

**Date: August 13, 2019**  
**Addendum Number: One**  
**RFP Number: 004-19**  
**RFP Title: Adult Day Services Program**

### Questions & Answers

Q1: For Level 2, 3, 4 - it states the narrative should be no more than 2 pages long. Please clarify the requirement- is it 2 pages for each number (Level 2, 3, 4) or for the Category? Also can supporting documentation such as policies, etc. be attached to provide supporting documentation in addition to the 2 page narrative for Level 2, 3, 4?

*A1: The two page limit applies to each of the numbered questions within each of the levels. For example, it is acceptable to submit a two page narrative for Level 2-Number 1, two pages for Level 2-Number 2, etc. Supporting documentation can be submitted; however, there is no guarantee that the material will be used in factoring the overall score.*

Q2: In the past ESP did not require food services to be licensed. We are in the process of submitting an application with the local Health Department to obtain a license for the food service in Fairfield. We cannot assure the license will be obtained prior to August 30<sup>th</sup> as we are dependent upon the inspection schedule of the Health Department. Will it be acceptable to submit the proof of submission of the application, in response to #2, Level 1?

*A2: Yes, you can submit the proof of application for a food license for the Fairfield location. Once you receive the license please provide a copy of the license and a copy of the inspection report associated with the license application.*

Q3: Our agency is housed in a church and we have no ownership of the property. In regards to bidder's certificate of payment of personal property taxes, what documentation if at all is required?

*A3: Please have the property owner complete the certificate of payment of personal property taxes. If this isn't possible, please move forward with submitting the proposal. COA can check the County Auditor's website to see if there are outstanding taxes on the property. Even if there*

*are outstanding taxes, your proposal will not be rejected due to you being the lessee and are not responsible for the payment of property taxes.*

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Q4: Please expand on the one-trip unit of transportation. For instance how is the cost of the trip determined since there is variable mileage to consider per client? If a client is transported from their home to the facility and then from the facility to their home, is that considered two one-trip units or is the round trip transportation considered one-trip and billed as such?

*A4: It is the bidders responsibility to establish rates. In the past, we have seen bidders use an average number of miles per client to establish these rates. A unit of service for ADS transportation is a one-way trip. If a client is transported from their home to the facility and then from the facility to their home, that is considered two one-way trips or two units of transportation.*

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Q5: Please provide an explanation of current local health department licenses. What documentation is needed for the health department because we do not cook any food on site. Would copies of our last two COA reviews showing that we passed inspection be sufficient documentation or is there something more specific you are looking for?

*A5: Clinton County does not require a local food license to serve the catered meals like the other counties require. Adult day centers in Clinton County utilizing COA's contracted caterer are exempt from the requirement as licenses/inspections are monitored by COA's dietician. A response in the RFP outlining the exemption is acceptable.*

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Q6: Inspection and follow up reports for the previous 2 years that indicate compliance with local, state, and federal food safety requirements for facility. - We contract with Derringer and do not cook food on site. What documentation should we provide? Will our last two COA audit results showing that we passed be sufficient documentation?

*A6: Clinton County does not require a local food license for agencies operating as an adult day center. Adult day centers in Clinton County utilizing COA's contracted caterer are exempt from the requirement as licenses/inspections are monitored by COA's dietician. A response in the RFP outlining the exemption is acceptable.*

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