

**THE CHARTER COUNTY OF WAYNE, MICHIGAN**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**FIDUCIARY FOR COMMUNITY-DRIVEN HEALTH FUNDING**  
**OPPORTUNITIES**

**CONTROL NO. 37-25-086**

**RFP TIMETABLE**

ACTION	DATE	TIME
RFP Issue Date	Monday, November 17, 2025	
Pre-Proposal Conference*	Wednesday, December 3, 2025	11:00 am – 12:00 pm ET
Proposer's Questions Due	Friday, December 12, 2025	2:00 pm ET
Responses to Proposer's Questions	Friday, December 19, 2025	
Proposals Due	Friday, January 9, 2026	2:00 pm ET
Oral Presentations*	TBD	
Notice to Award**	February 2026	
Contract Start Date**	Upon Commission Approval	

\* If Necessary

\*\* Estimated Dates

**Procurement Contact:**

Carrie Marlow, Strategic Sourcing Analyst

[Cmarlow@waynecountymi.gov](mailto:Cmarlow@waynecountymi.gov)

(313) 967-0034

**Pre-Proposal Meeting (Virtual)** Wednesday, December 3, 2025

(ATTENDANCE RECOMMENDED) 11:00 am – 12:00 pm ET

**Microsoft Teams** [Need help?](#)

[Join the meeting now](#)

Meeting ID: 267 386 506 227 28

Passcode: Ds9mp7jg

**Description:** The County of Wayne is requesting proposals for a fiduciary partner to support development and administration of competitive funding opportunities for eligible, community applicants under Opioid Settlement Funds and Well Wayne "Community-Driven Health Funds".

A copy of this RFP may be obtained from the BidNet Direct website (formerly MITN.info) at <https://www.bidnetdirect.com>, until the deadline date and time noted above.

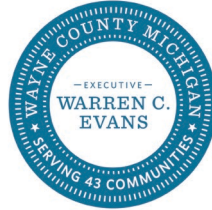


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## PART 1 – REQUEST FOR PROPOSALS (RFP)

### SECTION 1.0 – INTRODUCTION & INSTRUCTIONS

#### 1.1 Introduction/Background

Through this Request for Proposals (RFP), the Charter County of Wayne (County) hereby invites businesses who meet the qualifications and specifications set forth herein, to submit proposals for the purpose of identifying a fiduciary partner to manage and administer competitive community funding opportunities under “Community-Driven Health Funds” (CDHF). CDHF opportunities will be funded by (a) Wayne County opioid settlement funds and (b) “Well Wayne” funds.

##### **a. Opioid Settlement Funds - Community-Driven Health Funds (OSF-CDHF)**

Wayne County has been profoundly impacted by the overdose crisis, accounting for nearly one-third of all overdose deaths in Michigan, an overdose death rate 80% higher than the state rate and ranking as the county most at risk for adverse substance use outcomes.<sup>1</sup>

Through national settlements with opioid marketers, manufacturers, distributors, and retailers, Wayne County is expected to receive over \$80 million by 2040. Opioid settlement funds (OSF) are guided by legal requirements and must be primarily used for “opioid remediation” as defined by the settlement agreements, supporting evidence-based strategies and promising practices to address the adverse impacts of the overdose epidemic.

As part of a comprehensive framework to reduce overdose deaths, mitigate substance-related harms, and address health disparities, Wayne County aims to support community organizations on the frontline of the overdose crisis, with competitive funding opportunities through OSF-Community-Driven Health Funds. These opportunities are intended to initiate, expand, and/or enhance efforts related to [primary] prevention, harm reduction, treatment, and recovery, in alignment with WCHHVS strategic priorities, including those determined by local overdose and substance use needs assessment.

##### **b. “Well Wayne” - Community-Driven Health Funds (Well Wayne-CDHF)**

This funding opportunity supports community-led solutions to improve health and advance equity, in alignment with identified priorities of WCHHVS, including those determined by Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). Community partners play a vital role in supporting local health needs and are well-positioned to innovate health programming and advance equity-based solutions, filling critical resource gaps and addressing comprehensive community needs. While local organizations have demonstrated collaborative and innovative solutions, they often do so with limited resources and under

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<sup>1</sup> Michigan Department of Health and Human Services (MDHHS), Michigan Substance Use Vulnerability Index (MI-SUVI), 2022.  
<https://www.michigan.gov/opioids/category-data>



significant capacity constraints. The Well Wayne Community-Driven Health Funds opportunity invests in community partners that address local needs and innovate solutions to support whole-health and wellness of Wayne County residents.

### **c. Fiduciary Overview**

The fiduciary partner identified through this opportunity will play a critical role in supporting accessible and effective development, distribution and administration of the above competitive funding opportunities.

#### **Opioid Settlement Funds - Community-Driven Health Funds (OSF-CDHF)**

The initial total amount of funds to be administered under the OSF-CDHF opportunity is \$3,000,000 for up to 30 awards, (24-month award period) with anticipation of creating regular funding opportunities and/or recurring award cycles based on funding availability and allocation.

#### **Well Wayne - Community-Driven Health Funds (Well Wayne-CDHF)**

The initial total amount of funds to be administered under the Well Wayne-CDHF opportunity is \$1,500,000 for a minimum of 20 awards (12-month award period).

## **1.2 Objective**

The general objectives of this solicitation are the following:

- Competitively award a contract.
- Ensure there is a fair process at every step of the procurement process.
- To fulfill the purchase request in a timely manner.
- Ensure that taxpayer dollars are spent wisely.

## **1.3 Overview of Solicitation (RFP) Document**

The solicitation is composed of the following 2 parts:

### **PART 1: REQUEST FOR PROPOSALS**

- Section 1.0: INTRODUCTION, OVERVIEW, INSTRUCTIONS: Specifies the information regarding the requirements of the solicitation process.
- Section 2.0: MINIMUM QUALIFICATIONS: Specifies the requirements a Proposer must meet in order to be considered for evaluation.
- Section 3.0: SCOPE OF WORK: Sets forth a description of the required service(s).
- Section 4.0: PROPOSAL EVALUATION, SELECTION & AWARD PROCESS: Includes information on how proposals will be evaluated, selected and awarded.



## **PART 2: SUPPLIER SUBMITTAL REQUIREMENTS (CHECKLIST)s**

Section 5.0: REQUIRED DOCUMENTATION AND FORMS: Proposer will submit the required documentation and complete the requisite forms that will be utilized in determining whether the Proposer is a responsive and responsible Proposer that has the capacity and capability to deliver and provide products under this agreement.

### **1.4 Contact with Wayne County Personnel**

In order to create a more competitive and unbiased procurement process, the County has designated a single point of contact for the duration of this solicitation. From the issue date of this proposal, until a Successful Proposer is selected, all requests for clarification or additional information regarding this RFP, or contact with County personnel concerning this RFP or the evaluation process must be solely to the contact person listed on the cover page of this RFP.

If it is discovered that a Proposer contacted and received information regarding this Solicitation from any Wayne County personnel other than the person specified above, the Wayne County Procurement Director, in his/her sole discretion may disqualify its proposal from further consideration. Only those communications made by the Procurement Department contact in writing will be binding with respect to this RFP.

If it is later discovered that a violation regarding this section has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this RFP.

### **1.5 Wayne County Rights & Responsibilities**

Wayne County has the right to amend this RFP by one or more written addenda. Wayne County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda.

Should any such addenda require additional information not previously requested, Proposer's failure to address the requirements of such addenda may result in the Proposal not being considered, as determined in the sole discretion of Wayne County. Wayne County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf, other than the Procurement Director, Procurement Director's designee, and/or stated contact for the solicitation.

It is the Proposer's responsibility to periodically check the source of the RFP until the posted Proposal Deadline to obtain any issued addenda. However, Wayne County will make reasonable efforts to inform all Proposers of any clarifications, modifications, or amendments.



When, either before or after receipt of proposals, Wayne County changes its requirements or terms and conditions, the Procurement Director, or their designee, shall amend the solicitation.

The Procurement Director will have the discretion to extend the RFP deadline date if he/she determines that it is in the best interest of the County. Furthermore, the Procurement Director may also cancel the original solicitation and issue a new solicitation if it is in the best interest of the County or if the amendment is so substantial in nature as to exceed what prospective offerors reasonably could have anticipated, so that additional sources likely would have submitted offers had the substance of the amendment been known to them.

#### **1.6 Subcontractors**

In an effort to promote supplier diversity, Wayne County encourages Proposers to identify and include qualified disadvantaged businesses as subcontractors when proposing to provide products and services to the County.

Subcontractors (or their assignments), as it pertains to the Scope of Work, may not be changed without prior written approval by the County. The Contract will not be assignable to any other business entity without the County's approval. Proposers are encouraged to consider a joint venture.

#### **1.7 Disqualification of Respondents**

Any one or more of the following causes may be considered sufficient for the disqualification of a Proposer and the rejection of the Proposal:

- a. Evidence of collusion among Proposers.
- b. Lack of competency as revealed by either financial, experience, or equipment statements.
- c. Lack of responsibility as shown by past work.
- d. Uncompleted work under other contracts which, in the judgment of the County, might hinder or prevent the prompt completion of additional work if awarded.
- e. Being in arrears on existing contracts, in litigation with the County, or having defaulted on previous contracts.

#### **1.8 Freedom of Information Act (FOIA)**

Proposal responses, resultant contract(s) and all information submitted to Wayne County by Proposers and Contractors is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

#### **1.9 Disclosure of Contents**

All information provided in the proposal shall be held in confidence and shall not be revealed or discussed with competitors, until after award of the contract except as provided by law or court



decision. All material submitted with the proposal becomes the property of the County and may be returned only at the County's option.

Proposers must make no other distribution of their proposals other than authorized by this RFP. A Proposer who shares cost information contained in its proposal with other County personnel or competing Proposer personnel shall be subject to disqualification.

#### 1.10 County-Based Enterprise (and other) Advantage Programs

Wayne County administers a procurement program that gives pricing advantages (equalization credits) to businesses located within Wayne County and to businesses located within the 10 Targeted Growth Communities within Wayne County (Detroit, Ecorse, Hamtramck, Highland Park, Inkster, Melvindale, River Rouge, Romulus, Sumpter Township, and Taylor). The County shall apply equalization credits up to 7% to the price for proposals submitted by certified County Based Enterprises (CBE) and 2% for Targeted Growth Community Enterprise (TGCE).

**County Based Enterprise / Targeted Growth Community Enterprise Equalization Allowance Table**

Contract Amount	Equalization Percentage
Up to \$50,000 (CBE)	7%
\$50,000 to \$200,000 (CBE)	5%
\$200,000.01 and over (CBE)	2%
Targeted Growth Community Enterprise (TGCE)	2%

This program also includes five additional certifications that provide businesses with equalization credits. The five additional certifications are: Small Business Enterprise (SBE), Expanding Business Enterprise (EBE), Joint Venture (JV), Mentor Venture (MV) and Veteran Enterprise (VE). These equalization credits for qualifying certified suppliers have maximum allowable credits that cannot exceed 10% of the price. All suppliers and their first tier subcontractors\*, who wish to receive credits for their proposals, ***must be certified by the Human Relations Division at the time of Proposal and must submit a copy of their current certification in the proposal.***



Certification Eligible for Equalization Credits	Equalization Percentage
Small Business Enterprise (SBE)	2%
Expanding Business Enterprise (EBE)	2%
Joint Venture (JV)	2%
Mentor Venture (MV)	2%
Veteran Enterprise (VE)	2%

Equalization Allowance table for SBE, EBE, JV, MV, VE

If you have questions regarding certification or to apply for certification please visit Human Relations website at <https://www.waynecountymi.gov/Government/Departments/Corporation-Counsel/Human-Relations-Business-Inclusion/Certification-Program> or call the office (313) 224-5021.

Most federal and state funded projects will not include the application of geographic advantages such as the CBE and TGCE in accordance with funding requirements as well as other advantage categories; in these cases, equalization credits will not apply.

\*Additional equalization credits will be awarded to first tier CBE and TGCE subcontractors of the Proposer. (See section 4.10.5)

#### 1.11 Final Agreement Award Determination

The County reserves the right to withdraw the RFP, to award to one Proposer, to any combination of Proposers, by item, group of items, or total proposal. The County may waive informalities. The Proposer to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Proposer at the address designated in the proposal. If, for any reason, a contract is not executed with the selected Proposer within a reasonable amount of time, as determined by Wayne County, after notice of recommended award, then the County may recommend the next most responsive and responsible Proposer. Award of this proposal is contingent upon the availability of funds for this project, within the sole discretion of the County. Acceptance of the Proposer's proposal does not constitute a binding contract.



There is no contract until the agreement is approved by the Wayne County Commission (if such approval is required by the Procurement Ordinance) and executed by the County Executive.

The County is not liable for performance costs until the successful Proposer has been given a fully executed contract. Failure to accept the terms and conditions of the County's Standard Contract may deem the Proposer non-responsive.

#### **1.12 Conflict of Interest**

No Wayne County employee or agent whose position in Wayne County enables him/her to influence the selection of a Supplier for this RFP, or any competing RFP, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a proposer or have any other direct or indirect financial interest in the selection of a supplier.

#### **1.13 Gratuities**

It is prohibited for any Wayne County officer, employee or agent to accept a gratuity for themselves or for a relative, except as permitted by the County's Procurement Ordinance.

A proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a Wayne County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Contract.

#### **1.14 Compliance with Laws**

The Proposer must comply with all federal, state, and local laws and policies including, but not limited to:

- A. The provisions of the Wayne County Procurement Ordinance governing "Ethics in Public Contracting", as applicable to contractors, being Article 12 of Chapter 120, and Contractor agrees to provide all required disclosures;
- B. The Michigan Civil Rights Act;
- C. The Persons With Disabilities Act;
- D. The Age Discrimination Act;
- E. Section 504 of the Rehabilitation Act;
- F. The Slavery Era Disclosure Ordinance;
- G. The Fair Employment Practices of the Equal Contracting Opportunities Ordinances.

#### **1.15 Cooperative Contract (Optional)**

Wayne County, as the Lead Public Agency has partnered with Michigan Association of Counties ("MAC") to make the resultant Contract, from this solicitation available to other Wayne County municipalities and counties across the state, including school districts and local governmental



entities, and agencies for the public benefit (“Public Agencies”), through the Collaborative Procurement Plus (“CoPro+”) program. Wayne County is acting as the contracting agency for any other Participating Public Agency that elects to utilize the Contract. Use of the Contract by any Public Agency is preceded by their registration as a Participating Public Agency in Collaborative Procurement Plus (“CoPro+”) program.

As it applies to cooperative agreements, participation in the cooperative program is not a mandatory component or requirement in this solicitation in order for a Proposer to receive an award. Proposers have the option to be considered for a County agreement only or for both a County and cooperative agreement.

### **Purpose of Cooperative Contract**

1. Provide governmental agencies opportunities for greater efficiency in procuring goods and services.
2. Take advantage of state-of-the-art purchasing procedures to ensure the most competitive contracts.
3. Provide competitive price and bulk purchasing for multiple government agencies that yields economic benefits unobtainable by the individual entity.
4. Provide quick and efficient delivery of goods and services.
5. Equalize purchasing power for smaller agencies that are unable to command the best contracts for themselves.

### **Administrative Fees**

An administrative fee of 1.5% will be collected on a quarterly basis. The fee will be calculated against the quarterly sales volume for all purchases made under this agreement. A request for Quarterly Sales Reports will be sent out from M.A.C. (Michigan Associations of Counties). M.A.C. is the CoPro+ consortium administrator.

All administrative fees collected under the CoPro+ consortium will be distributed between M.A.C., Wayne County and CoPro+ members that place a sales order against the Master Agreement.

#### **1.16 Proposal Guarantee**

NOT APPLICABLE

#### **1.17 Pre-Proposal Meeting and Site Visit**

Proposers are strongly encouraged to attend and sign in at all pre-proposal meetings and site visits. See cover page for meeting details.

TEAMS Meeting Link:

**Microsoft Teams [Join the meeting now](#)**

Meeting ID: 267 386 506 227 28

Passcode: Ds9mp7jg



## 1.18 Definitions

**Fiduciary/Fiduciary Partner:** Entity selected through a competitive RFP process to act on behalf of Wayne County, serving as primary manager and administrator of community funding opportunities.

**Opioid Settlement Funds (OSF):** Opioid settlement funds are payments to state, county, city/township, and Tribal governments from legal settlements with opioid manufacturers, marketers, distributors, and retailers intended to address the harms of the opioid crisis.

**Prevention:** Primary prevention strategies aim to prevent substance misuse and development of substance use disorders (SUD), including activities aimed at co-occurring mental health disorders and social drivers of health.

**Harm Reduction:** Harm reduction strategies and services aim to reduce the negative consequences of drug use including but not limited to overdose prevention, syringe service programs (SSP), health and/or social services.

**Treatment:** Treatment strategies reduce barriers, expand access, and improve engagement and retention to evidence-based treatments for substance use disorder and co-occurring disorders that improve substance use outcomes and social functioning.

**Recovery:** Recovery support services include any non-clinical supports which help promote positive change, long-term recovery and sustainable life outcomes for people who use drugs (PWUD), individuals with substance use disorders and/or co-occurring disorders.

**Whole-Health:** Whole health is an approach to care that addresses all drivers of health, by supporting the individual, family, or community's physical, behavioral, spiritual, or socioeconomic well-being.



## SECTION 2.0 – MINIMUM QUALIFICATIONS

### 2.1 Adherence to Minimum Qualifications (Pass/Fail)

Interested and qualified Proposers that can demonstrate their ability to successfully provide the services/products outlined in the Scope of Work/Specifications section of this RFP are invited to submit proposal(s), provided they meet the following minimum qualifications. Proposers are to provide documentation and information that demonstrates they meet each of the following minimum qualifications in their proposal:

- a. Minimum of five (5) years' experience serving as a fiduciary, fund/grant administrator, managing awards for public or charitable funds, or serving in a comparable administrative capacity, as evidenced by documented practices or detailed explanation.
- b. Proven experience in managing grants or contracts totaling at least \$500,000 annually from federal, state, or local sources, as evidenced by documented practices or detailed explanation.
- c. Proven history of managing grants/awards at volume, as evidenced by management of at least 10 grants/awards per funding cycle, as evidenced by documented practices or detailed explanation.
- d. Currently maintain or have access to an accounting system that complies with government financial management and accountability standards. Currently maintain or have access to a grants management system or comparable technology that supports public access to, and administration of, funding opportunities, as evidenced by documented practices or detailed explanation.
- e. Minimum of five (5) years of demonstrated capacity and organizational experience developing and administering competitive funding opportunities to diverse community organizations, including award recipient compliance and reporting, as evidenced by documented practices or detailed explanation.
- f. Minimum of five (5) years of organizational experience supporting multi-sector coordination and collaboration, as evidenced by documented practices or detailed explanation.
- g. Organizational staffing and capacity to release a Request for Proposal (RRP) within four (4) months (120 days) of contract approval, as evidenced by documented practices or detailed explanation.

Failure of the Proposer to meet all of the minimum qualifications will eliminate its proposal from any further consideration.



## **2.2 Preferred Qualifications (Optional)**

Following the determination of meeting the minimum qualifications, the Proposer may be scored higher during evaluation if they meet the following preferred qualifications. Proposers are encouraged to provide documentation and supporting information to demonstrate how they meet these preferred qualifications:

- a. Organizational/subject matter expertise specific to overdose prevention, substance misuse/substance use disorders (SUD), and/or opioid settlement funds.
- b. Organizational/subject matter expertise specific to public health-related grantmaking.
- c. Organizational/subject matter expertise specific to health equity.
- d. Experience in administration and management of more than 20 awards during a single award cycle.



## SECTION 3.0 – SCOPE OF WORK/SPECIFICATIONS

### 3.1 Contracted Scope of Services/Statement of Work:

The fiduciary partner will develop and administer competitive funding opportunities (“Community-Driven Health Funds”) for eligible, community applicants; opportunities will be funded by (a) Wayne County opioid settlement funds, and (b) “Well Wayne” funds.

The fiduciary partner will support Wayne County in ensuring publicly accessible, efficient, and compliant distribution and management of funds.

The fiduciary partner will work in collaboration with Wayne County Health, Human, and Veterans Services (WCHHVS), and be responsible for the following core functions:

#### **I. Development and Implementation of Competitive Funding Opportunities**

##### **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.
- b. Manage up to thirty (30) awards totaling at least \$3,000,000 of County opioid settlement funds.
- 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.
- d. In collaboration with WCHHVS, develop applicant eligibility criteria, award/compensation structures, and reporting requirements for applicable funding opportunities, in alignment with opioid remediation requirements of the national opioid settlements.
- e. Establish a fair and transparent application process for evaluation committee membership.
- f. Establish and manage an evaluation committee within four (4) months of contract execution. The evaluation committee will be responsible for reviewing/evaluating, scoring, and selecting recipients for recommendation to the Wayne County Commission, for award of funds. All parameters for the evaluation committee will be approved by WCHHVS, including proposed process for identification and selection of evaluation committee members. Committee members will be selected based on criteria, including but not limited to:
  - Relevant subject matter and/or experiential (“lived”) expertise
  - Commitment to equity and community health
  - Ability to evaluate proposals objectively with no conflicts of interest with applicants
  - Capacity to participate in virtual committee meetings



- g. Provide technical assistance during the [award] application window, including but not limited to informational webinars, “Q&A” sessions/periods, virtual “office hours”, application support, navigational support, and public posting of Q&A responses.
- h. Develop and execute contracts or comparable agreements with award recipients.
- i. Regularly report on award recipients to WCHHVS and the Wayne County Commission.

#### **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.
- b. Manage at least 20 awards, totaling at least \$1,500,000 of “Well Wayne” funds.
- c. In collaboration with WCHHVS, develop a scope for funding opportunities, in alignment with alignment with identified priorities of WCHHVS including those determined by Community Health Assessment (CHA)/Community Health Improvement Plan (CHIP).
- d. In collaboration with WCHHVS, develop applicant eligibility criteria, award/compensation structures, and reporting requirements for applicable funding opportunities.
- e. Establish a fair and transparent application process for evaluation committee membership.
- f. Establish and manage an evaluation committee, prior to implementation of the initial funding cycle. The evaluation committee will be responsible for reviewing/evaluating, scoring, and selecting recipients for recommendation to the Wayne County Commission, for award of funds.
- g. Provide technical assistance during the [award] application window, including but not limited to informational webinars, “Q&A” sessions/periods, virtual “office hours”, application support, navigational support, and public posting of Q&A responses.
- h. Develop and execute contracts or comparable agreements with award recipients.
- i. Regularly report on award recipients to WCHHVS and the Wayne County Commission.

#### **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.
- 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.
- d. Maintain accurate financial records and disbursement tracking.
- e. Provide technical assistance to award recipients for the duration of the respective award period(s), on budget management, invoicing, and compliance.
- f. Monitor award recipient expenditures, reporting, and program implementation for compliance and effectiveness.
- g. Manage contract amendments and renewals, as applicable.

#### **III. Recipient Selection and Recommendation for Award of Funds**



- a. Facilitate review committee sessions in alignment with processes collaboratively developed with WCHHVS.
- b. Facilitate scoring and selection of recommended recipients for funding awards.
- c. In coordination with WCHHVS and within 30 days of selection by the evaluation committee(s), provide a list of recommended recipients, for final approval ("award of funds") by Wayne County Commission. Minimum criteria of recipient list must include name of entity, brief description of proposal/project, and award amount.
- d. Coordinate with WCHHVS in process for final approval of award recipients by the Wayne County Commission.
- e. Upon Commission approval, notify award recipients via email and initiate contractual steps, as determined in collaboration with WCHHVS.
- f. Notify all non-selected applicants of denial, within 30 days of final decision by Commission.
- g. In collaboration with WCHHVS and within 30 days of Commission approval, provide a public-facing, web-accessible list of award recipients. Minimum criteria for recipient list must include name of entity, brief description of proposal/project, and award amount.

#### **IV. Reporting**

- a. Submit regular financial and programmatic reports to WCHHVS and/or Wayne County Commission through the closeout period.
- b. In collaboration with WCHHVS, develop and implement reporting requirements for award recipients.
- c. In collaboration with WCHHVS, support overall monitoring and evaluation activities.
- d. Provide technical assistance to award recipients for the duration of the award period(s), and throughout the closeout period, related to reporting activities.

#### **V. Capacity-Building and Technical Assistance**

- a. Provide technical assistance to community partners, pre- and post- award, as outlined in sections I, II, and IV, including but not limited to application completion and submission, implementation support, financial tracking, and reporting up until the closeout period.
- b. Offer community-centered fiscal support that reduces barriers for under-resourced partners.
- c. Convene partner meetings to support collaboration and cross-sector learnings.

#### **3.2 Specifications:**

NOT APPLICABLE

#### **3.3 Contract Term:**

The term of the resultant contract shall be for a period of three (3) years from the date of award, upon Commission approval, with one (1) additional two-year (2) extension option, which may be exercised at the discretion of Wayne County. It is anticipated this contract will commence on April 1, 2026.



### **3.4 Additional Specifications:**

#### **3.4.1 Service Work Schedules:**

When the Contractor is onsite at County facilities the Contractor will observe the general operating hours of the facility, each facility may have different operating hours. If the Contractor and the County contact at a facility agree to access outside of general operating hours those agreements are between the Contractor and the County contact and not with the County.

#### **3.4.2 Service Security of Building and Property Requirements:**

County facilities are secured and Contractor will provide notification of its need to access County facilities timely so as to allow the County to notify security and to provide timely access to the Contractor.

#### **3.4.3 Service Equipment Requirements:**

The Contractor is responsible for providing its own computer equipment and information technology systems, unless specified otherwise under this RFP.

#### **3.4.4 Service Consumable Supplies Requirements:**

NOT APPLICABLE

#### **3.4.5 Service Inspection and Correction of Deficiencies Requirements:**

The County may inspect the part of the plant, place of business, or work site of a Contractor or Sub-Contractor at any tier, which is pertinent to the performance of any contract awarded or to be awarded by the County.

Repeated failure to correct deficiencies will result in cancellation of any contract awarded.

#### **3.4.6 Service Capabilities:**

The Contractor will provide professionals who are current with professional development and will provide such documentation as necessary to show compliance.

#### **3.4.7 Ordering of Services:**

NOT APPLICABLE



**3.4.8 Customer Service:**

Contractor provided professionals assigned to the engagement will reply to email or phone calls timely.

**3.4.9 Roles and Responsibilities:**

The Contractor will not subcontract the responsibilities outlined in this RFP without prior written approval (excluding subcontractor(s) disclosed in the response to this RFP).

**3.4.10 Delivery Acceptance Criteria:**

The designated Wayne County representative shall provide the final review and approval of the required services/productions outlined in this RFP.

**3.4.11 Service Level Agreements:**

NOT APPLICABLE

**3.4.12 Milestones:**

The Contractor, as part of the response to this RFP, shall provide a timeline with milestones identified for timely implementation of services/delivery of products. The proposed timeline and milestones should preferably be presented in a Gantt chart format.

**3.4.13 Training:**

The Contractor shall provide training, as outlined in the Scope of Work/Specifications section of this RFP.

**3.4.14 Success Criteria:**

The Contractor is responsible for the successful performance of all requirements outlined in this RFP.



## SECTION 4.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains key information as well as instructions to proposers on how to prepare and submit their proposal:

### **4.1 Wayne County Responsibility**

Wayne County is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understanding or representation is included in the Contract.

### **4.2 Truth and Accuracy of Representations**

The Wayne County Procurement Director or designee may reject any proposal that is evaluated and determined to include false, misleading, incomplete, or deceptively unresponsive statements.

### **4.3 Proposer Q&A**

Proposers may submit written questions regarding this RFP, by the questions deadline date, to the individual identified on the cover page. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section and paragraph number, and quote the language that prompted the question. This will ensure that the issue can be quickly found in the RFP. Wayne County reserves the right to group similar questions when providing answers.

Wayne County may modify the RFP at any time during the proposal process. All changes to the RFP will be posted as an addendum under the proposal number and each posting officially revises the RFP.

### **4.4 Preparation of the Proposal**

Each Proposer must submit a complete proposal in response to this RFP. The proposal must remain valid for at least 180 days from the due date for responses to this RFP.

The Proposer will be responsible for completing all documents and forms listed under Part 2, Section 5, of this RFP, which is titled Supplier Submittal Requirements. If not provided, proposer will be required to download the forms. Complete the forms, including signature, and then upload the forms. These documents and forms are as follows:



- Documents demonstrating minimum qualifications – It is expected that a Proposer will include completed forms to demonstrate minimum qualification requirements are met, which include:
  - References
  - Business Information Questionnaire (included in the Ethics in Contracting Form)
  - Resumes for key personnel
  - Licenses/Certificates
- Signed Proposal Form – The Proposer **must** sign the Proposal Form. Each signature represents binding commitment upon the Proposer to provide the goods and/or services offered to the County if the Proposer is determined to be the most responsive and responsible Proposer.
- Pricing Sheet – The Proposer **must** use the Pricing Sheet that accompanies this RFP. Any other pricing format submittal may result in disqualification.
- Response to Scope of Work Requirements Form - The Proposer shall include a detailed response to the outlined requirements.
- Terms & Conditions Form – Proposer will review terms and conditions. Any exceptions to the terms and conditions need to be identified in the proposal otherwise it will be determined that the terms and conditions are acceptable to the Proposer.
- First Tier Subcontractor Designation Form – This form is required to be completed by all prime contractors for contracts greater than \$50,000.
- Ethics in Contracting Vendor Form – This form is required to disclose any relationships between the principal/managing members of the proposing company and Wayne County employees for all contracts greater than \$10,000.
- W-9 Form – This form is required to verify the proposer’s federal tax identification (EIN) number and legal business name.
- Fair Employment Practices (FEP) Certificate – A current FEP certificate is required of all companies that do business with Wayne County. If the proposer does not have this certification, an on-line application shall be submitted to the Human Relations Department at the time of proposal submission for all contracts greater than \$50,000. Print a hard copy of your company’s on-line application and submit with the proposal.
- Certificate of Insurance (COI) – A current COI is required, which lists, at minimum, commercial general liability limits and as applicable other insurance that may be required.



The requirements for the resultant contract are listed in the Contract/Terms and Conditions attachment.

- Evaluation Criteria – Proposer is to include any additional materials or documentation, which supports its ability to meet or exceed the Evaluation Criteria outlined in Section 4.10 of this RFP.

There are no unique formatting requirements. Information provided shall be organized and in a readable format.

#### 4.5 Proposal Submission Requirements

To be considered, the proposal must be prepared in the manner and detail specified in this RFP.

- 1) Proposals, all attachments, and any modifications or withdrawals, must be submitted electronically through the BidNet Direct (MITN) Bid System (<https://www.bidnetdirect.com/>). Proposers should provide the documents in a modifiable form (e.g., Microsoft Word or Excel), but have the option to also provide copies of any documents in a non-modifiable form (e.g. PDF) with the sole exception of any pricing which must be provided in Excel format, when an Excel Pricing Sheet is provided. Proposer's failure to submit a proposal as required may result in disqualification of such proposal. The proposal and attachments must be fully uploaded and submitted prior to the due date and time identified above.

Proposals received after the deadline will not be accepted.

**Do not wait until the last minute to submit the proposal, as the BidNet system requires the creation of an account and entry of certain information, in addition to uploading and submitting the materials. The BidNet system will not allow a proposal to be submitted after the due date and time identified on the cover page.**

- 2) The opening/downloading of a proposal does not constitute the County's acceptance of the Proposer as a responsive and responsible Proposer.
- 3) Submission of a proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the RFP, specifications and terms of the Form of Contract, and the County's Procurement Ordinance, and that the Proposer understands and agrees to abide by each and all of the stipulations and requirements contained therein.
- 4) Proposals sent by facsimile, telegraph, or email will not be considered.
- 5) All costs incurred in the preparation and presentations of the proposal, as well as any resulting contract, are the Proposer's sole responsibility; no such costs will be reimbursed to any Proposer. All documentation submitted with the proposal will become the property of the County.



#### **4.6 Duplicate Proposals**

No more than one (1) proposal from any Proposer, including its subsidiaries, affiliated companies and franchisees will be considered by the County. In the event multiple proposals are submitted in violation of this provision, the County will have the right to determine which proposal will be considered, or at its sole option, reject all such multiple proposals.

#### **4.7 Withdrawal**

Proposals may be withdrawn through the BidNet Direct System prior to the proposal deadline indicated on the cover page of this RFP. No proposal may be withdrawn after the deadline for submission.

#### **4.8 Evaluation Process**

All Proposals will be reviewed for compliance with the mandatory minimum requirements stated within this RFP. Proposals not in compliance with the mandatory minimum requirements will be eliminated from further consideration.

- a. Wayne County may contact the Proposer for clarification of the Proposer's proposal.
- b. Wayne County may require the Proposer to submit additional and/or supporting materials.
- c. Responsive proposals will be evaluated on the factors identified in this RFP. The Proposer(s) whose proposal is advantageous to the County, taking into consideration the evaluation factors, will be recommended for award approval.

#### **4.9 Evaluations and the Proposal Evaluation Committee**

Wayne County reserves the right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s).

All requests for proposals shall be reviewed and evaluated by an Evaluation Committee approved by the Procurement Director. Evaluation Committees are usually comprised of at least three voting members, but they can be any size. Voting membership on the Evaluation Committee shall be limited to County employees; however, the Procurement Director, Procurement Officer, public officials and/or consultants under contract with Wayne County may sit as non-voting consulting members. (Bid Evaluator's Guide)

All proposals will be evaluated based on Section 4.10 below. All proposals will be scored and ranked in numerical sequence as outlined in the Bid Evaluator's Guide. Wayne County may also, at its option, invite proposers being evaluated to make an oral presentation or conduct site visits, if appropriate.



After a prospective supplier/contractor has been selected, Wayne County and the prospective supplier(s)/contractor(s) will negotiate a contract.

Each proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing proposals, proposers are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the County. If a Proposer finds a discrepancy, error, or omission in the proposal package, or requires any written addendum thereto, the Proposer is requested to notify the Purchasing Contact noted on the cover page of this RFP, so that written clarification may be sent to all prospective proposers. The County is not responsible for oral representations. All questions must be submitted in writing to the Procurement Contact only before the Question Deadline indicated on the cover page of this document. All answers will be issued in the form of a written addendum.

Proposers shall not be provided any information about other proposals or prices or where the Proposer stands in relation to others at any time during the evaluation process. Any request for such information by a Proposer, its subcontractor or an affiliated party may be viewed as a compromise to the evaluation process and the requesting Proposer may be eliminated from further consideration.

#### **4.10 Evaluation Criteria**

Samples of evaluation criteria and related submittal requirements are provided below:

##### **4.10.1 *Experience, Qualifications, and Capacity (45 points)***

- (a) Describe how you meet or exceed the minimum qualifications in the Scope of Work in this document.
- (b) Describe how you meet or exceed the preferred qualifications in the Scope of Work in this document.
- (c) Describe the experience (including years of experience) in providing similar services, including project details including but not limited to (a) total awards/funding opportunities administered in a single cycle, and (b) responsibilities related to recipient management and reporting requirements.
- (d) Provide at least three (3) references for similar projects, including name of establishment, address, dates of service, contact name and telephone number. Clearly indicate for the projects which, if any, of the proposed key personnel worked on each.
- (e) Describe the experience and qualifications of key personnel. Include detailed resumes.

##### **4.10.2 *Work Plan and Timeline (35 points)***

- (a) Submit a detailed work/implementation plan.
- (b) Submit a proposed timeline, preferably in Gantt format.



#### **4.10.3 Grant Management Technology (10 points)**

- (a) Describe the proposed technology and/or system(s) that will be used to support administration, management, and reporting related to CDHF opportunities.
- (b) Describe how the proposed technology and/or system(s) can meet or exceed all of the minimum system requirements as listed in Section 3 – Specifications and Scope of Work.
- (c) Complete the enclosed price sheet (Attachment A) that requires you provide a budget narrative, describing and justifying use of any technology and/or systems, indicated as part of a budget line

#### **4.10.4 Project Cost (10 points)**

- (a) Complete the enclosed price sheet (Attachment A).
- (b) Provide a detailed rationale of how you arrived at this figure. Be sure to include breakdowns by position and hours, as well as detail of anticipated reimbursable expenses.

#### **4.10.5 Evaluation Credits**

Provide a County Based Enterprise, Targeted Growth Community Enterprise, or other Wayne County Advantage program certificate (See Section 1.10) if applicable; otherwise, evaluation credits will not be considered.

### **4.11 Optional Tools to Enhance the Evaluation Process**

Wayne County, during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Wayne County.

#### **4.11.1 Clarifications**

Wayne County may issue a clarification request, in writing, to one or all Proposers. A clarification request does not allow a Proposer to change its proposal. The clarification response may include additional information to address any ambiguities or deficiencies in the proposal.

#### **4.11.2 Oral Presentation**

Wayne County may require an oral presentation of the Proposer's proposal. This presentation provides an opportunity for the Proposer to clarify its proposal.

#### **4.11.3 Site Visit**

Wayne County may conduct a site visit to tour and inspect the Proposer's facilities.

#### **4.11.4 Best and Final Offer (BAFO)**



Wayne County may request a Best and Final Offer (BAFO) from each Proposer determined to be in the competitive range.

#### **4.12 Negotiations**

After a prospective Contractor(s) has been selected, Wayne County and the prospective Supplier(s) will negotiate a Contract. If a satisfactory Contract cannot be negotiated within a reasonable amount of time, as determined by the County, Wayne County may, at its sole discretion, begin negotiations with the next qualified Proposer who submitted a proposal.

#### **4.13 Wayne County Option to Reject Proposals**

The County reserves the right to: reject any or all proposals (in whole or in part); to award in whole or in part; to award by line item; and, to waive any minor informality or irregularity in proposals received, if it is determined by the Procurement Director or designee that the best interest of the County will be served by doing so. The County may reject any proposal from any person, firm or corporation in arrears or in default to the County on any contract, debt, or other obligation, or if the Proposer is debarred by the County from consideration for a contract award, or if Proposer has committed a violation of the ethics or anti-kickback provisions of the County's Procurement Ordinance which resulted in a termination of a contract or other penalty within the two (2) years immediately preceding the date of issuance of this document.



## PART 2 – SUPPLIER SUBMITTAL REQUIREMENTS

### SECTION 5.0 – REQUIRED DOCUMENTATION AND FORMS

(Mandatory Minimum Requirements Checklist)

DOCUMENTATION AND FORMS	
	<p>5.1 Demonstrate that the Proposer meet the minimum qualifications outlined in Section 2.0, which may be accomplished by submitting the following:</p> <ul style="list-style-type: none"> <li>• Completed References Form</li> <li>• Completed Business Information Questionnaire portion of the Ethics in Contracting Form</li> <li>• Resumes for key personnel</li> <li>• Licenses/Certificates</li> </ul>
	5.2 Signed Proposal Form – <b>must</b> be submitted with bid
	5.3 Pricing Sheet [Appendix A] – <b>must</b> be submitted with bid
OTHER FORMS (Download*, complete and include with your proposal)	
	5.5 Response to Scope of Work Requirements Form
	5.6 Terms and Conditions Form
	<u>First Tier Subcontractor Designation Form</u>
	<u>Ethics in Contracting Vendor Form</u>
	<u>W-9 Form</u>
	<p>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.</p> <p>Apply on-line at: <a href="https://www.waynecounty.com/departments/corpcounsel/certification-program.aspx">https://www.waynecounty.com/departments/corpcounsel/certification-program.aspx</a></p>
	Certificate of Insurance listing current coverages
EVALUATION CRITERIA	
	Include any additional documentation that demonstrates how your company meets or exceeds the Evaluation Criteria outlined in Section 4.10.

\* Download Forms that are not included at:

[Procurement Forms - Wayne County, Michigan](#)



## 5.1 REFERENCES THAT DEMONSTRATE MINIMUM QUALIFICATIONS

### (Outlined in Section 2.0)

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.

#### Reference 1:

Entity Name:	Contact Name and Title:
City:	State:
Phone Number:	Email Address:
Years Serviced/Date of Project:	Annual Volume/Contract Amount:
Description of Project or Services:	

#### Reference 2:

Entity Name:	Contact Name and Title:
City:	State:
Phone Number:	Email Address:
Years Serviced/Date of Project:	Annual Volume/Contract Amount:
Description of Project or Services:	

#### Reference 3:

Entity Name:	Contact Name and Title:
City:	State:
Phone Number:	Email Address:
Years Serviced/Date of Project:	Annual Volume/Contract Amount:
Description of Project or Services:	

Attach additional references if necessary



## 5.2 PROPOSAL FORM

### PROPOSAL FORM

**Failure to complete this form shall result in your Proposal being deemed non-responsive and rejected without further evaluation**

The Undersigned hereby offers and, if the contract is executed by the County Executive, agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposals. The Undersigned further agrees to accept, via email or other electronic means, any and all notifications and contractual documents including, but not limited to, notifications, insurance verification requests, and purchase orders.

#### **ADDENDA:**

The undersigned has read, understands and is fully cognizant of the Information to Proposers, including the Form of Contract, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

#### **OBLIGATION:**

The undersigned, by submission of this Offer, agrees to be obligated, if recommended for award of the contract and if the contract is executed by the County Executive, to provide the stated goods and/or services to the County for the term as stated in this RFP, and to enter into a contract with the County, in accordance with the conditions, scope and terms, as well as the Form of Contract, together with any written addenda as specified above.

#### **COMPLIANCE:**

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Proposer represents that: 1) the Proposer is in compliance with any applicable ethics or anti-kickback provisions of the County's Procurement Ordinance, and 2) if awarded a contract to operate the Concession or provide the Services required in the RFP, the Proposer will comply with the ethics and anti-kickback provisions of the Procurement Ordinance.

#### **NONCOLLUSION:**

The undersigned, by submission of this Proposal Form, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

#### **PERFORMANCE BOND(S):**

The undersigned further agrees that if awarded the Agreement, it will submit to the County any required performance bond(s).

#### **SUBMITTAL REQUIREMENTS:**

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.



<b>No proposal shall be accepted which has not been signed in the appropriate space below.</b>	
<b>I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:</b>	
<b>For clarification of this offer, contact:</b>	
Company Name:	Name:
Address:	Title:
City:                      State:                      Zip:	Phone:
<b>*Signature of Authorized Person</b>	Fax:
Printed Name	Email:

\*Proposal Form **must** be signed by an authorized representative.



### **5.3 PRICING SHEET AND OTHER PRICING REQUIREMENTS**

Complete APPENDIX A (Pricing Sheet), with the following considerations:

#### **5.3.1 *Tax Excluded from Price***

(a) Sales Tax: Wayne County and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.

(b) Federal Excise Tax: Wayne County may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Wayne County's exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

#### **5.3.2 *Special Incentives***

Wayne County is interested in any other special programs and alternative recommendations that Proposer's may have. Please discuss these programs, such as customer employee retail discounts, return policies, trade-in programs allowing the return of new product not needed, quantity discounts, green product offering, Michigan made products. For contracts designated to be extended to other schools, municipalities and counties it is expected that Wayne County will see an offer for administrative fees and rebates to assist in the operation of this consortium.

#### **5.3.3 *Price Stability Guarantee***

For the entire term of the Agreement, the Contractor must guarantee to provide the goods/services at the rates outlined in the bid submission.

#### **5.3.4 *Proposal Pricing***

Proposal pricing must reflect Net 45 payment terms.

### **5.4 PROPOSAL GUARANTEE/BID BOND**

NOT APPLICABLE



## 5.5 RESPONSE TO SCOPE OF WORK REQUIREMENTS FORM

Review Section 3.0 (Scope of Work Requirements), as outlined in the corresponding sections below, and confirm your understanding:

Section 3.1 Contracted Scope of Services/Statement of Work

Section 3.2 Specifications

Section 3.3 Contract Term

Section 3.4 Additional Specifications:

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Section 3.4.1 Service Work Schedules

Section 3.4.2 Service Security of Building and Property Requirements

Section 3.4.3 Service Equipment Requirements

Section 3.4.4 NOT APPLICABLE

Section 3.4.5 Service Inspection and Correction of Deficiencies Requirements

Section 3.4.6 Service Capabilities

Section 3.4.7 NOT APPLICABLE

Section 3.4.8 Customer Service

Section 3.4.9 Roles & Responsibilities

Section 3.4.10 Delivery Acceptance Criteria

Section 3.4.11 NOT APPLICABLE

Section 3.4.12 Milestones

Section 3.4.13 Training

Section 3.4.14 Success Criteria

**Proposer Response to SOW Requirements:** Please confirm understanding of the requirements or state any exceptions. (Any exceptions to the requirements will be evaluated and determined whether they are in the best interest of the County.)

<b>Initial Here:</b>
----------------------



## 5.6 TERMS AND CONDITIONS FORM

Please reference the attached Agreement/Contract or Terms & Conditions Document.

### Confirmation of review of Terms & Conditions

I have reviewed the terms and conditions.	YES	NO
I have thoroughly reviewed the "insurance requirements" section and can meet the requirements, if awarded the contract.	YES	NO
I accept <u>all</u> the terms and conditions outlined.	YES	NO

**Company Representative's Name**\_\_\_\_\_

**Company Name**\_\_\_\_\_

Any exceptions to the Terms & Conditions and/or insurance requirements contained herein shall be noted in writing below, or attached as a redlined (MS Word) version of the document and included with the proposal submittal. If none or not applicable, indicate "None" or "Not Applicable" below and provide signature.

Page Number	
Outline Number or Paragraph	
Term, Condition or Specification	
Exception	
Signature (same signature as on Proposal Affidavit Signature and Acceptance form)	

### Cooperative Contract (Optional)

I agree to extend our pricing to other municipalities and counties across the state, including school districts and local governmental entities, and agencies for the public benefit ("Public Agencies"), through the Collaborative Procurement Plus ("CoPro+") program, which includes the reporting and administrative fee requirements.

YES NO