

Attachment 1: Instructions for the Bid Rate Sheets for Adult Day Service

General Instructions:

- Bidders are required to complete the 5 bid rate sheets - (1) Year 1 Bid Rates, (2) Year 2 Bid Rates, (3) Year 3 Bid Rates, (4) Year 4 Renewable, and (5) Year 5 Renewable. Tables 1 and 2 are required to be completed for each worksheet. Multiple site providers: please complete the 5 required rate sheets for each site applying to provide adult day services.
- Please see Section Five: Pricing of the RFP for additional information.

Rate Definitions:

ADS Unit of Service Rate= less than 4 hours of ADS per day

ADS Transportation Unit of Service Rate = one-way trip

Table 1: Rate Per Service

- **Table 1: ADS Enhanced/Intensive Services:** Please enter the bid rate for the total cost per each type of Adult Day Service you wish to provide for each zone and/or county you wish to serve. You may bid on one or more zones and/or counties. Bidders may submit only one (1) Enhanced ADS Service bid rate for each zone and/or county per year. Bidders may submit only one (1) Intensive ADS Service rate for each zone and/or county per year. Please remember there are 5 Bid Rates sheets - one for each year. If your agency has multiple sites you must complete all 5 Bid Rate Sheets for each site location.
- **Table 1: ADS Transportation:** Please enter the bid rate for the total cost per one-way transportation for each zone and/or county you wish to serve. You may bid on one or more zones and/or counties. The unit rate for transportation should include the cost of transporting the client one-way from each of the respective zones you bid upon. Bidders may submit different one-way transportation rates for each of the zones and/or counties, per year. Please remember there are 5 Bid Rates sheets - one for each year. If your agency has multiple sites you must complete all 5 Bid Rate Sheets for each site location.

Table 2: Capacity (clients) Per Service

Table 2: Please enter the number of clients your agency can serve each month. Multiple site providers: please note that this would be site specific as you will need to complete the 5 required rate sheets for each site applying to provide adult day services.