



**TITLE IIIB - SUPPORTIVE 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

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

BIDDER'S MEETING

January 14, 2019, 10 a.m. (EDT)

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 PURPOSE AND STRUCTURE OF PROCUREMENT:

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. 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 proposals from organizations interested in and capable of implementing Title III-B Supportive Services through multipurpose senior centers and satellite centers to include outreach for all community members, age 60 and older. Senior centers are designed to make available a variety of services that support the health, education, access to community programs and resources. In previous III-B Supportive Services RFPs KIPDA requested all entities to implement 21st century center models designed to focus on specific needs and interests in their community and result in multidimensional benefits. –These models are to assist in building a multifaceted supportive services system and emphasize the need for working with partners in the community. Through partnerships, the use of limited federal and state dollars provides the support for the infrastructure while partner organizations provide added value and expanded programming that could not be made available due to the limited or limitations of the public resources. The Older Americans Act at its inception appropriated funds to **support** communities in developing systems to serve older adults. KIPDA will support, to the greatest extent possible, programs and services offered by organizations in which the business structure includes services described in this procurement, however this support is not intended to be the sole funding source of senior center activities, programs and operations.

II. VISION FOR OLDER ADULT SUPPORTIVE SERVICES IN KIPDA REGION:

The direction of Senior Centers across the country involves implementing new standards as well as the use of innovation and best practices. In support of previous trends, KIPDA continues its commitment to improving the Aging Network by promoting and facilitating cutting-edge services and advancing the customs of senior centers. In order to remain current in the Aging Network and ensure superior services for older adults, the present RFP is an opportunity for applicants to design a system of Supportive Services that address the unique needs of its community or area of reach. KIPDA's vision is to continue to implement advancements in the delivery of services through site-based services, community-based programs and services incorporated with technology and education. Service models strategically align with the community. Each applicant is required to present a service model that

reflects current trends and clearly demonstrates how it will meet the needs of seniors. While a main site is required, services can and should be delivered in multiple locations in the community through partnerships, including virtual services and supports. As service design is developed, consider how the applicant will adequately report the delivery of or access and use of services for purposes of performance and accountability. Core services to be made available in all senior center or satellite designs include at a minimum, (1) the provision of meals with basic nutritional information (paid through Title III-C or other sources); (2) a link to community resources and benefits counseling, (3) outreach to members and the community at large, (4) transportation, (5) in home services or programs offered for persons who are home-bound, and (6) other activities. Flexibility and some programmatic choices are allowed with in-home service and activity requirements, based on preferences of the participants who are also “center members”. Programs and services will need to be offered multiple times a month and at a frequency that will allow for full participation. All programming can be offered directly by the agency (using staff, volunteers, or consultants) or can be provided by linkages with community partners.

Applicants must also consider the information provided in KIPDA’s most recent Needs Assessment: “KIPDA: Planning for the Future of Our Communities” referenced below. This needs assessment reflects three general review, engagement and data gathering approaches; non-contact methods, minimal-contact observational methods and interactive contact methods. The primary areas of need identified include improved physical and mental health services, support for chronic diseases, reduction in life burden, the development of age friendly communities that include clean air, green spaces, walkable and safe neighborhoods, improved or new transportation, affordable and accessible housing, a need for social participation, increased community capital including respect and social inclusion, civic participation and engagement including employment, better communication and access to resources, coordinated and preventative health care, access to health insurance, access to healthy nutrition including fruits and vegetables, long term care options, caregiving support, living options and systems that can support aging. Also available with the needs assessment are interactive maps that allows for multiple layers to be viewed simultaneously that include the census demographic data above mentioned and the current services that KIPDA provides to their clients including in-home, transportation, grandparent, health promotion, caregiver, meal, support and adult day services. 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. PHILOSOPHY:

Senior centers need a diverse revenue stream to support their day-to-day operations. The traditional funding source - Older Americans Act funding that is currently available for senior center services was intended to serve as start-up funding and KIPDA providers are expected to utilize resources outside of the senior centers, including the establishment of partnerships and collaborations to share

resources, ideas, and partners. Securing different funding sources is crucial to keeping senior citizens' programs and services growing and thriving while ensuring accessibility to all who want to participate.

A diverse set of funding sources is essential to long term survival and sustainability. Title III-B Supported Senior Centers are expected to explore and access a variety of funding opportunities such as membership fees, fee for service programs, corporate sponsorships, facility rentals, foundation support and other entrepreneurial activities.

IV. COMMUNITY OVERVIEW:

The KIPDA region is unlike any other region in the Commonwealth of Kentucky. The counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble range from metropolitan to rural, prosperous to poor, and diverse while similar. Research has demonstrated that the social and physical conditions into where people are born, live, work, and grow old impacts health, well-being and longevity. Understandably, the growing populations of older adults residing in the seven counties of the KIPDA region have many different needs and preferences for services. When organizations respond to the procurement for III-B services, they will need to explain how the services and programming they plan to provide will address critical issues including poverty, diversity, education, cultural backgrounds, health conditions and special populations. A brief synopsis of the dynamics existing in the KIPDA region follows. Applicants must thoroughly research and review data and information available that assist in defining the communities they plan to serve.

A. 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 2016 Estimate, approximately 23% of all persons living in the KIPDA region are 60 years old and older and 22.32% 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 interested, for 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.

As the demographics of our communities continue to shift and change, our programs and service network must adjust to meet the needs and provide opportunities for its citizens. In particular, the senior service network must continue to develop and evolve into a system that has the ability to reach all of its older adults who currently need or potentially need services in the home. As more individuals choose to remain in the community and their homes, it is the responsibility of the provider network to offer services in a manner that will allow for continued independence. Applicants shall consider the current services, programs and activities that exist within the community and provider network to meet the needs of older individuals utilizing services over the next ten to twenty years. Applicants are encouraged, after evaluating the effectiveness and quality of the current system, to offer progressive services to meet the current and changing environment of the future.

B. Poverty

It is crucial that applicants be aware of how poverty impacts their center members and communicate how they will address these issues through their programmatic design. The effects of poverty are often reflected in a multitude of vulnerable groups such as: children, women, older adults, disabled, refugees, homeless and others at risk. The elderly comprises the fastest growing segment of the population, and this group will increase by 55% by year 2050. Older adults are subject to poverty because of lack of work opportunities and fewer arrangements for their security and survival. The 2011 Census Estimate concludes there are 324,815 persons over the age of fifty (50) in the KIPDA region. 77.9% of those reside in Jefferson County. In 2018 it is reported by “America’s Health Rankings” United Health Foundation that the poverty rate among seniors nationwide is 9.2%, while in Kentucky it is 11.1%.

Although the six remaining counties have fewer older adults, their percentages of poverty in this age range are much higher. The highest poverty rate for older persons exists in Henry County (9.812%). The lowest exists in Oldham County (3.706%). It should also be noted that many smaller pockets of low-income and resources were documented in each county. A rise in food insecurity is seen primarily among older adults according to a recent report co-authored by James Ziliak of the University of Kentucky.

C. Diversity, Education, and Cultural Background

While meeting the needs of low-income persons, it is also important to recognize the growing diversity in the KIPDA region. Because of the resources available, the region attracts persons from different income levels, cultural backgrounds, educational achievements and personal interests. According to the Kentucky Data Center, 60% of Kentucky’s African American and Hispanic population over age 50 reside in the KIPDA region. Although the foreign-born share of KIPDA’s population (4.5 percent) is well below the national average (12 percent), the Louisville metropolitan area’s immigrant population is growing rapidly.

KIPDA's immigrants have more diverse origins than immigrants nationally. Latin America accounts for just 38 percent of the Louisville Metro's immigrants, compared to 55 percent nationally. KIPDA has a high share of refugees, due to its large federal refugee resettlement program. Approximately 15 percent of KIPDA's immigrants are refugees (individuals granted legal status due to persecution or a well-founded fear of persecution in their home countries). That is twice the national share of 7 percent. Educational attainment and income vary widely across the different immigrant groups. The fastest-growing immigrant group, Latin Americans, have the lowest educational attainment. Latin Americans, along with Africans, are also the poorest immigrants, while the median income for Asian and European immigrants exceeds that for native-born Louisville residents.

It is vital to be aware of the wide educational achievements among current older adult populations while keeping in mind that as the Baby Boomers age educational competencies will change greatly. The current ACS estimates are indicative of the differences among the metropolitan and rural counties in education levels. Of persons over the age of 65 in Jefferson County, 40.4% have completed some level of education beyond a high school diploma; an average of 29.2% for outer counties.

Diversity in the KIPDA region extends far beyond economic, social, and educational markers. In the next several decades, the number of lesbian, gay, bisexual or transgender (LGBT) adults age 65 and above is expected to double in America. LGBT adults face unique challenges in our community as they age. For example, the LGBT older adult population is only half as likely as their heterosexual counterparts to have close family to rely on for help, which means that they must rely on the services of professional health care providers.

Few service organizations reach out to the LGBT community. Further, few are prepared to address insensitivity or discrimination aimed at LGBT persons by staff or other older persons. The difficulties are confounded by the challenges of accounting for same-sex couples through data collection and group identification in our current era of rapid social change. The Census Bureau has a delicate balancing act as it tries to capture a demographic snapshot even as national norms are constantly changing.

D. Health Conditions and Caregiving

Poor health conditions in the KIPDA region are often due to lifestyle choices, which lead to otherwise preventable diseases and premature deaths. Modifiable behavioral risk factors such as: Tobacco use, poor diet and physical inactivity, have been identified as the leading causes of mortality in the United States as a whole, as well as in Kentucky. While some diseases are due to risk factors that cannot be mitigated, such as sex, race, and genetics, most risk factors for chronic diseases can be prevented or modified to improve health. Nearly one-third of adults in the KIPDA region report engaging in little or no physical activity or exercise, smoking and having been classified as obese by their physician. Therefore, it should not be surprising that less than one in four adults report eating five or more servings of fruit and vegetables a day.

The applicant's programmatic design will need to accommodate the changing interests, issues and abilities of older adults in order to be successful. It must be considerate of the various needs of a diverse population.

V. SERVICE VENUES and FUNDING:

KIPDA will award contracts to entities that implement and manage services, as part of their course of business and mission, serving older adults. Due to limited funding, KIPDA will allocate Title III-B resources in a manner that supports, to the greatest and most reasonable extent possible, models and service structures based on the needs of communities, population and plans which reach underserved populations in targeted areas of the region. It is projected that the number of multipurpose senior centers and satellite senior centers will vary throughout the region consistent with census population data and other factors.

Designation as a Multipurpose Senior Center or Satellite Senior Center will be based on the response to this application, identification of a model, the availability of services by the agency ancillary to the Title III-B funding support and methods of service delivery to meet the evolving needs and demand for quality services by older adults.

The total amount of Title III-B supportive service funds available to support services for this procurement is projected to be **\$350,000** to support senior center and satellite center activities. Within the amount of funds designated for support, funds may also be designated to support transportation of older adults to various community venues for participation in planned community-based activities. KIPDA reserves the right to modify the amount allocated for services due to Federal and State funding fluctuations, authorization to provide services by its funding source and direction by the KIPDA Board of Directors. Funding annually will be contingent upon the availability of funds to support Title III-B services, authorization to operate services as previously contracted and continued performance by providers selected for award. KIPDA will evaluate the total amount of funds requested and reserves the right to recommend final allocations that provide for equitable service availability throughout the region, which include such factors as population, service to persons with limited access and services for targeted populations. KIPDA reserves the right to re-bid for services, in whole or in part, during the procurement period if necessary to institute modifications in programming and design if in the best interest of the agency or to better meet the needs of the population served.

VI. CENTER MODELS:

This section describes the models of senior centers that will be given consideration for support through Title III-B funds. Applicants are expected to design and present the model that aligns with the community needs as well as the mission and vision of their agency. There is evidence of unmet needs for several groups and variations based on race, ethnicity, physical and/or mental disability must be considered along

with education, socio-economic status and other determinants when developing programs for older adults.

A. New Applicants for Senior Center Proposals: Applicants who are not currently providing senior center services under a contract with KIPDA need to select a service model that best meets the needs of elders in the proposed service area and align the business model to address the stated needs. Applicants must describe clearly the plan for implementation of the selected senior center model, within its business model and identify specific services that Title III-B funding will support to address gaps and funding needs not currently available. To successfully address gaps and funding needs, applicants will need to demonstrate internal readiness to implement, mapping of assets and gaps in addition to the building and expansion of partnerships.

It is critical to build broad-based partnerships to support services and programs that will appeal to both the frailest and most active seniors. Applicants must demonstrate in the application that the organization is implementing a service model that adapts to the changing needs and the demographic profiles of the older adult population; that they will undertake innovative measures to ensure sustainability of the senior center through the development of strategic partnerships and collaborations that can aide in funding support and service delivery. These partnerships shape the way senior centers operate and the kind of programs that are offered; they optimize effectiveness, maximize resources and create a true continuum of service for older adults in their community.

Prior to entering into a contract with KIPDA entities must: A) Have developed a specific action plan that demonstrates how the agency will expand its service infrastructure to include multiple partnerships that support the selected service model either through financial or in-kind contribution; B) Have implemented service structure and organizational processes that will support the proposed model.

During the first quarter of year one of the procurement cycle, the applicants will be expected to demonstrate progress toward the implementation of the service model and finalize partnership commitments through an MOU or other agreement. During the second and third quarter applicants will be expected to have fully transitioned to the service model chosen by them. It is understood that partnerships will evolve and grow during the procurement cycle.

B. Current Providers of Senior Center Services: Applicants who are under a current KIPDA contract to provide Title III-B Supportive Services are required to describe the service model that they selected during the last procurement and address achievements during the 3-year cycle implementing the selected model and include plans to move forward. Each center is expected to have appropriate and adequate arrangements to evaluate its programs, services and service delivery. In addressing achievements, include reach to the community at large and partnerships established (prior and current) over the three-year procurement cycle. Further, areas that were not achieved shall be addressed, including

factors affecting successful implementation and corrective measures that were implemented to provide alternate options in lieu of services or plans that were not successful.

This application will allow for further expansion and continuation or changes in models that more appropriately address changing conditions in the community it serves. Applicants are expected to use a logic model as a tool for evaluation of outcomes of programs and services offered over the past 3 years as well as future program planning. A logic model generally includes resources that are available to administer programs/services (inputs), the services offered by a program (types of activities), a count of the activities and participants (outputs) and the end result(s) for the community served (outcomes).

C. SENIOR CENTER AND SATELLITE CENTER MODELS: The following models have been introduced in previous RFPs and will continue as selected models for this procurement. Applicants shall select one of the models below or alternate models if all components, including demonstrated assessment of need and proposed outcomes are clearly included.

1. COMMUNITY CENTER MODEL

Applicants who select the Community Center Model are expected to provide inclusive programming and activities for people with different abilities. Programming must encompass health, recreational, educational, cultural, nutritional, and social services needs and if feasible, it is recommended that access to a health/ fitness center be provided. Applicants who apply for this model may consider partnering with entities such as the YMCA, Parks systems, recreational and educational institutions. Programs to be offered may include, but are not limited to skilled crafts, all forms of exercise (land or water exercise), outdoor activities, technology-use education and application, peer-led activities, or educational workshops.

The Center is required to identify a main site; standard services can be delivered on-site, in multiple locations (through partnerships) or offered virtually (educating participants on how to connect and access). The relationship and interaction between community partners is critical to create niche programming for seniors at various locations. The partnerships should result in varied and multiple types of programs offered at a greater frequency than generally provided at current centers and appeal to a larger segment of the population, including baby boomers who may not go to a “senior center”.

Standard services must be structured in a way that takes into account an individual’s abilities, poverty, diversity, education level, health conditions, and special/underserved populations, as well as any demographic consideration unique to the community it serves.

2. WELLNESS MODEL

This model puts a strong focus on evidence-based health promotion services and measurably promotes independent lifestyles of seniors (ex. improved

strength and balance, maintain cognitive health, immunizations and other preventive measures). Centers should provide user friendly environments for older adults to access affordable health and wellness programs in their community including appropriate exercises, health screenings, culturally and linguistically appropriate health promotion programs. Applicants who select this model may consider partnering with Public Health Departments, educational institutions, and health-care providers. Programs and services that may be considered include health screenings, depression management, early stage memory loss programs, brain fitness, Wii® sports, massage therapy or any programs that encompass different dimensions of wellness – spiritual, intellectual, social, physical.

The Center is site-based and provides standard services with in-home services and activity program choices based on the preferences of the center members. The relationship and interaction between healthcare and university partners is critical to enhance physical and mental health of participants and promote independent lifestyles. The center program and its partnerships should result in a raised level of professionalism and image of senior centers as health-focused institutions. Diverse programming should be offered to attract younger seniors and nontraditional participants.

Standard services can also be delivered at multiple locations (through partnerships) and can be offered virtually. Standard services must be structured in a way that takes into account poverty, diversity, education level, persons' abilities, health conditions, and special/underserved populations, as well as any demographic consideration unique to the community it serves. Programs will need to be offered multiple times a month and at a frequency that will allow for full participation. All programming can be offered directly by the agency staff, by volunteers or by other partners such as healthcare and university consultants.

3. LIFE LONG LEARNING AND ARTS MODEL

This model puts a strong focus on intellectual stimulation, personal growth and creativity. Centers serving older adults have the capacity to create unique environments conducive to providing affordable, accessible and age-appropriate arts classes and other creative experiences to older adults who may not be able to access these types of activities otherwise. Applicants who select this model are expected to establish partnerships with universities, colleges, museums, libraries, arts organizations and other entities capable of investing in arts related activities and promoting lifelong learning.

The Center is site based and provides standard services with in-home services and activity program choices based on the preferences of the center members. Standard services can also be delivered at multiple locations through partnerships. Diverse programming should be offered to attract younger seniors and nontraditional participants.

Standard services must be structured in a way that takes into account poverty, diversity, education level, persons' abilities, health conditions, and special/underserved populations, as well as any demographic consideration unique to the community it serves. Programs will need to be offered multiple times a month and at a frequency that will allow for full participation.

VII. ALTERNATE MODELS:

Applicants may propose a model that is not included in this RFP as long as the proposed model is supported with information and evidence of how the proposed service model will address specific community needs and reach the community at large. Applicants will be responsible for demonstrating how proposed services will reach multiple target populations and ensure diversity in its outreach and programming. Programs and services offered shall be those that enhance the quality of life of older adults and preserve their independence by promoting wellness, personal fulfillment, and self-esteem. The alternative model must include programs designed to appeal to multiple groups in the community (e.g., men and women, different ethnic groups, people of different educational background). Additionally, the choice of programming has to reflect the needs and desires of the community to be served. Applicants may or may not choose to incorporate some of the defining features of the other models identified in this RFP, but are required to base their model on senior center "best practices".

Applicants who choose to "build their own model" are expected to cooperate and collaborate with community organizations, educational institutions, and local businesses to help assure the best possible opportunities for seniors.

Services shall be designed in a manner that offers access to a center for activities offered within a specific location, provides standard services with in-home services and offers programs and opportunities for participation in the community (outside of the center). All programming can be offered directly by the program paid staff, by volunteers or with approval by DAIL and KIPDA, subcontracted targeted services and classes.

VIII. SENIOR CENTER MEMBERSHIP

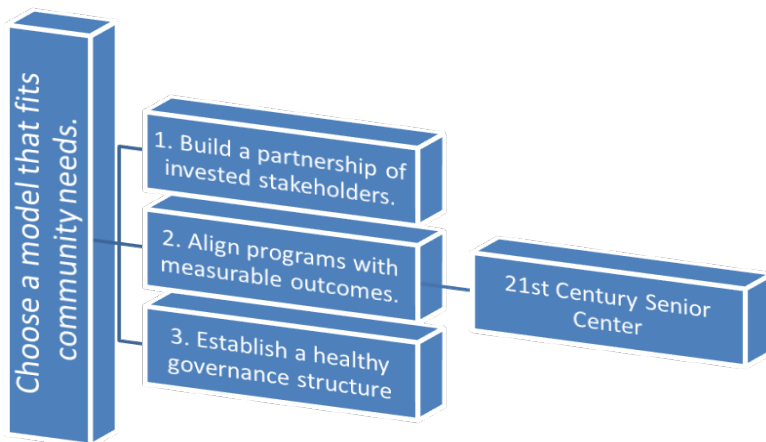
Centers may consider charging a membership fee with membership open to anyone 50 years of age or older. While a person does not have to be a member to participate in core activities, joining additional center options through membership provides access to a wide range of additional programs and offers a means of additional support for services and provide a mechanism for reaching the younger older adult population as they become eligible for Federally-funded services. Any programs and services for persons 60 and older where a fee is charged for participation shall not be supported by Title III-B supportive service funds. The Commonwealth of Kentucky is not an approved cost-sharing state for which fees or cost sharing may be charged for programs and services supported by Older Americans Act funds. However, centers may choose to charge a fee to belong as a member who participates in activities that are not funded through Title III funds. This membership may provide access to a variety of classes, drop-in programs,

dances, and trips outside of services included in this RFP. Title III-B funds can support the types of activities listed in this application, if chosen by the applicant, but no fee for membership in order to participate in those activities shall be required. A participant shall not be denied access to a center due to the inability to pay or reasons covered under Federal and State Non-Discrimination Laws.

There are many options for structuring center membership. For example, centers may offer basic services at no charge which have free access to all information and referral services, friendly visiting for telephone assistance services and access to educational programs such as the computer lab, lectures, or exercise programs. Alternatively, an additional basic or premium membership could offer expanded programs, classes, fitness classes or trips for persons paying basic and then premium membership. Persons who choose to purchase premium membership receive the benefits that persons with basic membership receive, plus access to additional programs, services, fitness classes where a fee is charged, etc. This option is not a requirement for completing an application and if chosen, all applicants shall clearly identify services and specific programs for which the general public may access at no charge and those for which fees would be assessed. KIPDA will not support applications which require exclusive membership and do not offer the availability of services and programs that reach the entire eligible community.

Membership fees help support the senior centers and allow the center to a) provide more programs, lectures, access to performing arts, movies and services; b) upgrade and replace fitness equipment; c) offer discounts on classes, dances, and trips offered through the center.

IX. FRAMEWORK FOR DEVELOPING A 21ST CENTURY SENIOR CENTER



1. Build broad partnerships made up of stakeholders willing to commit resources and expertise. Focus on how the stakeholders might be interested in becoming revenue partners.

2. Needs and priorities of local residents are an important part of shaping the decision to select one model over another. Additionally, the centers must also complement what already exist in the community and must be able to deliver measurable outcomes to the participants, agencies, foundations and others that invest in their work.
3. A healthy governance structure can ensure that a center is constantly re-evaluating community needs and adjusting programs. Consider board membership that includes persons from stakeholder groups, funders, banks, center participants and invest in training leadership.

X. MULTIPURPOSE AND SATELLITE SENIOR CENTER REQUIREMENTS:

In addition to selecting a senior center model, applicants must indicate if they are applying for funding to operate a multi-purpose senior center or a satellite senior center. The chart below outlines the required and optional services that are to be offered at the centers.

SENIOR CENTERS AND VENUE SERVICE OFFERING REQUIREMENTS:

Required Services *	Multi-purpose Senior Center	Satellite Senior Center
Nutrition Services	Funded through III-C or other Source	Funded through III-C or other Source
Transportation	Provide or Assist with Access	Provide or Assist with Access
Outreach	✓	✓
Information & Referral	✓	✓
SHIP/ Advocacy	✓	✓
Multi-purpose Senior Centers must choose at least one (1) of the following in each service category below:		
In-home Services:		Other Optional Services:
Telephone Reassurance Friendly Visiting Personal Care Homemaker Respite		Employment Services Volunteer Activities Health Promotion Counseling Recreation Education

**Satellite Senior Centers must choose at least one (1) of the following
in each service category:**

In-home Services:	Other Optional Services:
Telephone Reassurance Friendly Visiting Homemaker	Employment Services Health Promotion Recreation Education Counseling

* Service definitions are provided in Attachment A Glossary of Terms

A. CENTER OPERATION GUIDELINES:

Multipurpose and satellite senior centers serve in designated geographic areas, providing comprehensive and coordinated service delivery for the older individuals and their caregivers who live in that area.

1. At a minimum, a multipurpose senior center shall be open six (6) hours per day and five (5) days per week. The multipurpose senior center director is expected to participate in activities of the Local Coordinating Council on Elder Abuse.
2. At a minimum, a satellite senior center shall be open eight (8) non-consecutive hours per week.
3. Maintain an emergency preparedness plan for sheltering participants, evacuation, identification of vital services in the event of inclement weather and communications with participants, KIPDA and partners.

B. STAFFING AND FACILITIES:

1. Each Multipurpose Senior Center shall have a full-time center director and an adequate number of qualified full-time or part-time staff to administer programs offered at the center and provide quality service. At least one staff person shall be present at the site during the hours of operation.
2. Each Satellite Senior Center shall have a director (either volunteer or paid) and an adequate number of additional qualified staff to administer programs offered at the center and provide quality service. At least one staff person shall be present at the site during the hours of operation.
3. Multipurpose and Satellite Senior Center facilities must meet the following:
 - a. Accessible to the maximum number of people with particular attention to (1) low income older individuals,

- (2) minority older individuals,
 - (3) older individuals with limited English proficiency, and at risk for institutional placement;
 - b. Proximity to other services and facilities;
 - c. Convenient to public or private transportation or located within walking distance;
 - d. Free of structural barriers or difficult terrain;
 - e. Safe and secure environment for participants and staff;
 - f. Barrier free access and movement within the facility for people with physical disabilities;
 - g. Bathroom and kitchens with safety features appropriate to their special use;
 - h. A facility properly maintained and repaired to meet the safety and security of staff and participants;
 - i. Clearly identified to the public with a sign.
 - j. Signs shall be visible for exits, entrances, and other areas of importance.
4. New sites must be approved, including a visit of inspection, by the Department for Aging Independent Living, prior to becoming operational before July 1, 2019.

C. MAINTENANCE OF PARTICIPANT RECORDS AND DOCUMENTATION:

The selected applicant must be able to provide the following upon request:

- 1. Monthly Calendar of Events;
- 2. Record of individuals attending center and participating in activities daily;
- 3. Age of individuals participating in services;
- 4. Service records and case notes for individual services;
- 5. Employee and volunteer time records;
- 6. Electronic reports applicable to Title III-B services;
- 7. Financial records to validate Title III B expenses, other sources of support, and records of Match and Program Income.
- 8. Daily participation records documented by client signature or other approved methods. Records shall be sufficient to determine services provided in accordance with program design and service definitions.

XI. PROVIDER RESPONSIBILITIES:

Providers selected to implement supportive service senior center models in accordance with this application will be responsible for the following once a contract is executed:

- A. Implement the services and structure proposed and agreed upon through the final RFP and Contract to serve eligible older adults.
- B. Adhere to HIPAA Privacy Rules and KIPDA policies and procedures regarding HIPAA and HITECH compliance.
- C. Ensure the security of client information and safety of data obtained that could violate a client's rights or privileges.
- D. Assure the provision of services throughout the geographic area proposed and agreed upon;

- E. Treat clients in a respectful and dignified manner. Involve the client and caregiver in the delivery of services and provide services in a timely and safe manner;
- F. Permit staff of the Cabinet for Health and Family Services, Department for Aging and Independent Living and/or KIPDA to monitor and evaluate services provided;
- G. Assure that each paid or voluntary staff member meets qualifications and training standards established for each specific services as defined by KIPDA or the Cabinet for Health and Family Services;
- H. Arrange for monitoring of partner organization service delivery to ensure participants are treated fairly and equitably.
- I. Maintain written job descriptions for staff and volunteer positions involved in direct service delivery and maintain written personnel policies and wage scales for each job;
- J. Ensure that all staff and supervisors who have direct contact with clients complete a criminal background check in accordance with 910 KAR 1:170
- K. Designate a supervisor to ensure all staff providing Title III services are provided professional supervision and monitor the timeliness and quality of service delivery;
- L. If providers awarded a contract propose entering into a subcontract with an entity to implement specific components, DAIL and KIPDA must approve the proposed plan for subcontract and all terms of the contract between KIPDA and the approved provider shall flow down to the subcontractor, including background checks, HIPAA requirements, financial reporting and performance reporting. Monitoring of subcontractor services is necessary and a written record of monitoring shall be completed annually.
- M. Transfer of Client Records: In the event an agreement with KIPDA is terminated, copies of all appropriate records of all active clients and/or participant data shall be provided to the new Contractor.
- N. Provide or arrange for appropriate insurance coverage to protect volunteers from personal liabilities.
- O. Adhere to the guidelines set forth in the *KIPDA Policy and Procedures Manual*. The General, Fair Hearing and Support Services Sections of the KIPDA Policy and Procedures Manual will be available at the bidder's meeting.
- P. Provide and/or secure appropriate orientation prior to the delivery of services and continued in-service training annually for staff responsible for the provision of Title III-B services in accordance with KIPDA Policies and Procedures.
- Q. When services cannot be provided due to lack of attendance or other unforeseen circumstances, contact KIPDA and identify how services will be modified or rescheduled.
- R. Utilize the electronic data system adopted by KIPDA and follow KIPDA procedures for timely input and maintenance of client data, case notes and communication with KIPDA staff.
- S. Follow KIPDA procedures for reporting units of service, adjustment to Title III-B units and charges for the delivery of services. If an error is found in reporting and units billed, an adjustment shall be made and KIPDA notified of adjustments.
- T. Match: Applicants will be required to provide a minimum of 15% match in addition to the cost of implementing Title III-B funded activities. To be allowable, match must be provided through non-federal sources, used to conduct allowable services, may not be used for match toward any other program, and must be verifiable. AoA regulation precludes the use of program income (donations) as match. Match shall

be reported monthly and records to substantiate match presented to KIPDA when requested.

- U. Maintain a financial system which tracks and accounts for staff time dedicated to Title III-B funded services, revenue, expenditures, match and program income.
- V. Document third party (partnership) contributions to services to substantiate implementation of planned partnerships and modifications to partnership agreements should they occur over time.
- W. Report service data in a manner prescribed by KIPDA, including entry of data into KIPDA's selected client service and reporting system.
- X. Ensure the accuracy of reports, units of service, clients served on a monthly basis.
- Y. Subcontracting is prohibited without prior written approval of DAIL and KIPDA.
- Z. Providers will complete a quarterly report in which they will be required to include a progress report regarding the partnerships that have been established. If a certain partnership is not meeting provider's expectations, an explanation must be included specifically stating what efforts are being made to form and maintain new partnerships in place of those that are not contributing to the provision of services.

XII. MINIMUM REQUIREMENTS TO APPLY

Organizations may submit proposals for consideration of funding contingent upon meeting the following conditions:

- A. Financial Capability – Organizations must demonstrate financial solvency and be capable of supporting the programs and services described in its proposal. Organization must have a financial management system established and capable of tracking revenue, expenditures and staff time expended by funding stream or program.
- B. Eligible to Conduct Business in Kentucky and with the Federal Government – Organizations shall 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 Kentucky State tax identification number.
- C. Experience – Organization shall be experienced in the delivery of human service programs in operating a senior programming site, and be able to provide evidence of sustainability in providing those services. At least three years' 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 is 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. Organization will utilize regional information data system when it is fully implemented.

- E. Match – Organization is able to provide the minimum required match (15%) toward the overall cost of the program. Match can be either cash or in-kind third-party contribution.
- F. Partnership - Accessing additional funds including 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 will be taken into consideration 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 necessary to complete the service to be delivered.

XIII. 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.

- January 7, 2019** **Request for Proposals released.**
- January 14, 2019** **Mandatory Bidder’s Meeting at KIPDA January 14, 2019 at 10:00 a.m. (EDT). Only organizations that attend the bidder’s meeting may apply for Title III-B funds under this RFP notice.**
- January 22, 2019** Applicant inquiry period concludes on January 22, 2019 by close of business. This period allows written contact with KIPDA for asking questions regarding the application and process. Written questions (fax, mail, e-mail) must be submitted to Barbara Gordon at Barbara.gordon@kipda.org
- January 28, 2019** Proposal must be received at KIPDA to KipdaDSS.procurement@kipda.org or at the receptionist desk by 12:00 Noon (EDT). 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, (EDT) on January 28, 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 (EDT), January 28, 2019; or 2) or receipt at the receptionist desk of the KIPDA Office no later than scheduled deadline, 12:00 noon (EDT), January 28, 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.

XIV. 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 to be selected for award. KIPDA anticipates the selection of multiple organizations to serve in the capacity of a III-B provider and clients will be able to choose among a pool of eligible and contracted organizations to provide in home care as prescribed in the care plan.

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 confidentiality 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.

B. 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.

XV. CONTRACT INFORMATION

A. Basis of Contract

Proposals will be evaluated based on: Response to implementation of services consistent with the initiatives identified in the proposal, reasonableness of cost, experience and establishment of partnerships. The selection process and evaluation information for will be further described to parties attending the bidder's meeting. Applicants awarded a contract to implement Title III-B services will be funded for the period **July 1, 2019 - June 30, 2020**, with the option to extend the contract contingent upon satisfactory performance of services, progress in developing a model that meets the proposed objectives, availability of funding, and authorization by KIPDA. KIPDA reserves the right to negotiate any terms, conditions, and payment methods with successful applicants as appropriate. The contract and payment methods may include, cost reimbursement or performance-based payments as follows:

1. Cost reimbursement payments would reimburse the provider for actual and allowable costs incurred, up to the total amount funded after submission of an invoice supported by invoices and receipts.
2. Performance based payments would be made to a provider after certain benchmarks are achieved which may include: Negotiated progress toward implementation of a proposed model, establishment of partnerships and performance agreement and information to support involvement by the

partner, completion of a specified percentage of work completed and documented in the KIPDA data system.

The amount of Title III-B funds available to support senior center activities must serve the entire KIPDA region. Therefore, KIPDA reserves the right to allocate funds and negotiate funding levels based on consideration of the proposed plan for service implementation, population and number of persons served in addition to outreach to targeted populations. Traditionally, KIPDA has awarded funds based on the type of center proposed. With the proposed request for specialized models, KIPDA realizes the amount needed to support various models may vary. However, in the event requests for funding far exceed available funds, KIPDA will establish a method for the allocation of funds to support the region and, to the greatest extent possible, the proposed model. 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".

KIPDA staff will monitor provider performance and actual expenditure of the funds awarded to ensure resources are spent for the purposes intended, regardless of the type of payment method negotiated. KIPDA may accept or reject any and all proposals and accept proposals 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 \$500,000 in federal funds, but more than \$50,000 in State funds will 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

Contact by an applicant 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. Further, client intake forms containing information necessary to meet Federal reporting requirements will be necessary for each client served. As service units are delivered throughout each month, successful applicants will be required to maintain documentation to validate service units (time records per day) and complete data entry of service units and client information will and complete all data entry by the 6th day of each month following the month for which activity is reported. KIPDA will post service records in the electronic system on the 7th day following the end of each month for which activity is reported. Quarterly reports will contain statistical and program summary information to evaluate the continued effectiveness of services. Reporting requirements will include the following:

1. Number of unduplicated clients served and service units delivered monthly;
2. Signed billing reports submitted to KIPDA upon completion of specific projects;
3. Document, retain and submit match (minimum 15% match requirement) and program income source documentation to validate allowable match and program income;
4. Final program performance report to document services delivered and final outcomes in accordance with the final negotiated project and include results of client satisfaction or evaluation (Evidence Based Projects) results. The final report shall contain a summary of services and units of service delivered, performance data, and other information related to the delivery of services;

Additional information may be requested as necessary for KIPDA to meet its reporting requirements to DAIL and Federal Authorities.

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 recoupment of or reduction in funding.

XVI. 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.



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
- Table of Contents
- 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

Please read the proposal instructions carefully and complete each question presented. If a question is not applicable to the service proposed or organization submitting a proposal, the response should indicate “not applicable”.

1. Organizations wishing to submit an application for consideration of funding will be required to attend a **mandatory bidder’s meeting, January 14, 2019, 11:00 a.m. (EDT)** in the Burke Room 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 KIPDA website at www.kipda.org or available via flash 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 flash drive in Word 2007 or higher version. A fillable PDF 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 (EDT) January 28, 2019**.
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 Title III-B Supportive Services 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, (EDT) January 28, 2019. Proposals received after that time and date shall not be considered for review.