



RFP for Child Support Enforcement Services

Date: May 21, 2026

To: Prospective Bidders

From: Trischa Quinlan, Contracts & Purchasing Agent, Currituck County

Subject: Addendum No. 1 to RFP for Child Support Enforcement Services

This Addendum forms a part of the Contract Documents and modifies the RFP documents dated May 7, 2026, with amendments and additions noted below. This Addendum must be acknowledged on the Bid Form. Failure to acknowledge receipt of Addendum No. 1 may result in your submission being declared non-responsive.

Questions:

1. Page 2: Section 1, Technical Proposal, 1d: States that, “The Contractor can continue to use Day Reporting Center to assist absent parents to become self-sufficient or submit a summary of a plan of services they would implement to help absent parents become self-sufficient and assist them with being able to pay child support.”

Page 4: Section 2, Financial Proposal, 2.4f: Also refers to the Day Reporting Center.

We are not familiar with a Day Reporting Center in Currituck County. Would the County please clarify what it means by this requirement?

Answer: Page 2: Section 1d is rewritten to:

1d. The Contractor can continue to assist absent parents to become self-sufficient or submit a summary of a plan of services they would implement to help absent parents become self-sufficient and assist them with being able to pay child support.

Page 4: Section 2.4f is rewritten to:

2.4f Describe how the contractor will assist absent parents to become self-sufficient.

2. Page 3: Section 2: Financial Proposal, 2.4d it states that, “Does the contractor provide paternity test services in-house, or does it send them to LabCorp? If it is in-house, will the contractor agree to have paternity test on the day that a Juvenile Court Judge orders a paternity test?”

Would the County please confirm that it intends “District Court” in this section?

Answer: Page 3, Section 2.4d is rewritten to:

2.4d Does the contractor provide paternity test services in-house, or does it send them to LabCorp? If it is in-house, will the contractor agree to have paternity test on the day that a District Court Judge orders a paternity test?

3. Page 1, RFP Section 1.0, Proposal Submission states that, "Proposers shall email one (1) electronic file of the complete proposal package in PDF format to Trischa Quinlan, Contracts & Purchasing Agent by email at bids@currituckcountync.gov until the time listed in the Public Notice. Submittals received after the due date and time will not be considered. The Proposer's name and project title should be clearly displayed in the email subject line and attachment title."

Page 2: Section: General Terms and Conditions; F. Public Records states that, "To properly designate material as a trade secret under these circumstances, each Proposer must take the following precautions: (a) any trade secrets submitted by the Proposer should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Qualification package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope."

Instead of a printed, paper submission for the Confidential/Proprietary version, would the County please confirm that a second, electronic redacted version of our proposal (sent by a separate file to the same email) would be acceptable to properly designate material as a trade secret in the event that the County receives a Freedom of Information Act request?

Answer: Page 2 of the General Terms and Conditions, Section F is rewritten to:

F. Public Records

Upon receipt by the County, each proposal becomes the property of the County and is considered a public record except for material that qualifies as "Trade Secret" information under N.C. Gen. Stat. § 66-152 et seq. Proposals will be reviewed by the County's evaluation committee, as well as other County staff and members of the general public who submit public record requests after a selection result has been announced to the public.

Trade secrets or proprietary information submitted by a proposer, in connection with a procurement transaction, shall not be subject to the public disclosure under the Freedom of Information Act. However, the proposer or offeror must invoke the protection of this section prior to or upon submission of the data or other materials and must identify the data on other materials to be protected and state the reasons why protection is necessary.

Each individual page shall be identified in boldface at the top as "CONFIDENTIAL" in a font size of 14 or larger. Any section of the proposal that is to remain confidential shall also be so marked in boldface on the title page of that section along with each individual page within that section. Cost information and any other public information may not be deemed confidential; therefore, it is requested that only the necessary confidential pages be marked.

In providing a proposal, each Proposer agrees that the County may reveal any trade secret materials contained in such response to the evaluation committee. Furthermore, each proposer agrees to indemnify and hold harmless the County and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the Proposer has designated as a trade secret. Any proposer that designates its entire proposal as a trade secret may be removed from consideration.

4. Page 4: RFP Section 2: Financial Proposal, Inspection and Audit 2.4.e; states, “Describe in detail how the contractor will treat securing child support, medical Insurance, and board payments when a child is in foster care. How long should it take to get into Court?”

The recent amendment to G.S. 50-13.10 provides that CSS will no longer establish child support orders on foster care cases referred on or after October 1, 2025, and that child support obligations for foster care cases existing prior to October 1, 2025 will be suspended.

Can the County confirm that the Contractor should follow state and program guidance for handling foster care cases in light of the 2025 change in the foster care program as it relates to child support?

Answer: Page 4, Section 2.4e is rewritten to:

2.4e The contractor should follow state and program guidance for handling foster care cases in light of 2025 change in foster care program as it relates to child support.