

**ADDENDUM TWO TO THE REQUEST FOR PROPOSALS (RFP) FOR  
NEW FREEDOM: VOLUNTEER DRIVER MILEAGE REIMBURSEMENT PROGRAM**

**Question 1:** Is the contract funding amount (\$297,750) to cover costs to the Contractor and the reimbursement to Clients?

**Answer 1:** Yes. The contract funding amount is to reimburse costs for the Contractor and the actual mileage reimbursement that the Contractor pays Clients from the mileage claims.

**Question 2:** To complete the budget, it is based on the assumption/estimate of 150 clients per month. What would happen if there were additional clients? Is there more funding available?

**Answer 2:** Since CSS controls eligibility for the Program it will also monitor and control the number of clients per month and will ensure that the maximum is not exceeded.

**Question 3:** Is there an alternative to the full Single Audit requirement? For a small non-profit this is difficult. Could this be waived and require a lower level? Would you consider awarding the contract contingent upon the Contractor getting a single audit in the future?

**Answer 3:** Agencies that receive more than \$750,000 of federal funds are required to submit Single Audits. However, agencies that do not meet this threshold can submit a financial review, which is an audit of the financial transactions by a public certified accountant and verifies that the agency is in conformity with Generally Accepted Accounting Principles. The review must disclose the agency's assets, liabilities and net worth. CSS will not award unless the Proposer submits the financial review.

**Question 4:** Is it the County's intent to provide an on-line database?

**Answer 4:** No. The Contractor will supply the database.

**Question 5:** Would an on-line database be OK or will in-house database based on a single server be OK?

**Answer 5:** There is no requirement that the case management system and database be accessed online. For specifics regarding the case management requirements for this RFP, please reference Appendix A (Statement of Work), Subparagraph 10.2 of the RFP.

**Question 6:** Regarding the staffing requirement, are the full-time director and full-time project manager required to be 100% allocated to the Project or is the requirement to half full-time personnel who are not necessarily fully allocated to the project?

**Answer 6:** FTE's do not have to be 100% allocated to this program as long as they are available.

**Question 7:** Will there be a ramp-up time or will the contract expected to start 100% on July 1? Should the Contractor staff expect the full number of clients to be served beginning July 1?

**Answer 7:** CSS anticipates a ramp up in the number of Clients and is performing outreach to enroll Clients starting July 1. Despite this, CSS is anticipating full staffing requirements from the Contractor by July 1.

**Question 8:** What is CSS doing to ensure Client participation?

**Answer 8:** CSS has developed an on-line application, has contacted its Senior Centers, and is prepared to outreach among Area Agency on Aging service providers.

**Question 9:** Are you expecting the Contractor to assist in outreach?

**Answer 9:** No. CSS is looking for a Contractor to process the claims. CSS will conduct outreach and just wants the contractor to administer the program. Any outreach efforts will not be reimbursed.

**Question 10:** Will you consider an alternative format for its claim form?

**Answer 10:** Yes. CSS will work with the awarded contractor, and if an alternative claims form with the same information is available, CSS will negotiate with the Contractor to allow for the substitute claims form.

**Question 11:** Are the claims submission and processing dates (the 11<sup>th</sup> and 25<sup>th</sup>) flexible?

**Answer 11:** No. These dates cannot be adjusted and need to be followed.

**Question 12:** Will you only authorize specific trips to specific locations? How flexible are the parameters?

**Answer 12:** No. As long as the purposes of trips are authorized by CSS and are within the specified UZA, the specific destinations can be flexible.

**Question 13:** Would you consider accepting a Compilation engagement instead of a Single Audit?

**Answer 13:** No. Agencies that receive more than \$750,000 of federal funds are required to submit Single Audits. However, agencies that do not meet this threshold can submit a financial review, which is an audit of the financial transactions by a public certified accountant and verifies that the agency in conformity with Generally Accepted Accounting Principles. The review must disclose the agency's assets, liabilities and net worth.

**Question 14:** If a Contractor processed mileage reimbursement for employees for the last thirty years, would it qualify as experience for this grant?

**Answer 14:** Yes.

**Question 15:** Is this Cost Reimbursement contract or Performance-based contract?

**Answer 15:** This is a 'firm-fixed' contract based on the approved unit-rate set forth by the Proposer in the Budget document.

**Question 16:** What is the overall liability for the volunteer drivers? As a Contractor, are we expected to verify that the volunteer driver has adequate experience?

**Answer 16:** The Contractor does not need to insure the liability of the drivers.

**Question 17:** Will CSS refer the Clients?

**Answer 17:** CSS will provide all client referral.

**Question 18:** What is the role of the contractor?

**Answer 18:** The Contractor does not provide the transportation, but provides administrative support, including an accounting system, database and the tracking and reimbursement to clients.