

FY2021 RFP #116, #117, & 118 Questions and Answers

RFP #116 Multiple Services			
Date Received	Questions	Answers	Date Answer Given/Posted
10/21/19	<p>Please provide the list of current volunteers that are leading the evidence-based programs.</p> <p>Of the 18 counties that the RFP covers, how many actual locations will the evidence-based programs be taught?</p> <p>How many of the actual locations will any offer an ongoing tier III (highest level) evidence-based physical activity program?</p> <p>Will all evidence-based programs be offered as "courses" for a 6 to 10 week period, then that program will travel to a new site?</p> <p>Your RFP only mentions Matter of Balance and Tai Chi. Will other tier III (highest level) evidence based programs, like Geri-Fit, be considered for this RFP?</p>	<p>- We do not maintain the list of volunteers; this is established and maintained by the offeror awarded the contract.</p> <p>- (18)</p> <p>- This is determined by the offeror awarded the contract</p> <p>- This is determined by the offeror awarded the contract</p> <p>- This is determined by the offeror awarded the contract</p>	Emailed Answers on 10/22/19
10/21/19	Just wanted to confirm that RFP #116 for in-home services DOES NOT include PERS/ERS (personal emergency response systems)?	-Correct, RFP #116 for In-Home Services does not include PERS/ERS (personal emergency response systems).	Emailed answer on 10/22/19
10/21/19	I don't see E R S on the list ? Am I missing something ADP Security Systems ADP Telecare Services	-Correct, RFP #116 for In-Home Services does not include PERS/ERS (personal emergency response systems).	Emailed answer on 10/22/19
10/22/19	The RFP said you have a list of volunteers that will be given out upon request. We don't need names or personal information. We just need to	-The provider has (1) Tai Chi volunteer in Tifton Ga.	Emailed answer 10/22/19

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	know the number of volunteers that are currently leading EBHP programs.		
10/22/19	<p>Is (entity submitting proposal) responsible for finding the lay leaders to teach the EBHP or will you have the staff on hand for training?</p> <p>Do you currently offer a falls prevention program?</p>	<p>- The provider/organization submitting the proposal would be responsible for finding lay leaders as well as staffing/operating the wellness/health promotion program for our 18 county region. Wellness activities in addition to the IIID evidence-based program would be required. We are not seeking a license to provide a program. We are seeking a provider to operate the wellness program and offer evidence-based programs in our 18 county region.</p> <p>-Our current provider operates several evidence-based programs including a Matter of Balance, Tai Chi, DEEP, Diabetes Self-Management Program, and Chronic Disease Self-Management Program.</p>	Emailed answer 10/22/19
10/22/19	Are you able to release the name of the current Wellness/Education provider to me?	-Yes, we are able to give you that information. The current provider for the contract ending June 30, 2020 is Diversified Resources, Inc., 147 Knight Ave Cir, Waycross, GA 31501.	Emailed answer 10/22/19
11/6/2019	Can you please tell me what I need to do to formally notify SGA AAA of the proposal request?	<p>-You will find a copy of the RFPs on our website. Please review the RFPs closely. There are three of them and the description of each one will give you more information.</p> <p>-If you look on the back page of the Memo of Availability, you will see the web address. I'll go ahead and post the paragraph below for you and you should be able to use the link in this email to get to the RFP on our website. The paragraph reads:</p>	Emailed Answer 11/6/19

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		<p>-The RFP packages are available on our website at www.sgrc.us/rfps.html Also, reservations must be made in advance for the optional offerors conferences and UCM technical assistance events. You will also see questions and answers to those questions on our website just below the RFPs. We will continue to add to and upload this list periodically until the RFP deadline of 12/16/19 at 4:30 pm.</p> <p>-The RFP document gives you the timeline, and all instructions on how to put together proposals and how proposals must be delivered to us. Please pay close attention to RFP #116 pages 1-11. If you are interested in submitting a proposal to provide one or more Multiple Aging Services.</p>	
11/12/19	Are we allowed to include a Table of Contents in the proposal to help the reviews follow proposal content?	-It will be fine to include a Table of Contents in the proposal if you would like to do so.	Emailed Answer: 11/12/19
11/12/19	Where can I find the RFP files?	<p>-You will find a copy of the RFPs on our website. Please review the RFPs closely. There are three of them and the description of each one will give you more information.</p> <p>-If you look on the back page of the Memo of Availability, you will see the web address. I'll go ahead and post the paragraph below for you and you should be able to use the link in this email to get to the RFP on our website. The paragraph reads:</p> <p>-The RFP packages are available on our website at www.sgrc.us/rfps.html</p>	Emailed Answer: 11/12/19

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11/13/19 (9:59 pm)	Attachment L-2 requires the names of individuals authorized to Access ad DHS Information System Containing PHI. Due to the size of our operations, we have more than 5 employees that will need access. Can we use an additional page to include those employees?	-It will be fine for you to include an additional page to list the names of individuals authorized to access the DAS Information System that contains PHI.	Emailed Answer: 11/14/19
11/14/19	May we use SGRC-AAA as a reference?	-Yes, current or past contractors may use SGRC-AAA as a reference on their RFP.	Emailed Answer: 11/18/19
11/25/19	<ol style="list-style-type: none"> 1. What is the reimbursement rate for Homemaker, Personal Care, and Respite Services? 2. How many hours of service were provided annually under the last contract? 3. How many consumers are served annually under this contract? 4. What counties are in your service area? 5. Are there any specific service areas that the Agency has difficulty serving? 6. Do you anticipate awarding more than one Provider under this procurement for the In-Home Services contract? 7. Who are the current contracted Providers for the In Home Services contract with SGRC AAA? 	<ol style="list-style-type: none"> 1. Current contractor rate is \$19.72 per hour for HMK, PC & Respite services 2. For Fiscal Year 2019: Homemaker - 11,002 hours; Personal Care - 9,544 hours; Respite – 14,780 hours 3. 137 clients for FY2019 4. Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner, and Ware 5. None specific...much of our area is very rural, so that can be a challenge for providers. 6. Yes, we are considering this. 7. ResCare Home Care d/b/a Southern HomeCare Services, Inc. 	Emailed Answer 11/25/19
11/25/19	<p>What is the existing net reimbursement rate for contracted provider(s) by service type in FY2020?</p> <ol style="list-style-type: none"> 1. Homemaker 2. Personal Care 3. Respite 	<p>-Current contractor rate is \$19.72 per hour for all three services.</p> <p>-Match is required as per the Request for Proposal Document. The RFP packages are</p>	Emailed Answer 11/25/19

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	<ul style="list-style-type: none"> • Is there any minimum match requirement? • Is SGRC looking to contract with one or multiple providers? • What is the existing client count by service type? <ul style="list-style-type: none"> o Homemaker o Personal Care o Respite • What are the service hrs per client/week by service type? <ul style="list-style-type: none"> o Homemaker o Personal Care o Respite 	<p>available on our website at www.sgrc.us/rfps.html.</p> <p>-SGRC is considering contracting with more than one provider for In-Home Services.</p> <p>Number of Clients by service are: Homemaker:80 Personal Care: 74 Respite: 49 *Some clients receive more than one service.</p> <p>-For Fiscal Year 2019: Homemaker - 11,002 hours; Personal Care - 9,544 hours; Respite – 14,780 hours</p>	
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RFP #117 Senior Center & Home Delivered Meals			
Date Received	Questions	Answers	Date Answer Given/Posted
10/22/19	How many clients are currently being serviced under this (HDM) program in Charlton County?	<p>- For September 2019 there were 47 clients served for Charlton County Home Delivered meals (HDM).</p> <p>- Update: Charlton is now serving 51 Home Delivered Meals clients per day (they recently added a few clients). The estimated funding for the Home Delivered Meals only program for Charlton is \$17,158 Federal, \$1,005 State, with a required match of \$2,019.</p> <p>-Update: This is an annual allocation.</p>	<p>Emailed answer 10/22/19</p> <p>Emailed Updates: 10/29/19</p> <p>10/29/19</p>
10/23/19	We are planning to bid for our neighboring Charlton County and you stated there were estimated 47 clients. With this can you tell me whether these are frozen meals? We offer frozen and hot meals but trying to budget for a combo for nutrition as we do in other counties.	<p>-For September 2019: For HDM clients, 877 hot meals were served and 75 Frozen meals were served.</p> <p>-Update: For clarification, staff of selected contractors will not be responsible for preparing meals. Meals will be prepared and delivered (in bulk) to the senior center by the AAA's food vendor.</p>	<p>Emailed answer 10/23/19</p> <p>Emailed Update: 10/29/19</p>
10/24/19	In Reference to Section D) Must we disclose municipal litigation unrelated to the aging program?	<p>- Given that it states "the organization" we would interpret this to mean any litigation against the organization and not just litigation that relates to aging services. To give some guidance in reference to completing this section, an applicant's explanation should be brief and would need to include the current status and/or disposition of the case(s). --</p>	<p>Emailed answer 10/24/19</p>

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		<p>Disclosure in the most general form is sufficient for completion of this RFP and we are not expecting names, details, or any other identifying information.</p> <p>-It is also important for us to note here that all submissions are confidential and we will not disclose information that is imparted to us by perspective contractors, unless disclosure is required of us by the Department of Human Services Division of Aging Services.</p>	
10/25/19	<p>Our next question is regarding Section C-4. The municipality is tax exempt, is it required to provide a Georgia business license for the Senior Center?</p>	<p>-You may note that you are a governmental entity. If you do not require yourself to have a business license, then simply state that in the narrative.</p> <p>You will need to attach a copy of your current Health Inspection Report, Fire Inspection Report, Proof of Insurance, and Food Service Permit for the Site.</p>	<p>Emailed Answer: 10/29/19</p>
10/28/19	<p>Do you have Appendix G in downloadable/workable form?</p>	<p>-MS Word Document with Budget Narrative and MS Excel Budget Document was emailed to person who asked.</p>	<p>Emailed Answer: 10/28/19</p>
10/28/19	<p>November 13, 2019 Offeror's Conference 2 p.m. Southern Georgia Regional Commission, can you tell me about this? and do I need to sign up for it?</p>	<p>-It is optional and it is an opportunity for anyone who may want to submit a proposal to ask questions and hear the questions of others. You may also email in your questions to me at krodgers@sgrc.us and I will answer the questions and we will post all questions and answers periodically throughout the RFP timeline up until the RFP deadline which is on December 6th at 4:30 pm.</p>	<p>Emailed Answer: 10/28/19</p>
10/28/19	<p>Question regarding Section C-1. Is there a character or word count recommendation for the level of detail for question 1?</p>	<p>-No, there is not a character or word count recommendation for Question 1 under Section C. Just please give adequate information to describe your experience.</p>	<p>Emailed Answer: 10/29/19</p>

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	<p>Question Section C-2 Can we include AAA as a reference?</p>	<p>-Yes, you may include Southern Georgia AAA as a reference. That may be accomplished by a letter stating that you have contracted with AAA for ____ years and by referencing and then attaching your First Quarter Performance Report for the services from FY2020.</p>	
10/30/19	<p>This question is regarding our Scope of Services: The Ray City Senior Center operates under DHS/DAS guidelines. Do we cite references to the Manual 5300 subsections in our Scope of Services? For example "All hot meals are served in less than four hours from preparation. (MAN5300 304.21)"</p>	<p>-Yes, you would need to describe how you provide services and references to standards is an acceptable way to do that, along with other specific examples.</p>	<p>Emailed answer 10/30/19</p>
11/8/19	<p>Can you provide any guidance on calculating FTEs? Our senior center is staffed by one full time director, and one part time assistant who works about 28 hours a week at the center. 4 additional city staff work for the center in administration and maintenance at varied hours. Do we calculate our FTEs by total hours?</p>	<p>-You would need to list each employee and the FTE percentage that they devote to the Senior Center. You may list the position and do not need to list their actual names.</p>	<p>Emailed Answer: 11/8/19</p>
11/20/19	<p>Do all FTEs need to be included on the Appendix G Spreadsheet?</p>	<p>-You need only include the FTE positions that will be involved in the budget you are including in your proposal to provide services.</p>	<p>Emailed Answer 11/21/19</p>
11/21/19	<p>Should the budget narrative and spreadsheet reflect the local match narrative? Are there any guidelines for pricing in-kind rent?</p>	<p>-Yes the local match on the budget narrative should describe the local match included on the budget spreadsheet (towards the bottom of the support page of the spreadsheet in the green area).</p> <p>-In-kind rent should be based on rental pricing in the nearby area if that makes sense.</p>	<p>Emailed Answer 11/21/19</p>

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RFP #118 Food Vendor			
Date Received	Questions	Answers	Date Answer Given/Posted
11/05/19	<p>How many total clients currently receive HDM meals?</p> <ul style="list-style-type: none"> - Out of that, how many are frozen and how many are hot? - Is it possible to expand the number of frozen over hot? <p>Client counts by zip code (or county)</p> <p>Frozen client order process</p> <ul style="list-style-type: none"> - Bid shows noon day before, is that for hot only? <p>Expected startup time for new clients (generally we do 3 business days)</p>	<p>-For September 479 congregate clients and 699 home-delivered clients were served on average per day; 9,172 congregate meals and 13,337 home-delivered meals were ordered for the month; & 21 frozen congregate meals and 1,445 frozen home-delivered meals were ordered for the month. For September 302 shelf-stable congregate meals and 1,195 shelf-stable home-delivered meals were ordered for the month.</p> <p>-Our preference is for a hot daily meal but the bidder should also be prepared to provide picnic, frozen, and shelf-stable meals upon request.</p> <p>-Client counts by zip code (or county) – See Attachment A.</p> <p>-All hot meals are ordered on a daily basis, based on the senior center/hdm sites reservation system. Some frozen meals are ordered once per month.</p>	Emailed Answer 11/05/19

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	<p>Meal pattern expectations for frozen HDM clients</p> <ul style="list-style-type: none"> - We currently serve a 4 week rotation that is updated twice per year (specs meet Georgia requirements) <p>Delivery windows for frozen HDM clients (we deliver between 8am and 6pm currently)</p>	<p>-Senior centers/hdm sites normally begin clients within 3 business days from receiving the client assessment paperwork from our case management assessment provider.</p> <p>-We currently serve a 4 week rotation that is updated twice per year (specs meet Georgia requirements)</p> <p>-Hot meals have a four hour holding time. Frozen meals are normally delivered once or twice per month to the senior center/hdm sites depending on freezer capacity.</p>	
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ATTACHMENT A: Client Counts by Zip Code or County			
September 19 – Congregate Meals	<i>Number Served:</i>	September 19 – HDM	<i>Number Served</i>
Alapaha (Berrien County)	N/A	Alapaha (Berrien County)	5
Atkinson County	N/A	Atkinson County	22
Bacon County	26	Bacon County	37
Ben Hill County	22	Ben Hill County	48
Berrien County	25	Berrien County	27
Brantley County	29	Brantley County	34
Brooks County	22	Brooks County	38
Charlton County	15	Charlton County	48
City of Ashburn (Turner County)	29	City of Ashburn(TurnerCounty)	30
City of Hahira(Lowndes County)	N/A	City of Hahira(Lowndes County)	16
City of Ocilla(Irwin County)	22	City of Ocilla(Irwin County)	29
City of Tifton(Tift County)	34	City of Tifton(Tift County)	40
City of Willacoochee(Atkinson Co.)	29	City ofWillacoochee(Atkinson Co.)	18
Clinch County	25	Clinch County	29
Coffee County	38	Coffee County	68
Cook County	22	Cook County	38
Echols County	18	Echols County	18
Enigma (Berrien County)	N/A	Enigma (Berrien County)	3
Lanier County	29	Lanier County	25
		Lowndes County	25
Pierce County	18	Pierce County	20
Ray City (Berrien County)	30	Ray City(Berrien County)	15
Ware County	46	Ware County	68
<i>Total</i>	479	<i>Total</i>	699