting the submission of financial statements for the calendar years 2016 and 2017.*

2. Technical Proposal Contents on page 14 specifies the documentation required for the technical proposal submission. The second item states “Response to Request(s) (page 22). The Proposal Content section states that “the RFP submission must address, at a minimum, the items enumerated below in Sections II and III.” Please confirm that a point-by-point response to all criteria listed in Sections II and III on page 22 constitute a complete technical proposal and that point-by-point responses to Sections V and VI, beginning on page 23 are not required.

*A point-by-point response to all criteria listed in Sections II and III on page 22 constitutes a complete technical proposal and a point-by-point response to Sections V and VI, beginning on page 23 is not required unless there is a deviation or exception which must be noted on Attachment J.*

3. Page 22 of the RFP states “Please do not reference any pre-printed materials.” Are bidders to infer that providing instructional manuals (i.e. for specimen collection and web portal usage) are not desired? Is it acceptable to submit attachments such as curricula vitae of key personnel?

*Milwaukee County Child Support Services does not wish to be provided instructional materials (i.e. for specimen collection and web portal usage). It is acceptable to submit attachments such as curricula vitae of key personnel.*

4. Under G. 5. Services to be provided, please confirm if appropriate "authorized individuals" includes the tested parties in addition to the Milwaukee County representative(s). Will the selected vendor provide the Chain of Custody and Photo documentation as part of the "written report" to these authorized individuals?

*The "authorized individuals" includes the tested parties, legal counsel listed on the genetic testing order as well as the Milwaukee County representative(s). The selected vendor will mail the chain of custody documents and the photos as part of the written report to the authorized parties.*

5. Under G.6. Services to be provided, please confirm if the employee must be physically located at the Milwaukee County CSS office.

*Yes, the employee must be physically located at the Milwaukee County Child Support Services office.*

6. Standard industry practice is to consider non-laboratory employee sample collectors as independent contractors rather than subcontractors. Does the County agree and if not please clarify.

*Milwaukee County would consider the chosen vendor as the prime contractor. Non-laboratory employee sample collectors who are independently contracted would be considered a subcontractor of the chosen vendor.*

7. Please confirm the due date of the RFP. June 18, 2018 is listed as the date proposals are due. However, June 19, 2018 is listed as the date written proposals are due.

*Tuesday, June 19, 2018 by 5:00 pm CST is the date on which the written proposals are due.*

8. Based on the RFP evaluation criteria, price is weighted at 30%. The pricing template that is provided has six lines for pricing. How will the County determine the lowest price ie. will they add all lines and come up with an average?

*Milwaukee County Child Support Services will determine the lowest price based on the cost by year for 8,460 to 10,185 tests per year.*

9. Can the county provide us with the number or percentage of collections that did not include sample collection (i.e. Item line 4, 5, and 6)?. Were these collections done by County staff?

*Milwaukee County Child Support Services had approximately 2,500 or 26% of collections that did not include sample collection during the 2017 calendar year. These collections were from samples that were previously collected and kept on file.*

10. Does the County currently provide space for the collection facility? Where is the current collection facility located?

*Milwaukee County Child Support Services provides space for the collection facility. This facility is located in the Milwaukee County Courthouse in room 100 located directly outside the Child Support Services office.*

- 11.** The Contractor is required/asked to provide an employee who will conduct numerous administrative tasks. Is there someone already providing these tasks and will training need to be provided upon award for continuous and seamless service?

*Milwaukee County Child Support Services currently has someone provided by the current vendor conducting administrative tasks. Training will need to be provided upon award for continuous and seamless service.*

- 12.** Can the county provide an approximate percentage of time that the current employee spends on the described tasks ie. billing, data entry, filing results, etc.?

*Milwaukee County Child Support Services estimates that time is evenly split between the described tasks such as billing, data entry, filing results, etc.*

- 13.** Does the current employee providing administrative services also do specimen collections?

*The current employee providing administrative services has done specimen collections on a very limited basis.*

- 14.** Is the employee required to be onsite at CSS?

*Milwaukee County Child Support Services requires the employee providing administrative services to be onsite at Child Support Services.*

- 15.** Is the 20 calendar day requirement for the turnaround of results, or the time frame for results reports to be submitted?

*Milwaukee County Child Support Services requires that results reports are received by Child Support Services within 20 calendar days from the date of the last specimen collection.*

- 16.** Will the County consider being a Certificate Holder in place of being named Additional Insured?

*Milwaukee County cannot accept being listed as a Certificate Holder as a substitute for Additional Insured status.*