



**City of Tacoma  
Neighborhood & Community Services**

**Senior Wellness Project  
RFP Specification No. NC17-0332F**

**QUESTIONS and ANSWERS**

All interested parties had the opportunity to submit questions in writing to Joe Parris, Purchasing Division by 12:00 PM Pacific Time, Tuesday, November 7, 2017. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

**Question 1: If the expectation is that another organization will provide the meals, what is the expectation of the applicant in terms of food warming and handling?**

Answer 1: City of Tacoma contracts with a third party to provide lunch to seniors. This provider prepares the food. Seniors who are able donate \$3.00 for the meal. Seniors volunteer to pass out the food. In the past, staff have also helped distribute the food. This can be negotiated with the provider who is responsible for the meals. The centers have a birthday party each month and the provider for the lunch does not host this party. The Site Coordinator will be responsible for cake and treats.

**Question 2: Can you specify what facility maintenance and utility related costs and activities will be covered by City of Tacoma, and what the applicant is expected to cover? If there is an expectation that the applicant will cover the costs of electricity, gas, garbage, sewer, water, cleaning, maintenance related supplies, or other items - what is the average rate/ monthly cost from the recent past?**

Answer 2: Facility maintenance and utility related costs and activities will be covered completely by the City of Tacoma.

**Question 3: Is it possible to staff this program with 4 FTE instead of 3?**

Answer 3: There is no limit to the number of staff.

**Question 4: SECTION 4 – TECHNICAL PROVISIONS, A. SCOPE OF WORK states "It is required that the Site Coordinator provide transportation for seniors who are unable to use Pierce Transit Services." We are assuming this includes a driver and gas. Will a transportation van be provided by City of Tacoma, or would the successful applicant be required to purchase a wheel-chair accessible van to provide the transportation? Is the expectation that door-to-door transportation will be provided for residents within the City of Tacoma, and do you have figures on how many seniors currently use this transportation to get to/ from Beacon Senior Center?**

Answer 4: The City will not provide the vehicle. The budgeted amount does include driver and gas. Currently, there are about 8 residents who ride the van at both Lighthouse and Beacon. Yes this is door to door. Additionally, riders must be 60

years of age or older and live within the designated ride area of The City of Tacoma Limits. The Senior Van will NOT transport any Pets. However, according to RCW 49.60.218, service animals will be permitted. There is no charge for this service. Rider must be able to get on/ off the van independently. Center hours are between 8 am to 3pm. The service is only to and from the center and operates on an as-needed basis when a ride is requested. The route is to be determined by the driver.

**Question 5: Can you please clarify Lead vs. Secondary Operations Staff?**

Answer 5: It is up to the provider to propose their approach and need to determine staffing.

**Question 6: Can you please clarify your expectations for In-Kind vs. Cash Match requirement?**

Answer 6: This is dependent on the program recommended. Having cash in program is not a requirement.

**Question 7: Would it be possible for the City of Tacoma to provide one-time startup funding (above and beyond the budget specified in the RFP) for the successful applicant?**

Answer 7: No, the City will not provide startup costs.

**Question 8: Can you confirm that the scope of activities is identical for both, and that referencing them as either Activity Center or Senior Center or Activity Senior Center does not imply any difference in requirements? Can you also confirm that we can submit one application (instead of two separate applications) that identifies that we are applying for both Beacon and Lighthouse?**

Answer 8: The scope of activities is identical. One application is acceptable.

**Question 10: Can you confirm that we can double the budget requested if we apply for both?**

Answer 10: The \$400,000 estimate is for both centers. Line items not included are fixed costs and utilities.

**Question 11: Can you provide the square footage (for community and staff space) for both Beacon and Lighthouse?**

Answer 11: Beacon: 12,122 square feet. Lighthouse: 8,777 square feet.

**Question 12: Would the City revise the minimum requirements so that the experience requirements of Key Operations Staff are rescinded and left to the discretion of the Applicant/Contractor?**

Answer 12: The City may consider revising minimum requirements if no other organization meets the minimum qualifications.

**Question 13: Would the City revise minimum requirements so that the 5 year experience requirements apply to the Applicant/Contractor and not the Key Staff?**

Answer 13: The City may consider revising minimum requirements if no other organization meets the minimum qualifications.

**Question 14: Would the City change the requirement to allow for criminal background checks to be done through DSHS? Would the City allow the fingerprint checks to be done consistent with the requirements established by DSHS? Would the City rescind the remaining background check requirements?**

Answer 14: No to all.

**Question 15: Did you utilize a driver as 1 FTE for both sites?**

Answer 15: Yes, one driver for both centers.

**Question 16: Is computer lab internet covered by the City.**

Answer 16: Yes, internet is provided by the City.

**Question 17: Can you please confirm if we use the City's van, we cover regular maintenance (oil change) and gas, but the City will cover mechanical? However, if this is given to us as a 'surplus' we pay everything.**

Answer 17: The City will consider the use of the Senior Center Van with conditions (such as indemnification, defense, and insurance), other conditions will be discussed at a later time.

**Question 18: Is the City requiring the Applicant/Contractor to conduct fundraising activities to generate in-kind and cash donations?**

Answer 18: No

**Question 19: Please clarify the FTE restriction or the "items" referenced to which staff are to be correlated?**

Answer 19: There is no restriction.

**Question 20: Would the City allow the Applicant/Contractor to develop the program components in collaboration with the senior population to be served rather than mandating what those components should include?**

Answer 20: Yes, assuming there is a smooth transition.