

Question and Answer (UPDATED)

Older Adult Community Transportation

2024 Request for Proposal

	Topic	Question	Answer
1	Eligibility	Can residents receive transportation services to locations (like senior centers) outside of King County?	Yes, residents may be transported to locations outside of King County, as long as they meet eligibility criteria. See the RFP Guidelines, page 7.
2	Performance and Evaluation	Will we (the agency) develop the survey or will HSD?	Human Services Department (HSD) staff will co-design the survey with the funded agency. Refer to RFP Guidelines, page 9.
3	Agency Eligibility	Is it necessary to have a fiscal sponsor?	No, it is not necessary or required to have a fiscal sponsor. Refer to the RFP Guidelines, page 11.
4	Contract	If our organization receives funding for both program areas – health services and food access – would we have one or two contracts with HSD?	If funding is awarded for both program areas, the recipient will have one contract.
5	Agency Eligibility	Is it required for my agency to be a 501c3?	No, it is not required. Refer to HSD Agency Minimum Eligibility Requirements on the HSD Funding Opportunities Website.
6	General RFP	Is technical assistance available?	No, we do not have TA available for this RFP. Please attend or view the recorded information session on Thursday, February 1, 2024, from 1:30-3 p.m. Pacific Time. Virtual meeting link: Microsoft Teams (If you require technical assistance accessing the meeting, e-mail hsd_adsplanning@seattle.gov .)
7	Service Model	Is there anything that prohibits training as a covered/funded activity?	No. Training for drivers and training for people to access transportation are both covered. See RFP Guidelines, pages 6-7.
8	Budget	Can paying for the driver be in my proposal budget?	Yes.
9	Budget	This funding is for one year, 2025?	Initial awards are made from Jan 1, 2025 - Dec 31, 2025. Agreements may be renewed up to 2028 contingent on performance and funding availability. See RFP Guidelines, page 3.

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10	Performance and Evaluation	How is performance measured?	See RFP Guidelines, page 10.
11	Budget	Is there funding available for pre-work for the program in 2024? For things like focus groups, prep for the actual 2025 transportation services?	No funding is available prior to January 1, 2025.
12	Budget	Are there specific amount ranges I must apply for or funding limits?	No. Applicants should propose a budget that reflects their proposal.
13	Budget	If my organization's staff consists of mostly/all volunteers now, will it count against us in our proposal that we don't have a history of profit/loss or history of budget and staffing funding?	No, it won't negatively impact your proposal. You can submit a budget with your future staffing and budget plan. See RFP Application, page 2, A. Program Description.
14	Partnership and Collaboration	Is it required to have a formal partnership? Will it count against my proposal if I don't have one?	No formal partnership is required. See RFP Application, page 3 for partnership and collaboration rating criteria.
15	Service Model	Can this funding be used for transportation for social purposes – like picking an elder up at an isolated location and bringing them to a center where they do meditation or arrange flowers?	Yes, health transportation includes social and emotional support. See RFP Guidelines, pages 6-7.
16	Budget	Is there a percentage of indirect costs that's allowable?	The Human Services Department policy places a ten percent (10%) cap on reimbursement for federally funded contracts for agency indirect costs, based on the total contract budget. Restrictions related to federal approved rates and grant sources still apply. See Attachment 3-Proposed Budget (AMENDED), pages 11-12.
17	Performance and Evaluation	Is it required to track one-way trips? So, if a person was served round trip, we'd count that as two trips?	Yes, you would track two trips and one person.

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18	Partnership and Collaboration	Is a formal signed letter required for partnerships?	See Response to Q 14
19	Performance and Evaluation	Is there a limit to % served in Seattle or King County?	No.
20	General RFP	Please let me know of any update on the Adult transportation program.	You can find details at: 2024 Older Adult Community Transportation RFP - Human Services seattle.gov . We encourage you to periodically check the site as this is where we'll post any updates or changes to the process.
21	General RFP	I attended the MS Team information session, but it was cancelled. I need your guidance to start the application. Please help.	A virtual Information Session has been rescheduled to Thursday, February 1, 2024, from 1:30-3 p.m. Pacific Time. Virtual meeting link: Microsoft Teams (If you require technical assistance, e-mail hsd_adsplanning@seattle.gov .)
22	General RFP	I attended the bidder's conference last week and know you are still waiting on Mayoral budget directives before proceeding with the RFP. My question is, and assumes the funding would be in place, will the due dates for questions and responses be realigned once you have a decision? I'm asking for internal planning purposes.	You can find details at: 2024 Older Adult Community Transportation RFP - Human Services seattle.gov . We encourage you to periodically check the site as this is where we'll post any updates or changes to the process.
ADDED FEBRUARY 2, 2024			
23	Service Model	Does this include trips to the grocery store or is it only limited to medical?	Trips to the grocery store can be included in the service. See Service/Program Model, pages 6-7.
24	Budget	Is the \$855K funding per program, or is that the total amount distributed between whoever gets it?	The funding from this RFP will be distributed between the successful applicants. See RFP Guidelines, page 3.
25	Data Collection & Evaluation	Are the reporting requirements much different than the last funding cycle?	Current providers will continue to enter data into Get Care. See RFP Guidelines, page 11.

