



**TITLE III-D – DISEASE PREVENTION
AND HEALTH PROMOTION 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

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

February 14, 2019, 12:30 p.m. (Eastern Time)

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I. **KENTUCKIANA REGIONAL PLANNING AND DEVELOPMENT AGENCY**
II. **11520 Commonwealth Drive**

Louisville, KY 40299
(502) 266-5571
Fax: (502) 266-5047
www.kipda.org

REQUEST FOR PROPOSAL (RFP)
TITLE III-D SERVICES

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 Area Agency on Aging in the KIPDA Region. The Area Agency on Aging and Independent Living (AAAIL) by the Department for Aging and Independent Living is responsible for administering federal and state-funded programs and services for individuals age 60 and older.

KIPDA is seeking proposals from organizations capable and interested in providing Title III-D Disease Prevention/Health Promotion Services for older adults living in the KIPDA region. Successful applicant(s) will be those deemed best qualified based on the results of the evaluation of proposals and who are prepared to implement newer projects as they are approved by AoA and DAIL, at the discretion of KIPDA. Funds cannot be used to support projects, initiatives or costs that are not pre-approved by ACL and DAIL. KIPDA will continue to notify successful providers of on-going changes and approvals for various initiatives. Entities applying for funds shall demonstrate experience and success in developing and implementing evidence-based programs for persons 60 years of age and older, their families and caregivers.

Contracts will be awarded to one or more entities to ensure equitable coverage of services throughout the KIPDA region to begin **July 1, 2019 – June 30, 2020**, with the option to extend the provision of services for subsequent fiscal year(s) through the procurement period. Continued funding is contingent upon the availability of funding, satisfactory performance of services, compliance with provisions of the awarded contract and mutual agreement by both parties.

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

II. OLDER AMERICANS ACT OVERVIEW and TITLE III-D SERVICES

Title III of the Administration for Community Living (ACL), Administration on Aging (AOA), pursuant to the Older American’s Act (OAA) establishes Area Agencies on Aging and Independent Living and their functions. The Area Agency on Aging and Independent Living (AAAIL) must develop a plan that provides, through a comprehensive and coordinated system, for supportive services, nutrition services, and disease prevention/health promotion services for seniors in the community.

The ACL requires AAAIL to provide assurance that preference will be given to providing services to persons age 60 and over with particular attention to:

- a. Older individuals with greatest social and economic need
- b. Older individuals with limited English language proficiency
- c. Older individuals residing in rural areas
- d. Low-income minority elders

A. OLDER AMERICANS ACT REQUIREMENTS

- a. Service Providers shall provide the AAAIL with statistical and other information which enables the AAAIL to, in timely manner, conform with State-required planning, coordination, evaluation, and reporting provisions;
- b. Service Providers shall afford older persons the opportunity to contribute to the cost of services. Appropriate procedures to account for all contributions shall be established;
- c. Service Providers may not deny any older person a service because the older person will not or cannot contribute to the cost of the service;
- d. Where feasible and appropriate, service providers shall make arrangements for the availability of services in weather-related emergencies;
- e. Service Providers shall assure that services funded through the AAAIL are coordinated with other appropriate services in the community and that duplication of services is avoided when possible.

B. DISEASE PREVENTION/HEALTH PROMOTION SERVICES

The Title III-D programs are Federally-funded programs through the Administration on Aging. KIPDA also utilizes State General funds to support the cost of programs. Title III-D services are mandated by the Older Americans Act, Title III of 1965, as amended in 2006. It supports older consumers in their efforts to keep active and preserve their independence by promoting wellness, personal fulfillment and self-esteem. KIPDA, as the Area Agency on Aging and Independent Living, allocates funding through a competitive procurement process and coordinates the Title III-D funded services with other Older Americans Act funded services.

III. KIPDA REGIONAL INFORMATION

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

IV. 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 service and health promotion or disease prevention services or programs and be able to provide evidence of sustainability in providing evidence-based and/or health promotion programs. (at least three (3) years of experience is preferred).
- D. Reporting and Computer Systems – Organization possesses computer hardware and software that meets the minimum standards established by KIPDA for purposes of reporting and communicating electronically. Organization 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 (SERV tracker).

- E. Partnership – Match is not required for this program, however, 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.
- F. Facilities – Organization facilities, where services are to be performed, meet federal accessibility requirements and OSHA standards for safety and cleanliness.
- G. 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.

V. 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.

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|--------------------------|---|
| February 4, 2019 | Request for Proposals released. |
| February 14, 2019 | Mandatory Bidder’s Meeting at KIPDA <u>February 14, 2019 at 12:30 p.m. (Eastern Time)</u>. Only organizations that attend the bidder’s meeting may apply for Title III-D funds under this RFP notice. |
| February 19, 2019 | Applicant inquiry period concludes on February 19, 2019 by close of business. This period allows written contact with KIPDA for asking questions regarding the application and process. Written questions (fax, mail, e-mail) must be submitted to Barbara Gordon at Barbara.gordon@kipda.org . |
| February 25, 2019 | Proposal must be received at KIPDA to KipdaDSS.procurement@kipda.org or at the receptionist desk by 12:00 Noon (Eastern Time) . Organizations may submit applications using one method (hand-delivered or e-mail). |
| March, 2019 | Evaluation Team reviews and scores proposals |
| April, 2019 | Funding Committee of Advisory Council meets |
| April, 2019 | KIPDA Board considers proposals |

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

Proposals may be submitted in the following methods: 1) Electronic (e-mailed) submission to be received at the following address with all specified attachments at

KipdaDSS.procurement@kipda.org no later than the scheduled deadline of 12:00 noon, February 25, 2019; or 2) or receipt at the receptionist desk of the KIPDA Office no later than scheduled deadline, 12:00 noon, February 25, 2019. All proposals will remain unopened until the deadline of submission has elapsed. The Executive Director of KIPDA, or designee, will open proposals.

Proposals submitted after the established deadline will not be accepted.

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

VI. 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-D 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.

VII. 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 evaluation document will be distributed to parties attending the bidder's meeting. Applicants awarded a contract to conduct Title III-D services will be funded for the period **July 1, 2019 - June 30, 2020**. KIPDA has the option to extend contracts through the end of the procurement period 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. The contract and payment method will be one lump sum payment upon completion of each project (project specific allocations will be made to successful applicants). KIPDA reserves the right to modify provider payment structures as determined necessary. 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 \$750,000 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

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 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;
5. 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.
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VIII. PROVIDER RESPONSIBILITIES

Organizations funded to provide Title III-D Health Promotion and Disease Prevention Services will be responsible for the following:

- A. Provide only evidence-based services in the proposed geographic area, and in a timely and safe manner;
- B. Permit staff of the Department for Aging and Independent Living, Federal Officials and KIPDA to monitor and evaluate services provided;
- C. Recruit volunteers to staff and/or assist with programs as proposed; provide or arrange for appropriate insurance coverage to protect volunteers from personal liabilities;
- D. Utilize health/allied health care and education professionals to provide services, where referenced in the scope of services;
- E. Train staff to meet qualifications and standards established for each specific service proposed, particularly evidence-based programs.
- F. Identify staff who will supervise program activities, volunteers, professionals, and staff working in programs;
- G. In accordance with KIPDA policies and Federal / State Laws, the privacy of all clients and HIPAA shall be upheld at all times, particularly when transmitting information electronically. Encryption software as prescribed by KIPDA shall be used at all times when transmitting Protected Health Information, including client names and contact information.
- H. Follow guidelines outlined in the *KIPDA Policy and Procedures Manual* as they relate to Title III-D, General Provisions and Fair Hearing procedures.
- I. Notify KIPDA when services cannot be provided (unforeseen circumstances) and identify how services will be modified or rescheduled.
- J. Contact KIPDA in advance of entering into a subcontract to receive prior written approval.
- K. Follow KIPDA procedures to report units of service; ensure the accuracy of reports, units of service, clients served on a monthly basis.
- L. Treat clients in a respectful and dignified manner.

IX. 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 III-D services and other information to substantiate services delivered. The successful applicant(s) must maintain and/or implement the following:

- A. Intake information including name, age and demographic information for individuals attending the III-D program;

- B. Record attendance by participants to accurately account for service units;
- C. Record electronic reports applicable to Title III-D services;
- D. Financial records to validate expenses reported to Title III-D, other sources of support for Title III-D, and Program Income records.

The applicant shall maintain participant records in accordance with KIPDA policies and procedures and maintain client confidentiality at all times. Attendance shall be documented by client signature or other approved methods. Records shall be sufficient to determine services provided in accordance with program design and service definitions.

PROGRAM AND PROPOSAL OVERVIEW

A. PURPOSE OF PROGRAM

Title IIID Disease Prevention and Health Promotion of the Older American Act (OAA) was established in 1987. It provides funding for education and implementation activities that support healthy lifestyles and promote health behaviors for the population aged 60 and over. Health education reduces the need for more costly medical interventions. Priority is given to serving elders living in medically underserved areas or who are of greatest economic need. In 2012, the Administration on Aging updated its guidelines to direct entities utilizing Title III-D funds to adhere to evidence-based models or models that are supported by research or evaluation as successful to impact the health and disease prevention of older adults.

B. SERVICE DEFINITIONS

Title III-D Health Promotion and Disease Prevention Services – One Unit=One (1) Contact

The term disease prevention and health promotion services means health risk assessments; routine health screening, nutritional counseling and education; evidence-based health promotion programs related to the prevention and mitigation of the effects of chronic disease, alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition. Contact may be directly with or on behalf of the client in either group or individual activities.

Evidence-Based Prevention Programs – Interventions developed and evaluated using a variety of science and social science research and evaluation methods. Because of rigorous research and clinical trials, there are evidence-based model health programs that effectively improve older adults' health in physical activity, diabetes, smoking cessation, medication management, fall prevention and chronic disease self-management.

As of October 1, 2016, all programs using Title IIID funds will have to meet these criteria:

- Demonstrated through evaluation to be effective for improving the health and wellbeing or reducing disease, disability and/or injury among older adults; *and*
- Proven effective with older adult population, using Experimental or Quasi-Experimental Design;* *and*
- Research results published in a peer-review journal; *and*
- Fully translated** in one or more community site(s); *and* Includes developed dissemination products that are available to the public.

* *Experimental designs use random assignment and a control group. Quasi-experimental designs do not use random assignment.*

** *For purposes of the Title III-D definitions, being “fully translated in one or more community sites” means that the evidence-based program in question has been carried out at the community level (with fidelity to the published research) at least once before. Sites should only consider programs that have been shown to be effective within a real-world community setting.*

Federal Registries of Evidence-Based Programs

Numerous federal agencies have their own registries of evidence-based programs that are suitable to use for older adults:

- [CDC: Compendium of Effective Fall Interventions: What Works for Community-Dwelling Older Adults](#)
- [SAMHSA: National Registry of Evidence-Based Programs and Practices](#)
SAMHSA has also developed resources to aid in program implementation: [Learning Modules](#) is a non-researcher's guide to evidence-based program implementation and evaluation. [Readiness for Dissemination](#), criteria for assessing an evidence-based program.
- [NCI: Research-tested Intervention Programs \(RTIPs\)- Filter by "Older adults"](#)
- [NIH: Cancer Control P.L.A.N.E.T. portal](#)
- [ACL: Aging and Disability Evidence-Based Programs and Practices](#)

C. SCOPE OF SERVICES

Organizations may apply for one or more projects indicated below. Note that the total projected funding available for all Title III-D projects is approximately **\$35,000**. KIPDA may modify allocations as necessary to accommodate fluctuations in funding and availability of funds. Applicants are encouraged to identify other sources of funds to support the overall cost of services. KIPDA will evaluate proposed projects based on a set of evaluation criteria that addresses the requirements outlined in this proposal package, addresses the health promotion and disease prevention needs of older adults in the KIPDA region and the cost to implement proposed Title III-D services. KIPDA will make a determination about the service category that is the most applicable for the project and cost which include: Risk Assessment/Injury Control, Health Promotion, Education/Counseling and Medication Management. KIPDA reserves the right to modify project requirements and scopes of work, including implementation of evidence-based models as dictated by Federal and State policies.

Plan and execute one or more of the allowed programs for older adults (age 60+) at home or in the community. Due to potentially high cost of licensing, KIPDA will make a determination regarding license fees and who will retain the license (regional or agency). Projects may require a partnership with trained/certified facilitators, a signed Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with professional facilitators, possible space utilization agreement(s), and a program license. **See Item B (above) for possible programs or refer to the separate list of programs that have had prior approval by DAIL and KIPDA.**



GENERAL INSTRUCTIONS

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

OUTLINE

- Coversheet
- Proposal Application – General Section
- Proposal Application – Scope of Work
- Proposal Application – Project Budget
- Checklist
- Title III-D Planning Form
- Certification of Assurances
- Prohibited Employee & Volunteer Activities
- 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** to be held on **February 14, 2019, 12:30 p.m.** (Eastern Time) 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 Flash Drive at the bidder’s meeting.
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 and a Flash Drive with the proposal in Word 2007 or higher version. A fillable Microsoft WORD version of the application is available for ease of completion. Handwritten or faxed applications will not be accepted. Complete the proposal in the format presented in this proposal package with each section identified with a heading. Attachments and addenda must be clearly identified and labeled in the proposals. Only include attachments if additional supporting documents are necessary. Prepare responses directly in the body of the application. Proposals are due to KIPDA (electronically or original hard copy) no later than **12:00 Noon, February 25, 2019 (Eastern Time)**.
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-D 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, February 25, 2019 (Eastern Time). Proposals received after that time and date shall not be considered for review.

X. 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.