

**2024 Request for Qualification  
Older Americans Act/Local Services Program Homemaker  
East Pasco County**

**Bidder's Conference Questions and Answers/Response to Inquiries**

**Question:** What is the earliest we can submit an application?

**Answer:** *A Letter of Intent is required for a submission to be accepted by the Area Agency on Aging of Pasco-Pinellas (AAAPP). Letters of Intent are due to the AAAPP, via email to [Programs@aaapp.org](mailto:Programs@aaapp.org), by Monday, September 16, 2024. If the Letter of Intent has been received and was submitted by September 16, 2024, applications may be submitted prior to the due date. Submissions are due to the Area Agency on Aging of Pasco-Pinellas office by September 30, 2024, by 3:00pm. Late submissions will not be accepted. All applications will be opened at 3:05pm on September 30, 2024.*

**Question:** Can you please provide any information on how the Certification of Operation Funds should be worded and/or the required information needed in this Certification? Does AAAPP have a template that can be used for this requirement?

**Answer:** *A sample statement, as appears below, may be used that must include the signature of an official of the potential provider agency authorized to bind the organization to the submitted application. No further documentation or information is required to be submitted for this section.*

**Example:**

*I, \_\_\_\_\_, as an authorized representative of \_\_\_\_\_, certify that \_\_\_\_\_ has availability of 60-days' worth of operating funds.*

*Signature: \_\_\_\_\_*

**Question:** Is the Excel Spreadsheet contained in Exhibit G part of the application that must be completed and submitted?

**Answer:** *Exhibit G is the required format to use to complete the contract module of the application. It is required to be completed and submitted as part of a complete application. Exhibit A contains all required prompts and items that should be included in the submission and contains directions on how to complete the spreadsheets found in Exhibit G.*

**Question:** Can we mail our application after the Letter of Intent is submitted?

**Answer:** *The Letter of Intent is due to the AAAPP, via email to [Programs@aaapp.org](mailto:Programs@aaapp.org), by Monday, September 16, 2024. If the Letter of Intent has been received by the AAAPP on or before September 16, 2024, an application may be mailed or hand delivered, following instructions set forth in the posted RFQ documents and directions. Applications must be received by the AAAPP by 3:00pm on September 30, 2024.*

**Question:** Can any type of courier service, including Fedex, be utilized to deliver the application to the AAAPP if return receipt or written receipt is utilized?

**Answer:** *Any type of mailing system or courier delivery service, including, but not limited to, the United States Postal Service, United Parcel Service (UPS), or FedEx, is acceptable to utilize to deliver the completed application. A delivery signature, return receipt, or other delivery verification method that confirms date, time, location, and signature of AAAPP staff confirming delivery should be utilized if choosing to mail the application. Submissions must be received at the AAAPP office by 3:00pm on September 30, 2024. Submissions must otherwise also follow all requirements as listed in Section 1 of the Request for Qualification document available on the AAAPP website.*