

## TSA Application Workshop

Wayne Public Library, May 4, 2009

### Frequently Asked Questions

1. The budget years for the RFP are October 1, 2009 – September 30, 2012.
2. Contact Maggie Watson if you need a copy of the RFP PDF file in Word format.  
*Maggie Watson, Planning Specialist*  
*MWatson@tsalink.org*  
*734.727.2031*  
Upon request, Ms. Watson can also provide the list of current TSA contractors and copies of previous proposals that have been funded. There is a cost for those documents.
3. There is separate funding for caregiver conferences because TSA would like to ensure that there are three conferences covering different geographic locations of the TSA area. This is described in more detail on pages 39 & 40 of the RFP.
4. The funding allocations for TSA services under the RFP reflect the 6% budget cut for the fiscal year beginning October 1, 2009. These cuts were mandated by Office of Services to the Aging, (OSA). Given the status of the state's budget, other cuts could occur before contracts for services are made with the successful RFP applicants.
5. Application proposal: A. Each applicant must send 10 complete copies of everything required in the RFP. B. If you bid on more than one service, you must have two distinct technical service plans in each of the 10 documents. C. It would be very helpful if there was an index at the beginning of the document that indicates what is on each page of the proposal. D. You only need to send one copy of the Letter of Transmittal, even if you are bidding on more than one service.
6. A match of 15% is required. For example, if you are asking for \$10,000 to perform the services you are proposing, TSA will provide \$8,500 and you will need to provide the other \$1,500 as match. The match formula is shown on page 17 of the RFP. Match can be cash or in-kind. Examples of in-kind match include supplies, office space, volunteers, a manager's or director's time to oversee the service, etc.
7. All services funded are for individuals aged 60 and over per the Older Americans Act. Any language in the RFP that speaks of targeting low-income or minority individuals means those who are 60+.
8. Per discussion with TSA Director of Finance, the issue of defining "state" or "federal" funds is not applicable and does not need to be defined.

9. Cost calculation and payment: A. Two different methods can be used to calculate your cost proposal. 1) The first is preferred by TSA and is the Unit Cost Rate. Costs are based on the numbers of units of service multiplied by the cost for each unit of service to equal the amount of funding requested. 2) The second is the Reimbursed Cost Rate. In this method, costs are based on the total amount of money you are requesting to perform a pre-defined number of units of services. Costs could vary throughout the year, but you must deliver the total amount of units of service promised. B. Units of service are defined for each service in the OSA standards. C. Typically, costs submitted by the tenth of the month are paid by the end of the same month.
10. Applicants should submit proposals that are based on the real cost of the services you want to provide and the number of people you can realistically reach and serve. In other words don't inflate the numbers. Do feel free to include the "bells and whistles" that make your proposal stand-out in terms of quality and ability to deliver what is proposed. Previous providers should explain any substantial increases in cost, or reduction in services they may propose.
11. Evidence Based Disease Prevention EBDP: A. TSA does not know how many proposals will be submitted or awarded. B. There are 17 different EBDP programs that can be funded, there is a Frequently Asked Questions (FAQ), document and other resources about EBDP on the TSA RFP web-site. C. EBDP is a unit rate program as described in the OSA Minimum Standards document, also on the web-site.
12. Information on sub-contractor information should be included in the proposal. Per the current contract, page 17, section 15.3 " Contractors may not assign this contract or subcontract portions of the Services or funds included in this contract without the prior written approval of TSA." If you are planning, or think you may, subcontract, this should be included in the proposal to gain TSA approval.
13. Exhibits A-G do not have to be submitted in the RFP. These documents are included in contracts issued by TSA and are for the information of applicants.
14. The Accord, provided by the applicant's insurance company is sufficient to prove that TSA insurance requirements are met.
15. The Management proposal must include a description of the governance of the applicant agency, i.e. board of directors, bylaws, etc.
16. Ten copies of the complete proposal must be received in the TSA office no later than 5:00 pm on Friday May 22, 2009. The street and mailing address is: TSA, 3850 Second St., Ste. 201, Wayne, MI 48184. There is an appeal process for late submissions. Please see page 5 of the RFP document.

17. The RFP proposals will be reviewed by the TSA Review Committee as described on pages 8 and 9 of the RFP document. Recommendations from the committee will be made to the TSA Board of Directors who will render a decision of award of contract. The TSA board is comprised of representatives of the 34 communities in the TSA planning and service area.