

Flathead County
Board of Commissioners

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RFQ Q&A Response: Flathead County Alcohol Tax – SUD Service Provider

The following information is made a part of this RFQ. The purpose of this response is to address project questions received as follows:

Question 1: *For the RFQ what qualifies as audited financial statements? How should we proceed if our financial statements have never been reviewed or audited?*

Answer 1: For audited financial statements we are looking for financial statements that have been reviewed by a 3rd party accounting firm with an audit opinion issued. If your financial statements have never been audited, please still submit your unaudited financial statements. Review of the financials is only one of the scoring criteria. Submitted unaudited information will score higher than no financials.

Question 2: *Do we know when these funds would be distributed to those awarded? How they are distributed? Is it a lump sum, do we request as we utilize, etc.?*

Answer 2: The County receives 4 payments from the state over the course of the year. Historically we have received the payments about quarterly but it seems to vary some each year. The first 3 payments are all the same amount and are based on the State's projected alcohol tax revenue amount. The 4th payment of the year adjusts to reflect the actual amount of alcohol tax revenue received. The 4th payment can be more or less than the first three payments depending on whether the State over or under estimates.

In previous years, the State has notified our designated service provider of the dollar amount the County will receive in each payment. The service provider then sends us an invoice for that specified amount. As soon as the County has an invoice from our service provider and receives the funds from the State, we will transfer those funds to the service provider.

Question 3: *When does this round begin - for example July, next July etc.?*

Answer 3: Services would begin July 1, 2022 for a two year term.

Question 4: *Can I mail or email the documents? If mailing, does it need to be postmarked by then?*

Answer 4: Flathead County will not accept emailed proposals. Respondents should submit six (6) full copies of their RFQ response documents and one (1) electronic copy on a disk or USB to the Flathead County Commissioners' Office at 800 South Main Street, Room 302, Kalispell, MT 59901 by **8:30 am, June 14, 2022**. Mailed proposals must be received in our office by the deadline. **No late, faxed, or email submittals will be accepted.**

All other information provided in the Flathead County Alcohol Tax – SUD Service Provider RFQ remains unchanged.