

2019 AGING RFP RESOURCES AND AMENDMENTS

I. **RESOURCES**

Please be advised, resources for the Lowcountry Council of Governments Area Agency on Aging's current open RFPs have been posted to the Lowcountry website. Information on these resources can be found below.

- **FAQ** - The Lowcountry AAA has posted a final version of the 2019 Aging RFP FAQ. This FAQ includes all questions posed for each of the RFP's released by the AAA on Feb. 7, 2019. This information can be found on the LCOG solicitations page (on the right-hand side) - <http://lowcountrycog.org/solicitations/index.php>.
- **RFP (Word Format)** - The Lowcountry AAA has posted on the solicitations page a copy of each RFP in Microsoft Word Format. Visit the solicitation page at <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=4349e3d2-685e-4b15-9530-e9ae2ea4cb04> and select the RFP you are interested in. There are two documents listed, one in PDF format and one in Word format.
- **Fillable Standard Forms** - The Lowcountry AAA has posted fillable versions of Standard documents of the RFP on the LCOG solicitations page (on the right-hand side) - <http://lowcountrycog.org/solicitations/index.php>. This includes the following forms:
 - Proposal Package Cover Page
 - Certification of Agreement to General Terms and Conditions
 - Unit Cost Analysis Table
 - Offeror Certification – Non-Collusion
 - Offeror Certification – Debarment
 - Disclosure of Prior Non-Responsibility Determinants

Note, only Standard forms have been posted as fillable. See each RFP for the additional required documents for each respective RFP.

- **Pre-Proposal Conference PowerPoints (PDF Copy)** - The Lowcountry AAA has posted on the solicitations page a copy of each of the four (4) RFP Pre-Proposal Conference PowerPoints in PDF Format. Visit the solicitation index page at - <http://lowcountrycog.org/solicitations/index.php> to view these PowerPoints. These files are located on the right-hand side of the page.

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II. **AMMENDMENTS**

Please be advised, the following amendments have been made to current open RFPs as described. All RFP documents on the LCOG solicitation page has been updated. An outline of these amendments can be found below.

1. **GENERAL - Proposal Package Cover Page**

The Proposal Package Cover Page has been updated to include the typed name and title of the official signatory, as well as a line for signature of the official signatory. This form has been updated in all four (4) of the open RFPs. The fillable form found on the solicitations index page has also been updated.

2. **GENERAL – Edits to verbiage regarding signatures in blue ink**

The verbiage regarding the signature of documents using blue ink within each of the RFPs has been edited to read as follows:

“The Proposal should be signed in Blue Ink by an official authorized to legally bind the offering person, organization, company or corporation submitting the Proposal and must contain a statement that the proposal is firm for a period of one hundred and twenty (120) days from the closing date for submission of proposals.”

3. **GENERAL – Additional Verbiage Added to Section V Proposal Requirements**

The following wording has been added to Section V Proposal Requirements within each of the four (4) RFPs:

“All of the supplemental materials identified and requested must be submitted and made a part of the Proposal as outlined within the Proposal Requirements format. Supporting documentation is preferred to be included within the appropriate section of which it is requested. If the Offeror chooses to utilize attachments, it is the Offeror’s responsibility to ensure all attachment are clearly and accurately sited within the appropriate sections of their response.”

4. **CATERER RFP – Addition of the Chart of Nutrient Values and Requirements**

The chart of Nutrient Values and Requirements referenced in number 11 of the Caterer section of the FAQ has been added to the Minimum Meal Bid Specifications. This change can be found with the PDF and Word versions of this document.

5. **CATERER RFP – Change to the Taste Testing Date for Offerors**

The scheduled date for Taste Testing of potential Caterer meals in Section VIII Evaluation Process and Notification, page 52, has been changed to April 15, 2019.

6. **CATERER RFP – Nutrition Site Address Updates**

The addresses for the Yemassee Senior Center and the Estill Senior Center have been updated within the Nutrition Sites attachment found in Section B. Caterer, question 4, of

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the FAQ document. These addresses are now consistent with the Caterer RFP (pages 28 and 29).

7. EBHP RFP – Edits to verbiage regarding service list on page 6

A correction to the page number cited for a list of services within Section II Information and Background under 2.2 Purpose has been made. The correction reads as follows:

“This solicitation is an invitation for qualified Offerors to submit proposals to provide one or more of the services listed on page 17, and outlined in the SCOPE OF WORK attached.”