

CUYAHOGA COUNTY
BOARD OF HEALTH
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RFP #2022-07
Ryan White Part A- Planning Council (Facilitator)
Pre-Bid Webinar Meeting Notes
& Questions and Answers
November 03, 2022 at 9:00 A.M.

The Pre-bid conference PowerPoint presentation may be viewed at the Board website at www.ccbh.net by clicking on the “Business” tab on the home page.

Presentation

Judy Wirsching presented and reviewed the power point presentation for administrative requirements.

Zach Levar was present to answer questions related to the project/services and provide the program overview.

The presentation can be found on the Board of Health website at www.ccbh.net under the “Business” tab.

Questions & Answers:

Q1. Is it possible for sole proprietors to submit proposals, or is there anything different required from a sole proprietor? This is thinking of a previous bid that required inclusion of personal tax documents and other private information in the bid response.

A1. There is nothing that precludes sole proprietors from bidding and we don’t ask for those type documents in the bid response. If anything not required is needed, we will follow up.

Q2. Are meetings all virtual and will it continue?

A2. The status of virtual versus in-person meetings is at the discretion of the Planning Council. Currently, all meetings are being conducted virtually. The topic will be revisited by the Planning Council in March 2023. Also, if considering this bid, consider including travel, particularly if not local to this region.

Q3. What is the role of the facilitator with PC recruitment?

A3. The recruitment and membership process is conducted annually, but it is a rolling process in which includes formal application processes, interview panels with PC members, and ultimately qualifying statements for members to join. The PC facilitator is not solely responsible for finding members to join the Planning Council, but should facilitate the membership process of interested applicants.

Q4. Is there an onboarding process/training for new members?

A4. Yes, there is a new member orientation each year in November. Training materials have already been created for this orientation, the facilitator leads the new member training in coordination with the Membership, Retention and Marketing Committee.

Q5. Is this the cutoff for asking questions?

A5. Yes, once this meeting concludes no other questions regarding the bid will be taken.