

## **Addendum # AD001**

Request for Proposals  
Aging in Place and Wellness Programing  
(RFP#5714)

**Date of Addendum: Oct 23, 2023**

The Request for Proposals for the above-named project is amended as noted in this Addendum. This Addendum consists of 3 pages and lists questions received and SHA's responses. The addendum also has an attachment that provides the demographic information for LIPH buildings.

Question 1. Approx how many senior living buildings will the scope of work include providing possible services to? Between SHA, Hope VI and LIPH?

Response: Per the solicitation, provide a proposal for on-site work in SHA senior housing buildings and/or other SHA low-income buildings, including HOPE VI communities and LIPH High Rise buildings that serve large numbers of older adults.

Question 2. Is it expected that staff time dedicated to the project can be included in the budget? For some projects, there is only a percentage that is allowed to go towards personnel time directly related to the project. Or sometimes it is based on a percentage of the salary's personnel are earning. Any advice on what might be reasonable to add in the budget regarding salaries?

Response: Please include the total costs for administering your services for 12 months on your budget sheet as described in your narrative.

Question 3. On page 6 of the RFP, it states additional work that the Consultant will be asked to perform: 4. Link participants to on-going health resources and 5. motivate individuals who are not already focused on managing health and wellness to participate. Will this be required even if our Scope of Work doesn't have to do with on-going health resources? Our Scope of Work falls under the Art Therapy category, and we don't really offer direct healthcare services.

Response: Please respond to every question and describe the extent of your services in the proposal narrative.

Question 4. Not sure if you can answer this one, but can you foresee how much time you are expecting the selected Consultant to spend in the initial phases,

which would include evaluating the needs of buildings, discussions with SHA's team of collaborators, networking, in-person and virtual meetings etc. Should the contractor be prepared to dedicate full-time hours initially? Part-time? Will there be monthly, weekly required meetings? Or will the Consultant propose meetings as needed?

Response: Describe how you intend to launch a successful intervention based on your current experience and understanding. Per the solicitation, selected firms will join social service agencies and SHA staff to coordinate service delivery that best meets the needs of buildings and individuals.

Question 5. Another budget question, Seniors Creating Art typically pays our art - instructors (Independent Contractors) a stipend to purchase art supplies to be used in workshops they teach. Being that we need documentation to be reimbursed, do you reimburse stipends? Or does Seniors Creating Art need to purchase art supplies directly with SHA funds and then submit receipts for reimbursement?

Response: Please include the costs for administering your services for 12 months on your budget sheet as described in your narrative.

Question 6. Is there a minimum or maximum amount for the budget?

Response: No, there is no minimum amount for the budget. We will award up to \$300,000 through this process.

Question 7. What is the total funding pool for each category?

Response: The total funding amount is up to \$300,000. SHA has not established a funding pool for each service category.

Question 8. How many applicants are expected to be awarded for each category?

Response: SHA has not determined the number of applicants to be awarded for each category.

Question 9. Are applicants expected to provide services to all SHA properties? If not, are applicants able to choose specific properties in order to tailor culturally specific services?

Response: Per the solicitation, provide a proposal for on-site work in SHA senior housing buildings and/or other SHA low-income buildings, including HOPE VI communities and LIPH High Rise buildings that serve large numbers of older

adults.

Question 10. There are three portfolios of communities within in SHA: SSHP, LIPH, and Garden Communities.

1. Can you please provide demographic information on the LIPH buildings?

See attached.

1. Which are the LIPH buildings with the greatest numbers of residents over the age of 50?

As of Sept 2023, it was Denny Terrace (167), Westwood (134), Beacon and International (132), Center Pk (124) with the most residents over 50 years of age. But this excludes Jefferson Terrace, currently half empty and scheduled for full occupancy in 2024.

2. Which Garden Communities have residents over the age of 50?

All of the Garden Communities have residents over age 50.

Question 11. Please explain how the “on call” and “as needed” contract would work.

Response: On-Call Contract means that the consultant will provide services on an as-needed basis. The contract has a defined term and total contract authorization that only has a commitment to pay for services if they are used. Prior to initiation of a task or activity under an on-call contract, a work order shall be issued consistent with the terms of the master on-call contract.

Question 12. Would individual providers need to provide their own language translating services? ASL can be extremely expensive; In how many buildings is ASL likely to be needed? Please list buildings by portfolio.

Response: Please include the costs for administering your services for 12 months on your budget sheet as described in the narrative, including how you propose to manage the costs associated with providing culturally responsive programming to older adults and people living with disabilities.

END OF ADDENDUM