

ADDENDUM #1

Request for Proposal (RFP)

OAA Title III-E Transportation Services

Issued by: Jayhawk Area Agency on Aging, Inc. (JAAA)

Original RFP Release Date: February 3, 2026

Addendum #1 Issued Date: February 11, 2026

Purpose of Addendum

This Addendum #1 is issued to make clerical and internal-consistency corrections only. Specifically, this Addendum:

- 1. Corrects typographical labeling errors in the Title III-E application cover sheet;**
- 2. Corrects a duplicative acronym reference in the definitions section;**
- 3. Aligns the trip purpose reporting categories listed in Section 3 (Scope of Services) with the categories already required in the Response Template; and**
- 4. Clarifies the minimum monthly submission requirement for Caregiver Assessment Plans (CAPs) and Plans of Care (POCs) already described in the RFP.**

No other changes to the RFP, response requirements, evaluation criteria, scoring methodology, scope of services, or contract terms are made by this Addendum.

1. Clerical Corrections — Title III-E Application Cover Sheet

The Title III-E application cover sheet included with this RFP contains incorrect references to “IIIB.” These are clerical errors.

The following fields shall be read and completed as Title III-E fields:

- “TOTAL IIIB FUNDS REQUESTED” is corrected to “TOTAL IIIE FUNDS REQUESTED”**
- “TOTAL IIIB RIDES PROPOSED” is corrected to “TOTAL IIIE RIDES PROPOSED”**

All other cover sheet fields remain unchanged.

2. Clerical Correction — Definitions (Client Registration)

In the Standard Terms and Conditions, the “Client Registration” definition includes a duplicated acronym reference.

The phrase “Caregiver Assessment Plan (CAP) (CAP)” is corrected to:

- “Caregiver Assessment Plan (CAP)”

No substantive change is intended.

3. Trip Purpose Reporting Categories — Alignment Correction (Section 3)

To ensure internal consistency across the RFP document set, the trip purpose reporting categories listed in Section 3 (Scope of Services) are clarified to match the categories already required in the Response Template (Section 5.2 Trip Purpose Tracking) and the Historical Service Units Table.

Accordingly, the required trip purpose reporting categories in Section 3 shall be read to include all of the following:

- Medical
- Shopping / Basic Needs / Nutrition
- Trips to or from Senior Centers
- Social Activities

No change in reporting intent is made; this correction aligns the Scope of Services language with the existing Response Template requirements.

4. CAP/POC Submission Timing — Minimum Monthly Submission Clarification

The RFP includes requirements for timely submission of CAPs/POCs to JAAA for KAMIS entry in accordance with KDADS policies and timelines, and also includes a monthly submission requirement under “Title III-E Data Entry Requirements.”

For clarity, the monthly submission requirement shall be read as a minimum standard:

- At a minimum, all Caregiver Assessment Plans (CAPs) and Plans of Care (POCs) completed or updated in a month must be submitted to JAAA no later than the

10th day of the following month, as part of required monthly reporting, consistent with the Title III-E Data Entry Requirements section of the RFP.

No other timing requirements are modified by this Addendum.

5. Official Communications and Written Q&A Control

Jayhawk Area Agency on Aging, Inc. reiterates the following procurement standard:

- **Only written responses issued by JAAA through the official Question & Answer process or formal addenda are considered official and binding.**
- **Verbal statements made during the pre-bid meeting or other informal communications are not binding and may not be relied upon by proposers.**
- **If any information discussed verbally appears to conflict with the RFP or an addendum, the written RFP and written addenda control.**

All questions regarding this RFP must be submitted in writing by the deadline stated in the solicitation. Written responses, if provided, will be posted in accordance with the published procurement timeline.

6. No Other Changes

Except as expressly stated in this Addendum #1:

- **All terms, conditions, requirements, evaluation criteria, scoring methodology, submission instructions, and deadlines contained in the original RFP remain unchanged and in full force and effect.**
- **Proposers are responsible for reviewing this Addendum and incorporating it into their proposal preparation.**