

PROCUREMENT
AND MATERIALS
MANAGEMENT



City of Myrtle Beach
SOUTH CAROLINA

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Addendum #05
December 13, 2023

RFQ 24-R0011
Opioid Remediation Planning Program

The purpose of this Addendum #05 to RFQ 24-R0011 for Opioid Remediation Planning Program, dated November 27, 2023, and previously amended on November 29, 2023, December 1, 2023, December 4, 2023, and December 8, 2023, is to answer the following questions:

1. Would a cover letter and table of contents count towards our 20-page limit?

A cover letter/table of contents will not count toward the 20-page limit.

2. Can we include our resumes as an appendix that does not count towards the 20-page limit if we include biographies in the body of the document?

Yes, resumes may be included as an appendix that does not count toward the 20-page limit, so long as all requested information is included in the body of the document.

3. Is the City looking for a budget to be submitted with our response? If so, is there a preferred format?

No, the City is not looking for a budget to be submitted with the response. However, consultants who wish to provide such information may do so in a separate sealed envelope, submitted as part of the qualifications packet. The separate, sealed envelope will not be opened unless the consultant is selected for negotiations. The preferred format for any budgetary information should be simplified and easy to read and understand by evaluation team members who may not have a background in finance.

4. Can it be assumed that the use of opioid abatement funds can be included as part of the implementation and sustainability plan?

Yes, it can be assumed that the use of opioid abatement funds can be included as part of the implementation and sustainability plan.

5. Aside from the identified roundtable SMEs, City representatives, and consultants, is there any restriction that would limit the roundtables being open for other attendees to be present?

No, there are no restrictions that would limit the roundtables being open for other attendees to be present.

6. Can the City describe what level of stakeholder engagement you expect? Are focus groups, interviews with key stakeholders, or surveys preferred? Is there flexibility to conduct the roundtables virtually?

The City expects a wide range of stakeholder engagement, with a combination of focus groups, interviews with key stakeholders, and surveys being appropriate means of engagement. The roundtables must be conducted in-person in order to gather a complete picture of the opioid epidemic in our community.

7. Since the City of Myrtle Beach will be the client when you refer to this regional planning initiative/master plan, regional stakeholders, geographical areas, populations, and cross-system collaboration, will the primary focus be by the City or is it expected that the consultant focus on the entire county or just the City? If just the City, will other municipalities/towns/cities and the county be involved? If so, can you please explain what is expected from those interactions? For example, will the City identify points of contact within each who may participate in this initiative, or will the consultant be expected to present to each of those governing bodies?

The City of Myrtle Beach is taking the lead in the procurement on behalf of other communities in Horry County. This is a regional, county-wide initiative, and the Consultant will have access to points of contact from the other municipalities/towns/cities involved.

8. The RFQ mentions, "The Consultant may be required to give oral presentations to select governing bodies and community." Can you describe with which entities and how many presentations?

The Consultant may be asked to present their findings to the governing bodies of each municipality that is participating in this county-wide initiative, with possible presentations to community groups. The schedule of presentations will be determined with the selected Consultant.

Qualifications packets are due no later than 2:00 PM (local time) on Thursday, January 18, 2024. No electronic submissions will be accepted. The City is not responsible for late or misdirected mail.

Thank you,
City of Myrtle Beach
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