



ADDENDUM #1
Community Services
Boulder County Area Agency on Aging – Community Based Services for Older Adults
RFP # 7452-23

March 21, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7452-23 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: Term of contract—RFP is every 4 years but is contract yearly? Clarify contract terms

ANSWER:

The contract is for one year (7/1/2023-6/30/2023) with the option for up to three contract renewals (four years total).

2. Question: Is the funding for RFP yearly or for the 4 year period? This impacts number of clients can serve.

ANSWER:

Contract total amount will be determined each year and will be dependent on available funds. A grant renewal application, including requested funds, must be completed by the provider annually in the spring prior to contract renewal.

3. Question: Is the RFP awarded to multiple agencies within a category or just single provider?

ANSWER:

The RFP will be awarded to multiple agencies.

4. Question: The Bid just needs to be submitted online, correct? i.e. no physical mailing is needed?

ANSWER:

Correct, bids are **only** submitted through the BCAA online portal: <https://bouldercountyaaa.oaa-sys.com/rfp/public/>. Please do not mail any physical documents to purchasing.

5. Question: Since the Bid is being submitted electronically, will DocuSign signatures suffice?

ANSWER:

Responses to the questions in the system and system automated email authorization of the bid submission suffice as signature. No physical or DocuSign signatures are required. Please refer to the RFP online instructions for more details about the email authorization step.

6. Question: Is the Sustainability questionnaire required for all services? I believe PERS falls under the reassurance category.

ANSWER:

The Sustainability questionnaire is optional. It may be attached to your online proposal if so desired. It is not required in order to submit a proposal and it is not used for proposal scoring.

7. Question: There is mention of rates needing to be a 25% cash match and/or in-kind. Based on my understanding, this means the rates we charge your Agency must be at least 25% below our customary rates. Is this correct?

ANSWER:

Match means that organizations need to have 25% of the request in revenues other than state or federal sources (general operating, client fees for service, or other private grants are acceptable sources of cash match). Up to ½ of that match may be provided with in-kind volunteer hours, equipment, or space. The budget requires that you demonstrate expenditures that are equal to the request PLUS the match.

The bidding agency may build their budget in a way to request customary rates as long as they can demonstrate that they have a combination of cash and/or in-kind match that equals 25% of the request.

Submittal Instructions:

Submittals are accepted online at <https://bouldercountyaaa.oaa-sys.com/rfp/public/> and are due no later than **2:00 p.m. Mountain Time on March 29, 2023**. Instructions for navigating the online platform can be found within the site.

Vendors must answer whether line-item pricing information submitted with a bid is confidential or closely held.

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

Contractors and their employees, subcontractors, and agents must comply with all federal, state, and local laws, regulations, ordinances, orders, and codes, as well as Boulder County policies, guidelines, and protocols.

Americans with Disabilities Act (ADA): Americans with Disabilities Act: If you need special services provided for under the Americans with Disabilities Act (ADA), please contact the Boulder County ADA Coordinator or Human Resources office at (303) 441-3525 as soon as possible to allow sufficient time for service delivery ahead of applicable due dates.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

March 21, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7452-23, Boulder County Area Agency on Aging – Community Based Services for Older Adults.

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 _____

End of Document



Pre-Bid Meeting
RFPs #7445-23 through 7453-23
Services for Older Adults

Thursday March 16, 2023

Agenda

Introductions

Background

Services

Policies & Procedures Manual

Match

Insurance

Reporting and Reimbursement

Online RFP portal demo

Timeline

Introductions



Background

Federal –

Administration for Community Living

Older Americans Act



State –

**Colorado Department of Human Services,
State Unit on Aging**

Colorado Revised Statutes, Volume 10



Local –

Boulder County Area Agency on Aging





Background

Funding Sources

- **Federal** – Older Americans Act, Title III
 - B – Access Services
 - C1 – Congregate Meals (and other nutrition services)
 - C2 – Home Delivered Meals
 - D – Health Promotion & Evidence-Based Wellness
 - E - Caregiver
- **State** – State Funds for Senior Services
 - Can be used for most services in Title III

Area Agency on Aging

- Mandated by the Older Americans Act
 - Enhancement of comprehensive and coordinated community-based systems serving each community in the planning and service area (Boulder County)
- **BCAAA Mission:** to deliver, fund, and advocate for services that promote well-being, independence, and dignity for older adults, people living with disabilities, caregivers, and veterans in Boulder County.
- Align Request for Proposals cycle to Strategic Planning Years

Services



Caregiving – Informal or Family



Community Based Services



Financial Assistance



Home Maintenance Support



Housing Navigation Assistance



Technology Implementation



Transportation

Older Adult Services Policies & Procedures

- State Unit on Aging Policies & Procedure Manual
 - [Link to the State Unit on Aging site](#)
 - Currently being reviewed and updated
 - Majority of changes are less restrictive



Grant Requirements

- Comply with applicable laws, regulations, and standards
- Protect client information
- Maintain required licenses
- Maintain Operational & Fiscal Manuals
- Participate in evaluations and trainings
- Communicate with clients, track complaints
- Maintain wait list and tracking, as needed

Grant Requirements

- Facilitate client registration and service delivery reporting, retain documentation as needed
- Provide clients the opportunity to voluntarily donate toward the cost of services



Match

If you are not a previous contractor for BCAA and are **unable** to provide monthly match, please indicate in your narrative. If your proposal is approved, we may be able to work with your organization to waive match requirements during contract negotiations.

Grantees are required to provide a minimum of 25% cash match and/or in-kind

- Cannot be state or federal funds
- Can be fee for service revenues or organizational general funds
- In-kind match can be provided for up to ½ of the required 25% match.
- In-kind match documentation retained
- Match is reported on a monthly basis, full contract match amount does not have to be on hand

EXAMPLE

Funds Requested	\$30,000	Total amount of funds available over the course of 12 months
Required Match	\$10,000	Calculate required match by dividing the Funds Requested by 3.
Total Proposal Cost	\$40,000	You will need to indicate costs for the full amount of the proposal, not just the amount you are requesting.

Insurance Requirements

ALL Service
Providers

Commercial General Liability

This coverage should be provided on an Occurrence Form, ISO CG001 or equivalent, with Minimum limits of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products Completed Operations Aggregate.

Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of the Contract. Minimum limits \$1,000,000 Each Accident.

Workers' Compensation and Employer's Liability

Workers' Compensation must be maintained with the statutory limits. Employer's Liability is required for minimum limits of \$100,000 Each Accident/\$500,000 Disease-Policy Limit/\$100,000 Disease-Each Employee.

State Unit on Aging Data Systems Guide

Reporting and Reimbursement

- **Client Registration Forms – varies by service**
 - Basic
 - Caregiver
 - Full-Assessment
- **SUDS**
 - Free access to users, case notes, reports and demographics
 - Can include administration in proposal costs
 - Services can be delivered by client or through rosters
 - [State site to support](#)
 - Highly encourage providers to enter directly into the system
 - No transmission of client information
 - Reimbursements based on services entered

Reporting and Reimbursement

- Reimbursement request and reports due by 10th of month following service
 - EX: Services delivered in the month of August are due by 10th of September
- OAA-SYS Contract and Reimbursement System (CRS)
 - Units
 - Clients
 - Match, as required
- Payment timeline



Timeline

Date	Activity
Tuesday March 21, 5pm	Response to questions sent by end of day, questions from this meeting will be included
Friday, March 24, 2pm	<p>RFP closes – site will not accept any submissions after that time</p> <p>7445 – Transportation 7446 – Housing Navigation Assistance 7449 – Home Maintenance Support Services 7550 – Financial Assistance for Older Adults 7451 – Caregiver Services 7453 – Technology Implementation and Education</p>
Wednesday March 29, 2pm	<p>RFP closes – site will not accept any submissions after that time</p> <p>7451 – Community Based Services for Older Adults</p>
April 3 – April 24	<i>Follow up with providers about proposals as needed – questions, clarifications</i>
Friday April 7	Technical Review committee meets to review
Friday April 14	Technical Review committee meets to review
Friday April 21	Technical Review committee meets to review
Friday April 28	FINAL Services determination date, sent to BOCC for approval after
May/June	<ul style="list-style-type: none"> • Contracting activities • New Provider onboarding
July 1	Contract start date
August 10	First Reimbursement request due

Questions?