

Question & Answers for Final RFP

Question	Questions and Comments
1	<p>RFP Reference: RFP Guide</p> <p>Question/Comment: What does RFP stand for?</p> <p>RESPONSE: <i>RFP stands for Request for Proposals.</i></p>
2	<p>RFP Reference: RFP Guide</p> <p>Question/Comment: We currently have a contract. Are we required to reapply?</p> <p>RESPONSE: <i>Yes, all current contractors/providers need to reapply.</i></p>
3	<p>Reference: https://fedgov.dnb.com/webform/pages/dunsnumber.jsp</p> <p>Question/Comment: What is a DUNS number?</p> <p>RESPONSE: <i>The D-U-N-S Number is a nine-digit non-indicative numbering sequence and is assigned at the lowest organizational level, i.e. business locations with a unique, separate, and distinct operation. The D-U-N-S Number is assigned to all types of business organizations including sole proprietorships, corporations, partnerships, non-profits, and government entities. The D-U-N-S Number is constant— it stays with a business throughout the lifecycle including name, address and corporate structure changes and even bankruptcy. You can search for your DUNS number at https://www.dnb.com/duns-number/lookup.html</i></p>
4	<p>RFP Reference: RFP Guide</p> <p>Question/Comment: Is this new? I don't remember doing this before. How often do we need to do this? If we don't fill out the applications will we not get any money from you anymore?</p> <p>RESPONSE: <i>Yes, this RFP is for a new contract period. The contract period will run 4 years and ends June 30,2023. Many of the newer coordinators have not been through a previous Request for Proposals but it is necessary to respond to receive reimbursement for the upcoming contract period.</i></p>

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5	<p>RFP Reference: RFP Application, Question #5</p> <p>Question/Comment: We don't have an audit report, credit report or income tax statement. Do we have to have one of these to be considered?</p> <p>RESPONSE: <i>Not all organizations will have this documentation. Only organizations that have recently gone through an audit would this apply to, independent audits are required for organizations that received more than \$750,000 in federal funding. There may be examples of other audits that are outside of the federal requirement. Please submit any audit that your organization has completed, if one is available. For-profit organizations will need to submit income tax information. If these don't apply, bidders are allowed to skip this question.</i></p>
6	<p>RFP Reference: RFP Application, Question #4</p> <p>Question/Comment: Business Types: I went to the website and it said I didn't qualify for any of them. Do I leave it empty and what is the "Label Attachment #5"?</p> <p>RESPONSE: <i>Not all organizations will qualify. If you do qualify, label the document of certification with "Attachment 5". If you do not qualify, you can skip this question.</i></p>
7	<p>RFP Reference: RFP Transportation Guide, Page 11</p> <p>Question/Comment: this section reads "only 1 transportation service provider per county will be selected", is it true that only one organization can provide service per county? If we are not a senior center, do we need a letter from the senior center that allows us to bid?</p> <p>RESPONSE: <i>Yes, in most cases one organization per county will be designated as the service provider. Yes, if your organization is not a senior center (in a county where there is a senior center) and wish to provide service, please provide a letter of support from that senior center.</i></p>
8	<p>RFP Reference: RFP Transportation Guide, Page 5</p> <p>Question/Comment: Are organizations required to refer transportation consumers to other providers?</p> <p>RESPONSE: <i>No, the intent is to let organizations know that if a consumer calls our Information and Assistance department if there is more than one provider in the community, that the consumer will be offered both options to choose from.</i></p>

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9	<p>RFP Reference: RFP Transportation Guide page 6, item C</p> <p>Question/Comment: This reads that providers must be willing to accept a minimum of 5 consumers, is this true?</p> <p>RESPONSE: <i>Yes, we have had instances where an organization was not willing to do this so we added a minimum.</i></p>
10	<p>RFP Reference: RFP Transportation Guide, page 7</p> <p>Question/Comment: It says that no questions will be allowed after the conference but also that they must be submitted by 4/5/19. Are we able to ask questions after this conference?</p> <p>RESPONSE: <i>Yes, you are able to ask questions up until 4/5/19 at 5pm but please submit them using the Provider Question Form.</i></p>
11	<p>RFP Reference: RFP Transportation Guide, page 9, i: Selection Process</p> <p>Question/Comment: What criteria will staff use to approve the proposal?</p> <p>RESPONSE: <i>Staff will be using the criteria listed Under Section j: Evaluation on pages 9 and 10 of the RFP Guide.</i></p>
12	<p>RFP Reference: RFP Transportation Guide, page 9, i: Selection Process</p> <p>Question/Comment: This section reads “The provider must be able to sign the sample terms and conditions contract (Exhibit B) as written or without substantial modifications that would make the contract unfeasible for A3SSA.” This section says that the staff will review, what criteria would they use to determine if an organization would sign?</p> <p>RESPONSE:</p> <ul style="list-style-type: none"> • <i>See RFP Transportation Application Assurances, page 5, Question 16: “The Provider has read, understands in full, and will follow the AAA’s Transportation Scope(s) of Work – as outlined in the Contract Terms and Conditions.” The committee will verify if the bidder selected yes to this question.</i> • <i>“On the signed Application Submission Letter (RFP Transportation Application, page 8) #9 specifies “Provider agrees to comply with all applicable Idaho Commission on Aging and Area Agency on Aging Serving Southwest Idaho service specifications, contract terms, manuals, policies and directives, and all applicable federal, state and local laws.” The committee will verify that the provider has signed the Application Submission Letter. Also, see Assurances #</i>

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13	<p>RFP Reference: RFP Transportation Application, page 4, Questions 8</p> <p>Question/Comment: Are we required to attach job descriptions for everyone in the office?</p> <p>RESPONSE: <i>Please attach job descriptions only for staff that will be working central to our program.</i></p>
14	<p>RFP Reference: RFP Transportation Application, page 4, Questions 9 & 11</p> <p>Question/Comment: For Questions 9 & 11, are you wanting information for just the board members, or the administrative staff as well.</p> <p>RESPONSE: <i>For this question, we are asking specifically for board member information.</i></p>
15	<p>RFP Reference: RFP Transportation Application, page 8, Questions 5 & 10</p> <p>Question/Comment: I believe questions 5 & 10 are duplicates, is this the case.</p> <p>RESPONSE: <i>Yes, this is our error, these are duplicates.</i></p>
16	<p>RFP Reference: A3SSA Website</p> <p>Question/Comment: Will these questions be available somewhere for our review after the 4/5/19 (deadline to submit questions)?</p> <p>RESPONSE: <i>Yes, we will post the questions asked on our website for your review. The link to access the questions is: https://www.a3ssa.com/news-and-events/announcements-2/</i></p>
17	<p>RFP Reference: N/A</p> <p>Question/Comment: Do you foresee denying anyone?</p> <p>RESPONSE: <i>We don't anticipate denying anyone but there may be two organizations that bid for one area. In this case, we would award the proposal to the most qualified organization.</i></p>

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18	<p>RFP Reference: RFP Nutrition and Transportation Guide, page 7</p> <p>Question/Comment: What if I forgot to submit something?</p> <p>RESPONSE: <i>Bidders should strive to submit all RFP documentation. Failure to submit all information requested could result in the proposal being classified as “unacceptable” or rejected on the basis of unresponsiveness. A3SSA reserves the right to request follow-up documentation, if necessary. (RFP Guide, page 10)</i></p>
19	<p>RFP Reference: RFP Nutrition and Transportation Guide</p> <p>Question/Comment: Is there a minimum score required for acceptance?</p> <p>RESPONSE: <i>No, the current scoring system doesn’t have a minimum requirement.</i></p>
20	<p>RFP Reference: RFP Nutrition Application, page 8</p> <p>Question/Comment: Can I use a Quickbooks statement for the budget requirement?</p> <p>RESPONSE: <i>Yes, a Quickbooks report (such as your P&L) will suffice for the budget requirement.</i></p>
21	<p>RFP Reference: RFP Nutrition Application, page 8</p> <p>Question/Comment: Can I use a Quickbooks statement for the budget requirement?</p> <p>RESPONSE: <i>Yes, a Quickbooks report (such as the P&L) will suffice for the budget requirement.</i></p>
22	<p>RFP Reference: RFP Nutrition Application, page 8</p> <p>Question/Comment: Can I use a Quickbooks statement for the budget requirement?</p> <p>RESPONSE: <i>Yes, a Quickbooks report (such as the P&L) will suffice for the budget requirement.</i></p>

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23	<p>RFP Reference: RFP Application, Question 5</p> <p>Question/Comment: Due to the government shutdown, we haven't filed our 2018 taxes. Will you accept the 2017 taxes?</p> <p>RESPONSE: <i>Yes, we will accept the organization's 2017 tax filing.</i></p>
24	<p>RFP Reference: RFP Process</p> <p>Question/Comment: Our organization requires a legal review that may need more time given to fill out this RFP. Will an extension be granted?</p> <p>RESPONSE: <i>Your legal department can submit clarification questions to the RFP during their review utilizing the question form (Exhibit A). The final date to submit questions is 04/05/2019. See guide text for clarification.</i></p> <ul style="list-style-type: none"> ○ <i>"These questions will be addressed as a written addendum to the proposal. Only written clarifications and answers from the A3SSA should be considered as final." (F. Questions and Requests for Clarifications)</i> <ul style="list-style-type: none"> ● <i>According to the RFP Guide applications are due 04/12/2019 at 5.pm. We are not offering extensions. See guide text for clarification.</i> <ul style="list-style-type: none"> ○ <i>"Late or incomplete proposals will not be accepted. No exception to the time frame will be made." (Guide D. Submission Instructions)</i> ● <i>If a bidder is unable to meet this timeframe the bidder can submit a protest to the RFP requirements to contest the application deadline. The protest will need to be in no later than 04/03/2019 at 5 pm. See guide text for clarification.</i> <ul style="list-style-type: none"> ○ <i>The notification shall state the exact nature of the protest, describe the location of protested portion or clause in the RFP documents, explain why the provision should be modified, and propose a detailed correction and alternative language. In response to a protest, the A3SSA will act as it sees fit, which may include but is not limited to the following: modifying the RFP documents, canceling the RFP altogether, or rejecting all or part of the protest. (Section G. Protest of RFP Requirements/Questions)</i>