

RFQ #002 Area Agency on Aging for Planning and Service Area III

Question	RFQ Section	RFQ Page	Question	Response (ICOA use only)
1	Eligibility	2	How do counties apply?	Cities and counties are eligible to apply as individual units of local governments.
2	Eligibility	2	Can counties form a Council of Governments?	Yes. Council of Governments have been formed in other states for the Single Purpose of sponsoring a AAA.
3	Funding	3	Does the AAA funding include State Appropriation or is the funding primarily Federal?	AAA funding includes both State and Federal Appropriations.
4	General Overview of Duties	2	What does “very limited basis” mean in regards to Case Management?	Case Management is only for clients who cannot manage two or more services on their own.
5	Attachment 8	35	Can the provider contracts be assigned to the new AAA or will a competitive bid be required?	Current contracts will be assigned during the transition phase. After the transition, AAAs are required to adhere to procurement policies and develop competitive bidding process where required.
6	Format	6	Is the Table of Contents included in the 20 page limit?	The Table of Contents is not included in the 20 page limit.
7	Purpose	2	The AAA contract is only for a year. Will there be future RFQ opportunities a year from now?	Once a ULG is awarded a contract they will be designated. Contracts are renewed annually on a non-competitive basis. No new RFQ opportunities will be available.
8	Mandatory Submission Requirements	4	Does the Letter of Intent require a signature from all ten counties?	No. Each County or City may submit a Letter of Intent individually.
9	Eligibility	2	If Units of Local Government form a non-profit, are they eligible to apply at this time?	No, only ULGs are eligible to apply at this time. The Older American’s Act provides guidance for the procurement process. Units of Local Government are provided the first right of refusal. Secondary are existing AAAs. Public and Private Non-profits wishing to sponsor an AAA will be given the opportunity after the existing AAAs.
10	Available Funding	3	Does county participation affect the distribution of funds? If an individual city or county applies, what are the obligations to the other cities and counties in the Planning and Service Area?	No, the AAA distributes funding to individual consumers based on established eligibility criteria to all ten counties in the Planning and Service Area. The AAA will be required to develop an Area Plan and Advisory Council to

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				reflect partnerships.
11	Mandatory Submission Requirements	4	How will the Letters of Intent be graded?	Letters of Intent are pass/fail.
12	Attachment 8	35	Once a ULG is awarded the contract, is there a set time frame to complete the transition?	The ULG should submit their timelines for a complete transition as part of the RFQ narrative response. If the ULG is awarded the contract, the ICOA will work closely to develop and maintain a timeline for transition.
13	Attachment 8	35	Is there a hard implementation date for the AAA?	Attachment 8 of the RFQ provides a timeline for the awarded ULG to assume the management responsibilities of the AAA by July 1 st 2016. ULGs should submit a transition plan as part of the RFQ narrative.
14	Available Funding	3	If a County or City applies and is awarded, are the funds placed into the County or City budget to be distributed?	Yes, the AAA is a division of the awarded ULG. Funding is the fiscal responsibility of the ULG and the AAA employees are employees of the ULG.
15	Mandatory Submission Requirements	4	Cities and Counties may have to re-open budgets or place the AAA funding into the next budget year. Can the ULG build this into their transition plan as part of the RFQ?	Yes, the ULG should state their transition time-lines as part of the RFQ narrative response.
16	Attachment 4	20	How are Administrative funds distributed if multiple cities and/or counties apply as a group?	Administrative funding is to implement services to all ten counties. Funding is not distributed on a per county basis.
17	Attachment 7	34	Does the 10% Administrative funds cover all the employees identified in the Attachment 7 flow chart?	No, Attachment 7 shows Full Time Employees covered by Administrative costs (Director & Admin Assist.)and Full Time Employees covered by operating costs (Ombudsman, Information and Assistance ext.). Operating is not part of administration costs.
18	Attachment 5	22	Are the budget templates available in Excel for developing our response to the RFQ?	AAA budget development is not required as part of the RFQ. The budget templates attached in the RFQ as Attachment 5 provide financial data. The full budget worksheets will be provided to the designated ULG during the transition.

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19	Attachment 5	22	Do programs and services have to meet the minimum and maximum requirements?	Yes, Attachment 5 of the budget shows the minimum and maximum percentages that have to be used on the programs.
20	General Overview of Duties	2	Is Adult Protection contracted through Health and Welfare or any other entity?	No, Adult Protection employees are employees of the ULG.
21	Attachment 8	35	If we need software to meet the financial responsibilities of the AAA, would that be an allowable use of transition funding?	Yes.
22	AAA Operational Requirements	3	Is there preferable accounting software?	No. The software must meet the requirements stated in the RFQ.
23	Attachment 8	35	What software does the AAA use to track and report data to the ICOA and to manage the programs?	The ICOA provides the data management systems known as SAMS, Idaho Adult Protection System (IAPS) and Ombudsmanager software.
24	General Overview of Duties	2	Are the programs means tested?	No, the Older American's Act and Idaho Senior Services Act services are not means tested.
25	AAA Operational Requirements	3	How does the program assessment tool, the Idaho Comprehensive Assessment Tool (ICAT) assess client needs? Is the ICAT related to any Health and Welfare programs?	The ICAT assess activities of daily living and several other factors to determine if a client is eligible for services. The AAA ICAT is not related to any other State or Federal programs. It is exclusive to OAA and SSA services.