



## Social Services

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**November 16, 2018**

**TO: All Proposers**

**RE: In-Home Aide Services  
RFP No. 19-001**

### **ADDENDUM NO. 1**

This ADDENDUM No. 1 forms part of Durham County Department of Social Services Request for Proposal (RFP No. 19-001) for In-Home Aide Services. All other requirements of the original specifications remain in effect in their respective order. Receipt of this Addendum must be acknowledged on the Addendum Acknowledgement Form included in the RFP.

1. See question and answer number four (4) below.
2. Below are questions and answers from the Pre-Proposal Conference and other questions.

Should you have any questions regarding this Addendum, please contact me.

Respectfully,

*Robyn Riley*

Robyn Riley  
Administrative Officer  
919-560-8122

Post Office Box 810 ❖ Durham, North Carolina 27701 ❖ (919) 560-8000 ❖ [www.dconnc.gov](http://www.dconnc.gov)

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**RFP No. 19-001 In-Home Aide Services  
Questions and Answers**

1. Are we required to submit Attachment A, Scope of Services (on RFP page 13) with our proposal?

Answer: No, it is not required to include the scope of service in your proposal.

2. For the purpose of completing the Business Associate Agreement and the HIPAA Data Use Agreement; please verify the contract start date and contract end date.

Answer: The contract dates are January 1, 2019 through June 30, 2019. The Business Associate Agreement and the HIPAA Data Use Agreement is not to be submitted with your Proposal. These documents are part of the contract package.

3. How/where will the questions and answers be provided?

Answer: All communications between the Department of Social Services and prospective Proposers shall be in writing. E-mailed questions will be accepted and can be sent to [rriley@dconc.gov](mailto:rriley@dconc.gov). Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Administrative Officer Robyn Riley at the email address above. All questions concerning this RFP shall reference the RFP number, section number and paragraph. Questions and responses affecting the Scope of Services will be provided to all Proposers by issuance of an Addendum. All questions shall be received by the Department of Social Services no later than 3:00 P.M., on November 13, 2018. NO EXCEPTIONS.

4. RFP page 10 has forms listed as a through f to be included as Tab 1 - Signed Forms, excluding the Non-Collusion Affidavit. Can you please clarify whether all of the following forms are required to be submitted with our proposal? *Attachment IV (pg 29) YES, Attachment V (pg 30) NO, Attachment C (pg 36) NO, Attachment D (pg 38) NO, Attachment E (pg 41) NO, Attachment F (pg 42) NO, Attachment G (pg 43) NO, Attachment H (pg 46) NO, Attachment M (pg 48) NO, Business Associate Agreement (pg 51) NO, and HIPAA Data Use Agreement (pg 59) NO.*

Answer: **Tab 1 – Signed Forms**

This Tab should include the following forms and information:

**Addendum Acknowledgement Form – Attachment I**

**Non-Collusion Affidavit – Attachment II**

**Vendor Application/W-9 Form -page 65**

**Affidavit of Compliance (Verify) – Attachment IV**

**Signed Proposal Signature Sheet - page 4**

**Proposal Form - page 18**

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**M/WBE Forms (Attachment III):**

- **Affidavits A and C** are required to be submitted with your proposal if your company has M/WBE participation.
- **Affidavit B** is required if your company has no opportunity to sub-contract and will complete all work with their own work force. No other Affidavits must be returned.

**NOTE: Appendix E is not to be returned with your Proposal. However, this form must be submitted with each pay request for documentation of contract payment to M/WBEs.**

5. On RFP page 23, if we do not subcontract for any of the services we are bidding, are we required to submit *Affidavit A, List of the Good Faith Effort?*

Answer: Affidavits A and C are required to be submitted with your proposal if your company has MWBE participation. If not, Affidavit B (Intent to Perform Contract with Own Workforce) must be submitted.

6. The question that I have is on the 'good faith' bid. I know that, my understanding is that there are different bids. That the County is working on, but with the income care, I don't anticipate sub-contracting the service to any other, so, is my company expect to do the 'good faith' bid that other companies will do? And if so, does it have to be like-service companies or any company?

Answer: Affidavits A and C are required to be submitted with your proposal if your company has MWBE participation. If not, Affidavit B (Intent to Perform Contract with Own Workforce) must be submitted.

7. Is it correct that we are sending 2 copies plus a flash drive for the proposal?

Answer: Yes, send the original (1<sup>st</sup> document) and a copy (2<sup>nd</sup> document) and save the original documents to a flash drive.

8. Are we to scan the entire proposal and save it on the flash drive?

Answer: Yes.

9. What goes into the flash-drive?

Answer: All documents you submit with your proposal.

10. Form: Scope of Services: what date do we put for the proposal?

Answer: The date on the proposal is the date you prepare the documents.

11. Is it appropriate to bid for the same amount we currently do at the moment?

Answer: Yes. The Proposal Form (page 18 of 65) asks you to base your proposed cost on 35 clients from our waiting list. However, this does not mean you will actual receive 35 referrals from us. The Home Centered Care Unit will determine how many clients will be removed from our waiting list based on funding for the program and how many clients you can serve.

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12. What period does this proposal cover?

Answer: The term of the contract will be January 1, 2019 through June 30, 2019.

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