



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

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TRAVIS MYREN
Director of Administration

CHARLES HICKLIN
Controller

DATE: July 19, 2010

TO: All Proposers, Request For Proposals #110072: Volunteer-based Travel Training and Bus Buddy Program

FROM: Carolyn Clow, Purchasing Agent

SUBJECT: **ADDENDUM #1**

The following answers are provided in response to questions received in writing:

Question #1: Can you provided the expected volume of travel training opportunities?

Answer #1: This is a new program. It is difficult to estimate usage. If demand is high, waiting lists may be established.

Question #2: How many centers will be participating in sending these referrals?

Answer #2: There are 39 senior/community centers in Dane County. In addition, clients may be referred by service agencies for seniors and people with disabilities (50+ agencies). Prospective clients may also self-refer.

Question #3: What is the expected budget for this program?

Answer #3: This is a grant-funded project. Current funding may be carried over into 2011, and additional funds may be secured in 2011. There are two RFPs currently pending under this grant-funded project; this one, and RFP #110070 which concerns professional mobility training. The combined budget for the two is \$58,000. The allocation between the two will depend on the results of the RFP process.

Question #4: Would you consider allowing the bidders to submit an alternative pricing model?

Answer #4: All vendors are encouraged to respond to the RFP as written. If alternative models are proposed by a vendor, they should be proposed as alternates and not in place of responding to the RFP as written.

Question #5: *Will the successful bidder be able to market the new program within the senior centers?*

Answer #5: The program is part of a larger, grant-funded program, which includes outreach, but the successful bidder would be welcome to do additional promotion of the program.

Question #6: *1 - The first page of the RFP clearly states to place the Signature Affidavit as the first page of your proposal. However, Section 2.7 Proposal Organization and Format states that the Signature Affidavit should be located within the Required forms tab. Where would you like the Signature Affidavit form placed?*

Answer #6: Place the Signature Affidavit as the first page of the proposal.

Question #7: *Page 8, Section 4.4 Data Collection refers to an Appendix A. However, we did not find an Appendix A with the RFP. Please provide Appendix A for RFP #110072.*

Answer #7: This was omitted in error. Appendix A is attached to the end of this addendum document. Please note that format of the example is not final – the information included must be consistent with the example, but alternative formats may be used with the mutual agreement of the county and the provider.

Question #8: *Can you give an estimate of what percentage of the participants will be senior citizens and what percentage will be people with disabilities?*

Answer #8: This is not known at this time. It is expected that a larger number of seniors will utilize this program.

Question #9: *For the Cost/Financial Proposal (Attachment E) it appears that you may want just an hourly rate for each hour of volunteer service for travel training or bus buddy escort. Do you want to see a complete budget proposal or just the hourly rate?*

Answer #9: Only the hourly rate is strictly required. More information would enhance the proposal.

Question #10: *A volunteer may have travel time in getting to the place where they meet the participant to provide either training or be a bus buddy escort. Is their travel time in getting to the participant included in*

what is considered an hour of volunteer service?

Answer #10: No. The Department funds several other volunteer projects, and as a rule does not fund travel time. However, the fare for the volunteer will be covered; as will the cost of meal if the volunteer is accompanying a client to a county-funded nutrition program.

Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your proposal.

APPENDIX A

REPORTING REQUIREMENTS:

The PROVIDER will submit to the COUNTY a Mobility Training Report for each consumer trained by the PROVIDER under the proposed contract. The report is due the tenth (10th) working day of each month. The report may be submitted in an alternative format, by mutual agreement of the COUNTY and PROVIDER, but must contain the information in the Example Reporting Format, attached.

Mobility Training/Bus Buddy Program

Example reporting format (may be revised with mutual agreement of Department and Contractor)

Service period: MM/YYYY

Number of clients served (unduplicated) _____

Number of clients served (unduplicated); year to date _____

Number of hours of service _____

Number of hours of service; year to date _____

Client Data (number of clients in each category)

Age: Under 18 _____

18 - 60 _____

Over 60 _____

Ability: Ambulatory _____

Non-Ambulatory _____

Sensory Disability _____

Developmental/Cognitive Disability _____

Mental Health Disability _____

ADA paratransit-eligible riders _____

New/inexperienced riders _____

Services Provided

Clients

Trips

Bus Buddy _____

Training (e.g., schedule reading, trip planning, etc.) _____

Transportation Program

Clients

Trips

Madison Metro fixed-route _____

Madison Metro+Plus (paratransit) _____

County-funded ride service _____

Group shopping trip _____

Nutrition _____

Other _____

Local shared-ride taxi _____

Marshall _____

Stoughton _____

Sun Prairie _____

Other _____

Trip Purposes (number of trips in each category)

Medical _____

Nutrition _____

Shopping _____

Personal Business (e.g., banking, hairdresser, etc.) _____

Employment _____

Education/Training _____

Social/Recreational _____

Other _____