



Minutes of the Meeting

Bidder's Conference

4/25/2024, time 10:00 am
8x8 Work

Attendees: 11 participants

HVES:

- Allan Ouimet – Executive Director
- Kelly Ensor – AD of Quality Assurance
- Lena Kovalchuk – IO Executive Assistant

Providers: 7 individuals from 6 agencies

Agenda:

Purchased Services Request for Proposals (RFP) for FY 25-27.

Kelly Ensor talked about the procedure how to apply for purchase Services for HVES.

<https://highlandvalley.org/purchased-services-rfp/>

Allan Ouimet noted that current HM-providers received significant base rate increases in July 1, 2023, therefor increases to those rates are not anticipated the RFP. He also noted that HVES pays the same rate to all providers for most in-home services.

Questions:

Provider 1:

- Question: How do you recommend uploading policy documents under one file?
- Answer: If policies are on paper, printing and scanning in as one file for upload. If they are in PDF format, merging documents before uploading. Must be Compact PDF format.

Provider 2:

- Question: Currently providing adult day health services but our business also does homemaking services. Should we apply for this service as well?
- Answer: Yes, if you have capacity to provide this service please apply.

Allan:

- Any recommendations on how to apply to provide multiple services in the RFP, to avoid future need for contract amendments?
- Answer – You can apply for any services you have capacity to provide, even if still building worker base in our area. This will avoid amendments in the future to add on new services. Please only apply for towns/cities that you can currently serve.

Next Bidder's Conference: 5/7/2024 at 11:00 am – same content, different opportunity for Q&A