



## Management & Budget Procurement Division

### WAYNE COUNTY PROCUREMENT DIVISION

### REQUEST FOR PROPOSALS FOR FIDUCIARY FOR COMMUNITY-DRIVEN HEALTH FUNDING OPPORTUNITIES

CONTROL #37-25-086    ADDENDUM NO. # 1

ADDENDUM ISSUE DATE: FRIDAY, December 19, 2025

## ANNOUNCEMENT

Wayne County is in the process of implementing Oracle Fusion Cloud Services, including Enterprise Resource Planning (ERP), which is anticipated to be launched Fall 2025. All contract awards and payments will be managed in the new system.

The new system will also provide improved supplier communications, increased transparency, and streamlined payment processes. Awarded suppliers will receive an invitation to access the new system Supplier Portal to manage company profiles, submit invoices electronically, and track payment status in real time.

BidNet Direct (aka MITN System) will continue to be the platform for posting solicitations and receiving vendor proposals. This process is not changing.

This Addendum is being issued prior to the acceptance of Bids/Proposals to allow for the following answers to questions:

### QUESTIONS AND ANSWERS:

1. I worked for a fiduciary 10 years ago and have experience in grants management does that count?

**ANSWER: Minimum qualifications are applicable to the Proposer (i.e. organization submitting the proposal). Individual/staff experience does not satisfy minimum qualifications, but may support preferred qualifications for proposal evaluation.**

2. I am wondering if there is a recording of the pre-proposal conference that I might be able to review.

**ANSWER: The pre-proposal meeting was not recorded.**



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3. Are bidders expected to remove the Business Information Questionnaire page from the Ethics Form and include it in Section 5.1, while placing the remaining Ethics Form pages in Section 5.6? (page 27 of RFP, PART 2 – Supplier Submittal Requirements, Section 5.0 – Required Documentation and Forms)

**ANSWER: These two documents may be combined in one file and included with your proposal submission. You may include in either of these two sections.**

4. Should bio information discussing the experience and qualifications of key personnel be included in the Experience section, or should it be placed elsewhere? (page 24 of RFP, 4.10 Evaluation Criteria, 4.10.1 Experience, Qualifications, and Capacity, (e) Describe the experience and qualifications of key personnel. Include detailed Resumes)

**ANSWER: Experience and qualifications of key personnel should be clearly indicated and included with proposal, either as part of the body or as a separate attachment.**

5. Should our written approach to the Scope of Work be structured according to the Scope of Work Requirements Form? (RFP page 32, Section 5.5 RESPONSE TO SCOPE OF WORK REQUIREMENTS FORM)

**ANSWER: Proposal responses may vary in form based on respondent preference, however responses should be clearly organized, sufficiently detailed, and adequately justify minimum qualifications and proposed budget.**

6. The SOW Requirements Form instructs us to “confirm our understanding;” does this require written content on the form itself, or is confirmation demonstrated through our proposed approach and scope narrative? (RFP page 32, Section 5.5 RESPONSE TO SCOPE OF WORK REQUIREMENTS FORM)

**ANSWER: Proposers are required to initial the box at the bottom of pg. 32 section 5.5 RESPONSE TO SCOPE OF WORK REQUIREMENTS FORM and submit with their proposal.**

7. The portal includes a box for “exceptions.” Are these exceptions to the scope of work, to the terms and conditions, or both? (page 22, 4.5 Proposal Submission Requirements )

**ANSWER: This box is for all exceptions the Proposer wishes to submit.**



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8. Should all components other than the Price Sheet be uploaded under the Proposal Form section of the portal? (page 22, 4.5 Proposal Submission Requirements )

**ANSWER: Only the Proposal Form should be submitted in this folder.**

9. Where would we attach additional documentation if we have any? (RFP page 27, PART 2 – SUPPLIER SUBMITTAL REQUIREMENTS SECTION 5.0 – REQUIRED DOCUMENTATION AND FORMS, (Mandatory Minimum Requirements Checklist), Include any additional documentation that demonstrates how your company meets or exceeds the Evaluation Criteria outlined in Section 4.10

**ANSWER: Include with your proposal.**

10. With the exception of the price sheet, should all required components (e.g., narrative response, forms, appendices, resumes) be uploaded as separate documents, or should they be combined into a single consolidated file? (page 22, 4.5 Proposal Submission Requirements)

**ANSWER: For convenience, we ask that Proposers combine as many attachments as possible. You may submit any number of attachments on BidNet.**

11. May we include a cover letter? If so, where should it be placed—at the beginning of Section 5.1? (page 27, SECTION 5.0 – REQUIRED DOCUMENTATION AND FORMS)

**ANSWER: Yes. Provide where Proposer thinks is appropriate.**

12. Will you consider granting an extension to the due date? (page 1, RFP Timetable)

**ANSWER: Request for an extension of the due date has been reviewed and granted. All proposals are due by Wednesday, January 14, 2026, at 2:00 pm ET.**

13. Please confirm whether the selected vendor will receive grant funds in advance for distribution to subrecipients, or if funds will be disbursed on a reimbursement basis. (RFP page 16, II. Fund Management and Administration, a. Receive, manage, and administer funds to support OSF-CDHF and Well Wayne-CDHF opportunities, in alignment with Sec. 3.1, Part I. “Development and Implementation of Competitive Funding Opportunities” of the scope of work.)

**ANSWER: Formal compensation terms will be mutually identified during the contract development phase. At this time, up to 25% of the total award amount is anticipated to be paid upon Commission approval to support development, timely release, and**



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core administrative functions associated with CDHF opportunities, per the defined scope of work.

14. Has the needs assessment already been completed? Can you confirm that strategic priorities are already established and that the vendor will not be responsible for any data collection related to the county needs assessment? (RFP page 15, I. Development and Implementation of Competitive Funding Opportunities, Opioid Settlement Funds – Community-Driven Health Funds (OSF-CDHF), c. In collaboration with WCHHVS, develop a scope for funding opportunities, in alignment with WCHHVS strategic priorities, including those determined by overdose and substance use needs assessment and opioid settlement (“opioid remediation”) requirements for use of funds)

**ANSWER: The fiduciary partner will not be responsible for any data collection related to the Wayne County needs assessment(s). The overdose and substance use needs assessment, OSF strategic priorities, and Community Health Assessment (CHA)/Community Health Improvement Plan (CHIP) will be made available following contract approval, during development of CDHF opportunities.**

15. Will any in-person activities be required as part of this engagement? (page 15, SECTION 3.0 – SCOPE OF WORK/SPECIFICATIONS)

**ANSWER: No.**

16. Is there a required or preferred reporting frequency for financial and programmatic reports? (Page 17, IV. Reporting, a. Submit regular financial and programmatic reports to WCHHVS and/or Wayne County Commission through the closeout period.)

**ANSWER: Specific frequency and requirements for “regular” reporting, to be mutually developed by fiduciary partner and WCHHVS, during the contract development phase; see Appendix C for sample Professional Services Contract.**

17. Are the estimated 2.0 FTE/12,480 hours meant as guidance for the anticipated level of effort, or are they expectations that bids will be scored against? (Appendix B Community-Driven Health Funds: Fiduciary Partner Price Sheet Summary Additional Guidance, a. A minimum 2.0 full-time equivalent (FTE) or comparable FTE configuration has been estimated for direct and/or subcontracted personnel needs. A minimum of 12,480 hours, covering the 3-year award term, is estimated as the minimum personnel hours needed to support the scope of work and core administrative functions.)



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**ANSWER: As reflected under “Additional Guidance”, 2.0 FTE/12,480 hours is intended as guidance for minimum personnel/staffing needed to support the scope of work. Propers will not incur point deductions for proposed budgets that include personnel/staffing, which exceeds the recommended minimum, provided total professional services expenses (PSE) do not exceed the maximum allocation.**

18. Please clarify who the “partners” referenced in the requirement to convene partner meetings are. Does this refer to awardees only, or does it include other stakeholders (e.g., community organizations, County agencies)? (page 17, V. Capacity-Building and Technical Assistance, c. Convene partner meetings to support collaboration and cross-sector learnings)

**ANSWER: Awardees and/or internal and community stakeholders.**

19. "Please confirm whether the County intends to apply 2 CFR 200 requirements to these grants. (page 16, II. Fund Management and Administration b. Manage and administer funding opportunities, including terms, funding cycles, payment distribution structures, and reporting requirements. c. Ensure compliance with all local, state, and federal regulations and opioid settlement agreements."

**ANSWER: No.**

20. Is there a maximum number of awards for Well Wayne? (page 16, Well Wayne – Community-Driven Health Funds (Well Wayne-CDHF), b. Manage at least 20 awards, totaling at least \$1,500,000 of “Well Wayne” funds)

**ANSWER: Awards for the Well Wayne-CDHF opportunity are anticipated to range between \$5,000 and \$75,000, with scope, structure, eligibility requirements, and implementation specifics, to be mutually determined by fiduciary partner and WCHHVS.**

21. Could you clarify whether continuation funding is allowed for OSF and Well Wayne? For example, if an organization is awarded funding in Cycle 1, would they be eligible to receive continued funding in subsequent cycles, or are all cycles intended to fund distinct projects and organizations? (page 15, Opioid Settlement Funds – Community-Driven Health Funds (OSF-CDHF) a. Develop and manage at least two (2) distinct award cycles, with “notice of funding opportunity” (NOFO) or comparable announcement, to be released within four (4) months and eight (8) months, of contract approval and page



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16, Well Wayne – Community-Driven Health Funds (Well Wayne-CDHF) a. Develop and manage up to four (4) distinct award cycles, with award ranges, periods, and cycle specifics, to be determined in collaboration with WCHHVS.

**ANSWER: The scope, structure, eligibility requirements, and implementation specifics regarding both CDHF opportunities will be mutually determined by the fiduciary partner and WCHHVS.**

22. Can you share what sources contribute to the Well Wayne - Community Driven Health Funds? Is it a mix of state and federal dollars? (page 4, b. “Well Wayne” - Community-Driven Health Funds (Well Wayne-CDHF)

**ANSWER: Well Wayne funds are considered specialized County general funds.**

23. Page 15 cites NOFOs for OSF funds must be released within 4 and 8 months. Is there a timeline expectation/requirement for the Well Wayne NOFO cycles?

**ANSWER: The scope, structure, eligibility requirements, and implementation specifics regarding the Well Wayne - CDHF opportunity will be mutually determined by the fiduciary partner and WCHHVS.**

24. On page 16, with regards to Funds Management and oversight, and page 17, with regards to Reporting, will any of the data collected over the course of this program contribute to any public-facing communications or status readouts? (Page 16, II. Fund Management and Administration, and page 17, IV. Reporting)

**ANSWER: Yes. Data collected over the contractual term is expected to support development of public-facing (publicly posted) reports, with specifics to be mutually determined by the fiduciary partner and WCHHVS.**

25. **RFP Section 4.5 Proposal Submission Requirements** (Page 22): *“Proposers should provide the documents in a modifiable form (e.g., Microsoft Word or Excel)... Proposer’s failure to submit a proposal as required may result in disqualification of such proposal.”*

Question: For any forms provided by the county in PDF format, or for which [organization] does not have a “modifiable form” (e.g. certificate of insurance), may those be submitted as PDF only?

**ANSWER: Yes.**

26. **RFP Section 4.5 Proposal Submission Requirements** (Page 22): *“Proposals, all attachments, and any modifications or withdrawals, must be submitted electronically through the BidNet Direct (MITN) Bid System.”*



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Question: BidNet has a tab for “Exceptions” – if we have any modifications to contract terms or the Scope of Work do we need to indicate those within the Bidnet system – or only where they are requested within the attached files?

**ANSWER: Proposers may include on BidNet, but are encouraged to include all exceptions on the form provided by Wayne County.**

27. **RFP Section 4.5 Proposal Submission Requirements** (Page 22): *“Proposals, all attachments, and any modifications or withdrawals, must be submitted electronically through the BidNet Direct (MITN) Bid System.”*

Question: How you would like the required proposal components organized and submitted (e.g., under which heading in Bidnet? Should they be “zipped?”)? Please note: combining documents may require submitting as PDF.

**ANSWER: Proposers are encouraged to structure their proposals clearly and thoughtfully to ensure easy understanding.**

28. **RFP Section 5.1 References** (Page 28): *“Complete the following information for a minimum of three (3) customer references for products/services of similar scope with a minimum of five (5) years’ experience.”*

Question: Is it acceptable for the project periods to demonstrate 5 years of experience when combined together (as opposed to each individual cited project being at least 5 years)?

**ANSWER: References are intended to support/validate organizational experience. Experience may reflect five (5) years’ experience of combined (discrete periods) or consistent, uninterrupted terms.**

29. **RFP Section 4.10.5 Evaluation Credits** (Page 25): *“Provide a County Based Enterprise, Targeted Growth Community Enterprise, or other Wayne County Advantage program certificate (See Section 1.10) if applicable...”*

Question: Can you please clarify how the pricing advantage/equalization/evaluation credits factor into overall proposal scoring? Is the 10% credit only applicable for the “Project Cost” portion of the evaluation criteria?

**ANSWER: If applicable evaluation credits apply to the Budget Total submitted on Appendix A – Price Sheet**

30. **RFP Section 5.0 Supplier Submittal Requirements** (Page 27): *“Fair Employment Practices (FEP) Certificate. Complete the on-line application and print (PDF) a hard copy of your company’s application and include with your proposal.”*

Question: It appears vendors have to register for the “Procure to Pay” system to access the application for the FEP certificate – is that correct?

**ANSWER: Yes.**





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31. **Appendix B – Price Sheet Summary - Requirements, Item B** (Page 1): *“Professional services expenses (PSE) are not to exceed \$1,000,000.”*  
Question: Will the County consider/review proposals that exceed \$1 million for PSE?  
**ANSWER: No.**
32. **RFP Section 2.0 Minimum Qualifications, Item D** (Page 13): *“Currently maintain or have access to a grants management system or comparable technology that supports public access to, and administration of, funding opportunities...”*  
Question: Can you provide any additional details on the specifications required of the grants management system? Will the county consider applicant organizations who are proficient in adapting software to fit the needs of this project?  
**ANSWER: Sufficient explanation and justification of how any proposed system(s) may serve as a grants management system, supporting the defined scope of work.**
33. **RFP Section 3.1 Contracted Scope of Services, Item I** (Pages 15-16) *“Manage up to thirty (30) awards totaling at least \$3,000,000 of County opioid settlement funds” AND “Manage at least 20 awards, totaling at least \$1,500,000, of ‘Well Wayne’ funds.”*  
Question: Would the county consider offering a smaller number of grants with larger budgets for more substantial scopes of work and higher impact?  
**ANSWER: The current total number of awards is the minimum number of awards, anticipated for the contractual term.**
34. **RFP Section 3.1 Contracted Scope of Services, Item II** (Page 16) *“Ensure compliance with all local, state, and federal regulations and opioid settlement agreements.” AND “Monitor award recipient expenditures, reporting, and program implementation for compliance and effectiveness.”*  
Question: Will community grantees be considered subrecipients? Will the fiduciary partner be expected to include subrecipient monitoring as part of their scope of work?  
**ANSWER: Community grantees will be recipients of Well Wayne and/or OSF CDHF funds and monitoring of community grantees by the fiduciary partner, is expected, per the scope of work.**
35. Are there any formatting or page limit guidelines for the proposal narrative?  
**ANSWER: No. Proposers are encouraged to structure their proposals clearly and thoughtfully to ensure easy understanding.**
36. Are there any maximum/minimum grant award amounts for the two grant programs?  
**ANSWER: Awards for the Well Wayne-CDHF opportunity are anticipated to range between \$5,000 and \$75,000; awards for the OSF-CDHF opportunity are anticipated to range between \$100,000 and \$250,000. The scope, structure, eligibility requirements,**





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and implementation specifics for both CDHF opportunities, to be mutually determined by fiduciary partner and WCHHVS.

37. What organization is currently responsible for distributing Opioid Settlement funds for Michigan at the State level?

**ANSWER:** County opioid settlement funds are separate from state opioid settlement funds. Please see the following resources regarding State of Michigan (“State share”) opioid settlement funds:

Michigan Department of Health and Human Services: [Opioid Settlements](https://www.michigan.gov/opioids/opioidsettlements)  
<https://www.michigan.gov/opioids/opioidsettlements>

Michigan Attorney General: [Attorney General: Opioids](https://www.michigan.gov/ag/initiatives/opioids)  
<https://www.michigan.gov/ag/initiatives/opioids>

38. Is there any estimate on the desired release of the first NOFO or equivalent for the Well Wayne Funds?

**ANSWER:** The scope, structure, eligibility requirements, and implementation specifics regarding the Well Wayne - CDHF opportunity will be mutually determined by the fiduciary partner and WCHHVS.