

Area Agency on Aging for North Florida, Inc.
Bidder's Conference Questions and Answers
2023/2024 Older Americans Act
for Gadsden and Gulf Counties
Date: April 4th, 2023
Begin Time: 11:02am EST
End Time: 11:20am EST

I. Opening of Bidders Conference at 11:02am EST.

II. Attendance:

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| - David Gauss | - LaToya Fryson |
| - Heather Kirwan | - Pamela Washington |
| - Lisa Bretz | - Ruby Ellis |
| - Eddie Fields | - Charles Hayes |
| - Carmen Block | |

III. Purpose:

Heather Kirwan explained that the purpose of the bidder's conference is not to review the information located in the Request for Proposal but to allow for attendees to openly ask questions for clarification. Record of the questions and answers where immediate answers could be provided and if questions were asked that needed review, follow up answers would be provided in writing. Verbal responses provided during the conference could be revised following the bidder's conference, but the revised clarification will be provided in the written responses. Meeting minutes and written inquiry responses will be posted on www.advantageaging.org with the other proposal documents.

IV. Clarification of Edits:

Lisa Bretz provided clarification of edits to the Older Americans Act RFP document that would be reviewed, but it was recommended that bidders check link regularly for updates. Bidders are recommended to check the link regularly for potential updates. The discussed edits will be updated and loaded to the website.

Lisa Bretz explained that these were mainly scribbler errors. These edits are:

- Page 7. "Older Americans Act services that are currently being provided in the fourteen county planning and service are include those listed below..." has been deleted.
- Page 13. The CCE Lead Agency is listed for Gadsden County which is Leon County, but the Lead Agency was omitted for Gulf County. The CCE Lead Agency for Gulf County has been added which is Liberty County Senior Citizens Association, Inc.
- Page 17. Under transportation, the RFP includes the transportation coordinator for Gadsden. The RFP has been updated to add the Apalachee Regional Planning Council for Gulf County.

- Page 29. Under Inquiries and Cone of Silence, bidders will submit your questions in writing. Bidders will have until Friday (April 7th) to submit their questions in writing.
- Page 35. The timeline posting “Anticipated date for agency responses to written inquiries” was also amended. It was amended from Monday, April 10th to Tuesday, April 11th by 5pm.
- Page 9. Jefferson County was listed in error. It has been changed for Gulf County. Clarification was provided that the RFP is for Gadsden and Gulf County.

V. Bidder’s Conference Open Questions and Answers:

Lisa Bretz recommended that if the bidders attending did not have any questions for the meeting, to make sure any additional questions are submitted in writing by Friday (April 7th) by 5pm. Lisa stated that bidders should have received the accompanying documents in the link that was provided for the service provider applications, reference checklist, and forms. Along with the documents, the evaluation criteria are provided. [RFP link is provided on www.advantageaging.org]

Lisa Bretz provided clarification that organization [Advantage Aging Solutions, Inc.] staff is fully removed from the evaluation process. The organization has assigned an independent committee of three. An independent means that they have no association with the organization’s current provider network. Committee members are all from different sectors in the community, and all have non-profit management experience. The committee will be conducting the evaluations, and they will be providing a written recommendation to the Chair of the Program Committee of the Board [Advantage Aging Solutions, Inc]. The organization will hear what the evaluation committee’s recommendation is at the June board meeting (see timeline).

Lisa Bretz asked if there were any questions regarding the presentations that will be required to be provided.

Question 1:

LaToya Fryson asked if Lisa could elaborate on how the presentation will work?

Answer:

Lisa Bretz provided that for the presentation, bidders should be prepared with the document [RFP] on how the bidder responded to particular areas that need to be developed in the RFP response. It may be the committee may ask for clarification for the bidder’s responses. Bidder’s will not have more than thirty minutes. If the evaluation committee doesn’t have specific questions for the bidder, the bidder will have the opportunity to provide a brief overview of the bidder’s qualification and interest for providing services in the county that is being applied for.

Question 2:

LaToya Fryson asked if the presentations are individually provided or can be provided as a team?

Answer:

Lisa Bretz provided that it can be however the bidder feels the need to do so. However, the bidder will only have the thirty-minute slot. If there is time after the evaluation committee's questions, the bidder will have the remaining time to present their qualifications.

Clarification was provided that those bidders that may be familiar with the CHSP (Community Human Service Partnership) with Leon County/ City of Tallahassee, presentations will not be set up the same. The RFP will have the background of the bidder's agency. The key points that were not asked that the bidder thinks are relevant or to solidify the bidder's qualifications, the opportunity will be provided to present to the evaluation committee.

Presentation scheduling will be provided based upon who responds to the RFP. Additional information will be provided at that time.

Lisa Bretz asked if there are any questions concerning the Service Provider Application or the fiscal components.

No additional questions were provided by conference attendees.

Lisa Bretz clarified next Tuesday (April 11th) that when the responses to written inquiries are posted to the link, the organization will also post the final RFP documents with updates of any final edits. Tuesday (April 11th) will be the last day for posting for any information regarding the RFP, until bidder's submit their final responses and presentations have been provided.

If bidders are aware of any date/time of the week of presentations that they know they will not be available. Bidders are required to provide that in writing to the organization. It is noted that the Monday of the presentation week is a holiday (Memorial Day).

Lisa Bretz clarified that it is blue ink on the originals. Bidders were encouraged to ensure that documents provided on the submitted thumbdrives are on the thumbdrive. If documents are missing from the thumbdrive, the submission is considered incomplete.

VI. Meeting Closed at 11:20am EST.