



ADDENDUM #2

ISSUE DATE: Tuesday, November 19, 2024

This Addendum shall become and form a part of:

Request for Proposals #2025-0058 Aging Well Programs and Services

TO ALL VENDORS

This Addendum, including all articles and corrections listed below, shall become a part of the original Request for Proposals (“RFP”) package and shall be taken into account in preparing your proposal response.

The above-numbered solicitation is amended as set forth below. Vendors must acknowledge receipt of this addendum by completing and signing the attached *Addenda Acknowledgement Form*. The Addenda Acknowledgement Form must be submitted with the Firm’s response to this RFP. *Failure to include the Form in the proposal response may subject your firm to disqualification.*

In order to ensure that all firms are given an equal opportunity to submit a competitive response, the following are responses to questions and/or requests for clarification concerning **RFP #2025-0058**.

- **ORIGINAL DUE DATE AND TIME: Friday, November 15, 2024 at 3:00 P.M. Eastern Time**
- **REVISED DUE DATE AND TIME: Friday, December 6, 2024 at 3:00 P.M. Eastern Time**

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

QUESTIONS AND ANSWERS

1. Is there more detail available regarding the needs/requirements for the meal program? One main question is will meals be delivered to the senior centers or directly to member's homes?

Answer: Centers must provide meals to participate, ensuring a vital component of our program. However, to enhance your service offerings, you have the flexibility to subcontract meal preparation, allowing for greater creativity and efficiency in your program – whether that creativity is proposing to deliver meals to a center that you have partnered with or delivering directly to the properties. Please be sure to include all costs associated with providing and delivering meals.

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2. I am a US citizen and do not require a work authorization number. I have registered my company with e-verify and have a company ID is this the federal authorization number required?

Answer: The company ID number can be used if this is the number you received instead of a federal authorization number.

3. Can you obtain the review from you tax account? How much will it count against you if your account is not a Public Account. This section counts for 15 points?

Answer: AH will send all financial documents to be reviewed by the Finance Department. The information provided from your tax accountant will be scored in accordance with the evaluation factor/questions outlined in the RFP.

4. If there's an error will you be allow to send or update mistakes once submitted?

Answer: Yes, if there are additional questions regarding submittal we will reach out for clarification. We also asked for bidders to submit early to avoid missing the deadline.

5. What is the process for onboarding and managing volunteers within the wellness and fitness program?

Answer: An onboarding meeting is coordinated between both parties with a follow-up expectation that agreed upon services can be provided immediately as in within 30 days or less from the date of the initial onboarding

6. Are there specific resources or guidelines regarding in-kind contributions, such as volunteer time or donated services, to meet the 15% program budget requirement?

Answer: In-kind services can consist of usage of the facility for Atlanta Housing events (Wellness & Resource Fair and wrap around service for our residents.

7. Are any of the 11 residential locations equipped with open spaces (e.g., cafeterias, meeting rooms) suitable for wellness and fitness activities?

Answer: Yes, all the communities have community rooms and kitchens.

8. What spaces and/or senior centers are currently designated/have been designated for wellness and fitness classes?

Answer: Every AH-Owned/RAD community features well-equipped fitness centers and dedicated spaces for engaging fitness classes, promoting a healthy and active lifestyle for all residents.

9. Is fitness equipment already available at any location, and if so, could you specify the types at each location?

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Answer: There is equipment on-sites. The equipment consists of treadmill, exercise bike, mates, and light weights. Please note the space is not large.

10. Are transportation options currently available to assist seniors in traveling to and from classes? Will there be transportation available for Seniors?

Answer: Atlanta Housing will look for the vendor to provide transportation.

11. What is the budget allocated for wellness and fitness offerings, including classes, personal training, workshops, mental health, massage therapy and/or dance lessons?

Answer: Budget information is not disclosed during the solicitation process. AH is expecting interested Respondents to propose costs for the different components requested for the Aging Well Programs and Services. Please keep in mind that AH will award to the vendor or vendor(s) that provide the best overall value for the residents and participants. Best overall value is a combination of service offering, qualifications and cost.

12. Will WiFi access be available at each site to support online or technology-enabled classes?

Answer: Yes, all of our communities have WiFi access in their community spaces.

13. Is AHA currently partnering and/or Is there an opportunity to partner with Fulton County government with their current Senior Centers?

Answer: We are not able to disclose at this time.

14. Could you specify any insurance requirements and policy terms needed for the program?

Answer: Please reference Section 4.9 of the RFP for Insurance Requirements

15. Are current residents actively participating in wellness and fitness programs and if so, where and how what are current schedules?

Answer: The Resident Services Coordinators partner with different fitness instructors, and the schedule vary per community. However, wellness and fitness classes are still requirement.

16. Could you provide typical attendance rates and age range and demographics for current programs?

Answer: Atlanta Housing's senior housing community comprises of a total of 1881 units and operates at or near a 4 to 1 ratio of AH-assisted residents age 55 and older (75% of population) to adults with disabilities age 18-54 (25% of population). As such, an estimated 470 senior housing community individuals are not classified as seniors. You can expect 60 to 75 participates a day.

17. Which wellness and fitness classes have been most popular, either currently or in past programs?

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Answer: In the past chair aerobics, Zumba, Line Dancing, and Yoga.

18. What do you consider the primary challenges of current or past wellness and fitness programs? What elements have been key to their success?

Answer: Our fitness programs for seniors have thrived by incorporating music that resonates with them, creating an engaging atmosphere. Additionally, the inclusion of dance in our sessions has made the instruction not only fun but also highly effective.

19. How many wellness and fitness classes are typically offered per day or week and/or could you share the current or past schedules (times and days) for wellness and fitness programs?

Answer: The schedules may vary, but we currently offer fitness programming once a week.

20. Is partnering with other locations such as YMCAs and Boy and Girls Clubs permissible?

Answer: Yes partnering is permissible and encouraged if the Respondent deems that this will strengthen its proposal.

21. Could you provide guidance on the anticipated budget for fitness and wellness programs (fitness classes, personal training, dance lessons, massage therapy, mental health and wellness workshops)?

Answer: Budget information is not available at this time; however, once proposals are evaluated and a vendor is recommended for award, the budget for the program will be finalized.

22. Could you provide a list of current locations and addresses where AHA senior programs are offered to residents. How many locations are provided for Aging Well programs and services?

Answer: AH properties are outlined in Addendum #1.

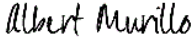
23. Could you provide the demographic breakdown of participants, including various ethnic groups?

Answer: Atlanta Housing's senior housing community comprises of a total of 1881 units and operates at or near a 4 to 1 ratio of AH-assisted residents age 55 and older (75% of population) to adults with disabilities age 18-54 (25% of population). As such, an estimated 470 senior housing community individuals are not classified as seniors. There is a very diverse group with representation from all ethnic group.

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*Please utilize the **Addenda Acknowledgement Form attached to Addendum #1** to acknowledge receipt of this addendum #2. Please upload this form on the Pre-Requisites page in Jaggaer acknowledging addendum #1 and #2. The Form must be included in the Firm's response to the RFP.

Addenda to this RFP will only be issued and posted on AH's website at <https://www.atlantahousing.org/doing-business-with-ah/>. Addenda **will not** be mailed to potential Respondents. It is the responsibility of the Respondent to monitor AH's website for any addenda issued. Each Respondent must acknowledge all addenda issued by completing and signing the *Addenda Acknowledge Form*. *The Form must be included in the Firm's response to the RFP.*

DocuSigned by:

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Albert Murillo
Senior Vice President, Contracts & Procurement