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Department of Integrated Services For Individuals with Disabilities

Dipattamenton Programa Para I Maninutet



Michelle Perez
DIRECTOR

REQUEST FOR PROPOSALS DISID RFP 01-2024

Questions and Answers

Date: November 3, 2023

By my signature below, I hereby acknowledge receipt of and compliance with receipt of questions and answers to the above referenced RFP.

NAME OF OFFEROR
MAILING ADDRESS
PRINT NAME
SIGNATURE
TITLE
DATE

For those reviewing this proposal questions and answers from the website, this acknowledgment form can be dropped off at 138 East Marine Corps Drive Jones & Guerrero Commercial Plaza, Suite C101 Hagatna, Guam 96910, during weekdays, except holidays and weekends, faxed to 671-477-9183 or emailed to Melanie-joy.Ogo@disid.guam.gov

Any questions regarding this amendment must be submitted in writing to DISID Director's Office.


Michelle Perez
Director



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Government of Guam

Division of Support Services for Individuals with Disabilities

REQUEST FOR PROPOSALS DISID RFP 01-2024

Professional Services to provide Adult Day Care Services for Individuals with Severe Disabilities

QUESTIONS AND ANSWERS

TO: Registered Prospective Offerors
DISID Website

An inquiry was received on October 31st, 2023 from a prospective offeror (identity confidential), and DISID responded as follows:

Question #1:

The RFP indicates "Bedridden" and "Requires oxygen", will more intensive health and nursing services be needed at the Adult Day Care Center? Please kindly clarify the eligibility for the Adult Care Center Program.

Answer:

The statement that "bedridden" individuals will require more intensive care is an error. An amendment to the RFP will be issued to delete this language.

Individuals who require oxygen may still qualify for Adult Day Care Services. We have many clients who use oxygen tanks or portable oxygen concentrators who may be able to participate in the program.

The eligibility for the Adult Day Care Center is clearly describe on page 27 Section VII. 3. Program Requirements.

Question #2:

In regard to respite services for families/caregivers, are respite services only to be provided at the actual Adult Day Care Center site or do families/caregivers have the option to receive respite services in the individual's home?

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Answer:

No. The Adult Day Care Center is an avenue to provide respite services for families/caregivers of the individuals attending the center and at no other location.

Question #3:

In regard to the Referral process, will referrals to the Adult Day Care Center exclusively come from the DISID-DSS?

Answer:

Yes. DISID-DSS will exclusively receive all referrals for the Adult Day Care program and provide referrals (with supporting documents) to the service provider.

Question #4:

Will DISID need to inspect the facility prior to the start of the program?

Answer:

Yes. DISID will need to inspect the facility prior to the start of the program.

Question #5:

Will meals be provided by the Adult Day Care Center?

Answer:

Based on the scope of work, DISID will not be providing meals at the Adult Day Care, however, the offeror has the option to provide meals at the center and/or require participant to provide packed meals.

Question #6:

Kindly clarify this direction please... "Additional hours of operation in support of this program are encouraged, including evenings and weekends, however, not to exceed ten (10) hours in each 24 hour day. Does this mean, for example, if the hours of operations are provided from 7:00AM – 6:00PM, Monday through Friday (11 hours), and if families/guardians are in need of services Monday through Friday, from

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6:00PM – 12:00AM (6 hours) or 12:00AM – 7:00AM (7 hours), the Adult Day Care Center can remain opened?

Answer:

The following have been stated in error:

1. The hours of operation 7:00am to 6:00pm, Monday through Friday, except on the ten (10) identified holidays in compliance with Health and Welfare Benefits as provided by the US Department of Labor provision for Guam .
2. Additional hours of operation are encouraged, including evenings and weekends, however, not to exceed ten (10) hours in each 24 hour day.

The statement should read:

1. The hours of operation 7:00am to 6:00pm Monday through Friday, except on the twelve (12) identified holidays in compliance with Health and Welfare Benefits as provided by the US Department of Labor provision for Guam .
2. This statement was included in error. An amendment to the RFP will be issued to delete this language.

Question #7:

Please clarify what is meant by “Physician’s Certification of Eligibility” and what type(s) of Medical Clearances a physician should provide.

Answer:

DISID will provide a medical certification form that the physician will complete certifying the individual’s disability(s) which will in turn determine eligibility to the program. The Certification Form will be included with referral to program.

Question #8:

If an individual is on the waitlist for over 30 calendar days, will there be a need for Offeror to request from the DISID for the activation of the Prioritization of Services:

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Answer:

Yes, the Offeror will need to request for the activation of the Prioritization of Services if individuals are on the waitlist for over 30 calendar days. The RFP states that the catalyst for the Prioritization of Services to be activated is dependent on the Offeror providing written notification to the DISID that all vacancies have been filled, there are no funds for reprogramming to address the waitlist, and there are clients on the waitlist for over 30 calendar days.

Once the DISID receives this information, they will review it and determine whether or not to activate the Prioritization of Services.

Question #9:

"...The Offeror will provide in detail a proposed plan outlining the completion of services b

the ADC staff." (page 44")

Kindly clarify missing sentence here.

Answer:

Page 44: Section IX

The sentence should read:

"The Offeror will provide in detail a proposed plan outlining the completion of the services by the ADC Staff."

The word 'by' was misspelled, with the 'y' missing.

Question #10:

Does this mean that DISID-DSS will be responsible for the development of the Individualized Care Plan or will "Service Provider" take the lead to develop the Individualized Care Plan?

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Answer:

Page 46: Section IV.1 (b)

b. Adult Day Care Worker(s). The AD Worker(s) are required to strictly adhere to the Individualized Care Plan (ICP) established by the DISID to ensure an effective coordination of service delivery....

The sentence should read:

b. Adult Day Care Worker(s). The AD Worker(s) are required to strictly adhere to the Individualized Care Plan (ICP) established by the **Offeror** to ensure an effective coordination of service delivery....

The word "Offeror" was inadvertently replaced with the word "DISID". An amendment to the RFP will be issued to correct this language.



Michelle Perez

Director

November 3, 2023