**FY 2024-2026**

**General Information**

**Request for Proposal Process**

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**THE OLDER AMERICANS ACT (TITLE III)**

**KENTUCKY HOMECARE PROGRAM**

**Kentucky Ombudsman Program (Title VII, Title III, State Long Term Care Ombudsman)**

**Procuring Agency:**

Lincoln Trail Area Development District/Area Agency on Aging and Independent Living

P. O. Box 604, 613 College Street Road

Elizabethtown, KY 42702-0604

Telephone: (270)769-2393

FAX: (270)769-2993

**GENERAL INFORMATION**

**Availability of Funding**

The units of service set forth in the RFP are based upon:

a.) past experience respecting project demand;

 b.) projected availability of funding to the Area Agency on Aging.

The applicant receiving the contract will be expected to perform its contractual obligations at the unit charge set forth in its application and consistent with all other program specifications and contractual provisions. However, a failure of anticipated funding to the Area Agency on Aging will effect a corresponding reduction in the units of service set forth in the RFP and contract to a level commensurate therewith.

It is understood that the listed minimum number of units which, the successful applicant may be required to provide during each contract period represents the LTADD's best estimate of the minimum number of units which the successful applicant shall be to provide during each respective time period. It is understood, however, that the minimum number represents an estimate only and that the LTADD does not guarantee the successful applicant that it will receive payment for any specified number of units, but the successful applicant shall be paid only for the number of units which are ordered and delivered.

LTADD shall assume that all proposals submitted have been prepared based on the assumption that the applicant shall be required to provide the minimum number of units specified in each application packet.

LTADD may, at its option, require the successful applicant to provide, during each respective contract period, a number of units in excess of the estimated minimum number of units set forth, if such services are requested by eligible clients and if funds are available.

Specific reporting requirements are discussed in each proposal packet. All programs are to provide financial and programmatic information as will be subscribed in each individual contract. Additionally, monthly activities must be entered into a standard data collection system, SAMS (Social Assistance Management System).

**Procurement Period**

 **Fiscal Year Period Covered**

 FY 2024 July 1, 2023 through June 30, 2024

 FY 2025 July 1, 2024 through June 30, 2025

 FY 2026 July 1, 2025 through June 30, 2026

1. Proposals will be awarded for a three year period from July 1, 2023 through June 30, 2026.

 Yearly contracts will be established based on the above fiscal years, with renewable clauses

 for each of the remaining two years. Any such renewal will, except prohibited by state and

 federal law, be purely optional and discretionary on the part of the Lincoln Trail Area

 Development District Board of Directors Providing:

 \* the subcontractor does not default on fulfillment of the contract agreement

 during the contract period;

 \* no federal, state or local statute, regulation or policy is implemented or

 amended which legally prohibits the continuation of the agreement;

 \* federal and state funds are available.

 The proposal shall specify one unit cost for the specified service for the three year period. A

 proposal submitted on a sliding scale shall not be accepted.

 For the period July 1, 2023 to June 30, 2024, the successful applicant shall be paid for each

 unit of service provided based on the unit cost submitted by the successful applicant. For

 successive years, the unit cost may be adjusted based on the Consumer Price Index not

 exceeding five (5) percent, as published by the U. S. Department of Labor, Bureau of Labor

 Statistics. The adjustment is subject to approval by LTADD/AAA and CHFS/ Department for Aging and Independent Living.

2. Successful applications will only be contracted as a firm-fixed price.

3. Program income shall be accounted for, verified and reported by source on monthly financial

 reports. Subcontractors shall maintain back up documentation certifying the source of all

 program income. Program income collected will be used to expand services and shall not be

 used as any part of the match requirements.

4. Management of funds shall be in compliance with 2CFR 200 Subpart D using 2 CFR 200.306.

5. A proposal will be considered responsive if all the following requirements are met:

a. It designates a firm-fixed price contract.

 b. It is submitted by the stated deadline.

 c. It has all appropriate signatures.

 d. An original proposal and three copies are submitted.

 e. All applicable sections are completed.

6. Final selection of the proposal will be in accordance with applicable federal and state laws.

 Generally speaking, the selection by the Lincoln Trail Area Development District Board

 of Directors will be made to the applicant whose "price and other factors" are most

 advantageous to the Lincoln Trail Area Development District. The factors considered therein

 determined by the Board, in light of the staff evaluation, review and recommendation of

 the Area Agency Advisory Council and other relevant factors as listed on the Criteria for

 Evaluation.

 Permission for Pre-Award Survey

 The LTADD reserves the right to require a pre-award survey of the financial records and

 accounting system of any organization which is being considered for a contract; therefore,

 your application must state clearly and specifically that your agency will permit the survey,

 will make all financial and accounting records available for such a survey and cooperate with

 staff conducting the review. Failure to confirm this permission shall result in a lower rating

 and may result in removal of your application from further consideration.

 Applicants may be asked to provide a presentation or undergo an interview by any or all of

 the following: The LTADD Board of Directors, Executive Committee; Area Agency on

 Aging Advisory Council, Executive Committee. All proposals shall contain the name,

 address and phone number of the person whom the LTADD may contact should there be any

 questions. The LTADD reserves the right to request clarification from applicants to facilitate

 review of the proposals.

 7. Only those costs incurred after the contract (if awarded) is officially signed will be

 reimbursable. Any expenses incurred in the anticipation of an award will not be the

 responsibility of the LTADD. The cost of proposal preparation is at the applicant's

 expense.

 8. Service Providers shall be responsible for compliance with all specifications in the

 Attachments Section included in each respective RFP.

 9. All programs require twelve months of service, regardless of the units of service. The

 applicant will be expected to provide all units of service stated in the proposal.

10. All contracted services shall be provided in accordance with the requirements as established

in the Kentucky Administrative Regulations Title 910 – Cabinet For Health and Family Services Department for Aging and Independent Living, the Lincoln Trail Area Agency on Aging and Independent Living Policies and Procedures Manual, and the Cabinet for Health and Family Services, Department for Aging and Independent Living Program Manual.

11. If the applicant receives over $750,000 in Federal funds, a copy of the full agency audit will

 be submitted to the LTADD in accordance to 2 CFR 200 Subpart F. Match will be verified by

 certified statements for those programs not covered by audit.

12. Procurement codes for the purpose of issuing RFPs are in accordance with the 2 CFR 200.

13. The LTADD reserves the right to reject any and all proposals, or to negotiate separately

 with any sources necessary to secure the best interest of the LTADD.

14. Amendment to the Request for Proposals may be necessary prior to the closing date and

 will be furnished by Certified Mail to all applicants. Failure to acknowledge receipt and, as

 appropriate, act upon the amendments in accordance with the instructions contained in the

 amendment may result in the application not being considered.

15. The Lincoln Trail Area Development District shall be under no obligation to return any

 application materials submitted by an applicant as a result of this request.

16. Any contract resulting from a Request for Proposal (RFP) is invalid until properly

 approved and executed by the LTADD.

17. Applicant agency must carry comprehensive general liability insurance and provide

 documentation of compliance to this requirement to the LTADD/AAA office. Worker's Compensation

 insurance shall be maintained on employees as prescribed by the laws in Kentucky. Applicant agencies shall evaluate their need for additional coverage and shall document adequate coverage exists.

18. Questions should be FAXED, mailed or emailed to the following contact person at the LTADD:

ATTN: Sue Greenwell, Lincoln Trail Area Agency on Aging Director

 sue@ltadd.org

Lincoln Trail Area Development District

P. O. Box 604

613 College Street Road

Elizabethtown, KY 42702-0604

Telephone: (270) 769-2393

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 All inquiries and the responses thereto shall be summarized in written memo form and a copy of each

 memo and the response thereto shall be electronically mailed to all known potential applicants

 regarding that specific RFP package no later than the following business day. **Contact with LTADD**

 **personnel other than Sue Greenwell regarding Request for Proposals may be grounds for**

 **disqualification of the offending party from further consideration for award of the contract. It is the responsibility of the applicant to assure LTADD receipt of inquiries.**

19. The Contracting Officer for the Lincoln Trail Area Development district is Mr. Daniel London, Executive Director. The Contracting Officer is responsible for assuring that the procurement of services follows proper procedure in compliance with applicable Federal, State and local codes.

20. Applicants will submit an original, unbound hard copy of the proposal and one electronic copy.

 The hard copy shall contain original signatures. The application shall be submitted in a ring binder, copied on one side only and contain all components of the electronic copy, and nothing not included in the electronic copy. The original shall be clearly marked as "Original" and signed in blue ink.

21. The sealed original and the electronic copy of the RFP must be submitted by **12:00 NOON (EST) on January 31, 2023 to:**

**ATTN: Sue Greenwell**

**Lincoln Trail Area Development District**

**P. O. Box 604**

**613 College Street Road**

**Elizabethtown, KY 42702-0604**

**Proposals received after this time and date shall not be considered for review.**

**GENERAL DEFINITIONS**

**AREA AGENCY ON AGING (AAA)** - The AAA 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. LTADD is the designated AAA for the Lincoln Trail service area. In FY ’08 Kentucky Area Agencies on Aging were renamed to reflect additional duties and responsibilities. The current title is Area Agency on Aging and Independent Living. The terms Area Agency on Aging (AAA) and Area Agency on Aging and Independent Living (AAAIL) shall be interchangeable for the purpose of these proposals.

**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.

**LTADD SERVICE AREA** - The LTADD counties of Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington located in the State 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. The LTADD will require service providers purchase and utilize SAMS, a web based reporting program purchased through Harmony AKA Synergy for the tracking of client data.

**OAS/DAS/DAIL** - Office of Aging Services, Division of Aging Services, and Department for Aging and Independent Living refer to the state agency responsible for state wide aging services. During the FY '99 the former Division became the Office of Aging Services. During FY ’07 the former Office became the Department for Aging and Independent Living. For the purpose of these proposals these terms are interchangeable.

**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.

**SHALL** - means imperative.

**SUCCESSFUL APPLICANT** - The applicant awarded contract for services.

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 fee 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.

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.

Successful applicants will be expected to attend and report at the following meetings:

LTADD Aging Advisory Council (meets every other month beginning in January)

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 can be located at utilizing the following link:

https://www.chfs.ky.gov/agencies/dail/Pages/procedures.aspx

The Standard Operating Procedures provides reference to the Kentucky Administrative Regulation governing the specific programs within the document.

**MINIMUM OFFICE EQUIPMENT AND SOFTWARE REQUIREMENTS**

**Fiscal Year 2024**

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

**ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MINIMUM REQUIREMENTS

A minimum of one (1) computer at site with the following capabilities:

Hardware

CPU: Intel® Core i5 Processor or AMD equivalent

Memory: 8 GB

Disk Space: 500 GB (SSD recommended)

High-speed Internet Access

Software

Windows 10 (64-bit version only)

Microsoft Edge browser with IE Mode enabled

Microsoft Office 2016 or higher

Anti-Malware Software (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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, Wellsky Information Systems, is the current venue for data collection.

Applicants signature indicates willingness to comply with equipment and software requirements.

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**Signature of Authorized Representative Date**