

REQUEST FOR PROPOSALS
Title III-B Transportation Services

Terms of Contract

July 1, 2020 – June 30, 2021

July 1, 2021 – June 30, 2022

July 1, 2022 – June 30, 2023

Funding Source:

Older Americans Act Title III-B Support Services

Lincoln Trail Area Development District
Area Agency on Aging and Independent Living
613 College Street Road
P.O. Box 604
Elizabethtown, KY 42701
Phone: (270) 769-2393
Fax: (270) 769-2993

The Lincoln Trail Area Development District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, religion, or disability, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and activities of the agency.

Introduction

The Lincoln Trail Area Development District (LTADD) has been designated the Area Agency on Aging and Independent Living (AAAIL) by the Governor of the Commonwealth of Kentucky in accordance with the regulations set forth in Title III of the Older Americans Act of 1965 as amended. In its capacity of the AAAIL, the Lincoln Trail Area Development District is responsible for administering federal and state funded programs for the elderly in the service area that include the Kentucky counties of: Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington. These programs include services provided under Title III, Homecare, Adult Day Services and Program Personal Care Attendant Program funds. The LTADD administers these programs through an Area Plan on Aging and Independent Living, which is governed and approved by the Cabinet for Health and Family Services, Department for Aging and Independent Living.

The Lincoln Trail Area Development District, Area Agency on Aging and Independent Living is seeking proposals to provide transportation services under the Title III-B funding source in Hardin and Meade counties. Transportation services are identified in the Older Americans Act as a part of Title III-B Supportive Services. In the LTADD region, historically we have focused Transportation Services as being supportive of the Title III-C Congregate Meals/Senior Center programming. Transportation requirements may include 1-3 medical trips monthly per client based on funding availability.

Transportation priorities for this region are targeted to services for elderly individuals who are low income and minority participants. Applicants will be required to indicate their plans to focus on increasing participation rates of these identified target groups.

Purpose

The Older Americans Act (OAA) directs each state to develop a comprehensive and coordinated network of providers who can offer services, opportunities and protections for older Americans to help them maintain health and independence and to be able to continue to function as a part of their community.

Title III of the OAA authorizes funding to state units on aging (SUA) which designate and make funds available to area agencies on aging and independent living (AAAIL) in their states. The SUA in Kentucky is the Department for Aging and Independent Living (DAIL). As authorized by section 305 of the OAA, Kentucky has designated the area development districts to be the area agencies on aging and independent living. The AAAILs identify local needs and fund local services to support older persons and caregivers in their service area. OAA funds are to be used to expand the range of community-based programs and services designed to maintain the independence of older persons in a home environment, to support caregivers, to fill gaps in existing services and to contribute to the development of a comprehensive and coordinated system of services.

Scope of Work

This Request for Proposal (RFP) seeks qualified individual(s), organization(s), or entity(ies) to provide Title III-B Transportation Services for Hardin and Meade Counties. Upon initial selection of a successful proposal, LTADD retains the right to negotiate with the successful bidder to modify the proposal and determine the terms of the contract before the award becomes final. If such negotiations fail to produce an agreement the LTADD reserves the right to retract their offer and select another proposal. The contract for transportation services will begin on July 1, 2020 – June 30, 2023. Contracts will be written for a one year period:

Year 1: July 1, 2020 – June 30, 2021
Year 2: July 1, 2021 – June 30, 2022
Year 3: July 1, 2022 – June 30, 2023

Applicants will be responsible for utilizations of funds for this service. Efforts for recruitment of participants, service planning, recruitment and training of volunteers and overall management of the operation should be thoroughly detailed in the project narrative. Applicants will be required to delivery services, Monday through Friday (unless specified otherwise) with the exception of holidays, inclement weather days, and scheduled training dates but should be approximately 240 days per fiscal year. A form is included in this packet to list agency observed holidays. Applicants shall also be responsible for assuring adequate match for funds received. Please keep in mind that any program income produced cannot be used as match and can only be utilized to expand program services.

Each applicant is hereby informed that no proposal being requested is for the provision of a new services, therefore clients could be receiving services under multiple funding sources. Transitioning of existing clients shall be the joint responsibility of the LTADD, the current service provider and the successful applicant.

The successful applicant for the provision of Title III-B transportation services must demonstrate they are prepared to provide the highest quality of services, and at all times, strive towards improving the lives of the elderly in the Lincoln Trail region. Commitment to this goal shall be the impetus in a system of service delivery that is cognizant of elder rights to quality care, recognition of individual rights of choice and respect for confidentiality.

July 1, 2017 – June 30, 2018: 12,106 trips
July 1, 2018 – June 30, 2019: 9,428 trips
July 1, 2019 – Year to Date: 4,687 trips to date - 9,023 contracted

A unit under Title III B Transportation is defined as a 1 way trip up to 15 miles

Individuals/Entities/Organizations interested in the provision of services under the aforementioned programs may apply for any or all components of the programs. Proposals will

be reviewed independently by component and each component will be awarded separately. If a proposal includes a statement that individual/entity/organizations cannot/will not operate the program(s) unless awarded both/all components; this will not be a determining factor in awarding a successful bid. Nothing in this provision shall be construed as precluding the LTADD from giving due and proper consideration to the integration of services as outlined elsewhere in the RFP packet. The components of the applicable funding sources can be found later in this packet.

Specific Requirements

1. All applicants to provide services must assure that consumers and their caregivers are able to access their office. To this end contractors must provide local or toll free phone communications and assure that their phone systems are user friendly. Additionally, all contractors must have internet access and be available to consumers and/or caregivers through the electronic communications.
2. **In this ever growing and changing service delivery network, training is essential to assure competency. Contractors must assure that quarterly meetings are held with program staff. Meetings should include training opportunities. LTAAAIL contract staff will be notified of these meeting and given opportunity to attend or assist in identifying appropriate training / technical assistance needed. Annual training events occur both within the Commonwealth and within the Southeastern Area Agency on Aging region. These events may be sponsored by the Southeastern Area Agency on Aging Association, DAIL, or the LTAAAIL. Attendance at these conferences will be strongly recommended.**
3. Successful applicants will be expected to attend and report at the following meetings:
 - LTADD Aging Advisory Council (meets every other month beginning in January)
4. Additional training requirements are program specific and are outlined within the program regulations and the Department for Aging and Independent Living's Standard Operating Procedures. The Standard Operating Procedures provides reference to the Kentucky Administrative Regulation governing the specific programs within the document.

General Procurement Terms and Information

1. Procurement Term

The initial period of contract performance will be July 1, 2020 through June 30, 2021. Funding will be provided on an annual basis. The LTADD may elect to renew the contract annually for up to two, one – year periods based on the availability of funds, contract performance, unit costs, and the on-going needs of the Lincoln Trail AAAIL. The contracted award will be on a fixed cost unit basis.

The LTADD reserves the option to use this procurement to add or increase the transportation services within the region if additional funding for related transportation services becomes available and it is in the best interest of the region and the LTADD AAAIL to do so.

2. This Request for Proposal will be available from the LTADD AAAIL from the following website: www.ltadd.org.

RFP release	-	March 12, 2020
Letter of Intent (sent via email)	-	March 16, 2020
Question & Answers	-	March 12 -16, 2020
Proposals Due	-	April 13, 2020
Evaluation of Proposals	-	April 22, 2020
Aging Council Review	-	May 20, 2020
Board Consideration	-	May 20, 2020
Contract Negotiation & Execution	-	May 27, 2020
Contract Implementation	-	July 1, 2020

3. General Information

The Coordinator for this solicitation is the sole point of contact at the Lincoln Trail Area Development District. All communications between the bidder and the LTADD must be submitted in writing via email to:

Sue Greenwell, Director
Area Agency on Aging and Independent Living
Lincoln Trail Area Development District
P. O. Box 604
613 College Street Road
Elizabethtown, KY 42702-0604
270.769.2393
Email address: sue@ltadd.org

Any other communication will be considered unofficial and non-binding on the LTADD. Communication directed to other parties other than the coordinator may result in automatic disqualification.

4. Issuance of Questions and Answers

Written questions should be submitted to the RFP Coordinator during the scheduled Question and Answer period. Questions must be submitted via email. All responses will be issued by email and will be sent individually to each bidder. The LTADD shall be bound only to written answers to questions.

5. Right to Cancel and Negotiate

The LTADD reserves the right to delay, amend, reissue, or cancel any or all of the RFP at any time without prior notice. This RFP does not commit the LTADD to accept any proposal nor will it be responsible for any costs incurred by a bidder in the preparation of responses, in conduct of a presentation, or any other activities related to this RFP.

The LTADD reserves the right to reject any or all proposals, to accept or reject any or all items in any proposal, and to award contracts in whole or in part as is deemed to be in the best interest of the LTADD. The LTADD reserves the right to negotiate with any bidder after proposals are reviewed and reserves the right to negotiate the final terms of the contract with the successful bidder.

6. Commitment of Funds

Michael G. Burress, Executive Director of the Lincoln Trail Area Development District is the only individual who may legally commit the LTADD to the expenditure of funds for a contract resulting from the RFP. No cost chargeable to the proposed contract may be incurred before the execution date stipulation in the contract and all required signatures are affixed.

7. Fund Availability

The maximum amount of funds available for this project is \$58,649.50 (Based on FY' 20 funding).

8. Contract, General Terms and Conditions

The successful bidder will be expected to enter into a contract. In no event is a bidder to submit its own standard contract terms and conditions to this solicitation. The bidder may submit exceptions and must do so as a part of the response. The LTADD will review requested exception and accept/reject the same at their discretion. The RFP is for a three-year period however contracts will be renewed on a yearly basis: July 1st – June 30th. The successful bidder will be required to submit new information each year by March 5th if requesting a unit rate increase as well documentation of contract performance and service expansion

9. Submission of Proposals

Bidders are required to submit one unbound original and one electronic copy (email) of the proposal. The original must contain original signatures (in blue ink). The proposal whether mailed or hand delivered, must arrive at the LTADD no later than 12:00 pm (Eastern) on **April 13, 2020**. The proposal is to be sent to the RFP Coordinator at the appropriate address listed above. If mailed, the envelope should be clearly marked to the attention of the RFP Coordinator – Title III-B Transportation Services.

Bidders mailing proposals should allow for normal delivery time to ensure timely receipt of proposals by the Coordinator. Bidders assume the risk for the method of delivery chosen. The LTADD assumes no responsibility for delays caused by any service. Proposals may not be transmitted using electronic media such as fax or solely email transmission. **REMEMBER: 1 unbound original is required.**

Late proposals will not be accepted and will automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the LTADD and will not be returned.

10. Proposal Review and Evaluation Process

Proposals will be screened for compliance with the federal and state OAA Title III-B requirements and compliance with the specifications of this RFP through the following four phase process:

- A. Phase I – The LTADD staff will initially evaluated each proposal for acceptability, with emphasis placed on completeness and responsiveness to the administrative criteria. The following minimum criteria will be used to determine which proposals continue on to Phase II:
 - All required responsibilities and functions are addressed;
 - All requested information and documentation has been included and executed;
 - Provided past two (2) years of financial statements;
 - Provided status of any costs disallowed by any federal and/or state agency for the past three (3) years including name of the agency, amount of disallowed costs in dispute, bidder’s position on disallowed costs and current status of any review process and/or corrective action plan submitted;
 - Provide legal history of bankruptcy, pending criminal/civil lawsuits and litigations;
 - Requisite organizational charts have been submitted;
 - Documentation of registration to conduct business with the Secretary of State in Kentucky or other state;
 - DUNS Number is provided;
 - Unit cost has been provided and is justified with supporting documentation;
 - Bidder is not listed on the federal debarred/suspended lists; and
 - Proposal is submitted in accordance with the RFP.
- B. Phase II – Proposals that have met the administrative criteria, as state above, will then be reviewed by the Aging Council’s Proposal Review Committee. Proposals will be reviewed and ranked based on evaluation criteria outlined later in this document. NOTE: The LTADD retains the right to request additional information or request oral presentations from bidders. If no response addresses the services and outcomes requested, the committee may recommend no award be made.
- C. Phase III – The recommendation of the committee in Phase II will be presented to the Full Aging Council for consideration at its meeting on May 20, 2020.

- D. Phase IV – The recommendation of the Aging Council will then be presented to the LTADD Board of Directors for final consideration at its meeting on May 20, 2020.

11. Proposal Submission Format

Bidders must adhere to the following sequence. Failure to do so will result in proposals being rejected for review and consideration. Each proposal should include:

- Letter of Submittal (Cover Letter) - One original letter of submittal to this RFP must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., President, Executive Director, Managing Partner or Proprietor. Along with introductory remarks, the letter is to include by attachment, the following information:
 - Name, address, principal place of business, telephone, and fax numbers, email address of legal entity or individual with whom the contract would be written.
 - Name, address, and telephone number of each principal officer.
 - Legal status of bidder (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business, as the entity now substantially exists.
 - Federal Employment Tax Identification Number (FEIN).
 - DUNS Number.
 - Documentation from appropriate Secretary of State that entity is duly registered.
 - Location of the facility from which the bidder would operate.
 - Identify any current or former LTADD employees employed by the bidder or on the bidder's governing board as of the date of the proposal. Include their position and responsibilities within the bidders organization. If following a review of this information, it is determined by the LTADD that a conflict of interest exists; the bidder may be disqualified from further consideration for the award of the contract.

- Executive Summary – Two page limitation on the organization's letterhead: (Does not count against page limitation.)
 - An overview of the organization's qualifications, including the number of years it has successfully provided transportation services.
 - If submitting as a formal partnership, consortium, or collaboration, identify all key partners and the lead entity.
 - A concise description of the proposal services, including a plan to increase elderly transportation services.

- Proposal Narrative – Insert the Proposal Narrative after the Letter of Submittal, the Executive Summary and Cover Page. The narrative portion of the proposal should be 2 pages or less, single-spaced using 1-inch margins, on 8 ½" x 11" paper, with

a 12-point font (preferably, Times, Roman, Cambria or Calibri). The Proposal Narrative should include all information being requested by this RFP.

- Narrative and Fixed Unit Cost Scoring

Fixed Price Quotation and 15% Required Match: 50 points

The fixed price quotation, which is deemed response to the Request for Proposal shall be evaluated as to the cost per unit. The value assigned to each quote shall be such number as, in the opinion of the review committee that accurately reflects the value of the quote in comparison to other quotes. The lowest acceptable, responsible unit cost proposal shall be assigned a value of 50 points. Each subsequent quote, which is higher, shall be assigned a lesser relative value. The minimum difference between any two proposals shall be 5 points regardless of closeness in dollar amounts. NOTE: A form for the Fixed Price Quotation is included in this packet at Exhibit I.

Matching Requirements – 15%

All proposals are required to provide at least a 15% match for the project as required by federal and/state requirements. All bidders must meet the match requirements through allowable costs and/or third party in-kind contributions or cash. Bidders must provide substantial documentation including, but not limited to, volunteer forms, provider invoices, and floor plan with square footage in order to verify match. Bidders must ensure that the application of matching funds shall be in accordance with requirements for match of the specific funding source, as referenced in 2 CFR 200.029 and 2 CFR 200.306. Bidders must also agree to corroborate match as a part of the audit process when a program is subject to an audit under Federal Register Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Section C: Subpart F Audit Requirements for programs funded by state funds.

Third Party In-Kind (Non-Cash) Contributions – The valuation of third part in-kind (non-cash) contributions must be support with adequate documentation to include, but not be limited to, documentation of size and value of space donated; total volunteer time spent and total value of time including hours and duties performed; and documentation of item contributed. Third party in-kind contributions shall be defined as stated in 2 CFR 200.29, 2 CFR 200.96, 2 CFR 200.306 and its application shall be subject to applicable portions of this regulation, Federal Register Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards and contractual provisions. Third party in-kind documentation shall be submitted with monthly invoices.

Organization Capacity and Past Experience: 12 points

This category will evaluate past experience in providing transportation services and/or similar to those being proposed, including the ability to deliver as proposed, attain, track and report outcomes. Evaluation of the performance and management capability of the bidder(s) will including:

- Applicant has submitted documented background description of the organizational/agency history.
- Applicant has submitted evidence it has or can obtain a valid license to operate.
- Applicant has submitted a copy of its Articles of Incorporation or other document(s) establishing legal organization and existence.
- Applicant has submitted its most recent financial statement.
- Applicant has assured and certified capability to ensure proper planning, management, and service delivery.
- Applicant has submitted documentation of past and present experience to provide services.
- Applicant has provided documentation that it shall obtain general liability insurance.
- Applicant has assured that individuals providing escort services have adequate insurance coverage and proper driving credentials.

Personnel and Service Delivery Requirements: 29 points

This category will evaluate the bidder's personnel and service delivery capacity. Evaluation of this section includes:

- Applicant has submitted an organization chart that explains positions by job titles and lines of authority.
- Applicant has described staff positions, qualifications and hours spent per week in service delivery.
- Applicant has provided qualifications for each staff person.
- Applicant has appointed and identified a contact person available to LTADD for handling problems and answer questions.
- Applicant must verify those individuals providing services to the elderly have no history of elder abuse or related activities.
- Applicant has submitted a plan for retention of quality staff.
- Applicant has provided a plan to utilize volunteers to expand available services.
- Applicant has assured job descriptions shall be maintained for staff and volunteer positions involved in direct service delivery.
- Applicant has assured compliance with service delivery system.
- Applicant has assured service provision throughout Hardin and Meade Counties.
- Applicant has assured clients are treated in a respectful and dignified manner.

- Applicant has assured services are delivered in a safe manner and in compliance with applicable standards established by the Cabinet for Health and Family Services.
- Applicant has assured that no client shall be removed from services by any personnel other than the LTAAAIL case manager.
- Applicant has assured compliance with time frames for implementing Plan of Care.
- Applicant has described client grievance procedure assuring compliance with the LTADD Policies and Procedures Manual
- Applicant has assured the provision of a toll free telephone line.
- Applicant has provided a plan for service provision during weather related emergencies.

Operator Plans for training, monitoring, reporting, coordination and transition plan:
17 points

- Applicant has assured that LTADD shall be notified immediately of any negative incident involving a client or employee. A full written report shall be available to LTADD upon request.
- Applicant has submitted description of how participant(s) evaluation of services will be accomplished.
- Applicant has provided for client satisfaction surveying and has agreed to provide survey results at least annually.
- Applicant has submitted a training plan for providing training to staff/volunteers.
- Applicant has submitted assurances of compliance with required training plans and schedule of regular in-service.
- Applicant has assured supervisory staff are completely familiar with program regulations, policies and procedures.
- Applicant has assured that any changes in staffing plans is approved by LTADD.
- Applicant has provided assurances that coordination shall be assured with LTADD Assessment/Case Management Team.
- Applicant has assured that appropriate management staff shall be available to meet monthly with assigned LTADD staff and that case managers and aides shall have an opportunity to meet quarterly.
- Applicant has assured coordination with other community agencies and programs.
- Applicant has described procedures for monitoring and identified the staff person who shall conduct it.
- Applicant has submitted schedule for monitoring service delivery.
- Applicant has assured access for monitoring purposes to LTADD and CHFS staff.
- Applicant has provided assurances for a smooth transition.
- Applicant has submitted transition plan assuring adequate staff training to begin services on July 1, 2020.

Additional Information: 3 points

- Applicant has submitted Cover Sheet for Proposal
- Applicant has submitted Terms and Condition for Official Application Form.
- Applicant has submitted their assurance to the Title III Administration Regulation and any additional requirements identified by the Department of Aging and Independent Living.

Organization Capacity and Past Performance

The bidder shall give a background description of the history of the agency/organization and provide evidence that the bidder has a license to operate or can obtain one. Pursuant to KRS 45A.480(1) foreign entities shall submit a copy of their certificate with their proposal. The bidder shall provide a copy of its Articles of Incorporation or other documents establishing its legal organization or existence. (Documentation from KY Secretary of State that shows agency/organization has registered to conduct business in the Commonwealth is sufficient.)

The bidder shall provide a copy of its more recent financial statement. The bidder shall submit evidence of its capability to ensure proper planning, management, preparation and delivery of the services requested under this solicitation. Bidders should address and submit:

- Background description of the history of the agency/organization.
- Evidence of a valid license to operate Title III-B Transportation Services.
- Copy of the Articles of Incorporation or other document(s) establishing the bidder's legal organization and existence.
- Most recent financial statement.
- Assurance and certification of bidder's capability to ensure proper planning, management and delivery of services.

Compliance with Codes and Regulations

The bidder shall be capable of complying with the state and local fire, health, sanitation and safety regulations of which apply to transportation service operations. The bidder shall provide documentation of such compliance. Bidders should address and submit:

- Evidence that bidder shall comply with the state and local fire, health, sanitation and safety regulations applicable to the Transportation Program.

Experience

The bidder shall provide documentation as to its past and present experience that will establish proof of its capability to provide services described herein. Bidders should address and submit:

- Provide documentation as to past and present experience in providing services.

Insurance

The bidder shall provide assurance of availability of comprehensive general liability insurance. This insurance shall cover all claims of staff and participants that might be attributed to the agency in the delivery of stated services. The bidder shall be responsible for evaluation of its need to acquire additional insurance. The bidder shall assure individuals providing Transportation Services are adequately covered by insurance and have proper driving credentials.

- Provide documentation that agency/organization has or shall obtain adequate comprehensive general liability insurance.
- Assure individuals providing Transportation Services are adequately covered by insurance and have proper driving credentials.

Personnel

Each applicant shall assign, at a minimum, the following personnel for the Transportation Program:

- A full-time manager to oversee all staff and the daily operations of the program. The manager shall have working knowledge of the program and be available for operational issues as well as monitor services as appropriate.
- Bidder shall appoint and identify a contact person knowledgeable of all program operations. Individual shall be available to LTADD for handling problems and answering questions as they arise.
- Bidder shall describe additional staff positions necessary to assist in provision of services and shall designate the number of hours/week each position will spend on the provision of the Title III-B Transportation Program. Staffing Plan Form is attached. Exhibit K

Bidder shall include a complete description of staff. This shall be defined on an organizational chart that explains positions by job titles and lines of authority. Qualifications for each staff person shall be included. Bidder shall develop a plan to assure retention of quality staff. Bidders should address and submit:

- Identify the required personnel listed above, hours to be spent in the program, qualifications and previous experience in transportation service provision. Attach a resume for each person identified.

- Describe additional staff positions, qualifications and hours/week to be spent by staff in the Title III-B Transportation service delivery. Staffing Plan form is provided in Exhibit K.
- Submit an organizational chart that explains positions by job titles and lines of authority. Bidder shall develop a plan to assure quality staffing and employee retention.

Training and On-Site Visits

The bidder shall submit an outline of the agency's/organization's orientation and in-service training to be provided to staff and volunteers and shall include information regarding the frequency and type of training. In-service training topics shall be approved by the LTADD prior to implementation if they are not required as part of maintaining designation through the Kentucky Transportation Cabinet or other federal funding source requirements.

Interoffice meetings shall be considered training only when actual programmatic information is being disseminated and discussed. Bidders should address and submit:

- Submit a training plan (stating frequency and type) that shall be provided to staff and volunteers.
- Provide assurance that training topics shall be submitted to LTADD for approval prior to implementation if they are not a part of required training through the Kentucky or Federal funding sources.

Monitoring Requirements

The bidder shall be required to monitor service delivery. Monitoring shall be conducted quarterly and reports shall be submitted to LTADD upon completion. Bidder shall identify the staff person responsible for this task and describe how it is to be conducted. If you have a monitoring policy and tool, please submit.

The bidder shall allow LTADD representatives to conduct an annual monitoring visit to review other aspects of the program as deemed to be necessary to ensure programmatic and fiscal compliance. The LTADD shall monitor all aspects of the program at any given time throughout the contract period.

- Describe procedures for monitor. Identify the staff person responsible for this task and describe how it is to be done.
- Submit assurance that monitoring shall be conducted quarterly and results submitted to LTADD upon completion.

Transition Plan

The bidder shall assure that a smooth transition shall take place and services shall continue during a designated transition period should the successful bidder be an entity

other than the present provider of the service. Clients should not experience any interruption of services as a result of any provider changes.

The bidder shall submit a transition plan. The bidder shall provide assurance that service delivery will begin on July 1, 2020. The bidder shall assure and document employees will have adequate time to begin the provision of services.

Checklist of Required Documents for Submission
(Include this as first page of packet)

Letter of Submittal	_____
Executive Summary	_____
Cover Page	_____
Proposal Narrative	_____
Match and Fixed Unit Cost	_____

Past two years of financial statements	_____
Evidence of taxes up-to-date	_____
Evidence of acceptable accounting systems in place	_____
Organizational Charts	_____
Position Descriptions	_____
Staff Resumes/Certifications (if applicable) (Driver's license)	_____
Conflict of Interest Statement	_____
Organization's Charter or Articles of Incorporation	_____
Certificates of Insurance	_____
Unemployment Insurance	_____
Workers' Compensation	_____
Training Plan	_____
Monitoring Plan	_____
Transition Plan	_____
Exhibit A – Certification and Assurances	_____
Exhibit B – General Assurances and Certification	_____
Exhibit C – Debarment Certification	_____
Exhibit D – Non-Collusion Affidavit	_____
Exhibit E – Financial Certification	_____
Exhibit F – Proposal Cover Page	_____
Exhibit G – Terms and Conditions for Official Application	_____
Exhibit H – Provider Assurance	_____
Exhibit I – Firm Fixed Price Quotation	_____
Exhibit J – Minimum Office Equipment and Software Requirements	_____
Exhibit K – Staffing Plan	_____
Exhibit L – Holiday Schedule	_____

**Exhibit A
Certifications and Assurances**

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.

2. The prices and/or cost data have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer, for a period of 60 days following receipt, and the Lincoln Trail Area Development District may accept it without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the Lincoln Trail Area Development District whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the Lincoln Trail Area Development District will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the Lincoln Trail Area Development District, and I/we claim no proprietary right to the ideas, writing, items or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the bidder and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other bidder or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to the proposal.
8. No attempt has been made or will be made by the Proposed to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Signature of Proposer

Consultant/Firm

Title Date

Exhibit B
General Assurances and Certifications

Any agency/firm/consultant awarded federal and/or state funds through the Older Americans Act of 1965 must be in compliance with numerous laws and regulations. Most these will be addressed in a contract. The bidder hereby assures and certifies compliance with each of the requirements where applicable.

I recognize that I must give assurance for each item below. If I cannot, this proposal will be

automatically rejected. The assurances are:

1. The bidder is authorized by its Board of Directors, Trustees, and other legally qualified officer or as the owner of this agency or business to submit this proposal.
2. The bidder organization is not currently on any federal, Commonwealth of Kentucky, or local Debarment List.
3. The bidder organization will provide records to show that it is fiscally solvent and will provide any other information and/or accept an appointment for interview, if needed.
4. The bidder has, or will have, all of the fiscal control and accounting procedures needed to ensure that OAA funds will be used as required by law and contract.
5. The bidder will abide by all fiscal and program requirement as provided in the OAA and federal regulations.
6. The bidder will abide by record retention requirements contained in 29 CFR 95.53 or 29 CFR 97.42 and any applicable state retention schedules.
7. The bidder will abide by the policy on debarment and suspension regulations as established in accordance with Federal Acquisition Regulation 52.209-5.
8. The bidder will not discriminate against anyone applying for or receiving assistance or services based on race, religion, color, national origin, sex, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity or any other protected class identified in federal, state or local laws. The bidder must comply with the provisions of the Kentucky Civil Rights Act, the Americans with Disabilities Act of 1990 as Amended (ADA), Section 1557 of the Patient Protection and Affordable Care Act, Title Vi of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as applicable, and all other applicable federal, state and local regulations to prohibiting discrimination.
9. The bidder agrees to comply with will all applicable standards, orders or regulation pursuant to the Clear Air Act 45 U.S.C. 7401 et seq., and the Federal Water Pollution Control Act, as amended 33 U.S.C. 1251 et seq.

The bidder will meet all applicable federal, state, and local compliance requirements. These include, but are not limited to:

- Maintaining records that accurately reflect fiscal accounts;
- Maintaining record confidentiality, as required;
- Reporting financial data, as required;
- Permitting and cooperating with federal investigations undertaken in accordance with the OAA;
- Complying with federal and state non-discrimination provisions;

The undersigned hereby assures and certifies that if selected the bidder's organization is in compliance with all of the Assurances and Certifications where applicable.

Name and Title of Authorized Representative

Signature

Date

Name of Applicant Organization

Exhibit C

Debarment Certification

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

Applicant Organization

Applicant Organization Address

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective primary participant (i.e. Local grant subrecipient) certifies to the best of its knowledge and belief, that it and its principles:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
 - b. Have not within a three-year period preceding this renewal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making also statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within three-year period preceding this application/renewal had one or public transactions (federal, state or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this application/renewal package.

Name and Title of Authorized Representative

Signature

Date

Exhibit D

Non-Collusion Affidavit

Commonwealth of Kentucky

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer of the Lincoln Trail Area Development District whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this _____ day of _____

Notary Public

County of

Commission Expiration Date

Exhibit E

Financial Certification

FINANCIAL CAPABILITY CERTIFICATION

(Please Print Organization Name)

- 1. Does the organization have a financial management system capable of tracking and accounting for funds received and disbursed?**

_____ Yes _____ No

If no, explain:

- 2. Does the organization have the fiscal capability of providing services pending payment or reimbursement by the Agency?**

_____ Yes _____ No

If no, explain:

- 3. Has the organization had findings with disallowed costs from prior monitoring or audit reviews?**

_____ Yes _____ No

If no, explain:

4. Has the organization resolved all findings from all prior audits?

_____ Yes _____ No _____ N/A

Explain the resolution: _____

(Attach more pages if necessary)

I certify that the above answers are true and represent an accurate picture of this organization's financial capability.

Name and Title of Certifying Official Signature Date

Exhibit F – Proposal Cover Page

LINCOLN TRAIL AREA DEVELOPMENT DISTRICT/AREA AGENCY ON AGING

**PROPOSAL FOR
Title III B Transportation Services**

**JULY 1, 2020 TO JUNE 30, 2021
JULY 1, 2021 TO JUNE 30, 2022
JULY 1, 2022 TO JUNE 30, 2023**

Name and address of Applicant:		
Area Code:	Telephone:	E-mail:
Name, Title and Address of Contact Person		
Area Code:	Telephone:	E-mail:
Agency Type: Please check as appropriate:		
	<input type="checkbox"/>	Private Non-Profit
	<input type="checkbox"/>	Private for Profit
	<input type="checkbox"/>	Public

Exhibit G – Terms and Conditions for Official Application

TERMS AND CONDITIONS FOR OFFICIAL APPLICATION

Terms and Conditions: It is understood and agreed by the undersigned that:

1. Funds contracted as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedures of this state and the Administration on Aging of the U.S. Department of Health and Human Services.
2. Any revisions in this proposal package as approved shall be submitted in writing by the applicant and subject to approval by the Lincoln Trail Area Development District/Area Agency on Aging and shall be deemed incorporated into and shall become a part of this agreement.
3. Funds awarded by the Lincoln Trail Area Development District/Area Agency on Aging may be terminated any time for violations of any term and/or provisions of this agreement.

Name and Title of individual authorized to commit applicant organization to this agreement.

Signature_____ Title_____ Date_____

ATTEST_____ Title_____ Date_____

PROVIDER ASSURANCE

The applicant assures that they have reviewed the Administrative Regulations as prepared by the Department of Aging and Independent Living.

Signature: _____

Title: _____

Date: _____

Applicant (type or print)

Street Address

City State Zip

FIRM FIXED PRICE QUOTATION

NAME OF PROVIDER: _____

The above named applicant submits a unit cost proposal for the services to be provided as described in the General Information document provided with this solicitation.

\$_____.____per one-way trip
(state in terms of dollars and cents)

A unit of Transportation shall be defined as a one-way trip.

I certify that the proposal price shown shall remain firm throughout the contract term, subject only to adjustments as allowable in the LTADD Policy and Procedure, Procurement.

NAME: _____

TITLE: _____

SIGNATURE: _____
(Original Signature in Blue Ink)

Date: _____

**MINIMUM OFFICE EQUIPMENT AND SOFTWARE REQUIREMENTS
Fiscal Year 2021**

LTADD may increase the computer requirements as technology advancement needs dictate.

ORGANIZATION: _____

MINIMUM REQUIREMENTS

At least one (1) computer at site with the following capabilities:

Intel (Core i3 or higher recommended)

8GB RAM

250GB of available disk space

Windows 10 Professional

Internet Explorer 11

Silverlight latest version

Office 2016

Anti-Malware Software (specify): _____

High Speed Internet Access (DSL, Cable, etc)

Facsimile equipment

Providers must own or agree to have at least the minimally required hardware and software available and agree to have Fast Internet Access capability maintaining on-line status throughout the contract period.

The DAIL approved tracking system, SAMS/ WellSky Formerly Mediware Information Systems, is the current venue for data collection.

Applicant's signature indicates willingness to comply with equipment and software requirements.

Signature of Authorized Representative

Date

Exhibit K – Staffing Plan

AREA AGENCY ON AGING and Independent Living(AAAIL) - The AAAIL is the local agency designated by the Governor of Kentucky under the provisions of Title III of the Older Americans Act to provide planning and the administration of funding under the Kentucky Homecare Program, Personal Care Attendant Program and the Center for Medicare and Medicaid Services for the service area. The Lincoln Trail Area Development District (LTADD) is the designated AAAIL for the Lincoln Trail service area.

AREA PLAN - The plan submitted by the AAA for approval by the Cabinet for Health Services, Office of Aging Services which provides for payment of funds under contract for the delivery of Aging services.

DAIL – means the Department for Aging and Independent Living which shall serve as the state unit as designated by the Administration on Aging Services under the Older Americans Act (OAA) and shall have the responsibility for the administration of the federal community support services, in-home services, meals, family and caregiver support services, elder rights and legal assistance, senior community services employment program, the state health insurance assistance program, state home and community based services including home care, Alzheimer’s respite services and the personal care attendant program, certifications of adult day care and assisted living facilities the state Council on Alzheimer’s Disease and other related disorders, the Institute on Aging, and guardianship services. DAIL shall also administer the Long-Term Care Ombudsman Program (LTCOP) and the Medicaid Home and Community Based Waivers Consumer Directed Option (CDO) Program. DAIL shall serve as the information and assistance center for aging and disability services and administer multiple federal grants and other state initiatives. DAIL shall be headed by a commissioner appointed by the secretary with the approval of the Governor in accordance with KRS 12.050 pursuant to KRS 194.030 (13).

LTADD SERVICE AREA - The LTADD counties of Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington located in the Commonwealth of Kentucky. Only the Personal Care Attendant Program provides services under contract with the LTADD in counties beyond these eight counties.

MAY - means permissive. However, the words "no person may" means that no person is required, authorized, or permitted to do the act prescribed.

NAPIS – means the National Aging Program Information System.

OAA – Older Americans Act of 1965 as amended.

REQUEST FOR PROPOSALS - All documents, whether attached or incorporated by reference, utilized for soliciting proposals in accordance with the procedures set forth in governing procurement procedures.

RESPONSIBLE APPLICANT - The person or entity who has the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance.

SAMS - means Social Assistance Management System, a Harmony product, currently used as the state data system. **The LTADD will require service providers to utilize SAMS.**

SHALL - means imperative.

SUCCESSFUL APPLICANT - The applicant awarded contract for services.

TRANSPORTATION – means transporting an individual from one location to another.

WAITING LIST – means a formal list of persons determined eligible, and not yet receiving services.

References

Federal Law

This program is subject to the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards under 45 CFR Part 75. These requirements and additional terms and conditions that are applicable to program can be found on the ACL website (<https://www.acl.gov/grants/managing-grant>) and include but are not limited to:

- Older Americans Act of 1965 as amended
- Federal Awardee Performance and Integrity Information System (FAPIIS)
- HHS Grants Policy Statement, Part II
- Trafficking Victims Protection Act
- Federal Funding Accountability and Transparency Act (FFATA)
- SAM/DUNS Requirements
- Consolidated Appropriations Act, 2017, Pub. L. 115-31, signed into law on May 5, 2017

State Law

910 KAR 1:140
910 KAR 1:180
910 KAR 1:190
KRS chapter 13B
KRS 116.048(1)(d)
KRS 209.030