



**ADDENDUM #1**  
**REQUEST FOR PROPOSALS**  
**No. 2016-018**

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**Effective:** March 11, 2016

**Project:** FY17 Grant for Health and Mental Health Services

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This Addendum is incorporated into and made part of the above named Request for Grant Proposals (hereinafter referred to as "Solicitation"). Below are the questions submitted by Applicants and the City's answers thereto in response to the Solicitation. The City is not responsible for the content of the questions and has provided the most comprehensive answers based on the interpretation of the questions.

**Q 1. If one of our present partners did not attend the Pre-Bid meeting, are they still able to apply for the RFP?**

A: Attendance of the Pre-Submission Meeting is mandatory only for the Applicant and not a Partner Organization(s).

**Q 2. Are these bid requests only for in-state Providers?**

A: Bid requests are open to both in-state and out of state Providers.

**Q 3. I am looking for assistance with the fillable application as I am having problems saving my responses.**

A: For those of you that have Adobe Version 11 or later, we recommend that you save the application prior to opening it. For those who do not have Adobe Version 11 or later, download the Adobe Reader, Version 11 or later – go to City website and download the application on to your computer, then open the file in Adobe Reader, Version 11 or later. Each computer software is different. We strongly encourage solicitors to work with their IT departments for their individual applications.

**Q 4. Can private organizations bid on this solicitation?**

A. Yes, all the solicitations are open to nonprofit and for-profit organizations.

**Q 5. What does “coordination of services” with the initiatives mentioned on the scope mean?**

A: This is requiring that organizations must work closely with the City to promote and support various health initiatives. It is not an added activity if your organization is already working in collaboration with the City of Gaithersburg.

**Q 6. What does “aging in place mental health services” mean?**

A: Aging in place mental health services refers to the mental health services provided to City seniors and Aging in place in-home services refers to non-medical aid services.

**Q 7. In regards to the “Aging in Place” on-site mental health services for qualified individuals and groups within the City, has the City identified other areas of need besides the Oaks at Olde Town?**

A: City residents “Aging in Place” live in private homes, senior complexes and within the general community. City seniors also attend to activities and programs at the City-based Benjamin Gaither Center.

**Q 8. Does the definition of mental health services include provision of coordination of care and referrals that assist aging in place, and decrease the likelihood of mental health problems and stress?**

A: Yes, if done in conjunction with the offering of one-on-one mental health counseling, professional referrals and group work.

**~ END OF ADDENDUM ~**