



May 8, 2024

ADDENDUM #1

RP025-24, Provision of Homemaker Services for Gwinnett Senior Residents on an Annual Contract

REVISIONS:

- R1. Section II. SCOPE OF WORK, Article F. PROGRAM PERFORMANCE EVALUATION, found on page 8 of the RFP documents, shall be revised to the following:** Gwinnett County will provide continuous quality evaluation of the contract through telephone contact, records review, customer satisfaction surveys and other methodologies. ~~Vehicles must be available to Gwinnett County or its agents for inspection at any time.~~ An annual audit will be performed.
- R2. Section V. PROPOSAL EVALUATION PROCEDURES, #2. Dedicated Staffing, Article b. found on page 11 of the RFP documents shall be revised to the following:** Resumes, licenses and certifications for the primary staff responsible for providing the **homemaker** services.
- R3. On page 12 of the RFP documents, in the scoring criteria table under Phase I: Technical, #2 shall be revised to Dedicated Staffing. The reference to vehicles shall be removed.**
- R4. Section VI. PROPOSAL RESPONSE REQUIREMENTS, #1. Part 1, Tab a – Provider Experience and Qualifications, Article d. Customer base, found on page 13 of the RFP documents, shall be revised to the following:** List the total number of customer/clients that you have to date and the number of other **homemaker services or in-home services** projects that your company is currently handling.
- R5. Section VI. PROPOSAL RESPONSE REQUIREMENTS, #1., Part 1, Tab a – Provider Experience and Qualifications, Prior Experience, found on page 14 of the RFP documents, shall be revised to the following:** Provide a detailed narrative describing your qualifications and recent experience providing homemaker services to seniors. The experience shown should be work done by individuals who will be assigned to this project as well as that of your business/company. **Article b. in this section shall be revised to:** Scope and Size of Project, including total number of staff that you used and the total number of care providers you used to provide homemaker services.
- R6. Section VI. PROPOSAL RESPONSE REQUIREMENTS, #2., Part 1, Tab B, found on page 14 of the RFP documents shall be revised to: #2., Part 1, Tab B – Dedicated Staffing & Vehicles.** Any reference to vehicles & fleet/vehicles shall be removed.

Article d., Customer base, shall be revised to the following: **list the total number of customers/clients that you have to date and the number of other homemaker projects that your company is currently handling.**

Articles e. and f. in this section shall be removed.
- R7. Section VI. PROPOSAL RESPONSE REQUIREMENTS, #3., Tab C – Understanding & Approach, Work Plan, Article a., found on page 15 of the RFP documents, shall be revised to the following:** Provide a written narrative that explains what **homemaker services** you will provide if awarded this contract and how you would provide this service.

- R8. Section VI. PROPOSAL RESPONSE REQUIREMENTS, #3., Tab C – Understanding & Approach, Work Plan, Article b., found on page 15 of the RFP documents, shall be revised to the following:** describe in a written narrative your plan for scheduling care providers and providing homemaker services to residents located throughout the entire county (437 square mile radius).
- R9. Section VI. PROPOSAL RESPONSE REQUIREMENTS, #4., Tab D – References, found on page 15 of the RFP documents, shall be revised to the following:** The Respondent must provide at least three (3) references (within the last 5 years) in which homemaker services were provided. The inability to obtain reference information will be considered in the evaluation process and points will be deducted from the total reference score if references cannot be reached or are returned unfavorable.
- R10. Section II. SCOPE OF WORK, Article C. SPECIAL PROVISIONS, #2., found on page 4 of the RFP documents, shall be revised to the following:** Providers of homemaker services must be licensed private home health care providers. For additional information on state licensure, refer to Georgia Department of Human Services Manual, Section 208.

QUESTIONS & ANSWERS:

- Q1. In regard to resumes, is it only management (i.e administrator, office assistant, nurse and LPN) that requires resumes, or do we have to include resumes for caregivers as well?**
- A1. Please provide resumes for staff that will be responsible for the administration of the contract. Resumes are not required for homemakers; however, if awarded the contract, the County will need verification that their employment file contains their job application with employment history.
- Q2. On page 8, Section F refers to Vehicle Inspections and Annual Audits. Employee (Homemaker vehicles) or do we need to subcontract with a Fleet Management Service?**
- A2. Please see R1 in the REVISIONS section above. A fleet management service is not required as part of the scope of work of this contract.
- Q3. On page 9, Section III, it refers to UEI through SAM.gov. and ACTIVE REGISTRATION. We have obtained our UEI for Non-Federal Entity Contracts, but we did not go for complete Federal Registration. We should be sufficiently compliant, or do we need to obtain the full SAM.gov registration to be ACTIVE?**
- A3. An active registration with SAM.gov is not required. However, the awarded vendor will be required to have a UEI number assigned.
- Q4. On pages 11, 12, 14, 15 , there are several references to Vehicle Fleet Ownership, 30 points out of 100 scoring allocated to Dedicated Staffing and Vehicles, 15 points from 3 years of Vehicle Transportation services Reference, Whether dedicated vehicles are Ambulatory or Wheelchair accessible, Information about Fleet/Vehicle Maintenance schedules for each vehicle.**
- A4. Please refer to revisions R1-R9 above.
- Q5. Are we supposed to have Non-Emergency Medical Transport infrastructure and dedicated staffing to present our Homemaker Services proposal?**
- A5. No, Non-Emergency Medical Transport infrastructure and dedicated vehicle staffing (drivers) are not required as part of the scope of this contract. Please disregard any references to Non-Emergency Medical Transportation throughout the RFP documents.
- Q6. What is the current unit billing rate?**
- A6. Please see Attachment #2 – BL030-21 bid tabulation.
- Q7. May providers submit electronic service records instead of paper timesheets if they include visit times, tasks performed, and electronic client signature?**
- A7. Yes, providers may submit electronic service records instead of paper timesheets if they include visit times, tasks performed and an electronic client signature. A sample of what this documentation must be reviewed and approved by Gwinnett County at the inception of contract.

Q8. Can providers submit activity records twice monthly instead of weekly since many process payroll twice monthly?

A8. Yes, providers may submit activity records twice monthly instead of weekly if awarded the contract.

Q9. Page 14, scoring item 2 – Part 1, Tab B refers to vehicles and transportation services, but transportation is not part of the authorized services. Is this section an error?

A9. Vehicles and transportation services are not a part of the scope of work for this contract. This section has been revised. Please refer to R6 above.

Q10. When are services on holidays and weekends permitted?

A10. Holidays and weekends must be pre-approved in writing by Gwinnett County. If approved, services can be rendered any holiday or weekend.

Q11. Can you confirm the language on Page 3 – “A minimum of five full-time homemakers, or a minimum of seven part-time homemakers is encouraged to meet the needs of this project” is correct as stated?

A11. The sentence as written is a suggestion for minimum staffing needs, however more staff may be needed. The selected provider should have enough staff to effectively provide homemaker services to 200 seniors living throughout the County.

Q12. On page 33, it states “Failure to return this page may result in removal of your company from Commodity Listing.” Can you confirm the page does not need to be returned if a bid is being submitted?

A12. Page 33 of the RFP documents should be submitted with your proposal. If you are submitting a proposal, only the company name and signature of an authorized representative are required.

Q13. Can you explain the 7,200 estimated hours listed on the Cost Proposal?

A13. The County estimates approximately 7,200 hours of homemaker services to be provided annually to Gwinnett County’s homemaker services clients under this contract. This number was determined by calculating 200 seniors receiving an average of 3 hours of service per month for 12 months.

Q14. Is a CAGE CODE required?

A14. A CAGE CODE is not required. However, the selected service providers must have an assigned UEI number.

This addendum should be signed in the space provided below and returned with your bid. Failure to do so may result in your bid being deemed non-responsive.

Company Name _____

Authorized Representative _____

Thank you,

Jake Scarpone

Jake Scarpone
Purchasing Associate II

Attachments:

1. Pre-Proposal Conference Sign-In Sheet
2. BL030-21 Bid Tabulation

PRE-PROPOSAL CONFERENCE

RP025-24

<u>Representative Name</u>	<u>Company Name</u>	<u>Phone #</u>	<u>E-Mail Address</u>
(DEPARTMENT REPRESENTATIVES SIGN-IN AT BOTTOM)			
1. <u>Darryl Ford</u>	<u>At Home Atlanta</u>	<u>248-467-6676</u>	<u>dford1957@yahoo.com</u>
2. <u>Delores Ford</u>	<u>At Home Atlanta</u>	<u>770-498-4100</u>	<u>delores@athomeatlanta.com</u>
3. _____	<u>My Healing Angels, LLC</u>	_____	<u>admin@myhealingangelsllc.com</u>
4. <u>Kelley McDougal</u>	<u>All Ways Caring HomeCare</u>	<u>478-951-5852</u>	<u>kmcdougal@allwayscaring.com</u>
5. <u>Teresa Gore</u>	<u>All Ways Caring HomeCare</u>	<u>229-300-6236</u>	<u>tgore@allwayscaring.com</u>
6. <u>Sheila LaFortune</u>	<u>Advanced Care Network, LLC</u>	<u>404-439-9352</u>	<u>contact@advancedbeginningshealthcare.com</u>
7. <u>Kim Pierson</u>	<u>Aachele Home Nursing Services, LLC</u>	_____	<u>aachelehome@gmail.com</u>
8. <u>Tiffany Garrett</u>	<u>C&E Squad, LLC</u>	_____	<u>tgarrett@cesquadllc.com</u>
9. <u>Lennette Springfield</u>	<u>BrightSpring Health Services</u>	<u>502-630-7299</u>	<u>rfps.submissions@brightspringhealth.com</u>
10. <u>Oby Omesiete</u>	<u>Hope Prive In-Home Care, LLC</u>	_____	<u>obyomes@hopeprivatecare.com</u>
11. _____	<u>Quality Care Inhome Care Services</u>	<u>678-545-4860</u>	<u>qchomecareservices@gmail.com</u>
12. _____	_____	_____	_____

<u>Department Representative Name</u>	<u>Department</u>	<u>Department Representative Name</u>	<u>Department</u>
<u>Jake Scarpone</u>	<u>DOFS-Purchasing</u>	<u>Joanna Fernandez</u>	<u>DOCS-HHS</u>
<u>Latarsha Williams</u>	<u>DOCS-HHS</u>	_____	_____

BL030-21

Provision of Homemaker Services for Gwinnett County Citizens on an Annual Contract

Department of Community Services

7/1/2023 - 6/30/2024			At Home Atlanta (OC)	
ITEM #	DESCRIPTION	APPROX. QTY.	UNIT PRICE	TOTAL PRICE
1	In-home homemaker services for up to 200 seniors	4,500 hrs	\$22.00	\$99,000.00
2	In-home homemaker services, pre-approved holiday	100 hrs	\$33.00	\$3,300.00
BID TOTAL				\$102,300.00
	Will vendor hold pricing firm? Renewal Option 1			Yes
	Will vendor hold pricing firm? Renewal Option 2			Yes
	Will vendor hold pricing firm? Renewal Option 3			Yes
	Will vendor hold pricing firm? Renewal Option 4			Yes

Recommended Vendors:

At Home Atlanta
 Attn: Daryl Ford
 6067 Windsong Way
 Stone Mountain, GA 30087
 Phone: 248-467-6676
dford1957@yahoo.com