



**New Hampshire Department of Health and Human Services
Financial Management Services for Bureau of Elderly
and Adult Services Caregiver Programs
#RFP-2017-BEAS-02-FINAN**

ADDENDUM #2

On October 31, 2016, the New Hampshire Department of Health and Human Services published a Request for Proposals, seeking competitive proposals from qualified organizations to provide statewide, Financial Management Services for the Bureau of Elderly and Adult Services Caregiver Programs.

The Department is publishing this Addendum #2 to:

1. Delete and Replace Section 4.5 Cost Bid Requirements

4.5. Cost Bid Requirements

The bidders are encouraged to provide the lowest Administrative Costs allowing for the highest direct service dollars for caregivers/care recipients based on the fixed amount of the Departments budgeted dollars, which should cover the direct services and administrative costs for these programs. The Department's goal is to provide respite and supplemental services to the highest amount of clients possible.

Administrative Costs is the cost of the bidder to provide the financial management services (to manage the direct service dollars), as described in this RFP.

Bidder is not required to provide the level of direct services dollars in their proposal. Direct Service dollars is the amount of available funding, to be managed by the Bidder, to pay for the authorized respite and supplemental services provided to the caregiver and their care recipient.

Cost Template (Appendix F)

Bidders shall propose the total Administrative Cost and the total number of caregiver/care recipients that the bidder proposes to provide Financial Management Services to, by each State Fiscal Year and by each program:

- New Hampshire Family Caregiver Support Programs
- New Hampshire Alzheimer's Disease and Related Disorders Program

The Cost Proposal form is available by request to the Procurement Coordinator.

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2. Delete and Replace Section 7.2.3.3 Required Attachments



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7.2.3.3 Required Attachments

The following are required statements that must be included with the Proposal. The Bidder must complete the correlating forms found in the RFP Appendices and submit them as the "Required Attachments" section of the Proposal.

- a. Bidder Information and Declarations:
 - Exceptions to Terms and Conditions, Appendix A
 - Budget Form, Appendix C
 - Budget Narrative
 - CLAS Requirements, Appendix D
 - Personnel Sheet, Appendix E
 - Cost Template, Appendix F

3. Add Section 9.6 as follows:

9.6 Appendix F – Cost Template (See Attached)

Cost Template (Appendix F)

New Hampshire Department of Health and Human Services			
COMPLETE ONE COST PROPOSAL FORM FOR EACH BUDGET PERIOD			
Bidder/Program Name:			
Budget Request for:			
	(Name of RFP)		
State Fiscal Year 2017	Number of Clients	Administrative Costs	Administrative Cost Per Client
ADRD			#DIV/0!
Title III E			#DIV/0!
Total	0	\$0.00	
State Fiscal Year 2018	Number of Clients	Administrative Costs	Administrative Cost Per Client
ADRD			#DIV/0!
Title III E			#DIV/0!
Total	0	\$0.00	
State Fiscal Year 2019	Number of Clients	Administrative Costs	Administrative Cost Per Client
ADRD			#DIV/0!
Title III E			#DIV/0!
Total	0	\$0.00	