

**EFFECTIVE NUTRITIONAL HEALTH ASSESMENT AND NETWORKS OF CARE FOR
THE ELDERLY (ENHANCE) PROGRAM
REQUEST FOR PROPOSALS (RFP)
RFP NO.: AAA-ENH-1115
QUESTIONS AND ANSWERS AND PROPOSER'S CONFERENCE
POSTED: MARCH 15, 2011**

- Q1. Can you please clarify the Physical Fitness Class requirement? Will the Proposer be required to provide two sessions a week or one session per week? Does this mean one session a month for Nutrition Education and two sessions a week for Physical Fitness?
- A1. Physical Fitness can be provided on a weekly basis and on the same days as Nutrition Education. If additional sessions are required you may do so. The Service Units stated in the RFP are estimates only and are flexible.
- Q2. Are we required to provide Follow-Up services to every client we do an initial Assessment on?
- A2. No. Follow-Up is required only for those clients who require Follow-Up services. Funding is limited so the ENHANCE Contractor will be granted discretion when selecting clients who are most at need.
- Q3. Where did the 975 Service Units for Pharmacy Medication Management come from? And are those numbers fixed or flexible?
- A3. The 975 Service Units are based on the services currently being provided in the ENHANCE Program. The Service Units within a funding category are flexible, i.e. transferring Service Units from Pharmacy Management Review to Food and Medication Management are allowed. However the transferring of funds from one funding source to another is not. For example, transferring Title III C funding to Title III D is not allowed.
- Q4. Can we combine Pharmacy Medication Review and Food and Medication Management in one session and still use an hour in those classes like the UL, Hypertension, and Diabetes Support Groups?
- A4. You may provide Pharmacy Medication Review and Food and Medication Management services on the same day but you cannot report the units as a hours; it's per Contact even if its two hours. But you may count two contacts if you meet the person on the same day to provide two different tasks. A contact is defined as an interaction, either one-on-one or in a group setting, to transact a specific task. In this instance, the ENHANCE Contractor performed two specific tasks thus providing two Contacts.

- Q5. On the budget when it says units and unit cost. Is the Unit Cost 60 dollars and 50 dollars?
- A5. For example, Physical Fitness, the Unit of Measurement is one Contact. In this case the Contact is with a group (not individual Clients), at a Unit Rate of 50 dollars per Contact. The 50 dollars is not per Client, but per Contact.
- Q6. When formatting the business proposal you're requesting through the RFP to add sections, do we have to put the numbers or do we just say the specific task?
- A6. Mark each section by section number and title for reference purposes.
- Q7. In regard to the maximum number of pages, we are getting real close to going over the maximum with all the resumes and all the credentials? Is this correct?
- A7. Attach all support documentation after the narrative section you are responding to. All resumes and credentials used to support the narrative do not count toward the page maximum. Only the narrative sections count toward the maximum.
- Q8. There is a section in the RFP where we have to complete a mandated state training within 30 days of the term of the contract, I'm assuming it means from June 1st to June 30th?
- A8. We are still confirming with the State. It is supposed to be completed within 30 days of contract execution. Ex: if the contract is executed July 1st it will be within the first 30 days. It's a training that has to be done online.
- Q9. Is there currently an ENHANCE Program going on now?
- A9. Yes, the ENHANCE Program is currently operating and will terminate at the end of this Fiscal Year.
- Q10. Does this take place at the Senior Centers?
- A10. The ENHANCE Program is not stationed at a particular Senior Center but provided to eligible clients throughout Los Angeles County.