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Date: July 6, 2022

Addendum Number: Two

RFP Number: 002-22

RFP Title: Clinton County Elderly Services Program Home Care Assistance

The purpose of this Addendum is to update the timeline, and add clarifying information, within the RFP. This Addendum shall be considered incorporated into the RFP and its requirements as binding as the RFP itself.

1. The RFP timeline and proposal delivery language has been modified as outlined below in **red**:

Request for Proposal Number	Proposal Name
RFP 002-22	Home Care Assistance
Important Dates	
Bidders Conference	Friday, June 17, 2022 11:00 am – 12:00 pm
Last Day to Submit Questions	Tuesday, June 21, 2022
Last Day for COA to Answer Questions	Friday, June 24, 2022
Proposal Due Date	Thursday, July 14th, 2022, by 4:30pm EST
Estimated Award Date	The week of July 25, 2022
Transition Period	August 2022
Tentative Contract Start Date	Monday, August 1, 2022

Proposal Delivery

Each sealed submission must include **one (1) signed original proposal and one (1) copy. We strongly recommend submission of a flash drive containing an electronic version (*.doc or *.pdf) of the original proposal document with all narratives and forms scanned as a single document, however, this is not a requirement.** For confidentiality purposes, on the electronic version, financial information can be marked “proprietary” or

“confidential,” scanned, and included as a separate file. Please have the signed original and copy of your proposal divided into sections based on the Proposal Submission Requirements found in Section Four (4) of this RFP. You can find the second (2nd) level evaluation requirements on pages 24 through 25 of this RFP.

All sealed bids must be received no later than 4:30 PM Eastern Standard Time on Thursday, July 14, 2022. If the prospective bidder wishes to hand deliver their proposal COA staff will only be accepting bids **in person at the COA Main office located at 4601 Malsbary Road, Blue Ash, OH 45242. The COA Main office is open Monday through Friday, 8:00 am to 4:30 pm. Bids must be delivered during these business hours.**

Bids may also be submitted via courier, delivery service, or via United States mail.

COA strongly encourages hand delivery to COA staff to minimize the risk of late delivery via a courier/delivery service. The Bidder is responsible for ensuring the bid arrives at COA's office prior to the submission deadline. If a receipt of delivery is desired by the Bidder, the Bidder is responsible for using a form of delivery service that supplies them with a timed and/or dated delivery receipt.

Sealed bids not being hand-delivered must be sent to:

**Council on Aging of Southwestern Ohio
Attention: Provider Services Manager
4601 Malsbary Road
Blue Ash, Ohio 45242**

No late bids will be accepted. COA is not responsible for, and will not open or consider, proposals arriving after the deadline because of missed delivery, improper address, insufficient postage, accident, or any other cause.

- 2. If your business has already submitted a proposal to RFP 002-22 you do have the opportunity to re-submit a proposal with this new implemented timeline, or you may notify us in writing at Provider_Services@help4seniors.org to inform us you want to move forward with the RFP using the proposal already submitted.**