



**TITLE IIIB – HOME MANAGEMENT SERVICES
FINANCIAL MANAGEMENT**

**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

Kentuckiana Regional Planning and Development Agency (KIPDA)
11520 Commonwealth Drive
Louisville, KY 40299
Phone: (502) 266-5571
Fax : (502) 266-7880
E-mail : barbara.gordon@kipda.org

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

BIDDER'S MEETING

January 14, 2019, 11 a.m. (EDT)

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KENTUCKIANA REGIONAL PLANNING AND DEVELOPMENT AGENCY
11520 Commonwealth Drive
Louisville, KY 40299
(502) 266-5571
Fax: (502) 266-5047
www.kipda.org

REQUEST FOR PROPOSAL (RFP)

**TITLE III-B HOMEMAKER SERVICES
FINANCIAL MANAGEMENT PROGRAM**

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.*

I. INTRODUCTION AND STATEMENT OF PURPOSE

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, Kentuckiana Regional Planning and Development Agency (KIPDA) is the designated the Area Agency on Aging and Independent Living (AAAIL) by the Department for Aging and Independent Living, and is responsible for administering federal and state-funded programs and services for individuals age 60 and older in the Kentucky counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble, which comprise the KIPDA AAAIL service area.

KIPDA is seeking qualified applicants interested in and capable of providing financial management services to persons 60 and older in the KIPDA region. Applicants are invited to submit a proposal that meets the service requirements and proposal specifications and addresses all components of this service for the entire KIPDA region. KIPDA anticipates awarding one (1) contract for the implementation of Financial Management Program. Funding from KIPDA will be allocated for the provision of financial management services, consistent with the final line-item budget completed in this application as accepted. The provider chosen to conduct financial management services on behalf of seniors in the KIPDA region will be required to provide a minimum 15% match to support the cost of services.

The amount of funds anticipated to be available to be awarded for financial management services is \$45,000. The successful applicant will provide services from July 1, 2019 – June 30, 2020. KIPDA has 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

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 seniors in the 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

The successful applicant must be prepared to provide the highest quality of service and, at all times, provide services as funded. Applicants should indicate realistic goals and program design consistent with the scope of services. Commitment to this goal shall be the impetus in a system of service delivery that is cognizant of elder rights, quality care, recognition of individual rights of choice and respect for confidentiality.

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 2016 Estimate, approximately 21% of all persons living in the KIPDA region are 60 years old and older and 21.8% of all persons in Kentucky who are 60 and above live in the KIPDA region. Another perspective is that 17% 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, 79% reside in Jefferson County and 21% 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 31.7% of the population in the region has a disability; and 40.65% 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 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 and expenditures 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 services and particularly providing representative payee, financial management or guardianship services for individuals and be able to provide evidence of sustainability in providing financial management services and programs. 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 can develop 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 of 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 mandatory for review during the procurement process.
 - G. Facilities – Organization 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.

IV. 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 11:00 a.m. (EDT). Only organizations that attend the bidder’s meeting may apply for Title III-B Home Management Services/Financial Management 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.

V. 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 one or more

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 Financial Management 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.

VI. GENERAL PROGRAM PROVISIONS

The Financial Management Program is provided under the Title III-B Case Management and Home management services. The purpose of the financial management service is to provide assessment, case management and financial management services to older adults living in the KIPDA region who are unable to manage his/her own financial matters. In some cases, the clients may have a legal guardian and financial matters handled through a separate designated entity.

A. SCOPE OF SERVICES

KIPDA is seeking proposals for the services listed below. One organization will be selected to provide this service on behalf of KIPDA throughout the region for eligible seniors. Applicants must include all services in the provision of Financial Management to be provided in one county or multiple counties. The requirements to provide services are that all are easily accessed by individuals 60 years of age or older, their families and caregivers. The facilities must meet OSHA and ADA standard and services designed in a manner that meets the definition of the particular service defined below.

I. Service Definitions:

- a. **Case Management** – (One unit of Service = one hour of service.) Assistance either in the form of access or care coordination in circumstances where the older person and/or their caregivers are experiencing diminished functioning capacities, personal conditions or other characteristics which requires the provision of services by formal service providers. Activities of case management include: **assessing needs**, developing care plans, authorizing services, arranging services, coordinating the provision of services among providers, follow-up and reassessment, as required.
- b. **Home Management - Financial Management Program (Representative Payee Services)** – (One unit of Financial Management Services = One (1) contact or one transaction.) This service consists of providing assistance to persons who are unable to manage finances. The entity selected to provide this specialized service will be responsible for accounting for all transactions, deposits, payments and other transactions affecting an individual's finances.

II. Scope of Services:

The organization interested in providing Title III-B Financial Management services shall be able to perform the following services:

1. Assessment with the identification and collection of information about the person's physical, mental and financial situation and functioning capacity. The assessment is to identify needs and resources so that a comprehensive plan of care can be developed with the participant. This activity is a function of case management and shall be included in the reporting of case management units.
2. Assessments shall include, but are not limited to: personal, legal and financial information, medical information, housing and safety information, instrumental activities of daily living (IADL), activities of daily living (ADL), family and social support network, involvement of other agencies and assessor signature.
3. Assessments have the following requirements:
 - a. Completion within two (2) weeks of the initial referral;
 - b. Completion face to face (include caregiver if appropriate);
 - c. Performance by staff trained in the process of the agency's assessment;
 - d. Evaluation of financial situation at least annually or more often as circumstances dictate.
 - e. Submission of assessment instrument to KIPDA for approval;
4. Case management shall be a process of advocacy, planning, coordination, linking, monitoring, continuous evaluation of the participant and available resources in order to achieve the best possible resolution for the participant's individual needs in the most effective way.
5. Case management shall be provided only upon completion of an assessment and shall be provided by:
 - a. A social worker, trained in the process of the agency's case management, or
 - b. A paraprofessional trained in the process of the agency's case management.
6. The case manager shall have monthly contact with the participant and document the contact and outcome of contact with the eligible participant.
7. The case manager shall conduct home visits twice (2) a year, or more often as circumstance dictates. All case management contacts shall be documented in a data system either prescribed by KIPDA or specialized data system pre-established by the service provider which allows for transfer or availability of data for KIPDA to meet its reporting requirements to its Federal and State funding sources.
8. An adequate record keeping system, which assures that compliance with the major functions of case management are addressed - planning and arranging of services.

9. Financial Management Services to eligible persons shall be provided as follows:
 - a. Assist client with applications for assistance from public and private agencies.
 - b. If a hearing is requested, staff will attend with client. If client is unable to attend the hearing, staff will serve as a representative.
 - c. Staff will transact banking and bill-paying activities for the client.
 - d. Staff will apply for services by proxy, if appropriate.
 - e. Staff will maintain detailed bookkeeping records for each client.
 - f. Staff will provide quarterly financial statements to client and all appropriate persons and organizations.
 - g. Staff will make referrals to all public and private agencies to provide social services, when applicable, to ensure security and stability for the clients.
 - h. Staff will assist client in arranging suitable living accommodations when it becomes impossible for the client to remain in his/her home.
 - i. Case management includes but is not limited to: Arrangements for end of life decisions, which may include wills, advance directives and/or burial arrangements.
 - j. Agency will serve as the court appointed surrogate, if the District Court deems it necessary for the client.

 10. Agency providing financial management shall provide proof of insurance for employee dishonesty when handling client funds. The agency shall maintain that coverage throughout the contract year(s).
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B. PROVIDER RESPONSIBILITIES:

Organizations funded to provide Homemaker services – Financial Management will be responsible for the following:

1. Assure the provision of services throughout the geographic area covered under its plan or proposal;
2. 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;
3. Permit staff of the Cabinet for Health and Family Services and KIPDA to monitor and evaluate services provided;
4. Assure that each paid or voluntary staff member meets qualification and training standards established for each specific service by KIPDA or the Cabinet for Health and Family Services;

5. 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;
6. Designate a supervisor to ensure staff providing Home management services are provided professional supervision and monitor the timeliness and quality of service delivery;
7. 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.
8. In accordance with KIPDA policies and Federal / State Laws, the privacy of all clients and HIPAA shall always be upheld, particularly when transmitting information electronically. Encryption software as prescribed by KIPDA shall always be used when transmitting Protected Health Information, including client names and contact information.
9. Provide or arrange for appropriate insurance coverage to protect volunteers from personal liabilities.
10. Adhere to the guidelines set forth in the *KIPDA Policy and Procedures Manual*. The General and Title III-B home management service sections of the KIPDA Policy and Procedures Manual will be available at the bidder's meeting.
11. 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 Homemaker services in accordance with KIPDA Policies and Procedures.
12. When service cannot be provided due to lack of attendance or other circumstances, contact KIPDA and identify how services will be modified or rescheduled.
13. Utilize the electronic data system adopted by KIPDA and follow KIPDA procedures for input and maintenance of client data, case notes and communication with KIPDA staff. Follow KIPDA procedures for reporting units of service, adjustment to Title III-B – Home management 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.
14. Ensure the accuracy of reports, units of service, clients served on a monthly basis. Provide signed original invoices to KIPDA monthly by the date specified in the contract.
15. Notify Adult Protective Services and KIPDA when potentially unsafe and/or hazardous conditions exist that may place the client, case managers or others in imminent danger.

16. Notify Adult Protective Services and KIPDA when there are suspicions of abuse, neglect or exploitation irregardless of suspected perpetrator in accordance with KRS 209.
17. Organization has implemented an Emergency/Contingency Plan and will continue to carry out services at some level during emergencies. Ensure all staff has a copy of and/or understanding of the organizations Disaster/Bioterrorism Preparedness Plan.

VII. PARTICIPANT RECORDS AND FILES

The selected applicant will be responsible for maintaining records sufficient to report the number of units, individuals attending or served by Title IIIB - Financial Management services, counseling notes as applicable to the service, and other information to substantiate the information provided to KIPDA.

1. A record of services
2. Assessment information and case management notes
3. Registry of individuals receiving services and age of participants
4. Client Satisfaction Surveys submitted to KIPDA on a schedule established by KIPDA.

The applicant shall maintain participant records in accordance with KIPDA policies and procedures. Records shall be sufficient to determine all case management, assessment services and financial transactions completed on behalf of an eligible participant. Records must be maintained in a location to ensure information is secured and not available for viewing by others outside of the parties permitted to access such records.

VIII. CONTRACT INFORMATION

A. Basis of Award and Contract Payments

Applicants awarded a contract to conduct Title III-B Financial Management services will be awarded for the period July 1, 2019 – June 30, 2020. KIPDA has the option to extend the contract contingent upon satisfactory performance of services, availability of funding, and authorization by KIPDA. KIPDA reserves the right to negotiate any terms, conditions, and payment methods with successful applicants as appropriate. KIPDA reserves the right to negotiate any terms, conditions, and unit price payments with successful applicants as appropriate. Payments will be made to successful bidders on a unit price basis established and agreed upon by both parties. The unit price payment contract method allows for payment to providers at an established unit price based on the number of units of service delivered consistent with service unit definitions. 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 and to modify payment structure as appropriate. Applicants will be notified in writing of approval or denial of contract award. 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.

Organizations will be selected for award based on the lowest evaluated bid price for services proposed. Evaluation criteria will include: experience in providing services, reasonableness of cost and complete responses to questions presented in the proposal. Evaluation criteria will be distributed at the bidder's meeting. Upon final selection of successful proposals submitted in response to the RFP, all proposals shall become public documents of KIPDA and shall be open for review by the public. See 45 CFR 74.326-335; 45 CFR 74, Appendix II for Federal guidelines for "Contract Provision for Non-Federal Entity Contracts under Federal Awards".

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. Ex-Parte Contact:

Ex-Parte 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 enter client and service unit information into the electronic data system no later than the 6th day of each month following the

month for which activity is reported. KIPDA will post service unit data in the electronic data system by the 7th day of each month or a day selected by KIPDA in the event the data system is inoperable or the 7th falls on a weekend or holiday. The selected provider may be required to complete and submit quarterly reports that contain statistical and program summary information to evaluate the continued effectiveness of services. Reporting requirements (monthly or quarterly) will include the following:

- Number of unduplicated clients served
- Number of units of service delivered (depending upon service funded)
- Total amount of funds requested from KIPDA and total match
- Match information to certify match reported
- Demographic data related to the clientele served (minority groups, number of clients in poverty).
- Quarterly reports containing statistical data and narrative information necessary for KIPDA to meet its Federal and State reporting requirements.

(Reporting end of life financial management, which may include wills, advance directives and/or burial arrangements, can be accomplished after notifying KIPDA's ServTracker manager. Documentation of these units charged will be reviewed during monitoring.)

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.

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.



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 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 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 Financial 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.