

June 13, 2019

TO: All Bidders under **RFQ No. 19-3003092 In-Home Services for Seniors**

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

Request for Quotes (RFQ) No. 19-3003692 In-Home Services for Seniors, is hereby amended as follows:

1. The Request for Quotes due date has been extended. Quotes are due Tuesday June 18, 2019 at 5:00 P.M.
2. We have received questions pertaining to this RFQ. The questions and their resulting answers appear below:

1.	Question:	Is the proposed term of 2 months accurate?
	Answer:	Yes.
2.	Question:	Will the term be extended?
	Answer:	No, there will be an ITB that vendors can respond to.
3.	Question:	How will these seniors be serviced after the end of the term?
	Answer:	With the awarded vendor(s) of the ITB.
4.	Question:	Quotes are due 3pm on June 14 th , and services are to start on June 17 th , is that accurate? The agreement indicates work shall commence within 10 days of receipt of Notice to Proceed. Can you clarify this further, so we have the most accurate information?
	Answer:	Services will need to commence within 10 days of receipt of the Notice to Proceed with services. Due to the RFQ Due Date Extension, the proposed term dates are to be determined upon award.
5.	Question:	Our care staff consists of both CNA's and PCA's (Personal Care Assistants). Are PCA's also allowed to participate? The Quote Form specifically addresses CNA's.

	Answer:	Per the solicitation, we need CNA's and not PCA's.
6.	Question:	Our company, Home Instead Senior Care has been in DeKalb County Georgia since 1996 (23 years), however, I have owned and operated the business for 3 of those years. I want to be sure that still meets the Minimum Qualifications Requirements.
	Answer:	Yes.
7.	Question:	Also, under Minimum Qualifications Section B3, the county is requiring copies of background checks of any staff that will be performing any in home services. Under our Georgia License, we are required to have background checks. I can certify that any Caregiver that goes to a senior's home is background checked. I'm only concerned about employee privacy. Is there another way to address this?
	Answer:	No, we need to make sure that any staff/aide that goes into a senior's home is background checked. The information is kept private.
8.	Question:	Fidelity Bond – for this short of period, will this still be required?
	Answer:	Yes.
9.	Question:	Umbrella Policy – for this short period, will still be required?
	Answer:	Yes.
10.	Question:	How many providers will be selected for this award?
	Answer:	The number of selected awardees will be dependent upon the capacity of the vendor/vendors; however, the County reserves the right to make an all-award, multiple awards, or reject any and all quotes.
11.	Question:	Do you anticipate we will need 40 Caregivers on Day 1?
	Answer:	That will depend on the various schedules and how they get worked out. We will need 70 seniors to be cared for on Day 1.
12.	Question:	Is Fingerprinting a requirement of all caregivers or will background checks suffice. Currently the state licensing does not require fingerprinting, only background checks. The requirement to fingerprinting begins Oct 1 st .
	Answer:	We (Office of Aging), due to our contract with the Atlanta Regional Commission, are required to have any staff that will go into the homes of seniors will be required to be fingerprinted. The DeKalb County Office of Aging have a selected vendor to perform the

		fingerprinting per the State. The Office of Aging will pay for up to 20 caregivers @ \$50.00 per person.
13.	Question:	Upon award would we be responsible for caring for those 70 seniors on Day 1 or will we be able to decline any due to staffing. We typically don't have 40 extra caregivers waiting for assignment.
	Answer:	We are looking for vendors that have capacity to absorb 70 seniors. There will not be an opportunity to decline unless we have 2 separate vendors. The Office of Aging will determine the caseloads.
14.	Question:	Can you give us more specific details as to where the seniors live, is there a portion that live in the same building? This would be helpful in staffing. For example, 20 seniors live in Building A, 15 live in Building B, etc.
	Answer:	The seniors will be located throughout DeKalb County. They will not be from one specific catchment area.
15.	Question:	Does each of the seniors live alone or will we be expected to care for the entire household?
	Answer:	Whether the senior lives alone or not, the awarded vendor/vendors will only be required to care for the specific senior and not the entire household.
16.	Question:	With this contract term being from June 17, 2019 to August 17, 2019...if selected, will the opportunity for a longer-term contract be available after August 17, 2019 for these seniors needing help?
	Answer:	There is a possibility of a longer-term agreement in the near future.
17.	Question:	What was the average hourly rate last year for the selected vendors regarding the DeKalb County Services for seniors?
	Answer:	\$21.00-\$23.40 for the provision of in-home services.
18.	Question:	What is the scope of work?
	Answer:	The scope of work can be found as Attachment A of the RFQ.
19.	Question:	What type of emergency is needed?
	Answer:	We are trying to avoid any type of service interruption for 70 clients that are currently receiving in-home services.
20.	Question:	What kind of report will you expect from the worker?
	Answer:	The report from the CNA's that visit the seniors would entail the following; date, time and what service was provided, client's name. This would need to match the care plan that our DeKalb County Case Manager develops after a vendor's in-home assessment.
21.	Question:	Is this for a non-clinical position?

	Answer:	The solicitation is not for a non-clinical position. It is for in-home services (Respite, Personal Care, and Homemaker).
22.	Question:	What is the area?
	Answer:	The clients are located throughout DeKalb County. They are not located in one specific area.
23.	Question:	Is this by the hour?
	Answer:	Please refer to the Quote Form (Attachment B) of the RFQ. The services would be billed by the hour.
24.	Question:	Where can I find these forms that you're requesting with the quote: "Bidder must complete and return the quote form, reference form, bidder affidavit and provide a copy of Bidder's valid business license to DeKalb County"?
	Answer:	All required forms are attached to the RFQ and can be found at https://www.dekalbcountyga.gov/purchasing-contracting/active-request-for-quotes by clicking on the specific link for this RFQ.

3. It is the responsibility of each bidder to ensure that he is aware of all addenda issued under this RFQ. Please sign and return this addendum. You may call Tawana Hardnett, Procurement Technician, at (404) 371-6382 before the bids are due to confirm the number of addenda issued.
4. All other conditions remain in full force and effect.

Tawana T. Hardnett
Procurement Technician
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

TTH/CH