

**Area Agency on Aging for North Florida, Inc.  
Bidder's Conference Questions and Answers  
2023/2024 Community Care for the Elderly  
for Gadsden and Jefferson Counties**

**Date: April 4<sup>th</sup> 2023  
Begin Time: 2:00pm EST  
End Time: 2:12 pm EST**

**I. Opening of Bidders Conference at 2:00pm EST.**

**II. Attendance:**

- |                   |                       |
|-------------------|-----------------------|
| - David Gauss     | - LaToya Fryson       |
| - Heather Kirwan  | - Pamela Washington   |
| - Lisa Bretz      | - Posey Wilson        |
| - Jocelyne Fliger | - Reginald Cunningham |
| - Ramona Brookins | - Mazie Woodson-Glenn |
| - Leida Shiver    |                       |

**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](http://www.advantageaging.org) with the other proposal documents.

**IV. Bidder's Conference Open Questions and Answers:**

Lisa Bretz shared that there was one correction was made to the provider application on page 6, the listed cycle dates were updated from 2021-2022 to 2023-2024. This has been revised and updated in the RFP links. Lisa noted that this update may have been in the Older Americans Act RFP documents, but clarified to bidders that the request is for 2023-2024 contracts.

Heather provided clarification amended dates within the timeline:

- The last date for written inquiries to be submitted is Friday, April 7<sup>th</sup> by 5pm. It was originally Tuesday, April 4<sup>th</sup>.
- Anticipated date for agency responses to written inquiries was also amended. It was amended from Monday, April 10<sup>th</sup> to Tuesday, April 11<sup>th</sup> by 5pm. These responses will be posted electronically to the agency website ([www.advantageaging.org](http://www.advantageaging.org)).
- There were no other amended dates to the timeline.

Lisa Bretz clarified that there will be presentations scheduled based upon whoever responds to the Request for Proposal. This is at the request of the agency's independent review committee. Lisa clarified that the agency has appointed a review committee, who has no association with staff or board of the organization [Advantage Aging Solutions, Inc.]. The committee may have questions for the bidders based upon the review of the bidder's responses.

Lisa Bretz shared that she does not anticipate these meetings lasting longer than a half-hour, if time allows, bidder's may be able to provide a summary of the bidder's qualifications and commitment to being able to adhere to any agreement that has been entered into with our organization. However, the review committee, due to being independent, may have questions that they would like clarification on a response section from the bidder.

Lisa Bretz provided clarification that organization [Advantage Aging Solutions, Inc.] staff is fully removed from the evaluation process. The organization has an attorney moderating the entire process. Lisa shared that there are no currently scheduled presentation dates, due to not knowing who will respond to the RFP. Once responses are in, the organization will be in touch with the bidders to confirm the appointment to present before the committee.

Lisa Bretz asked that after the submission of the proposal to submit times and dates that the bidder will not be available the week that has been set aside for those presentations. The organization is aware that the Monday is a holiday [Memorial Day], so it will not be a date for scheduled presentations. 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.

Bidders were reminded that if there were no questions or needed to prepare questions, that bidders need to ensure that they are provided no later than Friday at 5:00 pm. Telephone calls are not accepted.

Heather Kirwan clarified that it is 5:00pm Eastern Standard Time.

No questions were presented by the attendees.

## **V. Meeting Closed at 2:12 pm EST.**