



ADDENDUM #2
Community Services - Area Agency on Aging
Boulder County Area Agency on Aging Request for Proposals for Older Adult Services
RFP # 7127-20

October 19, 2020

The attached addendum supersedes the original Information and Specifications regarding RFP # 7127-20 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: Will the session be recorded?
2. Question: Will you send out a copy of the presentation slides?

ANSWER: No, this pre-proposal meeting is not being recorded. However, all the information covered can be found in the RFP and all the questions and answers will be included in an addendum.

3. Question: Please explain in more detail the Required Match requirement listed on page 8 of the RFP.

ANSWER: A minimum of 25% local match (cash and/or in-kind) is required of each funded program. In-kind match can be provided for up to ½ of the required 25% match. Income from other federal and state grants cannot be used for match.

If you are requesting \$75,000 in grant funds, your required match is \$25,000. Your revenue and expenses in the application should both total \$100,000.

State match requirements vary by service; AAAs have the authority to determine the % required for sub-contracts. For more detailed information about match, please refer to [Older Americans Act \(OAA\) Programs \(Rule Manual Volume 10\) - 12 CCR 2510-1, 10.302 – State and Local Match.](#)

4. Question: Does the RFP need to come from a 501c3? I am part of a grassroots organization that is already making a difference in the community by distributing recycled iPads to isolated seniors, but hasn't filed for non-profit status.

ANSWER: You do not need to be a 501c3 to apply for this grant. Providers must be able to meet federal and state requirements, as well as insurance and other contractual obligations in order to provide services under this grant.

- **Requirements - located on pages 10-12 of the RFP**
- **Contract - pages 14-15, insurance requirements table on 16**

5. Question: Can the town of Lyons submit an RFP for transportation services for our seniors? Or is the funding only for third party vendors?

ANSWER: Yes, the town of Lyons can submit a proposal.

6. Question: Is this a 1st time offering by BC?

ANSWER: BCAA's most recent RFP for nutrition services was held in Feb. 2020. Prior to that we had an RFP for all services in 2015.

7. Question: How many clients to be serviced? Are they located anywhere in Boulder County?

ANSWER: The number of clients is determined by the respondent. You will be asked to indicate the number of unduplicated clients you will serve. Clients must reside in Boulder County, anywhere within the county.

8. Question: How do elderly become recipients of the services being offered within this RFP?

ANSWER: The respondent/provider will be expected to assess clients for services and determine eligibility. Depending on the nature of the service, the provider may maintain their own "roster" of clients. If the funding award is not sufficient to serve all eligible clients, the provider must have a policy that demonstrates how preference and priority is provided to those most in need (low-income, minority, rural) and maintain a waitlist or records on the number of clients the program was unable to serve.

Older adults are also often referred from other entities such as the BCAA Community Living Resource Line, community senior services, and non-profit

organizations in the community. The provider is also expected to perform outreach.

9. Question: Will the proposal be broken out by the services outlined on your summary, ie., Transportation separate of Educational, etc., etc.?

ANSWER: Yes, proposals are accepted by service. If a respondent intends to provide more than one service, a financial budget as well as projections for service units by community and unduplicated clients by targeted demographic should be submitted for each service proposed.

We have 10 services listed. However, if you are submitting a proposal for a service that is not listed here, please submit using the most relevant service and include a note describing the service.

10. Question: Can two companies request funds together?
11. Question: Can more than one company go in on the same RFP?

ANSWER: Typically, there is one fiscal agent for each proposal or contract. However, collaborations are encouraged and BCAAA is willing to work creatively with respondents on contracting opportunities and solutions.

12. Question: What is considered direct care to an adult?
13. Question: What exactly is direct care to adults?

ANSWER: Listed under the Requirement for all OAA funded programs Colorado Protective Services (CAPS) Checks: This [policy] document outlines how you ensure that CAPS checks are conducted when applicable for a new employee who will provide direct care to an at-risk older adult.

“Direct Care”, pursuant to section 26-3.0-101(3.5), C.R.S., means services and supports, including case management services, protective services, physical care, mental health services, or any other service necessary for the at-risk adult’s health, safety, or welfare.

BCAAA Policy: Providers must perform CAPS checks for all new employees. Alternatively, Providers may develop an internal policy that identifies which of its positions provide direct care to at-risk adults, as defined above, and that further requires CAPS checks for new employees hired to fill those identified positions.

The following services delivered or funded by the BCAAA are considered to be direct care to an at-risk adult and shall require a CAPS check for all new contractor employees providing such services: Case Management, Adult Day

Care, In-Home services, including Homemaking and Personal Care; and Mental Health Counseling.

14. Question: What exactly is assistive technology? Does this mean training for computers and smartphones and tablets?
15. Question: Is teaching people to use computers tablets and smartphones assistive technology education?

ANSWER: Material Aid – Assistive Technology is the device.

Education - Assistive Technology are the services related to assistive technology promotion, provision, and education geared at teaching older adults about how to use technology.

16. Question: Is this available for small, for-profit businesses?

ANSWER: Yes. Providing respondents provide a completed W-9 and obtain insurance as detailed in the Insurance Requirements of the RFP.

17. Question: What data do you like to see in the application? How should we measure the need for mental health care among seniors in Boulder County?

ANSWER: We are looking for substantive responses to the questions asked. Data provided within narrative responses should support the agency proposal and demonstrate the need for the service.

Local data from the BCAA we would recommend reviewing- [Aging in Boulder County - Past, Present, Future Report](#) & [AAA Research, Surveys, and Plans](#)

18. Question: What is a reasonable request for units of service for mental health?

ANSWER:

- **Unit PROJECTIONS:** As detailed in the RFP, the number of units projected determines the unit rate, so projections should be driven by the unit rate reimbursement being sought.

- **Ex: \$10,000 request/100 projected units = \$100/unit rate**
- **EX: \$10,000 request/200 projected units = \$50/unit rate**

- **Unit RATES:**

- **Unit rates submitted will be reviewed against market rates for similar services.**
- **Because programmatic costs are reported in the budget as part of the total request, the unit rate should reflect the programmatic costs to deliver on unit of service.**

19. Question: What type of collaborations do you like to see?

ANSWER: Coordination with existing community programs, including minimizing duplication of similar programs.

20. Question: What info do we need to collect on clients?

21. Question: How do we get into Peer Place and what type of information is required for us to collect from clients?

ANSWER: BCAA requires contracted organizations to enter client information, gathered by completing the current standardized Consumer Information Assessment Form provided by BCAA into the state's PeerPlace system. BCAA will facilitate the application and training for data entry in PeerPlace.

The exact information needed varies by service, this list represents a sample:

For all registered clients:

Full name	Live alone
Date of Birth	Visually impaired
Gender	Racial identity
Address	Income
Phone number	Primary language
Email address	Ethnicity
Veteran status	

Additional information for in-home services:

Nutrition Checklist

Activities of Daily Living (ADLs)

Instrumental Activities of Daily Living (IADLs)

22. Question: If we go into a home for technology education, do we need their nutrition and ADL?

ANSWER: No.

23. Question: Do we need the match secured before applying for the grant?

ANSWER: Over the period of the grant, you need to have a minimum of 25% match.

24. Question: Can time volunteered by employees qualify as in-kind match?

ANSWER: Under Fair Labor Standards Act, employees may not volunteer services to FOR-PROFIT private sector employers. Public sector employers may not allow their employees to volunteer, without compensation, additional time to do the same work for which they are employed.

Grant match provided in the form of in-kind volunteer time must be directly related to the program delivering the funded service. Therefore, employee volunteer time in the form of paid public service or other employee programs designed to encourage volunteerism in the community would not be eligible to use as match.

Reference this link for In-Kind Contributions: State Unit on Aging Policy & Procedures Manual, Section III.303 - <https://www.colorado.gov/pacific/cdhs/state-unit-aging>

25. Question: Can match be indirect or only direct? Such as FT costs would be indirect, and PT would be direct.

ANSWER: Match must come from expenditures related to the proposed service.

26. Question: I have never used PeerPlace to submit monthly reporting, only OAASYS, should I be doing both?

ANSWER: PeerPlace is the data base that all grant funded, registered services are entered into. Legal Services are not registered due to confidentiality.

27. Question: Is there a chance for data sharing? AINC would like to see any client who is Visually Impaired.

ANSWER: Opportunity for referrals from other providers but prohibited by HIPAA compliance to share direct/specific client data without consent. Providers should consult internal client confidentiality and data sharing policies, which typically require a client Release of Information for such data sharing. Most Releases of Information include what information may be shared, who information may be shared with, and for how long, at minimum.

28. Question: Is the \$330,000 cap per organization or is that the total limit for all grants combined?

29. Question: Can you clarify if it is \$330k total grant funding available for distribution across multiple awardees, or up to \$330k per grant awarded?

30. Question: Will BCAAA be funding individual program requests up to \$330,000 in ask, or does BCAAA have \$330,000 total to distribute among all qualifying agencies?

ANSWER: The \$330,000 is the total amount available for ALL grant funded contracts through the RFP from January 2021-June 2021 (six months).

31. Question: Will additional funding be made available should the 1-year option to exercised?

ANSWER: Yes. After the initial six-month period, additional one-year contracts for July 1, 2021 to June 30, 2022 will be offered to grantees. Total funding for the additional 12-month period will be dependent on available state and federal funds. On a typical grant year, the total amount available would be double the amount open for the January to June 2021 period. So, for the Fiscal Year 2022, we anticipate \$660,000 to be allocated to grant funded contracts.

32. Question: Will a preproposal attendee/plan holder list be published?

ANSWER: No. We won't be sharing a list of prospective bidders.

33. Question: The BCAAA are plan notes that "BCAAA recently began management of Boulder County Human Services contracts for Cultivate and Via, and is able to leverage both County and State dollars for transportation services for older adults." Can you elaborate on what "management" of these contracts entails?

ANSWER: BCAAA manages the contractual, reporting, and payment aspects of the Human Services contracts for Cultivate and Via. The intent is to coordinate efforts to support services across the county. There may be opportunities to explore how those funds are used in the future.

34. Question: Is there an anticipated average award amount? How many grants are expected to be awarded?

35. Question: For the total available funding, is there a percentage breakdown to be allocated for each category?

36. Question: What is the anticipated range in award amounts that will be provided under this RFP?

ANSWER: There is not an anticipated average award amount, percentage breakdown, or pre-set number of grants to be awarded. Proposals are evaluated and scored based on the criteria provided in the RFP. The Technical Review Committee of the Aging Advisory Council will determine the final award amounts based on data gathered during Strategic Planning efforts of the last two years.

37. Question: Is there a minimum requirement of inability to complete ADL or IADL for program qualifications or is it program dependent?

ANSWER: It is service dependent.

38. Question: Where can we find market rates for similar services/ where are you finding market rates for similar services?

ANSWER: Rate research may vary based on the type of service. We may reach out to different companies or compare on similar industry websites.

39. Question: We provide a free 12-week educational program called Bridging the Digital Divide, which teaches people unfamiliar with technology the basics of how to use a computer (the device itself, email, Google platforms, etc.) and helps them to obtain internet access. At the end of the program they can keep the device for free. We focus on low-income and Spanish speaking populations and would like to do additional outreach to older adult populations.

Before we apply I'm wondering whether this would count as Education – Assistive Technology or simply the Education Service (do I have to specify which?) or if it's too general/broad of a training to be considered an eligible program?

ANSWER: The class itself would be considered Education – Assistive Technology. Funding for devices would be Material Aid – Assistive Technology. You may apply for either service on their own or both services.

40. Question: Since your first "year" is a six-month period, should we complete the numbers of clients/services for 6 months, 1 year, 1.5 years in the proposal?

ANSWER: Respondents should submit proposals for six (6) months.

41. Question: Would you be able to provide a list of programs and organizations that BCAAA has funded in the past?

ANSWER: Below is a list of Grantees that BCAAA contracted with in fiscal year 2020 (in alphabetical order):

**Audio Information Network of Colorado
Boulder County Legal Services
Center for People with Disabilities
City of Louisville Senior Services
Cultivate
Ensign Skills Center
Mental Health Partners
Nederland Area Seniors
Rocky Mountain Legal Center**

Via Mobility Services

42. Question: Can you tell us past fund winners' unit costs? And/or what the total funds vs number of winners there were?

ANSWER:

The average unit rate for contracted services for fiscal year 2020 by service is as follows:

Service	Average Unit Rate
Assisted Transportation	\$36.00
Caregiver Respite	\$11.00
Chores	\$26.37
Education	\$59.93
Legal Assistance	\$82.73
Mental Health Counseling	\$56.09
Screening	\$58.91
Transportation	\$20.94
<i>Note this is the first year we are contracting for the following services therefore we don't have average unit rates: Education – Assistive Technology and Material Aid – Assistive Technology.</i>	

In response to RFP#6126-14 which took place in 2014, BCAAA received and awarded the following:

Organization name	Amount of proposal	Amount awarded
Audio Information Network	\$9,865.00	\$9,865.00
Center for People with Disabilities	\$12,500.00	\$12,500.00
Enight Skills Center	\$15,224.00	\$15,224.00

In response to RFP#6209-15 which took place in 2015, BCAAA received and awarded the following:

Organization name	Amount of proposal	Amount awarded
Boulder County Legal Services	\$45,000	\$45,000
Rocky Mountain Legal Services	\$27,000	\$10,000
Boulder County CareConnect	\$182,319	\$99,606
Mental Health Center of Boulder County	\$71,932	\$75,825
Veterans Helping Veterans Now	\$19,500	\$26,000
Via Mobility Services	\$204,880	\$200,000

43. Question: Our services are educational in nature and we have a program for professional caregivers. We did not see any language including education for professionals (which is a very similar program we have for family caregivers).

Would we be able to include a service for professionals as well as for family caregivers? We feel the reach for the professional learning will be more widespread and will be able to help more people.

ANSWER: If you are submitting a proposal for a service that is not listed here, submit using the most relevant service and include a note describing the service.

44. Question: For the financial statement, would we be able to use a P&L from our accounting software? Or is there a more specific type of submittal required?

ANSWER: Yes, a P&L from accounting software is acceptable.

45. Question: We will be submitting for the education category and we need to better understand the insurance requirements, specifically automotive liability and workers' comp. We do not use vehicles as any part of the services - would we still be required to get automotive liability? Similarly, for worker's comp - we are 100% volunteer and contractor based (and the contractors have professional liability), would workers' comp apply? The Ranch has general and equine liability insurance as well.

ANSWER: Contractors can request a waiver for Automotive Liability and Workers' Compensation and Employer's Liability. Approval of the waiver is on a case by case basis and subject to approval by Boulder County's Risk department.

46. Question: On page 10, the RFP notes needing to have policies IN PLACE. Can you specify if that means to have policies in place IF we are awarded the grant and are planning sessions? Or that these policies should be in place by RFP submission?

ANSWER: Respondents may be asked and must be prepared to provide a copy of any of the following at any time during the RFP review period or the contract year. BCAAA can provide technical assistance in policy development as needed.

46. Question: I have a question on the descriptions for Education and Education-Assistive Technology. Our independent living skills training includes components of assistive technology so how would we categorize our training based on your definitions? Example, you categorized medication management under education. When we provide this service, it includes teaching them not just the resource and techniques but how to use pieces of equipment that read medication labels to them or using contrasted surfaces (like colored lunch trays) to prevent loss of medication during organization.

ANSWER: Respondents should choose the service based on the intent of the program. Is the intent of the program focused on assistive technology (including, but not limited to, devices such as laptops, tablets, or cell phones) education? Based on the example provided, it sounds like support on assistive technology may come up, but the intent of the program is much broader. Also, don't feel limited by the service definitions. If your proposal is accepted, the final State Unit on Aging eligible service through which the proposal is funded is negotiable; it is determined and finalized in the contracting processes.

Submittal Instructions:

Submittals are due for time and date recording on or before **2:00 p.m. Mountain Time on October 30, 2020.**

Please note that email responses are limited to a maximum of 50MB capacity. NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

All proposals must be received and time and date recorded by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

October 19, 2020

Dear Vendor:

This is an acknowledgment of receipt of Addendum #2 for RFP #7127-20, Boulder County Area Agency on Aging Request for Proposals for Older Adult Services.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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