

# Pierce County

Human Services Department

Dave Stewart  
Director

3580 Pacific Avenue  
Tacoma, Washington 98418-7915

# Memorandum

To: Potential Senior Center RFP Applicants

From: Brian Guthrie, Program Specialist, Aging and Long Term Care (A&LTC)

Date: November 5, 2009

**Subject:** A&LTC Response to Question/Inquiry Related to Senior Center Services Request for Proposals

Pierce County Human Services, Aging and Long Term Care (A&LTC) issued a Request for Proposals (RFP) to provide Senior Center Services (Bid Number 09-004-ALTC) on October 23, 2009.

Aging and Long Term Care received within the established timeline (October 30, 2009), for potential applicants to submit questions/inquiries, one question related to the RFP. Below is the question received and A&LTC response to the question/inquiry.

Question/Inquiry: Our senior center has 5 staff members—2 of which are part time at 32 hours a week. Would using grant funds to increase these two staff members to 40 hours a week to help meet senior center demand be considered an eligible activity of the Aging and Long Term Care Program?

A&LTC Response: Page 5, Sec. II of the RFP states funds are intended to be used to support Basic Need operating costs. Related to staffing costs, the director's salary (up to \$34,000), and director's COLA and payroll taxes are included on the list, as well as professional services for accounting and janitorial.

Page 6, Sec. II (continued) explains that funding requests for additional program staffing may be included in the proposal, however these would not be considered a Basic Need and the applicant should explain the significance of the request in relation to the senior center operations for consideration by the panel. The evaluation panel will give priority consideration to Basic Need operating costs, then would consider additional requests outside of those defined as Basic Need.