



**Solicitation Information
November 7, 2013**

RFP# 7535379

TITLE: Title III B Senior Centers and Supportive Services

Submission Deadline: December 6, 2013 @ 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

MANDATORY:

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at david.francis@purchasing.ri.gov no later than **November 15, 2013 @ 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Human Services, Division of Elderly Affairs (“DEA”), is soliciting proposals from qualified entities to operate *Senior Centers and Supportive Services* in accordance with the terms of this Request for Proposals and the State’s general Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov> . The initial contract period will begin approximately January 1, 2014 and continue through December 31, 2014, subject to availability of funds and/or changes in allocation of funding as more particularly described in Section 3 below. The contract may be renewed for up to three (3) additional one (1) year periods at the exclusive option of the State based upon the evaluation of the grantee agency’s performance and subject to availability of funds and/or changes in allocation of funding, as more particularly described below. Further, DEA reserves the right to not renew contract(s) for any renewal period.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Eligible applicants are: non-profit entities that provide direct services to older individuals within the State of Rhode Island; entities that operate as part of a local level of government in Rhode Island that provide direct services to older individuals within the State of Rhode Island; and tribal organizations that provide direct services to older individuals within the State of Rhode Island. For purposes of this RFP, the term “older individuals” has the meaning ascribed to it in the federal Older Americans Act of 1965, as amended (the “OAA”).
3. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
4. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
5. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent

6. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
7. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
8. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
9. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
10. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
11. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
12. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
13. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
14. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-2223040). This is a requirement only of the successful vendor(s).

15. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, visit the website www.mbe.ri.gov

16. Every applicant that is awarded funding pursuant to this RFP must enter into a written grant agreement with DEA in a form to be prescribed by DEA and which will contain terms and conditions in addition to those set forth in this RFP.

SECTION 2: BACKGROUND AND PURPOSE

DEA is the designated State Agency on Aging for the State of Rhode Island, responsible for the development and implementation of a comprehensive, coordinated system of community-based care for citizens sixty years of age and older. A director, appointed by the Governor, manages DEA. Division responsibilities include developing and implementing a State Plan on Aging under the OAA, serving as the state's Single Planning and Service Agency on Aging under the U.S. Administration for Community Living ("ACL"), advocating for the rights of older individuals, operating services designed to assist seniors to remain independent in the community and funding an array of community based services for the elderly. DEA coordinates these efforts and activities of the State Aging Network through the allocation and monitoring of federal and state funds.

Among other things, it is a purpose of Title III of the OAA to encourage and assist in the provision of supportive services for older individuals and the operation of multipurpose senior centers in order to: (a) secure and maintain maximum independence and dignity in a home environment for older individuals capable of self care with appropriate supportive services; (b) remove individual and social barriers to economic and personal independence for older individuals; and (c) provide a continuum of care for vulnerable older individuals. DEA is soliciting proposals pursuant to this RFP that will help DEA to achieve these purposes within the State of Rhode Island, with particular attention to low-income older individuals, including low-income minority individuals, and older individuals with limited English proficiency.

DEA currently anticipates funding eight (8) grants in the amount of \$37,540.00 each for the initial contract period from January 1, 2014 through December 31, 2014, and that the amount of funding available for each of three (3) possible renewal periods of January 1, 2015 through December 31, 2015 (if applicable), January 1, 2016 through December 31, 2016 (if applicable), and January 1, 2017 through December 31, 2017 (if applicable) would be equal to \$37,540.00 per grant for eight (8) grants.

Such funding is subject to availability of funds allocated to DEA under Title IIIB of the OAA and/or changes in allocation of funds under Title IIIB of the OAA. In addition, all funding under this RFP is subject to changes in allocation of funding by DEA as a result of budgetary and/or program planning actions taken by DEA. DEA also reserves the right to reduce the number of grants made available for each period and/or to reduce the amount of any grant award(s). DEA also reserves the right to terminate this RFP at any time for any reason whatsoever and also

reserves the right to not renew contract(s) for any renewal period(s).

SECTION 3: SCOPE OF WORK

Funds awarded by DEA pursuant to this RFP shall be used exclusively for those services detailed in this Section 3: Scope of Work below in accordance with this RFP, with no exceptions.

Eligible applicants are permitted to submit proposals for the following services to be provided within the State of Rhode Island, targeting low-income older individuals who reside in Rhode Island, including low-income minority individuals, and older individuals with limited English proficiency:

Grantee agencies that are awarded Title IIIB funding must present a comprehensive, detailed initiative that describes a plan that will educate and encourage older individuals to participate in programs and activities that will empower them to remain independent and self-sufficient. The plan should describe, in depth, how allotted funding will be utilized efficiently and effectively to assist and educate older individuals, their families, and caregivers about the benefits of participating in programs that will support wellness and prevent disease. In addition, the initiative must provide an outline of programs and activities uniquely designed toward the needs of older individuals who are chronically ill. The services and programs provided must educate the older individuals and provide them with knowledge about chronic illnesses to empower them to live independently, avoid hospitalization or re-hospitalization, and remain in the community. Your narrative should also include any collaborative work or partnerships with other agencies/programs that support this initiative.

Each Grantee will be required to perform the following activities:

- work with DEA, THE POINT, United Way/211, statewide Regional POINTS, and SHIP, SMP, and MIPPA agencies to assist community members with Medicare, Medicare Part D and other health insurance-related issues;
- assist DEA with OAA Title III Program information dissemination; and
- assist DEA in the promotion to older individuals of, and recruitment of older individual participants for, the RI Department of Health's *Living Well Rhode Island* and other Chronic Disease Self-Management Education programs.

In addition to the above responsibilities, recipients of Title IIIB Senior Centers and Supportive Services funds will provide services selected from at least three (3) of the following options and describe their implementation with specificity in the Proposal:

- (1) Assistance with transportation services for community members;
- (2) Language translation services to assist older individuals with limited-English

speaking ability to obtain services under Title III of the OAA;

- (3) Services designed to support family members and other persons providing voluntary care to older individuals who need long term care services (such as caregiver support groups) and other supportive activities to meet the special needs of caregivers who care for older individuals;
- (4) Financial counseling, as requested;
- (5) Pre-retirement counseling;
- (6) Services designed to enable older individuals to attain and maintain physical and mental well-being through programs of regular physical activity, exercise, music therapy, art therapy, and dance-movement therapy;
- (7) Health (including mental health) and nutrition education services, including information concerning health promotion, as well as prevention, diagnosis, treatment and rehabilitation of age-related diseases and chronic disabling conditions;
- (8) Services to encourage and facilitate regular interaction between students and older individuals, including services for older individuals with limited English proficiency and visits in long-term care facilities, multi-purpose senior centers and other settings;
- (9) Activities to promote and disseminate information about life-long learning programs, including opportunities for distance learning;
- (10) Operation of a multipurpose senior center where seniors and adults with disabilities will congregate and participate in educational and health awareness programs.

Requirements

All activities and services funded by any grant entered into pursuant to this RFP shall be provided free of charge.

Applications should maximize the use of grant funds for the direct provision of services to low-income older individuals within the State of Rhode Island, including low-income minority individuals, and older individuals with limited English proficiency. Note the limitations on the use of grant funds for indirect operational costs, as set forth in Section 4 below.

Grantee agencies shall comply with all DEA and federal program requirements, data collection requirements and reporting requirements related to the project within the required time frames, including without limitation the following:

- attend all required meetings, webinars, teleconferences, and conferences as required by the DEA project manager;
- maintain effective communication regarding grant activities with the DEA project manager and with other grant partners, when appropriate;
- clearly identify all personnel from the grantee agency who will work on this project;
- provide information requested by the DEA project manager in order to prepare all required reports;
- submit quarterly program reports and all other required project-related reports and other work products. Examples of required information will include but not be limited to: unduplicated counts of clients served, service units provided, and documentation that the grantee has contributed its required matching share to the project.

SECTION 4: PROPOSAL

Narrative and format: The proposal should include specifically each of the following required elements:

A) **Technical Narrative** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation (**the narrative is limited to ten (10) pages**, excludes any appendices and, as appropriate, resumes of key staff that will provide services covered by this request). The Narrative should describe the applicant's understanding of the State's requirement and a work plan for accomplishing the results proposed, including the following:

1. **Organizational Description** – Describe the organizational history, services and programs provided by the agency. Include here the agency's ability to work with the target populations identified in this RFP. Describe the qualifications, functions and responsibilities of staff members who will be involved with the program. Including, but not limited to, the following:
 - a. Articles of Organization of the Applicant; List of Board of Directors, By-Laws (or other appropriate ownership agreement, such as a partnership agreement, if applicable); &
 - b. Demonstration of Board (or partnership) endorsement, if applicable, supporting the organization's commitment to undertake the proposed project.
2. **Project Plan** -Present a clear outline of the plan of work. Outline the overall goals of the project; the specific objectives; activities and services planned to meet the goals and objectives. Include an organizational plan that will ensure proper and efficient administration of the project, including the proposed location(s) and start-up date.

Applicants should describe with specificity the activities and services they propose to offer during the grant period (e.g., identify the specific activities and services to be provided **including those that relate to the options selected by the applicant from**

Section 3: Scope of Work above; identify the number of sessions of each activity to be provided, the locations where the activities will be provided, and target populations to be served; and provide all other information that the applicants believe would assist the Technical Review Committee in reviewing the application).

Include an Evaluation Plan as to how the project will measure compliance with the required objectives.

- B) **Budget and Financial Capacity**, including 1) the completion of the form which begins on page 12 of this application and 2) a budget narrative (**not to exceed three (3) pages**) which explains, in reasonable detail, the budget for the proposed project and which discloses all other sources of funding for the project. Including, but not limited to, the following:
- a. Most recent audited financial statements of the applicant. For agencies under \$250,000, either unaudited statements or a copy of agency 990 tax statement;
 - b. Current year operating budget including revenue sources and expenses;
 - c. If applicable, copy of 501 (c) (3) tax exempt IRS Letter, or that of the fiscal sponsor; &
 - d. If applicable, documentation of the applicant's federally approved indirect cost rate.

MATCHING SHARE: DEA will fund no more than 85% of each grantee's project's total costs pursuant to this RFP for each of the initial contract period and any renewal period(s). Each grantee agency selected by this RFP will be required to provide a matching share for each of the initial contract period and any renewal period equal to fifteen percent (15%) of total costs from sources other than federal funds. In other words, for every \$5.67 received in funding from DEA pursuant to this RFP, each grantee must contribute at least \$1.00 in matching funds; assuming a grant award of \$37,540, the matching share would be \$6,625. The matching funds may be in the form of either non-federal cash contributions or in-kind contributions. The required match must be specified in the budget. The match and its source should be described with specificity in the budget narrative.

DIRECT/INDIRECT COSTS: In developing proposals, applicants should maximize the use of grant funds for the direct provision of services. In addition, the indirect cost rate for the proposal cannot exceed the lesser of fourteen percent (14%) or the applicant's current federally approved indirect cost rate; if the applicant has no current federally approved indirect cost rate, then indirect costs will not be permitted (the indirect cost rate is calculated by dividing the indirect costs of the project by its direct costs).

SECTION 5: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. The proposal must receive a minimum of 70 (70%) out of a maximum of 100 technical points to be considered responsive. Any proposals scoring less than 70 points will be dropped from further consideration. Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Organizational Capacity/Staffing Levels	30
Project Plan Quality	35
Budget Proposal	35
Total Possible Points	100

Points will be assigned based on the applicant’s clear demonstration of its abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

The Department of Human Services/ Division of Elderly Affairs reserves the exclusive right to select the applicant(s) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

SECTION 6: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at David.Francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7535379** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked **“RFP# 7535379 Title III B Senior Centers and Supportive Services”** to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following, in addition to the Proposal:

1. One (1) completed and signed four-page R.I.V.I.P generated bidder certification cover sheet (included in the original proposal) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One (1) completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov (included in the original proposal).
3. **A signed and sealed Proposal** including the **Technical Narrative** (describing the qualifications/background of the applicant and experience with and for similar projects) and **Budget (using Appendix A: Budget Form) and Financial Capacity** (reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project), as described in **Section 4** of this solicitation.
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word /Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

APPENDIX A - BUDGET FOR 1/1/2014 – 12/31/2014

PROJECT COSTS

<i>COST CATEGORY</i>	TOTAL AMOUNT OF EACH COST (including RIDEA funding)	RIDEA FUNDING ALLOCATED TO EACH COST
<i>DIRECT PROGRAM COSTS:</i>		
PERSONNEL	\$	\$
FRINGE BENEFITS	\$	\$
CONSULTANTS	\$	\$
IN-STATE TRAVEL	\$	\$
OUT-OF-STATE	\$	\$
PRINTING	\$	\$
SUPPLIES	\$	\$
EQUIPMENT	\$	\$
EDUCATION MATERIALS	\$	\$
OTHER	\$	\$
TOTAL DIRECT CHARGES:	\$	\$
INDIRECT CHARGES (only may be requested if Provider has a federally approved indirect rate and not to exceed the lesser of (a) 14% or (b) Provider's federal approved indirect rate; to the extent funded by RIDEA funds, only can be requested on the RIDEA-funded portion of the direct charges):*	\$	\$
TOTAL PROJECT COSTS: *	\$	

♣ If Indirect Charges are being requested, a copy of the Provider's Federal Indirect Rate agreement must be included with this application and will not count toward any page limitation.

* The Total Project Cost, as well as all resources being applied to the total Project Cost, must be disclosed in this budget.

APPENDIX B - PROJECT RESOURCES

RESOURCES CONTRIBUTED BY AGENCY:	
USED AS MATCH:	
CASH	\$
IN KIND	\$
NOT USED AS MATCH:	
CASH	\$
IN KIND	\$
TOTAL REQUEST FROM RIDEA :	\$
TOTAL PROJECT RESOURCES (must equal total Project costs):	\$

APPENDIX C - BUDGET JUSTIFICATION

DIRECT PROGRAM COSTS - DETAIL OF PERSONNEL

NAME POSITION TITLE DESCRIPTION OF GRANT DUTIES	TOTAL ANNUAL SALARY \$	TOTAL ANNUAL FRINGE \$	TOTAL ANNUAL COMPENSATION \$	PERCENTAGE OF TIME DEVOTED TO PROJECT %	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA FOR					\$

PERSONNEL				
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DIRECT PROGRAM COSTS - DETAIL OF CONSULTANTS

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA					

EXPLANATION OF ALL OTHER DIRECT EXPENSES

EXPENSE CATEGORY	DESCRIPTION	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA			

EXPLANATION OF INDIRECT EXPENSES

EXPENSE CATEGORY	DESCRIPTION	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM			

RIDEA			
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EXPLANATION OF OTHER RESOURCES APPLIED TO TOTAL PROJECT COST

<i>DESCRIPTION</i>	AMOUNT