

# Alzheimer's and Aging Housing and Service Delivery Meeting

October 22, 2014

2:00 – 3:00 p.m. EST

- ❖ Added 24-hour supports to the list of components we would like to be addressed
- ❖ Question: Would APD like to outsource waiver support coordinator (WSC) training as opposed to having the training in-house?
  - Yes. Originally intended transition specialists as a new position. However, moving forward we will be looking at current WSCs as potential transition specialists.
- ❖ Question: Would it be now or with a request for proposals (RFP) that we would ask financial questions?
  - Some financial/cost information will be requested in the RFI. A request for financial/cost information would also be part of an RFP.
- ❖ Question: In the “additional elements” section, do we want a variety of people responding and giving feedback? For example, a respondent may feel they can offer training but not the direct care services.
  - Yes. However, we do want them to include as much information as they can, even if it is at a very high level. For example, if they can offer some services and know of some organizations that might offer training, would want them to include information on how they might work with those organizations.
- ❖ Question: How important are cost estimates in the response? Are they optional or will they be required?
  - Will want the respondents to provide whatever relevant financial/cost information they have available. Will treat this as a requirement. Might need to make that clearer in the instructions.
- ❖ Comment: Might consider a zip drive or drop box for submittal of documents, dependent on their file size.
  - Will need to work with IT
- ❖ Question: Would we want to allow supplemental materials up to 50 pages?
  - Will include the recommendation for consideration.
  - If clarification from the respondent is needed, we could request the information.
- ❖ Next Steps
  - Intend to have posted the first week of November and to post for 30 days
  - Need to develop review tools
  - Review committees will be developed to look at the responses during the month of December