

Exhibit K

Living Wage Bulletin, Wage Acknowledgement & Acceptance Declaration

EXHIBIT K-1

ST. LOUIS LIVING WAGE ORDINANCE LIVING WAGE ACKNOWLEDGEMENT AND ACCEPTANCE DECLARATION

(To be completed by each respondent to a bid/proposal solicitation when that Solicitation has included Living Wage Advertisement/Solicitation Language.)

CONTRACTING AGENCY: _____

AGENCY CONTRACT NUMBER: _____

PROPONENT'S NAME: _____

DATE PREPARED: _____ PREPARED BY: _____

PREPARER'S TELEPHONE NUMBER: _____

PREPARER'S E-MAIL ADDRESS: _____

PREPARER'S CELL PHONE NUMBER: _____

PREPARER'S ADDRESS AND ZIP CODE: _____

As the authorized representative of the above-referenced bidder, I hereby acknowledge that the bidder understands that the contract or agreement that will be executed with a successful bidder pursuant to this solicitation is subject to the St. Louis Living Wage #65597 and the Regulations associated therewith. The bidder hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the proponent.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

_____(Signature)

NAME: _____

TITLE: _____

DATE: _____

By signing this document I agree that if I am a 'not-for-profit' entity I will submit the following Documents in order to comply with the aforementioned ordinance:

- Organization's IRS Tax-Exempt status Determination Letter (not State Use Tax Exemption)
- Organization's Article of Incorporation
- Organization's By-Laws

EXHIBIT K-2

**CITY OF ST. LOUIS
LIVING WAGE CERTIFICATION**

By Signature of this document, the Contractor or Grantee of financial assistance from The City acknowledges the requirements of Ordinance NO. 65045, which is part of this contract and agrees to abide by its provisions. The Contractor or Grantee shall also require each sub-contractor or lessee subject to this ordinance to sign the Living Wage Certification.

The Contractor or Grantee and each subcontractor or lessee engaged in this contract also agrees to keep full accurate payroll records clearly indicating the names, address, hourly wage and social security number of every full or part-time employee at a job site covered in whole or part by this contract or full or part-time employee at any job site covered in whole or part by the grant of financial assistance. The payroll records shall also include an accurate record of the number of hours worked by each employee and actual wages paid therefore. These records shall be kept and open to inspection by an authorized representative of the City or other entity having jurisdiction at any reasonable time and as often as may be necessary and such records shall be accessible for a period of one year following completion of the contract.

SLAAA All Services – FY 2016
Project

CONTRACTOR/GRANTEE

Signature

Printed Name

Title

Address

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ADJUSTMENT BULLETIN

**NOTICE OF ST. LOUIS LIVING WAGE RATES
EFFECTIVE APRIL 1, 2014**

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$12.37** per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$16.18** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **\$3.81** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of **April 1, 2014**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <http://www.mwdbe.org> or obtained from:

City Compliance Official
Lambert-St. Louis International Airport
Certification and Compliance Office
P.O. Box 10212
St. Louis, Mo 63145
(314) 426-8111

Dated: March 11, 2014

Exhibit L

Memorandum of Understanding Re: Emergencies & Disasters

EXHIBIT L

MEMORANDUM OF UNDERSTANDING REGARDING EMERGENCIES AND DISASTERS

This MEMORANDUM OF UNDERSTANDING REGARDING EMERGENCIES AND DISASTERS (this "MOU"), dated _____, 2015, is entered into by and between THE CITY OF ST. LOUIS, through its DEPARTMENT OF HUMAN SERVICES, ST. LOUIS AREA AGENCY ON AGING (the "CITY"), and _____ (the "CONTRACTOR") (together the "Parties").

WITNESSETH:

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1) Upon the determination by the CITY of an emergency or disaster that requires additional services or supplies not covered by those described in the Professional Services Contract, dated _____, the CONTRACTOR agrees to provide the services or supplies that are reasonably needed for and used directly on the emergency or disaster which include but are not limited to the following:

- a) Use of facility for shelter or office by lease or rent (at market rate)
- b) Utilities (i.e., power, water, and telephone) at facility
- c) Generator operation (not purchase)
- d) Food and Water
- e) Soup/ Coffee/ Tea
- f) Pots – various sizes
- g) Pans – various sizes
- h) Utensils – Cooking, eating
- i) Trash containers / bags
- j) Paper Products
- k) Condiments
- l) Personal Comfort Kits (e.g. shampoo, soap, toothpaste, toothbrush, etc.)
- m) Towels/ Washcloths
- n) Cots/ Linens/ Blankets/ Pillows
- o) Any other service or product that would eliminate or reduce an immediate threat to life, public health, or safety, or would assist in the production and delivery of meals for individuals as directed by the CITY.

In addition, the CONTRACTOR specifically agrees to provide the following services:

SERVICE TYPE	UNIT COST	COMMENT
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2) The CITY shall notify the CONTRACTOR of additional services and supplies that may be required during the course of the emergency or disaster and agree upon the reasonable costs for such services or supplies prior to the provision of the services or supplies by the CONTRACTOR. Written agreements will be added to this memorandum.

3) Upon appropriation by the CITY, the CITY shall reimburse the CONTRACTOR for reasonable costs directly tied to the provision of the requested services and supplies. Reasonable costs for the provision of the requested services and supplies must be in accord with OMB Circular A-87 ("Cost Principles for State, Local, and Indian Tribal Governments") and OMB Circular A-122 ("Cost Principles for Non-Profit Organizations"), as applicable.

IN WITNESS WHEREOF, the Parties have caused this MOU to be signed by their authorized officials the day and year first above written.

BY:
(Please print or type.)

Date: _____

Date: _____

Provider's Name: _____

Signer's Title: _____

Executive Director

Agency: _____

St. Louis Area Agency on Aging

THE CITY OF ST. LOUIS, MISSOURI

BY: _____

Date: _____

DIRECTOR
Department of Human Services

Exhibit M

ADA Compliance Form

EXHIBIT M

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE
REHABILITATION ACT OF 1973, AS AMENDED**

The undersigned (hereinafter called the "recipient") HEREBY AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the application HHS regulation (45 C.F.R. Part 84), and all guidelines and interpretation issued pursuant thereto.

Pursuant to Subsection 84.5 (a) of the regulation [45 C.F.R. 84.5 (a)], the recipient gives this Assurance in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts (except procurement contracts of insurance or guaranty), property, discounts, or other federal financial assistance extended by the Department of Health and Human Services after the date of this Assurance including payments or other assistance made after such date on applications for federal financial assistance that were approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representation of agreements made in this Assurance and that the United States will have the right to enforce this Assurance through lawful means. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

This Assurance obligates the recipient for the period during which federal financial assistance is extended to it by the Department of Health and Human Services or, where the assistance is in the form of real or personal property, for the period provided for in Subsection 84.5(b) of the regulation [45 C.F.R. 84.5 (b)].

The recipient; [check (a) or (b)]

- a. () Employees fewer than fifteen persons.
- b. () Employs fifteen or more persons and, pursuant to Subsection 84.7 (a) of the regulation [45 C.F.R. 84.7 (a)], has designated the following person(s) to coordinate its efforts to comply with the HHS regulations:

Name of Bidder (type or print)

I certify that the above information is complete and correct to the best of my knowledge.

Date

Signature of Authorized Official

Exhibit N

Affirmative Action Form

EXHIBIT N

**ASSURANCE OF COMPLIANCE
WITH THE DEPARTMENT OF HEALTH, EDUCATION AND WELFARE REGULATIONS
UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

_____ (Hereinafter called the "Bidder")
(Name of Bidder)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of the Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Bidder receives federal financial assistance from the Department; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Bidder by the Department, this assurance shall obligate the Bidder, in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance was extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Bidder for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Bidder for the period during which the federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Bidder by the Department, including installment payments after such date on account of applications for federal assistance which were approved before such date. The Bidder recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Bidder, its successor, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Bidder.

(Date)

(Bidder)

BY: _____
(Signature of Authorized Official)

Exhibit O

Certification Of Debarment

EXHIBIT O

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part II of the June 26, 1985, Federal Register (pages 33, 036-33, 043).

Read Instruction for Certification below prior to completing this certification.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

Date

Signed – Authorized Representative

Title of Authorized Representative

.....
Instructions for Certification

Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction

- 1. By signing and submitting this agreement, the prospective recipient of Federal assistance funds is providing the certification as set out below
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- 3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this agreement is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, and “voluntarily excluded”, as used in this clause, have meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. In addition, the term “agreement”, as used in this clause, is deemed to have the same meaning as “proposal”. You may contact the person to which this agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this agreement that, should the proposed covered transaction entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this agreement that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Exhibit P

Lobbying Disclosure

EXHIBIT P

CERTIFICATION REGARDING LOBBYING

Certification for Contract, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of an Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of an Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit a "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Agency

State

Authorized Signature

Date

Title

Exhibit Q

Affidavit of Work Authorization

EXHIBIT Q

AFFIDAVIT OF WORK AUTHORIZATION

Affidavit of Work Authorization and Documentation:

Pursuant to 285.530 RSMo, the bidder/company name must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- submitting a completed, notarized copy of EXHIBIT Q , AFFIDAVIT OF WORK AUTHORIZATION and
- providing documentation affirming the bidder's/company name's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program.

Information regarding E-Verify is available at:

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm.

A copy of the E-Verify Memorandum of Understanding (MOU) can be viewed at:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>.

Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU):

- 1) a valid, completed copy of the first page identifying the bidder/company name and
- 2) a valid copy of the signature page completed and signed by the bidder/an authorized representative of (company name), the Social Security Administration, and the Department of Homeland Security – Verification Division.

EXHIBIT Q

AFFIDAVIT OF WORK AUTHORIZATION

I understand that _____ must enroll and then continue to participate in a federal work authorization program in respect to employees that will work in connection with the contracted services related to this Request For Proposal for the duration of the contract, if awarded in accordance with RSMo Chapter 285.530 (2).

I also affirm that _____ does not and will not knowingly employ a person who is an unauthorized alien in connection with said contract.

I understand that within 15 days of the Award of Contract _____ will submit the signed and notarized **AFFIDAVIT OF WORK AUTHORIZATION**.

I understand that no work under this contract may begin until the AFFIDAVIT is submitted.

Agency

State

Authorized Signature

Date

Title

AFFIDAVIT OF WORK AUTHORIZATION

Comes now _____ as _____ first being duly
(NAME) (OFFICE HELD)

sworn on my oath, affirm _____ is enrolled and will continue to
(CONTRACTOR NAME)

participate in a federal work authorization program in respect to employees that will work in connection with the City of St. Louis FY 2016 SLAAA Elder Services program that begins on July 1, 2015, for the duration of the contract, if awarded in accordance with RSMo Chapter 285.530 (2). I also affirm that _____ does not and will not knowingly
(CONTRACTOR NAME)

employ a person who is an unauthorized alien in connection with said contract

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Sec 575.040, RSMo).

Agency State

Authorized Signature Date

Title

Subscribed and sworn to before me this _____ of _____.
(DAY) (MONTH, YEAR)

I am commissioned as a notary public within the County of _____, State of _____
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary Date

Exhibit R

Frequently Asked Questions

EXHIBIT R

FREQUENTLY ASKED QUESTIONS AND ANSWERS

The following questions have been frequently asked in the past. Questions have been summarized to assist in understanding the question. The answers provided are considered to be the official answer from this agency. This Exhibit will be expanded throughout the process as needed.

- 1.) *Do attachments have to be on all six (6) copies or just the original?*

The Proposal must be received with one original and 6 copies with all Attachments and Exhibits that are requested. There are two reasons for this: 1) Each Committee member must receive a complete copy of the proposal in order to fairly evaluate the contents. 2) When the contract is awarded and the complete contract constructed for signature, it must go as a complete document with copies to the various departments within the City.

- 2.) *How much information should be included in our responses?*

Bidders should provide the amount of information that they feel is necessary for the CITY to make a positive determination on the proposal. At a minimum, the bidder MUST submit the specific information requested for the bid to be accepted.

- 3.) *If all of our insurance policies are listed in one letter from the agent, is this sufficient or do you need a separate one for each policy or just the front page from each policy?*

If all of the information requested is on one page, then that is sufficient. SLAAA must be listed as the Certificate Holder on all policies.

- 4.) *We have to give you 90 days notice to terminate our contract. You are only obligated to give us 30 days. Yes, that is correct.*

- 5.) *In Exhibit Ea, there is reference to "Contract Titles". Do employee resumes of key personnel get placed in this section?*

Exhibit Ea is used to describe PAST experience in the service category that you wish to bid for. What was the Contract Title that you operated under? Who awarded you the contract? Who can we call for references, etc.? Resumes may be placed in Attachment E as you deem appropriate.

- 6.) *Should I submit my bid in a binder or folder?*

We would prefer that you use the least amount of binding, covering, etc. as possible. We will have to remove all of the bids from the binders.

- 7.) *The RFP states- "The BIDDER should provide an "Organizational Chart" <Attachment >, showing staffing and lines of authority for the key personnel to be used..." Please elaborate on this item.*

We want a detailed chart delineating the Key Decision Makers, Lines of Authority and the Emergency Contact persons within the Agency. It is critical to have a Disaster Planning Procedures in place. We want to know who we must contact and deal with in the event of an emergency. We will work further with the bidder that is awarded the contract.

The Organizational Chart will serve as the focal point for the Disaster Plans that we want in place .We will work with the bidder that is awarded the contract to flesh out this requirement.

EXHIBIT R

8.) *Please discuss the living wage requirement. Can it be waived?*

The Living Wage Rate is NOT required for vendors. Not-for-Profit agencies are also exempt.

9): *In regards to case management, is a unit an older adult who receives case management or is a unit an hour of case management?*

A: A unit is an hour of case management.

10): *What is the maximum number of case management hours that a client can receive within the time from of 07/01/15 to 6/30/16?*

A: Effective July 1, 2009, SLAAA reimburses providers for a maximum of 12 units of service for each new client added after July 1, 2009. This includes any combination of title III and/or FCG services.

11) *Can you talk about the reporting that is required to become a contractor for case management services? Is there monthly reporting? Annual reporting? What specific kind of information needs to be tracked about the clients served?*

A: There is a monthly report required as well as an annual report. Regarding specific information needing to be tracked about clients served, please see a copy of the current assessment.

12) *With the National Aging Program Information System (NAPIS), will an agency receive free access to this once an approved contractor? Can access to this database be given to multiple people who are providing services at the agency?*

A: There is a license and there are seat costs to have access to NAPIS. The cost for the license and one seat is \$660 per fiscal year. This is subject to change. Multiple sign-ins can be provided to one agency, but only one user can be signed in at a time. If you want multiple staff to have access to the database at the same time, you will want to purchase an additional seat.

13) *It states in the sample contract that 1/12 of the maximum reimbursement amount is given monthly to a contractor. Does a contractor submit information on units served to get this reimbursement monthly? If a contractor serves more units that month, can a contractor ask for a higher reimbursement amount?*

A: Yes, the contractor submits information on clients served to receive the monthly reimbursement. If a contractor serves in excess of the monthly allotment, those units are banked. They will be paid during those months that you do not reach your monthly maximum. Additionally, we analyze all utilization after 6 months and amend the contracts to either increase or decrease units so as to ensure maximum utilization of our funds. However, there is a set amount of units available as stated in the contract so if you exceed your allotment, you might have to scale back in later months.

EXHIBIT R

- 13) *Does SLAAA provide an agency with a specific assessment form that must be used when completing the initial in-home assessment? If so, how many pages is the form? Approximately, how long does it take a case manager to complete the form? If there is a specific initial assessment form used, can I receive a copy of this form?*

A: Yes, SLAAA provides the specific assessment form that agencies must use. The current assessment is 17 pages in length. This is subject to change. The time it takes to complete the assessment varies depending on the ability of the client and the ability of the Case Manager. Generally, the time ranges from 1 to 2 hours.

- 14) *Are all adults that live in the City of St. Louis that are 60 years of age and older eligible for case management services? Are there any people who are not eligible? Are there any income guidelines? Are older adults living in subsidized senior apartment buildings with access to a service coordinator eligible for case management services?*

A: Yes, all adults 60 years of age or older living in the City of St. Louis are eligible for Case Management. SLAAA screens clients to help make sure the referral is appropriate. There are no income guidelines. Yes, persons 60 years of age and older living in subsidized senior apartment buildings are eligible.

- 15) *Can you give me some examples of the definition of a unit and then unit cost in regards in providing case management services? Is a unit cost an hour of case management services? Could there be a unit cost for the time it takes to complete the initial in-home assessment? Could there be a unit cost for the time it takes to complete phone calls, follow up visits, etc. after the initial in-home assessment? For example, if I want to serve 40 clients through this contract, would there be one unit of cost per client?*

A: The definition of a unit is one hour of service. The accumulated time for follow-up, phone calls, etc. is paid in one (1) hour increments.

- 16) *Please clarify the matching ratio which states that contracts in the amount of 90% must have a 10% match.*

A. This question is best answered with an example. If the amount approved to the contractor is \$9,000, then the contractor needs to have matching resources in the amount of \$1,000.00. The total amount used by the contractor to provide case management services for older adults would be \$10,000. 30% of the match, \$300, needs to be actual cash. 70% or \$700 could be in-kind, such as volunteer time, space, equipment. Any DONATIONS received from the client are considered "Program Income" by Federal law and must be reported as such. The "Program Income" must be spent first, before granted funds, on the case management service. In this example, the total amount used by the contractor to provide case management services for older adults would be \$10,000 plus whatever Program Income is received.

SLAAA funds are NOT designed to cover the entire cost of ANY service. Client Contributions must be solicited and the match must be provided by the CONTRACTOR.

EXHIBIT R

- 17) *In Exhibit B, the Request for Proposal Checklist, does the executive director initial all of these items or can another staff member do this?*
- A. The Executive Director will sign all forms unless authority has been delegated to another person. Please include a letter, a memorandum, a copy of Board minutes, etc. that shows that the authority to sign has been delegated.**
- 18) *If an agency doesn't currently have a business license in the City of St. Louis, do we need to apply for one before it is determined whether a contract has been awarded to us? Can we wait to see if we are awarded a contract before applying for a business license?*
- A. See the Page 14 of 41, Para 8 NOTES TO BIDDERS, sub-paragraph d.**
- 19) *If the Request for Proposal Checklist says Completed/Signed, do we need to provide additional documentation?*
- A. This means that you must COMPLETE the Form and SIGN it.**
- 20) *If the Request for Proposal Checklist says Verification, does that mean we need to update or is what you have on file adequate?*
- A. This means you must submit the document requested. No signature is required.**
- 21) *We anticipate bidding and submitting rate sheets for services such as: Respite, Case Management, Caregiver Respite, & In-home Services - Are we to propose a unit rate or are the rates established by SLAAA for these services under this RFP? In other words, are we to submit our usual and customary rates for services per unit of care?*
- A. You are to propose a unit price for each service. After receiving all bids, SLAAA will negotiate rates as necessary.**
- 22) *We understand that if selected as a CONTRACTOR, we would prepare an operating budget. Is this correct, that a budget would follow notification of an award?*
- A. Yes, the BUDGET will be required after the award is made.**
- 23) *Will the SLAAA website post all the correspondence regarding this RFP?*
- Yes, all correspondence (the original RFP w/exhibits and future Amendments), will be posted. All persons picking up an original bid packet will be notified by email that updated information is posted.**

General Notes

- City of St. Louis population (seniors also) has declined over recent years. Current 2010 Census data shows that there are 49,919 persons over the age of 60 in the City of St. Louis. This is a loss of 9,535 persons over the decade. SLAAA has been very restrictive on who may receive a home delivered meal due to funding limitations.

The trend nationally is that the congregate meal usage is declining.

- Emergency or Disaster Meals – the Memorandum of Agreement allows for the purchase of equipment and supplies or services that might be required if the City has a declared disaster or emergency. The items listed are examples of such supplies. These are separate costs that will be negotiated at signing.

Please submit additional questions in writing at any time prior to bid submission.

END