



Purchasing and Central Services

Monroe County, New York

Maggie Brooks
County Executive

Dawn C. Staub
Purchasing Manager

ADDENDUM NO: 1

RFQ PROJECT: Contract Administration and
Fiduciary Services

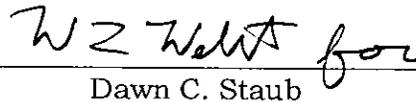
DATE: November 29, 2011

PROPOSERS PLEASE NOTE:

The attached document contains the RFQ clarifying questions and answers.

SIGN this Addendum below acknowledging receipt and understanding and INSERT in PROPOSAL packet.

PURCHASING & CENTRAL SERVICES


Dawn C. Staub

The undersigned proposer acknowledges receipt and understanding of Addendum No. 1 to the Contract Administration and Fiduciary Services RFQ.

_____, 2011
Date

Name of Company

Authorized Signature

Title

Contract Administration and Fiduciary Services

RFQ Clarifying Questions and Answers

Q1: Does the RFQ include both Youth Bureau and Office for the Aging services or only Youth Bureau?

A1: The RFQ includes both the Youth Bureau and Office for the Aging, and the results of this RFQ may be used by other departments as well, subject to mutual agreement by the County and selected Respondent.

Q2: Section F. Cost Proposal states "Administrative fee shall not exceed 6%, pending final contract negotiations.". We will be providing a cost proposal that shows several levels of administrative fees and the administrative services each level includes.

A2: Any deviation from the RFQ requirements should be identified and the rationale explained in a clear manner.

Q3: Scope of Work states - "Complete/prepare grant required forms." Please provide these forms for our review.

A3: There are none at this time, but Respondents should be prepared to complete forms should the need arise in the future.

Q4: Scope of Work states - "Respond to purchase needs/reservation requirements within 24 hours if circumstances require, including issuance of checks." We assume this means during normal business hours Monday - Friday.

A4: Yes, this refers to normal business hours.

Q5: Scope of Work states - "Cover grant costs when lag time occurs between contract execution or payment of invoices up to 120 days." What remedy is available if payment is not received beyond 120 days?

A5: There is no remedy at present; the County will make an effort to minimize the lag time when possible.