



## THE COUNTY OF GALVESTON

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PURCHASING AGENT

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COUNTY COURTHOUSE  
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GALVESTON, TEXAS 77550  
(409) 770-5371

July 3, 2013

**RE: ADDENDUM #1**  
**Bid #B132010, Galveston County Guardianship Program**

To All Prospective Proposers,

The following information is being provided to aid in preparation of your bid submittal(s):

**Question #1:** *Page 7, Item number 26 states that before submitting a proposal, each contractor should make investigations and examinations. Does that mean we might ask questions of the current guardianship program and visit their offices? On page 1 of the RFP, it states that the proposer may not contact the requesting department. I wasn't sure if the requesting department was the Commissioner's Court or if Galveston County Social Services is considered the requesting department. We want to be sure we follow all the requirements so we would like to know whether we might be permitted to ask questions of the current guardianship program as part of our investigations.*

**Response:** The investigation and examination is more of a general provision in the RFP. This simply means that any proposer, in an effort to prepare their proposal may do so but is not mandatory. All questions regarding this solicitation are to be directed to the County Purchasing Agent as specified in the proposal document. To preserve the integrity of the solicitation process, the proposer may not contact the requesting department and only the Purchasing Agent.

**Question #2:** *On page 18, under the heading Staffing, the RFP states that the proposer will provide a copy of written policies under this agreement as part of this proposal. Our written policies for the provision of guardianship services are over 100 pages long. The general policies and procedures manual for the nonprofit is 29 pages long. On page 20, under Proposal Preparation, the length of the proposal is defined as 25 pages including all forms and attachments and it explains that submissions that exceed that length may be discarded or result in substantially lower evaluation of the proposal. Are the policies required on page 18 exempted from the 25 page proposal length requirement?*

**Response:** The County is interested in an overview of your current policies with any site specific information if applicable. Short listed firms may be requested to submit further documentation if selected.

**Question #3:** *On page 18, under the heading Staffing, the RFP asks that the proposer specify how they intend to integrate current employees into their program. Does the term 'current employees' refer to the employees currently on staff at Galveston County Social Services in their Guardianship Program or the employees of the proposer? And, if it does refer to the employees of the Galveston County Social Services Guardianship Program, may we contact that department and meet that staff?*

Response: This question uses the term (if applicable) this could be current county staff, however you may choose to hire all, some, or none of the current county staff. This could be integrating your own staff from another location or current sub-contractors. Current structure for the county consist of 1-Supervisor, 4 Guardians, 1-Payee, and 1-Financial Administrator. If in the event that a firm is on the short list, further discussion may be had regarding meeting current staff.

**Question #4:** *The RFP states that the proposer must submit two years of audited financial statements. Do you require that these financial statements be submitted with the proposal or at a later point in the process? Submission with the proposal would cause us to exceed the 25 page maximum number of pages for the proposal including all forms and attachments described on page 20.*

Response: Financial statements must be submitted with the proposal. The submittal of County forms and attachments will not count toward the 25 page maximum.

**Question #5:** *How many County of Galveston employees are currently working in the GGP?*

- a. *As Guardianship Specialist (caseworkers)?*
- b. *Support administration positions (clerical, invoicing, other support staff)?*
- c. *Management level?*

a. Response: As Guardianship Specialist (caseworkers)? 5 caseworker

4 Guardians  
1 Guardian/Payee Officer

b. Support administration positions (clerical, invoicing, other support staff)?

1 Financial Administrative person

c. Management level?

1 Guardianship Coordinator (Supervisor)

**Question #6:** *Are any County of Galveston wards living in facilities outside the County? If so, which facilities? (This relates to travel costs to provide onsite visitations per proposal requirements.)*

Response: 3 Wards are outside Galveston County, 2 in Brazoria County 1-Personal Care Home in Pearland, TX and 1-in Nursing Home in Alvin, TX. 1 in Kenedy County at Kennedy Rehabilitation Center.

**Question #7:** *How many wards live in DADS approved nursing facilities? (Important since this refers to the number of potential dollars from Medicaid Recovery.)*

Response: All nursing homes are DAD's regulated.

**Question #8:** *Could a breakdown be provided as to residence of current wards?*

- *Nursing homes*
- *Adult foster homes*
- *Secured facility*
- *Other*

Response: Nursing Homes – 24  
Personal Care Homes – 29  
Assisted Living – 2  
Live Independently in apartment - 21

**Question #9:** *Is there a projection as to the timeframe when the additional 87 wards will be added during the next twelve month period? (This also has implications for budget projections as staff would be added based on increases in the number of wards.)*

Response: As you are aware the numbers raise and drop the 87 is to accommodate up to an approximate maximum number. The structure is based on a unit price to provide for the increase or decrease in wards.

**Question #10:** *Does the current Galveston Guardianship Program use a software program that is proprietary or a generic one adapted to meet the needs of the GGP.*

Response: The Financial system used for payment of payee bills is Quicken. The courts have a program used for checking assets, however it is not mandated.

As a reminder, all questions regarding this proposal must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [rufus.crowder@co.galveston.tx.us](mailto:rufus.crowder@co.galveston.tx.us)

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [rufus.crowder@co.galveston.tx.us](mailto:rufus.crowder@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County