

**Parent Aide and Homemaker Services RFP #17-SFY-19**

**Q & A Document**

**Q1: Could CCDJFS provide copies of the RFP, all forms, attachments, etc. in Word or a PDF format that allows the data fields to be typed into?**

A1: Current CCDJFS practices do not permit official documents to be released in an unlocked format. This is to control the circulation of unofficial and modifiable documents. At this time, the RFP and forms will remain in the format in which they were released.

**Q2: Would the Homemaker staff require special training to address hearing impairments and other disabilities? If these are long term disabilities, what would be the average duration of Homemaker services?**

A2: No special training is required to address disabilities such as hearing impairment. The average length of homemaker services is 1 to 3 months.

**Q3: Would staff addressing impairments related to the aging process require special training, to work with these impairments?**

A3: No, not required but this would be beneficial and an asset.

**Q4: Would the Homemaker be expected to administer, monitor or help with medication to the client? In the event the client is diabetic, would the Homemaker be expected to assist the client with monitoring their glucose? If so, what if any, specialized training or certificates would be needed for the Homemaker to perform these tasks?**

A4: Homemaker is not to administer any medication but may assist adult with organizing their medications, e.g. place medications in daily/weekly dosage containers.

**Q5: It appears the RFP is describing services performed by an STNA. What is the difference in the RFP from the services that are typically performed by an STNA and what the RFP is asking of a Homemaker?**

A5: The homemaker is not expected or permitted to administer personal care to the adult. The typical services to be provided by a homemaker are helping/teaching daily independent living activities such as cleaning, paying bills, grocery shopping.

**Q6: In regards to the chart provided on page 11, what is the representation of the numbers in the table? What is the CCDJFS projection for utilization of Homemaker hours for the RFP 17 SFY 19?**

A6: CCDJFS is unable to provide utilization numbers such as what is provided on page 11 since no homemaker services have been provided in the past 2 years. 68 adults received APS services 1/17 through 9/17. CCDJFS estimates that there will be no more than 10 referrals for homemaker services annually.

**Q7: In regards to the chart provided on page 11, are the numbers representative of Parent Aide and Homemaker services together? If yes, could the numbers be broken down to each of the two services?**

A7: No, these are numbers for parent aide services only. Please see A6.

**Q8: In regards to the chart provided on page 11, are the numbers pertinent to Parent Aide services only? Are numbers pertinent to Homemaker services only?**

A8: Numbers are pertinent to parent aide services only. Please see A6.

**Q9: In regards to the chart provided on page 11, what is the CCDJFS projection for utilization of Homemaker hours for the RFP 17-SFY-19?**

A9: Projection is no more than 10 referrals for homemaker services per year.

**Q10: Will there be incentive payments for achieving program outcomes?**

A10: There will not be any incentive payments for this contract period.

**Q11: Will the program be funded at 100% regardless of outcomes?**

A11: This program is reimbursement based. CCDJFS will reimburse monthly up to the total contract value. Removing the incentive payments from the contract enables CCDJFS to reimburse for services provided, without a monetary penalization for not meeting outcomes. Past performance will be a deciding factor in future contracts between the vendor and CCDJFS.

**Q12: In regards to Section 2.5 Reporting Requirements, last paragraph, next to last sentence (page 12) "...Service reviews are to be completed every 90 days and at the time of closure and submitted with case notes...."**

**There is no specific reference to a CCDJFS Form. Is the form in question actually Form 6, Parent Aide 90 Day Review / Closure, on page 40?**

**A12: Upon further review CCDJFS has determined that Form 6 is not necessary. The sentence referenced in this question, "Service reviews are to be completed every 90 days and at time of closure and submitted with case notes" is deleted and replaced with the following: Offeror is required to notify the Department by email the date of case closure within 3 business days of case closure.**

**Q13: Section 2.3 is on pages 11 and 12 and has only 9 Deliverables listed. What is the 10th Deliverable? Or, are there really only 9 Deliverables and the reference in Section 3.2 is incorrect?**

**A13: There are 9 deliverables.**

**Q14: On the CCDJFS Website for the RFP there are Forms 8.1 through 8.7. The title of the Forms and the Title of the Attachments vary slightly on some and there appears to be a "match" between "Attachments and Forms" but confirmation of the following would be appreciated:**

- 6.1 Attachment A, Contractor / Sub-Grantee Assurances Form—match to Form 8.1?**
- 6.2 Attachment B, Campaign Contribution Declaration—match to Form 8.2?**
- 6.3 Attachment C, Personal Property Tax Statement—match to Form 8.3?**
- 6.4 Attachment D, Independent Contractor / Worker Acknowledgment—Match to Form 8.4?**
- 6.5 Attachment E, Submittals A1 – A3, Instructions and Forms—Match to Form 8.7?**

**A14: Section 6.1 refers to Attachment A, which is the Contractor Assurances Form. This can be found on the Clarkdjfs.org website on the administration tab under RFP-Related Documents, form 8.1. Section 6.2 refers to Attachment B, which is the Campaign Contribution Declaration Form. This can be found on the Clarkdjfs.org website on the administration tab under RFP-Related Documents, form 8.2. Section 6.3 refers to Attachment C, which is the Personal Property Tax Statement form. This can be found on the Clarkdjfs.org website on the administration tab under RFP-Related Documents, form 8.3. Section 6.4 refers to Attachment D, which is the Independent Contractor/Worker**

Acknowledgment form. This can be found on the Clarkdjfs.org website on the administration tab under RFP-Related Documents, form 8.4. Section 6.5 refers to Attachment E, which include Submittals A1-A3, as well as the instructions. Both of these can be found on the Clarkdjfs.org website on the administration tab under RFP-Related Documents, form 8.7.

**Q15: On the CCDJFS Website for the RFP there two forms not noted in the RFP itself or noted in the Amendment: “Form 8.5, Certification of Compliance with County Insurance Requirements” and, “Form 8.6, Non-Collusion Affidavit”.**

**Does CCDJFS want these two forms to be provided in the RFP Response? If yes, do you want these two forms to be included in the “Section 6 Attachments” response?**

**Does CCDJFS want these two forms to be noted as Attachments F and G respectively? (Attachment F would be Form 8.5?; Attachment G would be Form 8.6?).**

A15: The selected vendor(s) will complete these forms as part of the contract, but do not need to include them in the response.

**Q16: In regards to Forms 1 through 6 on pages 24 through 40, does the Provider have to utilize the CCDJFS Forms 1 – 6? Or, does the Provider have the flexibility to create / use its own forms as long as the “content” of CCDJFS forms are addressed?**

A16: CCDJFS requires use of the forms as contained in the RFP.

**Q17: Please elaborate on the cleaning portion reference throughout the RFP. How extensive is the cleaning?**

A17: The intent of household cleaning is to assist the adult with getting the house organized and cleaned, if necessary, so that other providers may provide in-home services. It is not expected that the homemaker provide ongoing cleaning services.

**Q18: In the last release, a proposer could bid on either Homebased/Homemaker services. Can a proposer still respond to only one part of this RFP?**

A18: Proposers can choose to bid on one or both sections of the RFP.

**Q19: Does CCDJFS have any current data on the number of clients are served under the current homemaker contract? If not is there any way to estimate the overall need?**

A19: Please see A6.

**Q20: Does CCDJFS need a copy of the proposer's current insurance certificate included as part of the proposal?**

A20: The selected vendor(s) will provide of copy of their current insurance certificate during the contract phase, but do not need to include the certificate in the response.

**Q21: If the proposer does not have a current staff member in place for this contract, but upon notice of award, would post for that position, how should that be detailed in the response?**

A21: If the proposer does not have a staff member in place currently, proposer should include the drafted job posting, position description and hiring timeline. If selected, and upon hire, vendor will need to submit a resume for CCDJFS to keep on file for that position.

**Q22: Will the homemaker portion include and STNA like care?**

A22: No, the homemaker is not permitted to provide personal care. Please see A5.

**Q23: It is foreseeable that the homemaker position could be put in a situation where the client needs medical assistance, for example, taking medications. Will this position be expected to administer medications or provide similar care?**

A23: No the homemaker is not permitted to administer medications. Please see A4 and A5.