

**2017 - 2018 Request for Proposal
Community Care for the Elderly Lead Agency Designations
Pasco and Pinellas Counties**

Bidder's Conference Questions and Answers/Response to Inquiries

Question: On Page 18 of the RFP, under Resource Management and Development, it talks about referrals to the ADRC for clients who appear Medicaid eligible. Do we need to include information on the Lead Agency not completing a 701S and forwarding to the ADRC for 701S completion?

Answer: No. If a client appears eligible for the Statewide Medicaid Managed Care program, a referral should be made to the ADRC. The application should discuss this referral process in general rather than specific waitlist placement details including 701S completion responsibility.

Question: On the top of page 17 of the RFP, there is a note indicating that as of March 6, 2017 Adult Protective Services program is moving to a seven-day, 8 am to 5 pm work week operation. Do we need to incorporate these changes into our application?

Answer: No. These changes are very new and at the present time, no changes to the Lead Agencies responsibilities have changed. The application will address the current requirement of a case manager being available 24 hours a day, seven days a week for elderly victims of abuse, neglect or exploitation who are referred by an APS investigator. Please refer to the bottom of page 16.

Question: On page 24 of the RFP, under Volunteers, it talks about quarterly volunteer reports to be submitted quarterly. This past year it changed to annually. Can you please clarify this?

Answer: For the RFP application, please submit information regarding quarterly reporting.

Question: If we have not been submitting our Board of Directors minutes within 30 days, will this be held against us for the RFP process?

Answer: No. Please address going forward how this requirement will be met.

Question: The unduplicated client counts on page 29-30 of the RFP are for 15-16 not 16-17. Please clarify.

Answer: State fiscal year 16-17 is not over. 15-16 data was utilized to provide an entire year of unduplicated client counts.

Question: 2nd paragraph, page 29 of the RFP, states that “If an applicant chooses to bid on services in more than one county, a separate proposal must be submitted in each county.” Should this be removed?

Answer: This is an error and should be struck/removed from the RFP. As referenced throughout the RFP, “Agencies applying may only bid on 1 county”.

Question: For the application, should we use the Case Management and Case Aide allocations exactly as they are presented in the RFP, page 29-30?

Answer: All applicants need to use the allocations as provided, by service, in the RFP. We do not know what the allocations for the 17-18 state fiscal year are at this time. Once we find out, successful bidder contracts will be amended as needed.

Question: Can co-pay be used as match for CCE and ADI?

Answer: Yes

Question: Once unit rates are approved for each service, can they be changed within the year?

Answer: No, once unit rates are approved and agreed upon, they cannot be changed during the contract year.

Question: Can the letter of intent be sent via email?

Answer: Yes, since the Letter of Intent is not mandatory and not part of the fatal criteria, the Letter of Intent can be emailed to tawnya.martino@aaapp.org

Question: For the original RFP submission, should blue ink be utilized?

Answer: Yes, blue ink will clearly identify the submission as original.

Question: Once an application is submitted, can we change anything?

Answer: No changes can be made once the application is submitted. However, the AAAPP may seek written clarifications from the proposers.

Question: Have any of the forms changed in the contract module?

Answer: No, they are the same.

Question: If we do not have a particular type of match do we need to submit the match form?

Answer: Only submit match forms that you are utilizing. If you do not plan to utilize a particular type of match, do not submit the form. Example, if you will not have cash match, do not submit a cash match form.

Question: For the match forms we are not submitting, can we put N/A in the Table of Contents for those particular forms?

Answer: Yes, N/A can be put on the Table of Contents if you are not utilizing a particular form. N/A should not be utilized for any other section of the application.

Question: For the Property and Equipment Section in Appendix II, should this be an agency wide property/equipment listing?

Answer: Yes, an agency wide property and equipment list must be submitted.

Question: If we have multiple counties in our agency, do we need to submit all counties' property and equipment lists?

Answer: No, only submit for the county you are applying for. Example, if you are submitting an application for Pinellas County, only submit your agencies property/equipment listings for Pinellas County.

Question: Is Appendix III available in Word?

Answer: Yes, Appendix III will be made available in Word with the other RFP documents.

Question: On page 21 of Appendix 3, 5 Year Service Unit Rate Quote, are Core Services required for Pasco County?

Answer: Yes, the 5 Year Service Unit Rate Quote must include all core services in Pasco County in addition to Case Aide and Case Management.

Question: Is Appendix II on your website with the other RFP documents?

Answer: Yes, we confirmed after the Bidder's Conference that Appendix II is on the website. All RFP documents can be found at:
<http://agingcarefl.org/2017ccerfp/>.