



REQUEST FOR PROPOSAL #18-0514
SELECTION OF AGENCY TO PROVIDE
HOME AND COMMUNITY CARE BLOCK GRANT SERVICES
FOR
RANDOLPH COUNTY

I. SCOPE

Pursuant to the Title III of the Older Americans Act, as amended 2006, the Home and Community Care Block Grant through the administrative oversight by Randolph County is advertising for bids for Home and Community Care Block Grant (HCCBG) services beginning for the year July 1, 2018, through June 30, 2019. All funds require a 10% provider match.

The services that are included in this process are:

- Adult Day Care
- Adult Day Health
- Care Management
- In-Home Aide
- Congregate Nutrition
- Home Delivered Meals
- Home Health
- Senior Center Operations
- Housing and Home Improvements
- Information and Case Assistance
- Health Screening
- Institutional Respite Care
- Mental Health Counseling
- Senior Companion
- Transportation
- Group Respite Care
- Volunteer Program Development

A detailed overview of the requirements for each service can be located at, <https://www.ncdhhs.gov/daas-monitoring-service-standards>.

Required forms and submittals will be presented at the **required** information session on Wednesday, May 2, 2018, at 2:30 p.m. EST at the Randolph County Office Building, 1st Floor, Meeting Room A, 725 McDowell Road, Asheboro, NC, 27205.

II. ISSUING OFFICE AND INQUIRIES

This Request for Proposal (RFP) is issued by Randolph County. Any inquiries, clarifications, or interpretations regarding this RFP should be directed in writing to:

Lisa Garner
Randolph County
725 McDowell Road
Asheboro, NC 27205

lisa.garner@randolphcountync.gov

Responses to inquiries that affect the content of this RFP will be provided in writing to all recipients of the RFP through an addendum that will be posted on Randolph County's website at <http://www.randolphcountync.gov/Departments/Purchasing-Office/Bids>.

It is the responsibility of each Proposer to inquire about any aspect of the RFP that is not fully understood or is believed to be susceptible to more than one interpretation.

Randolph County will accept only written inquiries regarding the RFP to the above address until Monday, May 7, 2018, at 2:00 P.M. All times listed are understood to be Eastern Standard Time unless otherwise noted. Randolph County's interpretation of the RFP shall be controlling in all cases.

Any agency, corporation or vendor is **required** to attend the information session scheduled for Wednesday, May 2, 2018, at 2:30 pm at the Randolph County Office Building, 1st Floor, Meeting Room A, 725 McDowell Road, Asheboro, NC, 27205. At that meeting, the requirements for HCCBG Proposals will be presented. Please review the Procedures Manual for HCCBG services at the following link, <https://www.ncdhhs.gov/document/home-and-community-care-block-grant-procedures-manual-community-service-providers> before attending the informational meeting. In addition, other required Proposal documents will be distributed.

Any agency wishing to provide HCCBG services in Randolph County **that is not a current provider** must complete the **NEW AGENCY REQUIREMENTS** listed on the Piedmont Triad Regional Council Area Agency on Aging's (PTRCAAA) website www.ptrc.org/modules/showdocument.aspx?documentid=6142. These requirements must be completed and submitted to bcleveland@ptrc.org prior to May 7, 2018, to be considered for funding in fiscal year 2019.

Two copies of the Proposals should be mailed or hand delivered to the address shown above, marked as "Home and Community Care Block Grant Services RFP #18-0514." It is the sole responsibility of the Proposer to ensure that their bid arrives at the Randolph County Purchasing Office by the designated date and hour indicated above.

III. QUESTIONS

After the RFP issue date, all communications between the County and prospective Proposers regarding this RFP shall be in writing. Any inquires, requests for interpretation, technical questions, clarification, or additional information shall be directed to Lisa Garner, Purchasing Officer, by emailing lisa.garner@randolphcountync.gov . All questions concerning this RFP shall reference the RFP number, section number and paragraph. Questions and responses affecting the scope of the services will be provided to all Proposers by issuance of an Addendum. **All questions shall be received no later than 2:00 P.M., EST, Monday, May 7, 2018.**

IV. SCHEDULE

Advertisement	<i>Sunday, April 22, 2018</i>
<u>Required</u> Information Session	<i>Wednesday, May 2, 2018, at 2:30 p.m. EST</i> Randolph County Office Building 1 st Floor, Meeting Room A 725 McDowell Road Asheboro, NC 27205
Deadline for County's receipt of Questions from Proposers	<i>Monday, May 7, 2018, at 2:00 p.m. EST</i>
Deadline for New Agency Submittal	<i>Monday, May 7, 2018, at 5:00 p.m. EST</i> Submit to bcleveland@ptrc.org
Public Bid Opening	<i>Monday, May 14, 2018, at 2:30 PM EST</i> Randolph County Office Building 1 st Floor, Meeting Room A 725 McDowell Road Asheboro, NC 27205
Proposed Date of Award	<i>May 2018</i>
Effective date for beginning of new contract	<i>July 1, 2018</i>

V. DEVIATIONS

Randolph County reserves the right to allow or disallow minor deviations or technicalities should the County deem it to be to the best interest of the County. Randolph County shall be the sole judge of what is to be considered a minor deviation or technicality.

VI. SUBMISSION OF RFP PROPOSAL

Proposals must be in sealed envelopes properly marked “Home and Community Care Block Grant Services RFP #18-0514” and shall be mailed or hand delivered to the County at the following address:

Randolph County
Attn: Lisa Garner, Purchasing Officer
725 McDowell Road
Asheboro, NC 27205

VII. LOCATION AND TIME FOR OPENING RFP

Proposals will be opened promptly and read on Monday, May 14, 2018, 2:30 p.m. at the Randolph County Office Building, 1st Floor, Meeting Room A, 725 McDowell Road, Asheboro, NC, 27205. Proposers or their authorized agents are invited to be present. Any Proposals received after the scheduled closing time for the receipt of Proposals will not be accepted.

VIII. AWARD OF CONTRACT

The award of any contract resulting from this RFP will be made based on evaluation of total Proposal, low unit cost will not necessarily guarantee award. When applicable, the Proposer’s history of effectiveness and efficiency in utilizing funds will be considered.

Randolph County Board of Commissioners reserves the right to make the final decision in the awarding of contracts which best serve the older adults of Randolph County.

IX. RESPONSIBILITY OF COMPLIANCE WITH LEGAL REQUIREMENTS

The Proposer’s products, service and facilities shall be in full compliance with any and all applicable state, federal, local, environmental and safety laws, regulations, ordinances and standards or any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in the Proposal documents.

X. NON-COLLUSION

By executing and submitting their bid, the Proposer certifies that this bid is made without reference to any other bid and without any agreement, understanding, collusion or combination with any other person in reference to such bidding.

XI. INDEMNITY

Proposer shall indemnify and hold the County, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by Proposer hereunder, resulting from the negligence of or the willful act or omission of Proposer, his agents, employees and subcontractors.

XII. INSURANCE

Upon award, the Agency is to provide proof of commercial insurance with, at a minimum, the following coverage and limits:

1. **Workers' Compensation**—The Agency shall provide and maintain Worker's Compensation insurance, as required by the laws of the State of North Carolina, as well as employer's liability coverage with minimum limits of \$1,000,000 for bodily injury per accident. This insurance must cover all of Agency's employees who are engaged in any work under this Contract.
2. **General Liability**—The Agency shall provide and maintain General Liability Coverage at a minimum of \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
3. **Automobile Liability**—The Agency shall provide and maintain Automobile Liability Insurance covering all owned, hired, and non-owned vehicles used in connection with this Contract. The minimum combined single limit shall be \$1,000,000 bodily injury and property damage; \$1,000,000 uninsured/under-insured motorist; and \$1,000,000 medical payment.

XIII. RIGHT TO REJECT PROPOSALS

Randolph County reserves the right to accept or reject any or all Proposals, to waive any technicalities or irregularities and to accept Proposals in whole or in part, and to award contract(s) which, in the opinion of the grantor, best serve(s) the interest of the County.

XIV. E-VERIFY

Proposer hereby attests that it currently complies with and shall continue to comply with, for the duration of this Agreement, Article 2 of Chapter 64 of the North Carolina General Statutes (commonly referred to as "E-Verify") and further attests that it ensures and continues to ensure that any subcontractors utilized by Agency also comply with said Article.

XV. MINORITY PARTICIPATION

Pursuant to N.C.G.S. 143-48, 143-128.4 and Executive Order #13, Randolph County invites and encourages participation in this Request for Proposals by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled. Additional information may be found at www.doa.nc.gov/hub.

XVI. PROPOSAL EVALUATION CRITERIA

Evaluation of all Proposals will be based on the following criteria. To ensure consideration for this Request for Proposal, your Proposal should be complete and include all of the following criteria (listed in no particular order):

- Qualifications of proposer and key personnel
- Experience on similar projects within North Carolina
- Ability to reach target population
- Expertise in specialized field
- Quality and quantity of time spent with recipients
- Past performance record
- Knowledge and understanding of the NC HCCBG Service Standards for the HCCBG Service being applied for
- Reputation for reliability and integrity
- Extent of other current obligations
- Proximity to the location of the proposed facility
- Relevancy and quality of provided references
- Total cost

CODE OF CONDUCT

Each recipient of award shall maintain a written Code of Standards of Conduct which shall govern the performance of its officers, employees or agents in contracting with and/or expending Older Americans Act funds and State appropriations.

The recipient Agency's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors. To the extent permissible under state or local laws, rules or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards either by the officers, employees or agents of the recipient Agency or by contractors or their agents.

Awards will be made only to responsible Agency(ies) possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as Agency's integrity, compliance with public policy, record of past performance, and financial and technical resources.

I have read and fully understand the context of the information above.

Signature

Title

Date

XVII. ACCEPTANCE OF REQUEST FOR PROPOSAL PROVISIONS

A. Addenda Acknowledgements (if applicable) – Each Proposer is responsible for determining that all addenda issued have been received before submitting a proposal.

Addenda	Date Issued	Date Proposer Received
“A”		
“B”		
“C”		

B. Allocation Request

PTRC AAA Form, April 2016



**Home and Community Care Block Grant
Allocation Request for Proposal**

Agency: _____ Date: _____

Current HCCBG Allocation: _____

Requested HCCBG Allocation: _____

2018 Allocation	2019 Amount Requested	2018 Unit Cost	2019 Proposed Unit Cost	2018 Clients	2019 Proposed Clients
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Total Agency Budget	\$					
Total HCCBG Budget	\$	\$				
HCCBG Services:						
1	\$	\$	\$	\$		
2	\$	\$	\$	\$		
3	\$	\$	\$	\$		
4	\$	\$	\$	\$		
5	\$	\$	\$	\$		
6	\$	\$	\$	\$		
TOTAL	\$	\$				

Address the following questions and add more information as you feel necessary:

1. Explain how the HCCBG funds will be used.

2. If you are requesting an increase, be specific with your plans for these funds.
For example, with X amount of increased funding, we will serve XX additional clients for FY2019. Or with additional dollars, we will increase hours, programs, staffing, etc.....by what amount?

3. Have other resources been identified to expand services?

4. What is the impact of your HCCBG services? How will it be measured?

5. Attach a copy of your Agency's current DOA 732A found at <http://www.ptrc.org/index.aspx?page=693#R5a>

6. Attach a copy of your DOA 733, Provider Methodology found at <http://www.ptrc.org/index.aspx?page=693#R5a>

C. Submitted By

Company Name	
Company Address	
Tax ID#	
Telephone	
Fax	
Representative (print name)	
Signature of Representative	
Email Address	
Date Submitted	