

**2021 Request for Proposals for Community Care for the Elderly**  
**Written Questions and Answers**

1. **Question:** “I wanted to request a digital copy of our (WOCOA) prior RFP proposal submitted to AAA for both the CCE and the OAA contracts. I am also requesting Elder Services and West Florida Council on Aging’s RFP proposal submissions for both the OAA and CCE for the last RFP cycle if possible?”

**Answer:** “I have attached the 2018 RFP documents for Okaloosa County CCE from WOCOA. The bid packages for OAA from Elder Services and WOCOA and the CCE bid package for Okaloosa for Elder Services in 2018 are not in digital format. We can send those to you via mail, or they can be picked up from our office. Just let me know what you prefer.

The previous RFPs for OAA and CCE in Escambia and Santa Rosa and Walton counties were RFIs, and they do not have a bid package.”

2. **Question:** “Can you please send me the RFP’s via US Postal service. Can you tell me what this stands for “were RFIs”? So RFP’s were not required until 2018?”

**Answer:** “We can send them to you this week, and we’ll cover the shipping cost.

RFI stands for Request for Information. That process allowed us to announce an RFI and if there was no competition proceed with contract negotiations with the interested party. As a result, in the previous bid cycles when an RFI was used, there is not a bid package. DOEA no longer allows that flexibility to the AAAs, so we are required to proceed with the full RFP process.”

3. **Question:** “Below you will find 1 question our team had after the RFP Bidders Zoom call that just needs clarity. The 1 question is # 6 found on Appendix VII “Proposal Fatal Criteria”.

6. Does the proposal include signed commitment forms or a comparable document {i.e. letter from a funding source} guaranteeing the bidder’s ability to provide adequate matching funds?”  
The question is: If our agency would be providing the matching funds {from another account} would a signed letter from our Board President be sufficient stating such?”

**Answer:** “A signed letter from your Board President would not meet this requirement. A letter from your bank, external auditor, or other funding source stating that there are sufficient matching funds would be appropriate.”