



Q1. Page 10 section 2.3 should our emergency and disaster plan be an attachment after technical proposal?

**R1. Yes. Provide an overview of the process in the appropriate section of the proposal and submit the actual plan as an attachment.**

Q2.. On page 16 section 4.2.4.2.1 vendor profile and experience does limited liability company mean our insurance?

**R2. No.**

Q3. Page 17 section 4.2.4.2.7 Back ground checks do we need to send copies of background checks from FBI report in our technical proposal or just a written statement of employees that have this document?

**R3. Send a copy**

Q4. Are current employees required to have background checks?

**R4. Yes, pursuant to 4.2.4.2.7 of the RFP, current staff must have a criminal background check. Attach a copy of the documentation of background check or documentation of application for a background check to the proposal. If a contract is awarded, no employee will be allowed to work until a criminal background check is successfully completed.**

Q5. page 17 Section 4.2.4.2.7 Background checks Do we need to send a copy of back ground checks or a written statement that all new employees have back ground checks done. If we send a copy of background checks should they be an attachment to the technical proposal?

**R5. Send a copy as an attachment.**

Q6. page 17 section 4.2.4.2.8 Vendor Financial Stability If no audits have been done will records sent to IRS for the past 3 years be acceptable?

**R6. Yes.**

Q7. Page 17 section 4.2.4.2.8 Vendor financial stability - If no audits have been done will records sent to IRS for past three years be acceptable? If so can it be an attachment to the technical proposal? If this is not what you are requesting please inform me of what is needed.

**R7. Yes.**

Q8. Page 17 of 28, Vendor Financial Stability - Our financial records have not been audited in the past ten years. Will copies of bank statements be ok and if so how many months will I need to send?

**R8. Yes. Include bank statements for the past 3 months.**

**Adult Day Care Services**



Q9. Page 18-19 sections 4.2.4.4.,4.2.4.4.1.,4.2.4.4.2,4.2.4.4.2. and 4.2.4.4.6 Do we need to respond in writing to these statements or are we in agreement when we submit proposal?

**R9. Written statements are required.**

Q10. page 18 & 19 sections 4.2.4.4., 4.2.4.4.1, 4.2.4.4.2, 4.2.4.4.2. , and 4.2.4.4.6 Do we need just a written statement to these sections with a signature?

**R10. Yes, a written statement is need for each section. A signature is not required for each statement.**

Q11. On page 18 section 4.2.4.3.2 Start up plan- Are you wanting a daily activity schedule or do we need more?

**R11. Yes, specify your daily schedule. Also add the period of time services are provided, etc. and any additional information that may be pertinent.**

Q12. Page 18 section 4.2.4.3.2 Start Up Plan If a center has been in operation for many years do we need a start up plan? Or are you asking for a daily Schedule. Ex. 7:30 pick clients.

**R12. Yes. Give schedule and period of service.**

Q13. Page 18 of 28, Start-up Plan - Is this section for new vendors or for everyone?

**R13. Everyone. Vendors must include a start-up plan for the contract period under this RFP.**

Q14. page 19 section 4.2.4.4.5 Financial Accounting Are you asking for a monthly general journal, a end of the year budget, or documents sent to the IRS?

**R14. Documents sent to the IRS are sufficient or a statement from your accountant attesting to the information sent to the IRS.**

Q15. On page 19 section 4.2.4.4.5 Financial accounting - Are you asking for a monthly general journal or do you need statements for example full time client with transportation at 230.00 x 29= 6,670.00?

**R15. Need bank statements for 3 months or statements to the IRS.**

Q16. Page 20 Compensations Are you asking for a budget or for Ex. Full time with transportation 230.00 x 24 clients = 5,520.00?

**R16. Yes. Vendors must provide a statement that they will provide the services required in the RFP at the stated rates.**

Q17. Should put the number of the subtitle for example 1.0 project overview?



**R17. The sections and subsections should be entitled exactly the way they are in the RFP.**

Q18. Should we put the section number with the subtitle for Ex. 1.0 Project Narrative?

**R18. The sections and subsections should be entitled exactly the way they are in the RFP.**

Q19. Do we send a copy of the RFP instructions with our RFP response?

**R19. No.**

Q20. We do need to send a copy of proposal instructions pages 5 to 28 with our technical proposal?

**R20. No. Respond to items in Section 4.**

Q21. How can I get a copy of the Disclosure Statement?

**R21. Please print a copy from the State of Alabama Purchasing web site [www.purchasing.alabama.gov](http://www.purchasing.alabama.gov) .**