



PPACG Area Agency on Aging

2018-2019 Request for Proposal (RFP) Proposers' Guide

Table of Contents

Introduction.....	2
PPACG Area Agency on Aging Four-year Plan.....	2
Services and Priorities.....	3
Service Definitions.....	4
PPACG AAA RFP Timeline.....	16
Where to Apply.....	16
Evaluation Criteria.....	16
Match.....	18
Governing Rules and Regulations.....	18
Required Processes/Procedures.....	19
Other Requirements if Selected to Receive Funds.....	19
Contact Information and Proposal Guides.....	20

Introduction

Pikes Peak Area Council of Governments (PPACG) is a voluntary association of 16 municipal and county governments serving a regional community. Since 1967, PPACG has worked to ensure that local governments have a forum to discuss issues that cross their political boundaries, identify shared opportunities and challenges, and develop collaborative strategies for action.

PPACG serves as the Area Agency on Aging (AAA) for El Paso, Park, and Teller counties by providing programs and services for older adults and their caregivers. To provide those services and programs, PPACG contracts with non-profit, for-profit, and governmental agencies as well as providing some services directly. In a time of rapid growth of the 60-plus population, the services of the Area Agency on Aging continue to save government dollars by giving older adults what they most desire—the ability to live independently in their own homes and avoid costly institutionalization.

The PPACG Area Agency on Aging funds these services through the federal Older Americans Act (OAA) and the state of Colorado. Persons 60 years of age or older and caregivers are eligible for services provided by the Older Americans Act (OAA). Some exceptions apply for specific cases. No fees are charged for services, and no one is denied services because of an inability to pay, although donations are encouraged, and for most programs there is a recommended contribution rate. Income from donations provides an important source of on-going funds to continue the services.

PPACG Area Agency on Aging Four–Year Plan

PPACG Area Agency on Aging Four–Year Plan serves as a guide for Region IV efforts in continuing to develop a comprehensive, coordinated delivery system of supportive services to persons aged 60 and over. The plan is based on the expressed needs and priorities of the older population within our service area (El Paso, Park, and Teller counties) and addresses the **importance and challenges of meeting those needs within a realistic context** of very rapidly growing requirements often not matched by available resources.

The complete plan can be found at:

<http://www.ppacg.org/file/2017/10/ltself.pdf>

Services and Priorities

Priorities for Services for Those Sixty Years of Age and Older

Level 1 Priorities

Information & Assistance (I&A)

Transportation Services

Nutrition Services

Level 2 Priorities

Chore--Home Safety Modifications

Education--Insurance Counseling

Reassurance--Personal Emergency Response Systems

Case Management

Material Aid--Dental Services

Homemaker Services

Personal Care Services

Chore Services—Park County

Level 3 Priorities

Evidenced-based Health Classes

Material Aid--Audiology Services

Chore Services—El Paso and Teller Counties

Health Screenings and Immunization Screenings

Required: Legal Assistance

Priorities for Services for Caregivers

Level 1 Priorities

Information Services/Access Assistance

Respite Care

Counseling for Caregivers

Level 2 Priorities

Grandparents Raising Grandchildren

PPACG AAA RFP Timeline

Phase	Date
RFP website opens (http://ppacg.oaa-sys.com/)	March 2, 2018
Proposers' Conference (attendance is required at one conference in order to be considered for funding)	Friday, March 9, 2018, 9:00 am – 1:00 pm. OR Monday, March 12, 2018, 1:00 pm – 5:00 pm.
Deadline for RFP submittal (no proposals can be accepted after this time)	Friday, March 23, 2018, 11:59 pm
Regional Advisory Council (RAC) Technical Review Subcommittee (TRS) meets	Friday, April 6, 2018 – Monday, May 21, 2018
RAC reviews TRS recommendations	Thursday, May 31, 2018
PPACG Board of Directors reviews RAC recommendations	Wednesday, June 13, 2018
Proposers receiving funding are notified	June 2018
2017-2018 Contracted services begin	July 1, 2018

Where to Apply

Applications can be made at <http://ppacg.oaa-sys.com/>. Applications will be available on the website from Friday, March 2, 2018 until Friday, March 23, 2018, 11:59 PM. Applications can be made ONLY at the above URL and will not be accepted through any other means.

Evaluation Criteria

Responses to this RFP will be evaluated based upon the following criteria:

Priority Level from Four-year Plan

- The plan can be found at <http://www.ppacg.org/file/2017/10/Itself.pdf>
- Any services not included in the list of priorities will automatically be scored at Level 3.

Need of Service Within Region

- Respondents will be evaluated based on the need of the service for which they are requesting funding. Service needs have been compiled from PPACG's Community Assessment Survey of Older Adults, the regional Four-Year Plan on Aging, and information from the Colorado Department of Local Affairs.
- Information regarding existing wait lists for requested services will also be taken into

consideration.

Experience, Performance and Capability

- Respondents will be evaluated with respect to the agency's prior experience and performance providing this or like services
- Demonstrated ability to comply with the terms of the Older Americans Act and/or State Funding for Senior Services grant award
- Its ability and reliability in performing and managing work within a schedule and budget, etc.
- The agency must be a viable, credible, and financially stable entity.

Cost Information

- Respondents will be evaluated with respect to per unit costs relative to other respondents providing the same services
- Per consumer costs relative to other respondents providing the same service
- Ability to meet the recommended match requirements
- Provision of over-match
- Other funding sources available
- And agency administrative costs

Clarity, Completeness, and Responsiveness of Proposal

- Each proposal will be reviewed for completeness (i.e., did respondents thoroughly answer questions)
- Clarity of services for which the respondent is requesting funding (i.e., does the program description match the compensated service category selected)
- And for responsiveness (i.e., were respondent's answers responsive to the questions posed and in accordance with proposal directions)

Other Factors

- Other factors that may be considered include but are not limited to the respondent's coordination with community agencies in carrying out the proposed program
- The respondent's plan for targeting services to older adults who are frail, homebound, disabled, low-income minority, rural.
- The respondent's ability to meet the processes/procedures requirements
- And the financial stability of the organization.
- References shall be made available upon request of the selection committee.

All respondents are notified that the execution of a contract pursuant to this RFP is dependent upon approval by PPACG. PPACG reserves the right to reject all responses and re-solicit if deemed to be in its best interests. Selection of an agency is also dependent on the negotiation of an acceptable contract with the successful respondent.

Required Match

A minimum of 10 percent (10%) local match (cash and/or in-kind) is required of each funded program, excluding the Caregiver Support Program funds. Caregiver funds require a minimum 25 percent (25%) local match (cash and/or in-kind). To calculate required minimum match, divide the total amount requested by 9 for services requiring a 10% match, or by 3 for services requiring a 25% match. (See the table below for examples.)

	10 Percent			25 Percent		
Requested Amount	\$90,000	9/9	90%	\$75,000	3/3	75%
Required Match	\$10,000	1/9	10%	\$25,000	1/3	25%
Total Expended	\$100,000	10/9	100%	\$100,000	4/3	100%

Please note it is recommended that the minimum required match (according to funds requested) be provided each month. Please also note that income from other federal grants cannot be utilized to match these federal/state dollars. In addition, in-kind match must be clearly documented and made available for review upon request.

Governing Rules and Regulations

- Older Americans Act and Colorado state funding are governed by the Older Americans Act (detailed information on the Older Americans Act can be found at:
<https://www.acl.gov/node/650/>)
- Older American Act (OAA) Programs (12 CCR 2510-1) (commonly called Volume 10) (<http://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=4456>), and the
- Colorado State Unit on Aging *Policy and Procedure Manual* (<https://drive.google.com/file/d/0B2vt6D936sqERlpVNFQ5eDUzck0/view>)

Required Processes/Procedures

Successful respondents are required to have the following processes/procedures in place prior to the execution of a contract. Please note: Respondents may be asked and must be prepared to provide a copy of any of the following at any time during the RFP review period or the contract year. Templates for many of these documents will be provided to awardees at the required provider training in July.

- Waiting List Policy

- Customer Complaint & Grievance Policy/Process
- Client Contribution Process
- Targeting Plan
- Emergency Response Plan (for nutrition and transportation providers)
- Confidentiality Policy & Procedure

Other Requirements if Selected to Receive Funds

Selected respondents must comply with the following requirements as well as any others set forth in an executed contract:

- Submit to PPACG, prior to contract execution, a certificate of insurance in compliance with the Insurance Requirements section of the Required Reading.
- Signed Contractor's Pre-Contract Certification Regarding Employing Illegal Aliens. By submitting a proposal, respondent hereby certifies that at the time of this certification, respondent does not knowingly employ or contract with an illegal alien; and that respondent will participate in the E-Verify program or the Department Program, as defined in C.R.S. §§ 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment in the United States.
- Obtain necessary licenses, registrations, and/or certifications (if required) upon contract execution.
- Attend mandatory provider training (4-6 hours).
- Attend State approved data base training.
- Attend Contract Reimbursement System training.
- Input service units on a monthly basis into the State approved data base system, as required per contract.
- Submit monthly service performance and reimbursement reports to PPACG no later than close of business on the 10th of the following month as required per contract.
- Sign Business Associate Agreement (HIPAA).
- Meet performance standards as stipulated in the contract between the Colorado Department of Human Services and PPACG.

Contact Information

The Proposal Guide and information and/or copies of the previously mentioned rules and regulations can be requested from:

Lisa Alldridge
 Program Services and Contract Administrator
 Voice: 719-471-7080 x134
lalldridge@ppacg.org

Proposal guides are available for pick-up at the Area Agency on Aging (AAA) office at 14 S Chestnut Street, Colorado Springs, CO 80905 or on our website at www.ppacg.org.