



ADDENDUM #4

RFA-2024-DLTSS-03-ADRCS

Aging and Disability Resource Center Services

**Aging and Disability Resource Center Services (Formerly known as ServiceLink)
(Changes are in *bold, underlined and italicized text* below to enable vendors
to quickly recognize changes in paragraphs and/or wording.)**

On February 28th, 2024, the New Hampshire Department of Health and Human Services, Division of Long Term Supports and Services (“Department”) published a Request for Applications (solicitation) from qualified Vendors to provide Aging and Disability Resource Center (ADRC) services in ten (10) geographic areas of the state, as defined in Appendix D, Geographic Areas. ADRC services assist all individuals, including those over age 60, and adults with physical, intellectual, and/or developmental disabilities, and behavioral/mental health concerns.

The Department anticipates awarding one (1) or more contract(s) for the services in this solicitation. Vendors may submit applications to provide services in one (1) or more Geographic Areas, as described in Appendix D. A separate application is required for each Geographic Area for which Vendors are applying.

In addition, Vendors may also apply to provide any of the four (4) unique regional services outlined in Section 4. A Vendor must be selected as an ADRC covering the general scope of services in order to provide any of the unique regional services.

The Department is publishing this addendum to:

1. Delete and replace Section 3, Performance Measures and Reporting Requirements, Subsection 3.13, Mandatory Questions for ADRC Services Across Ten (10) Geographic Areas, Q2 (Question 2), to read:

Q2 - Provide your staffing plan that demonstrates your capability to provide services. Include:

- a. Your organizational chart, including the number of full time equivalent staff (FTE) who will be paid for under this agreement, including unique regional scopes, if applying.**
- b. Curriculum Vitae/Resumes and/or credentials of key staff, for filled positions.**
- c. Job descriptions for vacant positions.**
- d. What methods will you use and what benefits/salary structure will you offer in order to hire, retain and recruit qualified staff to ensure capacity of the scope of work, including unique regional scopes, if applying?**