

**2021 Request for Proposals for Community Care for the Elderly
Pre-Proposal Conference
Key Questions and Answers**

1. **Question:** Is the “Uniform Client Assessment Form” referenced in the last paragraph of Page 36 the same as the 701B assessment?

Answer: Yes

2. **Question:** The third paragraph on Page 37 states, “The department shall provide or arrange for the provision of training and supervision of volunteers to ensure the delivery of quality services.” Is there a training provided by the department?

Answer: The sentence is from section 430.204(3), Florida Statutes, and references the Department of Elder Affairs. It is referenced as the basis of the following paragraph that indicates, “Bidders must provide assurance and demonstrate staffing capability to train and supervise volunteer staff and volunteer supervisors. All bidders must submit a written plan to address recruitment, training, utilization, and retention of volunteers to assist the CCE Lead Agency.”

There is not a training for Lead Agencies provided by the Department of Elder Affairs. The language is used as the basis for the requirement that “bidders must submit a written plan to address recruitment, training, utilization, and retention of volunteers to assist the CCE Lead Agency.”

3. **Question:** The second paragraph on Page 38 states, “Lead Agencies may use CCE funds and staff for securing, training, and using volunteers.” Are we allowed to use CCE funds for that?

Answer: You may use funds and staff for this purpose. The cost can be allocated into the unit rate when completing the Unit Cost Methodology.

4. **Question:** Clarification of the Outcome/Output Measures section on Page 42.

Answer: Completion of the Service Provider Application Update is sufficient to provide the outcome and output measures.

5. **Question:** Clarification on Page 53 – Number of copies and format for electronic copy.

Answer: Eight (8) copies are required. The portable storage device for the electronic copy can be a jump drive, USB, or other portable storage.

6. **Question:** The term of the contract in the RFP is six years. Is there the potential for another 6 years?

Answer: Yes. The Terms and Conditions on Page 55 reads, “The initial term of contracts awarded as a result of this RFP will be 6 years. Contracts awarded as a result of this RFP may be renewed for an additional 6-year term subject to continued legislative appropriations and satisfactory performance.”

7. **Question:** Does the AAA have a new Area Plan to use when completing the PSA Outcome Measures in the Service Provider Application?

Answer: Yes. The most recent Area Plan is from 2020-2022 and has a 2021 Update.