



**NATIONAL FAMILY CAREGIVER SUPPORT SERVICES
REQUEST FOR PROPOSALS (RFP)**

July 1, 2019 – June 30, 2022

FOR SERVICES FUNDED UNDER THE UNITED STATES ADMINISTRATION
FOR COMMUNITY LIVING (ACL), ADMINISTRATION ON AGING (AOA),
PURSUANT TO THE OLDER AMERICANS ACT
OF 1965, AS AMENDED IN 2016

**THE KENTUCKY CAREGIVER PROGRAM FUNDED
THROUGH THE KENTUCKY GENERAL ASSEMBLY**

July 1, 2019 – June 30, 2022

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Serving the counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and
Trimble

Bidder's Meeting: February 13, 2019 - 1:00 P.M.

Mission Statement: The mission of KIPDA Area Agency on Aging and Independent Living is to promote and ensure meaningful, timely, person-centered services are available for all seniors, persons with disabilities, and caregivers to improve their health, safety and overall well-being, and to provide leadership to the aging network through planning and coordination.

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I. INTRODUCTION AND STATEMENT OF PURPOSE

Kentuckiana Regional Planning and Development Agency (KIPDA) has been designated the Area Agency on Aging in accordance with Administration for Community Living (ACL), Administration on Aging (AOA), pursuant to the Older American's Act of 1965 (amended 2016) and Regulations thereto. KIPDA is identified as the Area Agency on Aging and Independent Living (AAAIL) by the Kentucky State Unit on Aging, the Department for Aging and Independent Living as established through Executive Order, December 2006. As the Area Agency on Aging and Independent Living (AAAIL), KIPDA is responsible for administering federal and state funded programs for the citizens of the Kentucky counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble, which comprise the KIPDA AAAIL service area. In this capacity, KIPDA will support a network of service providers whose mission is to establish and develop services for older adults throughout the KIPDA region.

KIPDA is seeking qualified applicants to provide services from **July 1, 2019 – June 30, 2020**, with the option to extend the provision of services for subsequent fiscal year(s) through the procurement period, contingent upon the availability of funding, satisfactory performance of services, compliance with provisions of the awarded contract(s) and mutual agreement by both parties. KIPDA reserves the right to extend the procurement period as necessary to ensure the continuous delivery of services to community members in its region. Applicants must meet the criteria set forth in this request and other specifications as indicated. Service providers may cover one, all or any combination of counties allowed under this request.

Procurement Period: FY 2020 – FY 2022

Fiscal Year	Period of Contracts
FY2020	July 1, 2019 – June 30, 2020
FY2021	July 1, 2020 – June 30, 2021
FY2022	July 1, 2021 – June 30, 2022

Approximately **\$275,000** is available to support the cost of National Family Caregiver Services and approximately **\$10,000** is available to support the cost of the Kentucky Caregiver Program services. Applicants may design proposals to serve both populations and request funds separately for each program (see budget).

All applicants for the provision of the services described herein must be prepared to provide the highest quality of service and, always, strive toward effecting improvement in the lives of elders in the KIPDA region. Commitment to this goal shall be the impetus in a system of service delivery that is cognizant of quality care, recognition of individual rights of choice and respect for confidentiality. Services may be bid upon individually or in any grouping unless otherwise indicated.

II. KIPDA REGIONAL INFORMATION

The KIPDA Area Agency on Aging and Independent Living service area is comprised of the following counties: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble. According to the US Census Bureau, population data provided by Kentucky Data Center 2012 Estimate, approximately 21% of all persons living in the KIPDA region are 60 years old and older and 23.53% of all persons in Kentucky who are 60 and above live in the KIPDA region. Another perspective is that 18% of all persons in Kentucky who are 60 and older live in Jefferson County. Of all seniors, age 60 and up, in the KIPDA region, 78.8% reside in Jefferson County and 21.09% of the seniors in the KIPDA region reside in the rural counties of Bullitt, Henry, Oldham, Shelby, Spencer and Trimble. Approximately, 9.6% of older persons in the region are low income and 19.1% of low-income seniors are minorities. Minority seniors represent 16.6% of the total senior population the KIPDA region. The population in the region is very diverse and represents a wide range of demographics, needs and interests of older adults and persons with disabilities. Kentucky has the second highest percentage of people with disabilities in the entire nation. The Kentucky Data Center's KIPDA Region Profile indicates that 31.5% of the population in the region has a disability; and 40.41% of persons 65 and older in the region has a disability. For current regional data, please see <http://kipda.org> and look for the PDS version of "Planning for the Future of Our Communities Needs Assessment" for more details.

III. MINIMUM REQUIREMENTS TO APPLY

Organizations wishing to submit applications must meet the minimum qualifications prior to completing an application:

- A. Financial Capability – Organization must have a financial management system established and capable of tracking revenue and expenditures by funding stream or program.
- B. Eligible to Conduct Business in Kentucky and with the Federal Government – Organizations must either be registered with the Secretary of State's Office if incorporated, possess a current 501(C)(3) certificate to conduct business as a not-for-profit organization, or shall possess a Business License issued by the Commonwealth of Kentucky. Additionally, organizations shall not be barred from conducting business with the Federal Government as presented on the Federal Debarment and Suspension list. Organizations shall possess a Federal and State tax identification number.
- C. Experience – Organization must be experienced in the delivery of services as proposed under this RFP and be able to provide evidence of sustainability in providing services in the community. (at least three (3) years of experience is preferred).
- D. Reporting and Computer Systems – Organization possesses computer hardware and software that meets the minimum standards established by KIPDA for purposes of reporting and communicating electronically. Organization must be capable of developing or currently has in place a reporting system to provide information regarding the units of service, number of KIPDA participants served, demographic

- data regarding those served, record of outcomes and time records for each service delivered.
- E. Match – Organization is able to provide the minimum required match (30%) toward the overall cost of the Title III-E National Caregiver program. Match can be either cash or in-kind third-party contribution.
 - F. Partnership - Accessing additional funds such as fundraising to supplement public funding is encouraged. Details regarding planned events or methods of collecting and usage of additional funds is at the discretion of the organization, but mandatory for review during the procurement process.
 - G. Facilities – Applicant facilities where services are to be performed meet federal accessibility requirements and OSHA standards for safety and cleanliness.
 - H. Staffing – Staff are available to deliver the services as proposed, have completed a criminal records check with a clean record prior to hire, and are licensed or trained as required to complete the service to be delivered.
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IV. OVERVIEW

A. INTRODUCTION

KIPDA is seeking proposals from applicants interested in and capable of providing KY Family Caregiver Support and National Family Caregiver services in the KIPDA region as defined herein. The funds available for this procurement support services to caregivers of older adults and grandparents who are raising their grandchildren. It is estimated that there are 520,000 informal caregivers in Kentucky taking care of or assisting in the care of one or more family members or acquaintances. As the number of older adults increase, especially the number of people in the 85+ age range, the number of caregivers will also increase. Currently 9,885 individuals, including older adults in this region, find themselves with the responsibility of raising their grandchildren. This statistic is also anticipated to increase as the economy continues to struggle and social issues become more challenging in our communities. The citizens of this community finding themselves facing the challenges of care giving need a network of support to assist them in successfully accomplishing this task. Competent applicants are needed and encouraged to apply to participate in this network of support.

Services are to be provided to persons of any age who are caring for individuals 60 years of age or older or, persons caring for individuals under 60 years of age with a diagnosis of Alzheimer’s Disease and related disorders with neurological and organic brain dysfunction, and/or individuals aged 55 and over who are caring for a an individual not more than 18 years of age or an individual 19-59 years of age who has a sever disability. Organizations may submit a proposal for one or more of the listed services to serve eligible individuals residing in any number of counties in the KIPDA region. Priority will be given to organizations submitting proposals to serve caregivers throughout the KIPDA region in more than one county and those organizations that propose innovative initiatives to help caregivers in their role of caring for their loved one(s). Priority will also be given to organizations that propose

to provide services for “Grandparents raising Grandchildren”. Successful applicant(s) will be those deemed best qualified to provide the outlined services and will have a history of providing support and/or training to the populations described above.

B. SCOPE AND HISTORY OF PROGRAM

The Family Caregiver program is a national initiative funded through the Administration on Aging. The program is mandated by the Older Americans Act, Title III-E, amended 2016. The Kentucky Family Caregiver Program is a state funded program established in 910 KAR 1:260. In the KIPDA Region, the Kentucky Family Caregiver Program is referred to as KIPDA Grandparents Raising Grandchildren Program.

C. PROGRAM AND SERVICE DEFINITIONS:

- 1. Caregiver** – An adult family member or another individual, who is an “informal provider” of in-home and community care to an individual age 60 or older. This category also includes caregivers of individuals with a diagnosis of Alzheimer’s Disease and related disorders with neurological and organic brain dysfunction (diagnosis must be verified by a doctor’s statement) who are under 60 years old.
- 2. Child** – An individual who is not more than 18 years of age or an individual 19-59 years of age who has a severe disability. The term relates to a grandparent or other order relative who is a caregiver of a child.
- 3. Grandparent or other older relative caregiver of a child (Federal funded program)**– A grandparent, step-grandparent or other relative of a child by blood or marriage, who is 55 years of age or older and:
 - i. Lives with the child;**
 - ii. Is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and**
 - iii. Has a legal relationship to the child, as such legal custody or guardianship, or is raising the child informally.**
- 4. Grandparent (Kentucky State funded program)** – A grandparent shall be related to the grandchild by birth, marriage or adoption (if adoption occurs through the parent), and
 - i. be a Kentucky resident;**
 - ii. be primary caregiver for a grandchild;**
 - iii. resides with the grandchild**
- 5. Support Groups (1 session per participant equals one unit)** – Clearly defined support group(s) that meet on a regularly scheduled basis and do not necessarily target any specific caregiver types. Support groups focus on common issues of caregivers such as depression, stress, isolation, coping skills, resources available and how to access them, self-care, etc. May

include development and printing of necessary materials and promotion of the program. Support groups must provide education and information pertinent to caregiver needs such as health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

- 6. Caregiver Training** (1 session **per participant** equals one unit) – Providing carefully structured opportunities for caregivers to acquire knowledge and a variety of caregiver skills. Includes individual or group events designed to increase awareness of caregiver’s needs through topics such as coping skills, hands on skills, communication, nutrition, medications, lifestyle changes, day-to-day survival, coping with difficult behavior, emotional and physical needs through the stages of being a caregiver, dealing with employers, financial issues, death and grief, grandparents raising grandchildren issues, etc. For caregiver training a structured program outline shall be included with the Applicants may include the cost of development and printing of necessary materials and promotion of the program with the total cost of training. Suggested categories for training include, but are not limited to:
 - iv. Training centers targeting caregivers caring for an elder person who is hearing impaired. Training focus will be on assistive technology information, videos, manuals, resource lists and interpretive services available to assist caregivers.
 - v. Training for elderly primary caregivers of adult children with mental retardation and/or developmental disabilities.
 - vi. Training for family caregivers caring for loved one with Alzheimer’s disease to help identify, reduce stress and manage difficult behaviors.
- 7. Counseling** (1 session **per participant** equals one unit) – Provision of advice, guidance, and instruction to caregivers about options and methods for providing support. The service assists caregivers in making decisions and solving problems related to the role as a caregiver. The service may be provided in either a group or individual setting by a certified, licensed, or pastoral counseling.
- 8. Respite** (1 hour of respite service equals one unit) – Temporary, substitute supports or living arrangements to provide a brief period of relief or rest for caregivers. It can be in the form of in-home respite, adult day care respite, or institutional respite for an overnight stay on an intermittent, occasional, or emergency basis.
- 9. Caregiver case management services** (One Contact per Participant equals One Unit): This responds to the needs of both the impaired care recipient and the family caregiver. This model would apply to Adult Day Care recipients with Alzheimer’s disease and their caregivers. The focus would be on care management tools that facilitate where caregiver support is needed; designing plans of care for the caregiver that are integrated with the care plan of the care recipient. This would include but not limited to in-home assessments for caregivers.

10. Respite and Supplemental Services: To be eligible for services, the care recipient must meet the definition of frail. Frail means: Functionally impaired in the performance of two activities of daily living; or three instrumental activities of daily living; or a combination of one activity of daily living and two instrumental activities of daily living.

11. Access Assistance: (1 contact equals one unit) - One on one contact to provide access to services and opportunities available to eligible caregivers. The successful applicant is provided an assessment of the service needs, problems identified by the caregiver and capacity of the individual(s) to provide care. This service links individuals to the opportunities and services available; and to the maximum extent practicable, ensures that the eligible caregivers receive the services needed, and are aware of the opportunities available to the individuals by establishing adequate follow up procedures. Access assistance also includes case management either in the form of accessing services or care coordination where the older person or their caregivers are experiencing diminished functional capacities, personal stress or other conditions or problems which require the provision of services by formal service providers, follow-up and reassessment, as required.

V. SERVICES AVAILABLE FOR BID

The intent of the National Family Caregivers Program is to recognize the needs of the caregiver and address those needs by offering a diverse range of direct services to the caregiver in their continuum of caregiving. The family caregivers are the invisible backbone of the American healthcare system, providing over 80% of all home care services. Despite their tremendous role in providing care, family caregivers often lack training and do not have adequate support in their efforts.

The Kentucky Family Caregiver Program is designed to provide assistance to grandparents who are primary caregivers of their grandchildren. Unlike the Federal Caregiver program, the Kentucky Caregiver program eligibility does not include age for the caregiver and provides assistance for persons meeting income eligibility guidelines.

The goal of caregiver services is to improve the health and well-being of family caregivers and to recognize the continually expanding role they play due to the constant shifting of costs and care provided in a home setting. In order for caregivers to continue in their efforts, they need information, training and assistance in many areas. A facilitated system of information assistance and access to services for caregivers is needed to assure caregivers and families have options. Options to assure that their loved ones are cared for whether the care recipient is an older adult who has become vulnerable and in need of considerable assistance or a grandchild whose parents cannot care for them anymore.

This procurement is designed to allocate available resources throughout the region to ensure access to caregiver assistance programs for caregivers eligible for services. It is the intent of KIPDA to fund services which ensure a comprehensive system that will respond to the needs of caregivers in the KIPDA Region. This system must support the caregiver in their effort to care for their loved ones and connect caregiver to the resources necessary to accomplish this task; ultimately reducing caregiver strain that could place the caregiver in jeopardy. The comprehensive network of services must utilize programs and services, innovative strategies and techniques to accomplish the task of caring for the caregiver; reaching out to them where they are, even into their homes.

It is hoped that the design of this procurement will facilitate the development of an innovative and effective network of services that reach out into the region to caregivers who are desperately in need of support. Proposals including systems designed to serve caregivers throughout the KIPDA region, including rural counties will receive priority consideration.

A. SPECIALIZED CAREGIVER SERVICE MODELS:

Caregivers providing care for loved ones with specialized conditions such as dementia, Alzheimer's Disease, Parkinson's Disease, and other medical conditions which require specialized caregiver assistance. Proposals may include any of the following models/programs/services listed below or the applicant may introduce an evidenced-based model with supporting documentation with regard to design, implementation strategies and documented results from evaluation. KIPDA is seeking proposals from entities that are capable of providing support groups, training, care planning and access to community services and programs that will benefit the caregiver in the role of providing care during such a difficult time. Services may be comprehensive providing support for multiple types of specialized medical conditions. Funding is available either through the National Family and/or Kentucky Caregiver Programs (grandparents raising grandchildren program). The complexity of the issues caregivers face requires a coordinated system and holistic approach to the provision of services and care to the caregiver. This system must facilitate the reduction of caregiver stress and prevent burnout which could further diminish the system of care for older persons desiring to "age in place" and not enter an institution. Priority will be given to entities that implement an array of services that cover a broad spectrum of services to address the many specialized needs of caregivers. Below is a list of evidence-based program models proven to be effective in supporting caregivers. *Evidence Based programs are available for review by visiting the www.rosalynncarter.org website and www.aoa.gov for more information on the National Family Caregiver Program and other relevant programs and models.

Alternate models to the evidence-based models listed below may be introduced as long as the model is supported by proposed program implementation plans, data to support effectiveness of the proposed program and plan for follow up reporting to support results of program implementation. Staff designated to serve caregivers and care recipients through the specialized models must be at least full-time and

appropriately trained and qualified to provide the specified service(s). There must also be a sufficient number of trained direct service staff or volunteers to implement services as proposed.

1. **REACH VA (Training and Support Groups)**: Resources for Enhancing Alzheimer’s Caregivers Health (REACH VA) is one of the most highly effective and widely tested interventions for family caregivers. The REACH VA intervention seeks to increase caregiver knowledge, skills, and well-being while enhancing support to the caregiver. The intervention will consist of 12 individual in-home/telephone sessions and five telephone support groups over a six-month period. The technology will also provide access to formal services, family, and other caregivers. The intervention process will involve administering a risk appraisal following the baseline battery, prioritizing the risk areas, and then using a stepped intervention approach that addresses risk in multiple domains.
2. **CARE-NET (Support Groups and Training)**: A CARE-NET is a collaborative network of representatives of professional and family care giving agencies, educational institutions, and businesses as well as individuals and other relevant groups. Its purpose is to assist a community to assess and address its care giving strengths and needs. The CARE-NET works to accomplish the following:
 - a. Link professional and family caregivers and a supporting community
 - b. Study community caregiving needs as well as strengths
 - c. Develop service and educational programs for caregivers
 - d. Organize community-based forums for public feedback on caregiving issues
 - e. Develop a resource capacity for information on caregiving
 - f. Provide a source of support for caregivers
 - g. Foster relationships among community leaders
 - h. Educate the community about caregiving.
3. **Reducing Disabilities in Alzheimer’s Disease (RDAD) (Training and Respite)**: The RDAD intervention is a caregiver education program that combines exercise training with teaching caregivers how to manage dementia-related behavior problems in persons with Alzheimer’s disease. The exercise component includes thirty (30) minutes of aerobic and endurance activities and strength, balance and flexibility training for the person with Alzheimer’s disease. The behavioral management component included training for family caregivers about dementia, and how to identify and modify behavioral symptoms, modulate caregiver responses to the symptoms, and identify pleasant activities for the care recipient. Clients will be seen at home in twelve 1-hour sessions over an 11-week period and three f/u sessions over the following three months.
4. **Savvy Caregiver (Training)**: Savvy Caregiver is a program intended to train families and other for the unfamiliar role they face as caregiver for a relative or

friend with Alzheimer's disease or another dementia. Savvy Caregiver is a 12-hour training program that is usually delivered in 2-hour sessions over a 6-week period. Available materials for the program include a detailed trainer's manual, a caregiver manual, a training videotape, and a CD-ROM. The program focuses on helping caregivers think about their situation objectively and provide them with the knowledge, skills, and attitudes they need to manage stress and carry out the caregiving role effectively.

5. **Caregiver Telehealth Intervention (Training)**: The Telehealth Project is designed to specifically meet the needs of informal caregivers, particularly in a rural area. Supportive services and resources through the Tele-Help Line for Caregivers are provided during structured telephone counseling sessions. Caregiver knowledge, problem-solving skills, and help-seeking behavior and affect are the major components addressed during the intervention. An eight-session structured telephone intervention and a call-in helpline (in which all components are available but tailored to individual participants based on caller presenting concerns and assessed needs) are being compared.
6. **The Future is Now Training (Training and Respite)**: "The Future is Now" is a training model designed to support families and their adult relative with intellectual/ developmental disabilities to make future plans. "The Future is Now" curriculum is a peer support intervention developed to support aging caregivers and adults with developmental disabilities in planning for the future. The intervention consists of a legal/financial training session followed by 5 additional small-group workshops covering these topics: 1) taking the big step; 2) building relationships and skills; 3) housing; 4) work, retirement and leisure; and 5) who will be the keeper of the dream? Families and individuals with developmental disabilities help to co-facilitate the workshops and support each other in discussions about the future and in sharing information. A Train-the-Trainer model is used to train professional staff and lay facilitators. The lead Trainer will be provided through KIPDA AAAIL.
7. **Caring for you, Caring for Me: Education and Support for Family and Professional Caregivers (Training and Respite)**: The 10-hour program, conducted in five two-hour modules, addresses the needs of family and professional caregivers by bringing them together to discuss common issues, share ideas, and gain a better understanding of each perspective on what it means to be a caregiver. The goals for caregivers are to have the opportunity to gain information on topics related to caregiving, learn ways to cope with the stresses and strains of being a caregiver, learn what resources are available, discover ways of working together to reduce frustrations and barriers and to share common concerns and issues.
8. **Powerful Tools for Caregivers (Training)**: A train the trainer education program that focuses on self-care of family caregivers. Goal is to improve the self-care and self-efficacy of caregivers. Powerful tools for caregivers emphasize the importance of taking care of one's own physical and mental health in order to better care for others. Practical skills for effective coping,

stress reduction, improving self-confidence and communicating effectively are taught and reinforced in a group setting.

B. NATIONAL FAMILY CAREGIVER SUPPORT SERVICES – COORDINATED SUPPORT SERVICES:

Applicants may propose to implement a coordinated model of services to include one or more of the services identified below to support the caregiver. Services shall be coordinated from among those listed below to be implemented by the applicant or coordinated with community programs that offer such services. One or more of the services may also be implemented in support of a caregiver participating in a proposed evidence-based program as long as the additional service structure or implementation plan does not impede the ability of the caregiver to fully participate and gain the benefits offered by the evidence-based model program. The proposed coordinated caregiver support model must address the support needs of all types of caregivers and provide connections to community-based programs that exist, to further assist caregivers, particularly caregivers of loved ones with specialized medical conditions. Services may be provided on-site at the home of the caregiver, within the community, telephone and internet-based models that support the caregiver at times most convenient for the caregiver.

A coordinated support system will include linkages and coordination with community organizations that offer additional services that can supplement caregiver services offered through this procurement. Proposals shall demonstrate coordination with community-based groups and services and how involvement with the community group(s) will occur. The Coordinated Model defined by the applicant must include a process for assessment of the needs of the caregiver and development of a plan of assistance that may include any of the following services supported through the National Family Caregiver Program to provide the added support for the caregiver. Individual Follow-up (counseling service) with caregivers to evaluate progress and the benefit of the services received shall be conducted at least one time monthly and modifications to service recommendations made as appropriate.

SERVICES SHALL INCLUDE ONE (1) OR MORE OF THE FOLLOWING SERVICES:

1. **Support Groups** – Conducted in a group setting with caregivers in similar situations participating through a facilitated session. Support groups may be conducted at a location with face-to-face participation or electronically using a secured and closely monitored site to ensure the confidentiality of the caregivers participating in the support group. Support groups may be specialized for particular target groups. Expansion of currently established support groups is allowable. However, funds will not be used to supplant other resources currently supporting an existing support group.

2. **Training Services** – Training that will assist the caregiver in best meeting the needs of his/her loved one and special approaches to providing care that will ease

the burden of the caregiver. Applicants shall submit a training outline and resource list where information will be obtained for implementation of training.

3. Counseling Services – Applicants may provide this service directly or coordinate with an individual or organization that is trained and certified or licensed to provide counseling for individuals experiencing difficulties in one’s life, particularly as it relates to a caregiver caring for a loved one and managing his/her own needs. Counseling, if proposed, shall be conducted on a regular basis (at least monthly) and available as needed through a hotline or other means established by the entity providing counseling services that provides accessibility for caregivers when needed. Services shall be case noted with outcomes and follow up needs recorded in the caregiver record. Counseling may be conducted face-to-face, through secured and monitored electronic means or over the phone. Whichever method of counseling is conducted, the choice of the caregiver is to be implemented and accommodations made to allow for open discussion and interaction that best meets the caregiver’s needs and shall ensure the confidentiality of the caregiver.

4. Respite Services- Entities may provide the direct respite service or identify individuals or organizations that will provide respite and arrange for the service on behalf of the caregiver if requested by the caregiver and the need exists. Respite services are intended for temporary relief (intermittent) and not long-term care.

5. Caregiver case management services (access assistance service): This responds to the needs of both the impaired care recipient and the family caregiver. This model would apply to Adult Day Care recipients with Alzheimer’s disease and their caregivers. The focus would be on care management tools that facilitate where caregiver support is needed; designing plans of care for the caregiver that are integrated with the care plan of the care recipient. This would include but not limited to in-home assessments for caregivers.

3. CAREGIVER RESOURCE COORDINATION SPECIALIST (Access Service):

KIPDA is seeking proposals from entities or qualified individuals who will serve in the role of *Caregiver Resource Coordination Specialist*. This procurement will give priority funding to entities that apply to implement the Resource Coordination Specialist model. Resource coordination is a vital service that should be available to assist caregivers in navigating through the many programs, services and options available, as well as identifying gaps in coordination with the caregiver and locating services or supplies to fill those gaps. Currently, KIPDA allocates National Family Caregiver funds to provide training, respite, support groups, counseling, supplemental services (purchase of supplies), and legal services to assist caregivers in their role of daily care for their loved ones. Entities may choose to provide Resource Coordination Specialist services for all or a specific type of caregiver population (caring for older adults, persons with disabilities as defined, grandchildren). One service gap identified through the results of needs assessments and discussions with caregivers is the need for someone to assist them with navigating the system and determining what is needed to help them take care of their loved one. For example, if an individual or organization was available to

assess and review the needs of the caregiver and care recipient, facilitate the development of a comprehensive plan for supporting the caregiver in caring for their loved one, and then help the caregiver to determine the types of services and assistance (government or non-government funded) available in their community to support the plan, the caregiver and care recipient would benefit and caregiver burden would be reduced.

This procurement is implemented to pull together, for the benefit of weary and distressed caregivers, a continuum of care that will ease the burden of coordinating care and implementation of options that may provide additional supports. Caregivers also need to care for themselves daily. The Resource Coordination Specialist shall identify and if necessary, make initial contacts to arrange for respite or other temporary care supports while the caregiver takes a needed break and handles his/her own personal business. The KIPDA Voucher program can assist in supporting the cost of respite or supplemental services if needed to assist the caregiver with the cost. The proposed service must support the caregiver in their effort to care for their loved ones and assist in maintaining the care recipient in the community for as long as possible. Further, the Resource Coordination Specialist shall connect caregivers to the resources necessary to accomplish this task and reduce caregiver strain that can potential place the caregiver and this invaluable system of care in jeopardy. The Resource Coordination Specialist must utilize programs and services, innovative strategies and techniques to accomplish the awesome task of caring for the caregiver; reaching out to them where they are, even into their homes, rather than being dependent upon traditional strategies, methods, services and programs that do not meet the real need of those it is intended to serve.

It is hoped that the design of this procurement will facilitate the development of an innovative and effective network of services that reach out into the region to caregivers who are desperately in need of support. The Resource Coordination Specialist Model can be designed to utilize a variety of allowable caregiver services to support its goal. Ideally, a trained professional will be available to provide caregiver case management or care coordination (as defined in this RFP) to the targeted population to be served; however, the model can be built around other programs and services, including NFCP services, to support the needs of the caregiver.

4. KENTUCKY CAREGIVER PROGRAM SERVICES (GRANDPARENTS RAISING GRANDCHILDREN):

Funds are available to eligible grandparents who are raising their grandchildren as defined through the Kentucky Caregiver Program. Grandparents who are raising (not only caring for daily) their grandchildren require special support to aide in understanding where and how resources are available in each community, access to community and school-based programs as well as support groups or training for specialized family or individual situations. Funds are available to entities prepared to implement services that will assist grandparents of any age (income eligibility required) who could benefit from support groups, training to understand external

influences that may affect school performance and daily living as well as respite (a time-limited break from providing daily care). Organizations submitting proposals may introduce one or more of the following services supported through the KY Caregiver Program and shall be prepared to submit documentation to substantiate service delivery and outcomes related to the support provided by the KY Caregiver Program.

SERVICES MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- A. **Support Groups** – Grandparent may participate in support groups with other grandparents who are raising their grandchildren to assist in easing the burden and stress of this responsibility. This service may supplement an established support group through expanded programming or additional topics or expanded outreach. Support groups may be conducted at a location with face-to-face participation or electronically using a secured and closely monitored site to ensure the confidentiality of the caregivers participating in the support group. Support groups may be specialized for particular target groups;
- B. **Training Services** – Training that will assist the grandparent in understanding the needs of the grandchild, assistance in accessing school and other programs for children, and approaches to care that will ease the burden for the grandparent.
- C. **Counseling Services** – Applicants may provide this service directly or coordinate with an individual or organization that is trained and certified or licensed to provide counseling for grandparents and/or grandchildren experiencing difficulties in one’s life, particularly as it relates to accepting and coping with an unexpected situation that affects the grandchild and/or grandparent. Counseling, if proposed, shall be conducted on a regular basis at a location or through a method most convenient for the participant (at least monthly) and available as needed through a hotline established by the entity providing counseling services. Services shall be case noted with outcomes and follow up needs recorded in the caregiver record. Counseling may be conducted face-to-face, through secured and monitored electronic means or over the phone. Whichever method of counseling is conducted, the choice of the participant is to be considered and if appropriate, implemented with accommodations to allow for open discussion and interaction that best meets the caregiver’s needs and shall ensure the confidentiality of the caregiver.
- D. **Respite Services**- Entities may provide the direct respite service or identify individuals or organizations that will provide respite for the grandparent to allow for a temporary break in providing care. The special needs of the grandchild and situation of the family shall be considered in arranging for the care of the grandchild. Respite services are intended for temporary relief (intermittent) and not long-term care.
- E. **Intensive Resource Assistance (Access Service)** – This initiative will provide a trained contact for the grandparent; to assist with connecting the grandparent and grandchild to needed and desired resources that facilitate a positive family

environment. Often grandparents are not aware of the various educational, community-based, sports related, etc. resources available for their grandchildren. They have not engaged in the community at that level since they raised their own children. The Resource Assistant will help to reconnect the grandparent to these resources. This initiative could include one-on-one assessment and intervention, support groups, multi-media activities, community advisory groups and more.

VI. TIMELINES

KIPDA will attempt to adhere to the evaluation and decision schedule but reserves the right to modify timeframes if in the best interest of the Agency and satisfactory completion of the procurement process.

February 4, 2019	Request for Proposals released.
February 13, 2019	Mandatory Bidder's Meeting at KIPDA <u>February 13, 2019 at 1:00 p.m.</u> (Eastern Time). Only organizations that attend the bidder's meeting may apply for and KY Caregiver funds under this RFP notice.
February 19, 2019	Applicant inquiry period concludes on February 19, 2019 by close of business. This period allows written contact with KIPDA for asking questions regarding the application and process. Written questions (fax or mail) must be submitted to Barbara Gordon or emailed to her at Barbara.gordon@kipda.org .
February 25, 2019	Proposal must be received at KIPDA to KipdaDSS.procurement@kipda.org or at the receptionist desk by 12:00 Noon (Eastern Time) . Organizations may submit applications using one method (hand-delivered or e-mail).
March, 2019	Evaluation Team reviews and scores proposals
April, 2019	Funding Committee of Advisory Council meets
April, 2019	KIPDA Board considers proposals

Proposal Submissions: KIPDA established a deadline for submission of proposals at **12:00 noon, (Eastern Time) on February 25, 2019.**

Proposals may be submitted in the following methods: 1) Electronic (e-mailed) submission to be received at the following address with all specified attachments at KipdaDSS.procurement@kipda.org no later than the scheduled deadline of 12:00 noon (Eastern Time), February 25, 2019; or 2) or receipt at the receptionist desk of the KIPDA Office no later than scheduled deadline, 12:00 noon, February 25, 2019. All proposals will remain unopened until the deadline of submission has elapsed. The Executive Director of KIPDA, or designee, will open proposals.

Proposals submitted after the established deadline will not be accepted.

Upon completion of the opening, proposals will be reviewed for general responsiveness. Non-responsive proposals will not be reviewed with applicants notified in writing of non-responsiveness and non-review of proposal. Responsive proposals will be reviewed according to the established schedule and criteria with final consideration of proposals by the KIPDA Board of Directors.

VII. GUIDELINES FOR SUBMITTING PROPOSALS

A. Procurement Process and Requirements

Rules of Procurement

To facilitate this procurement, various rules have been established. These are described in the following paragraphs. The Second Party (Provider)s should review and comply with the General Conditions and Instructions for submission of proposals and inquiry period to ask questions. After the inquiry period has elapsed, subsequent questions will not be addressed by KIPDA management, staff or council members.

The procurement process will provide for the evaluation of proposals and selection of the proposals for award. KIPDA anticipates the selection of multiple organizations to serve in the capacity of a National Family Caregiver and/or KY Caregiver providers.

Approach

The Kentuckiana Regional Planning and Development Agency (KIPDA), in the exercise of its lawful duties, has determined that the services outlined in this proposal are necessary for the performance of the statutory and regulatory requirements of KIPDA. KIPDA has concluded that either state personnel are not available to perform these services, or it would not be feasible to utilize state personnel to perform these services. Additionally, a Second Party (Provider) is available and qualified to perform these services; and, for the before-stated reasons, the state agency desires to avail itself of the services of a Second Party (Provider).

The procurement process will provide for the evaluation of proposals and selection of the winning proposal in accordance with State law and regulations. KRS Chapter 45A of the Kentucky Model Procurement Code provides the regulatory framework for the procurement of services by State agencies. See 45 CFR 74.326-335; 45 CRF 74, Appendix II for Federal guidelines for “Contract Provision for Non-Federal Entity Contracts under Federal Awards”.

Independent Price Determination

A proposal shall not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other bidding entity or with any competitor. In addition, the bidding entity is prohibited from making multiple proposals in a different form.

The bidding entity must include a certified statement in the proposal that the price was arrived at without any conflict of interest, as described above (Assurances Section). Should a conflict of interest be detected at any time during the contract, the contract shall be null and void and the Second Party (Provider) shall assume all costs of the project until such time that a new Second Party (Provider) is selected.

No Contingent Fees

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of the bidding organization or bona fide established commercial or selling agencies maintained by the Offeror for the purpose of securing business. For breach or violation of this provision, KIPDA shall have the right to reject the proposal or cancel the contract without liability.

Cancellation of This Solicitation

In accordance with KRS 45A.105 and KIPDA policies and procedures, this Request for Proposals may be canceled at any time and for any reason, or all bids or proposals rejected, if it is determined in writing that such action is in the best interest of KIPDA. Receipt of proposal materials by KIPDA or submission of a proposal to KIPDA confers no rights upon the Proposer nor obligates KIPDA in any manner.

Cost of Preparing Proposal

Costs for developing the proposals are solely the responsibility of the Offerors. KIPDA will provide no reimbursement for such costs.

EEO Requirements

The Kentucky EEO Act, KRS 45.560-45.640, applies to all State government projects with an estimated value exceeding \$500,000.00. The Second Party (Provider) shall comply with all terms and conditions of the Act. Organizations submitting proposals will be required to certify in the assurances that it has complied with and adheres to the provisions of KRS 45.560 – 45.640.

Waiver of Minor Irregularities

KIPDA reserves the right to reject any offers and to waive informalities and minor irregularities in offers received providing such action is in the best interest of KIPDA. Where KIPDA may waive minor irregularities, such waiver shall in no way modify the RFP requirements or excuse the bidding organization from full compliance with the RFP specifications and other requirements if the bidding organization is awarded the contract.

Clarifications of Proposal

KIPDA reserves the right to request additional information as may reasonably be required for selection, and to reject any proposals for failure to provide additional information on a timely basis. KIPDA reserves the right to conduct discussions with any bidding organization who has submitted a proposal to determine the bidding organization's qualifications for further consideration. Discussions shall not disclose any information derived from proposals submitted by other offerors.

Best and Final Offers

KIPDA reserves the right at its discretion to request a Best and Final Offer (BAFO) for technical and/or cost proposals. Bidding organizations are cautioned to propose their best possible offers at the outset of the process, as there is no guarantee that any Offeror will be allowed an opportunity to submit a Best and Final technical and/or cost offer.

Rules of Withdrawal of Proposals

Prior to the date specified for receipt of offers, a submitted proposal may be withdrawn by submitting a signed written request for its withdrawal to the Sole Point of Contact listed on the Cover Page.

Disposition of Proposals

All proposals become the property of KIPDA. The successful entities' proposals will be incorporated into the resulting contract by reference. Disposal of unsuccessful proposals shall be at the discretion of the Director of Social Services.

KIPDA's Right to Use Proposal Ideas

KIPDA shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposals received in response to the RFP. Selection or rejection of the proposal will not affect this right.

Confidentiality of Contract Terms

The Second Party (Provider) and KIPDA agree that all information communicated between them before the effective date of the Contract shall be received in strict confidence and shall not be necessarily disclosed by the receiving party, its agents, or employees without prior written consent of the other party. Such material will be kept confidential subject to Commonwealth and Federal public information disclosure laws.

Upon signing of the Contract by all Parties, terms of the contract become available to the public, pursuant to the provisions of the Kentucky Revised Statutes. The Second Party (Provider) shall have an appropriate agreement with its Subcontractors extending these confidentially requirements to all Subcontractors' employees.

Prohibitions of Certain Conflicts of Interest

In accordance with KRS 45A.340, the Second Party (Provider) represents and warrants, and KIPDA relies upon such representation and warranty, that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services. The Second Party (Provider) further represents and warrants that in the performance of the contract, no person, including any subcontractor, having any such interest shall be employed.

In accordance with KRS 45A.340 and KRS 11A.040 (4), the Second Party (Provider) agrees that it shall not knowingly allow any official or employee of KIPDA who exercises any function or responsibility in the review or approval of the undertaking or carrying out of this contract to voluntarily acquire any ownership interest, direct or indirect, in the company prior to the completion of the contract.

Sworn Statement Regarding Violations of Kentucky Revised Statutes

Pursuant to KRS 45A.485, Second Party (Provider)s are required to reveal final determinations of violation of certain statutes incurred within the last five years and be in continuous compliance with those statutes during the contract. Where applicable, the Second Party (Provider) is required to complete and submit the Sworn Statement Regarding Violations of Kentucky Revised Statutes with the Technical Proposal.

Open Records Law

Requests for bid/contract information shall comply with the Kentucky Open Records Act (KRS 61.870 to 61.884).

Deviations to Provisions of the Solicitation

The provisions appearing elsewhere in this Request for Proposals (RFP) shall become a part of any resulting contract. Any deviations from the provisions of the RFP must be specifically identified by the Second Party (Provider) in its proposal, which if successful, shall become a part of the Contract. Such deviations shall not be in conflict with the basic nature of the technical and cost requirements of this RFP. Deviations must be submitted as stated in Section 4 of this Solicitation. KIPDA reserves the right to reject any and/or all deviations in whole or in part.

Second Party (Provider) Response and Public Inspection

The RFP specifies the format, required information, and general content of proposals submitted in response to the RFP. KIPDA will not disclose any portions of the proposals prior to contract award to anyone outside KIPDA, representatives of the agency for whose benefit the contract is proposed, representatives of the Federal Government, if required, and the members of the evaluation committees. After a contract is awarded in whole or in part, KIPDA shall have the right to duplicate, use, or disclose all proposal data submitted by Second Party (Provider)s in response to this RFP as a matter of public record.

Any and all documents submitted by a Second Party (Provider) in response to the RFP shall be available for public inspection after contract award. No such documents shall be exempt from disclosure under the Kentucky Open Records Act regardless of the Second Party (Provider)'s designation of the information contained therein as proprietary, confidential, or otherwise. Therefore, KIPDA will not redact or withhold any documents submitted in response to the RFP if a request to inspect these records is made.

KIPDA shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejections of the proposal will not affect this right.

- (a) Is authorized to transact business in the Commonwealth; and
- (b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
- (c) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of the qualifications to apply. Bidding entities must be registered and eligible to do business in Kentucky as defined through the Secretary of State.

A. Communications and Proposal Submission Criteria

Issuing Office

Kentuckiana Regional Planning and Development Agency (KIPDA) is issuing this RFP on behalf of the Division of Social Services. KIPDA is the only entity authorized to change, modify, amend, alter, or clarify the specifications, terms and conditions of this RFP.

Restrictions on Communications

The Director for the Division of Social Services listed on the Title Page shall be the sole point of contact throughout the procurement process. All communications, oral and written (regular mail, express mail, electronic mail, or fax), concerning this procurement shall be addressed to them. From the issue date of this RFP until a Second Party (Provider) is selected and the selection is announced, Offerors are not allowed to communicate with any staff, Board or Advisory Council members concerning this RFP.

KIPDA reserves the right to reject the proposal response for any violation of this provision.

VIII. CONTRACT INFORMATION

A. Basis of Contract

Proposals will be evaluated and the KIPDA Board of Directors is the governing body for KIPDA authorized to award a contract to successful applicants. Contracts awarded through this procurement will be funded and authorized through Title III-E of the Older Americans Act, Kentucky Caregiver Program or, as appropriate, supplemental funds available through Federal or State funds in support of proposed initiatives. To the extent additional or supplemental funds through alternate funding sources are authorized, KIPDA will provide for necessary training and reporting requirements in accordance with each funding stream.

Contracts are awarded for a period of one (1) year, unless the Department for Aging and the KIPDA Board of Directors authorize extended contracts or multi-year contracts. Contracts may be awarded annually, through the procurement cycle, contingent upon the availability of funding, authorization to provide and contract for services and provider performance.

If in the best interest of KIPDA and its programs for caregivers, KIPDA reserves the right to extend the procurement cycle. KIPDA reserves the right to negotiate any terms, conditions, and unit price payments with successful applicants as appropriate. Payments are anticipated to be made on a per unit price basis. KIPDA reserves the right to modify payment structure if in the best interest of the program and KIPDA. The unit price payment contract method allows for payment to providers at an established unit price based on the number of units of allowable services delivered and reported for eligible participants consistent with service unit definitions. Other pricing structures may include cost reimbursement, performance based payments

and a combination of pricing structures. KIPDA reserves the right to refuse any and all bids and to accept those bids that are most advantageous to KIPDA in carrying out the goal of the program. Applicants will be notified in writing of approval or denial of funding.

B. Subcontracting

Subcontracting of services in whole or in part will not be permitted without prior approval from KIPDA. Applicants shall submit a copy of all subcontracts applicable to the services to be delivered with the submission of the proposal.

C. Post-Contract Audit

Office of Management and Budget A-133 audit requirements apply for all federally-funded programs. Applicants receiving less than \$750,000 in federal funds, but more than \$50,000 in funding may be required to have an audit conducted in compliance with Governmental Auditing Standards.

D. Pre-Contract Costs

Unless the applicant receives written approval from KIPDA's Executive Director, all costs incurred prior to the date of the contract award are not allowable for reimbursement from KIPDA through this process.

E. Availability of Funds

KIPDA has no legal liability for payment of funds or award of a contract until funds are made available to KIPDA for this procurement and notice of such availability, to be confirmed in writing by the Executive Director of KIPDA, is provided to the Contractor.

F. ExParte Contact

ExParte contact with any member of the KIPDA Aging Advisory Council, KIPDA staff and/or KIPDA Board of Directors in an effort to provide information or influence a recommendation outside a scheduled public meeting established by KIPDA **shall be grounds for disqualification of the proposal from further consideration of funding.**

G. Reporting Requirements:

Successful applicants will be expected to complete monthly and quarterly program and financial reporting documents. Monthly billing based on entry of data in the Electronic Data system by the 4th day of each month and posted on 5th day following the end of each month for which payment is requested. Quarterly reports will contain statistical and program summary information to evaluate the continued effectiveness of services. Reporting requirements will include the following:

- * Number of unduplicated clients served
- * Number of units of service delivered (depending upon service funded)
- * Total billing request
- * Match units, services, and amount of match
- * Demographic data related to the clientele served (minority groups, number of clients in poverty).
- * Quarterly reports containing a summary of services, participant attendance documents, total number of unduplicated clients by county, number of new clients for each month by county, number of units of service for each type of service by county, summary of participant satisfaction survey data, and other information related to the delivery of services. Successful applicants will be required to utilize the data and reporting system prescribed by KIPDA. Successful applicants will complete entry of client data and service units in the system in a timely and accurate manner. KIPDA policies and procedures related to use of the system and reporting will be followed.

H. Performance-Based Penalties:

KIPDA reviews performance on a regular basis. In the event of underperformance or non-performance, KIPDA will work with the contracted organization to resolve the performance issue. KIPDA reserves the right to amend and revise provider contracts including the recouplement of or reduction in funding.

IX. PROTEST

Pursuant to KRS 45A.285, The Secretary of the Finance and Administration Cabinet, or his/her designee, shall have authority to determine protests and other controversies of actual or prospective parties in connection with the solicitation or selection for award of an Agreement or Contract.

Any actual or prospective party, who is aggrieved in connection with the solicitation or selection for award of an Agreement or Contract, may file protest with KIPDA in accordance with its grievance policies, with state level grievances to be conducted in

accordance with KRS 13B. A protest or notice of other controversy must be filed promptly and in any event within two (2) calendar weeks after such aggrieved person knows or should have known of the facts giving rise thereto. All protests or notices of other controversies must be in writing and shall be addressed to:

Jarrett Haley

Executive Director
Kentuckiana Regional Planning and Development Agency
11520 Commonwealth Drive
Louisville, KY 40299

KIPDA will follow its local resolution process and if satisfactory resolution to a grievance is not established at the local level, state level fair hearing procedures shall be followed. A copy of that decision shall be mailed or otherwise furnished to the aggrieved party and shall state the reasons for the action taken.

In all disputes escalated to a State Level review or hearing will receive a decision by the Secretary of the Finance and Administration Cabinet and shall be final and conclusive.

X. BUDGET INFORMATION FOR PROPOSAL SUBMISSION:

1. Budget Workbook:

Applicants shall complete the line-item budget contained in a separate excel workbook which incorporates the budget narrative pages and populates into the line-item project budget. The budget narrative provides for an explanation of the individual line-item costs through description, purpose and amount necessary to support the cost of services.

2. Budget Backup-Sheet

The final worksheet of the budget workbook contains a budget backup share whereby the applicant will break down the amount requested in the total project budget into specific service categories. This backup form allows for the applicant to represent the projected total number of National Family Caregivers or KY Family Caregivers who will receive specific services during a fiscal year. Further, the number of service units that are proposed to be delivered for eligible caregivers (consistent with unit-definitions) shall be represented. The total project budget proposed for a service divided by the total number of service units will provide the proposed unit price.

3. Reasonableness of Costs and Allowable costs:

In accordance with Federal and State cost principles and financial management guidelines, all entities awarded public funds shall ensure that costs presented are reasonable and can be supported with cost estimate information if necessary and shall only be utilized for allowable costs. Applicants are to adhere to the provisions of 2 CFR, Part 200 - Administrative Requirements, Cost Principles and Audit

Requirements for Federal Awards. Further, the Department for Aging and Independent Living in accordance with Cabinet policies, may further require limitations on certain types of costs or amounts.

The following limitations apply and shall be incorporated as applicants determine and present the proposed budget:

- a. Travel for all staff will be limited to no more than the State mileage rate. This rate may change quarterly and is currently at the amount of .40 per mile.
- b. Food purchases for programs and services are **unallowable** with the Federal and State funds authorized through this procurement.
- c. Only costs that are necessary, reasonable and allocable to the specific programs included in this procurement will be considered. Costs that are determined to be unnecessary or reasonable will be eliminated or reduced at the discretion of KIPDA.

The costs incorporated into the project budget shall only include the proportionate share for staff or other operating costs related to the direct implementation of the stated project(s). Costs that are associated with the overall operation of the applicant entity or not-related to the specific programs or services bid shall not be incorporated into the project budget or proposal.



PROPOSAL APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

The following is a list of the content to be included in the completed proposal package submitted to KIPDA for consideration of funding.

OUTLINE

- Coversheet
- Proposal Application – General Section
- Proposal Application – Scope of Work
- Proposal Application – Project Budget
- Checklist
- Proposal Planning Form
- Certification of Assurances
- Prohibited Employee & Volunteer Activities
- Local Resources Used for Match Form (if required)
- Computer/Office Capacity Assurance
- Certification of Cost and Pricing Data
- Project Plan
- Evaluation Document (this document to be distributed at the bidder's meeting).

INSTRUCTIONS

1. Organizations wishing to submit an application for consideration of funding will be required to attend a **mandatory bidder's meeting** to be held on **February 13, 2019 at 1:00 p.m. (Eastern Time)** at the KIPDA office. Organizations that do not attend the bidder's meeting will not be permitted to submit proposals for consideration. Proposals may be downloaded from the KIDPA website at www.kipda.org or available via USB drive upon request.
2. Applicants may submit a completed proposal electronically to KipdaDSS.procurement@kipda.org or submit one original computerized application with signatures **in blue ink** in a three-ring binder with all required signature forms with saved version on USB drive in Word 2007 or higher version. A fillable Microsoft WORD version of the application is available for ease of completion. Handwritten or faxed applications will not be accepted. Complete the proposal in the format presented in this proposal package with each section identified with a heading. Attachments and addenda must be clearly identified and labeled in the proposals. Only include attachments if additional supporting documents are necessary. Prepare responses directly in the body of the application. Proposals are due to KIPDA (electronically or original hard copy) no later than **12:00 Noon (Eastern Time) February 25, 2019.** ***Proposals not completed in the format outlined or with questions unanswered will not be considered for funding. KIPDA reserves the right to accept or reject any or all proposals and to obtain additional information from applicants to consider final recommendations for funding if this information is deemed necessary and will benefit the agency.***
3. Submit completed forms, using the checklist included in this application as a guide. Include a table of contents at the beginning of the proposal and include the page numbers for responses on the evaluation tool (to be made available at the bidder's meeting).
4. Proposals will be reviewed for reasonableness of cost for the services, completeness of responses in the application, past performance as an entity serving older adults (statistical data), proposed services that address the needs of older adults and change population and other criteria as identified in the evaluation criteria established by KIPDA.
5. Applicants that fail to respond to any section or topic may be declared non-responsive and will not be considered for funding during the procurement cycle. Applicants that submitted non-responsive applications may submit applications for future procurements. Questions that do not pertain to the services proposed or not applicable to the applicant organization should be marked "not applicable" or NA.

6. It is expected that all required forms and information requested are signed and submitted with the application to be considered for review. **The proposal will not be scored if the forms are not complete.**

7. Original computerized proposals shall be submitted sealed with the following information on the outside:

**Mr. Jarrett Haley, Executive Director
ATTN: KIPDA Social Services
National Caregiver and KY Caregiver Program Procurement
11520 Commonwealth Drive
Louisville, KY 40299**

Electronic proposals shall be submitted to KipdaDSS.procurement@kipda.org. All proposals (regardless of submission format) are due no later than 12:00 noon, (Eastern Time) February 25, 2019. Proposals received after that time and date shall not be considered for review.