



REQUEST FOR PROPOSAL

SEEKING “Companion / Home Visitation Provider for older adults served
by Adult Protection Services (APS)”
for the
ARCHULETA COUNTY DEPARTMENT OF HUMAN SERVICES

RFP No.

Response Deadline: **July 2nd, 2021**

Deliver Responses to:

Archuleta County Department of Human Services
P.O. Box 240
Pagosa Springs, CO 81147

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A. INVITATION

The Archuleta County Department of Human Services is seeking a Companion / Home Visitation Provider for older adults served by Adult Protection Services (APS).

B. PROJECT

BACKGROUND & DESCRIPTION

The Administration for Community Living (ACL) is establishing the “Coronavirus Response and Relief Supplemental Appropriations Act of 2021: Grants to Enhance Adult Protective Services to Respond to COVID-19” funding opportunity to implement Section 2042(b) of Subtitle B of Title XX of the Social Security Act, otherwise known as the Elder Justice Act (EJA) as authorized and funded through the Coronavirus Response and Relief Supplemental Appropriations Act, 2021. In accordance with these statutes, the purpose of this opportunity is to enhance and improve adult protective services provided by States and local units of government in response to the COVID-19 pandemic.

The statutory authority for grants under this program announcement is contained in the Elder Justice Act Section 2042(b) of Title XX of the Social Security Act [Public Law 74-271] [As Amended Through P.L. 115-123, Enacted February 9, 2018], and the Coronavirus Response and Relief Supplemental Appropriations Act, 2021.

Funds expended from the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 are to be spent in accordance with Elder Justice Act Section 2042(b) for APS programs to respond to the Coronavirus Emergency. Funds awarded under this opportunity will provide Adult Protective Services programs (APS) in the States and territories with resources related to their response during the Coronavirus Public Health Emergency. APS programs must expend funds on allowable activities as defined by the Elder Justice Act and State and local policy. This funding is intended to enhance, improve, and expand the ability of APS to investigate allegations of abuse, neglect, and exploitation in the context of COVID-19 and to respond to the needs of adults experiencing such abuse, neglect and exploitation.

Social isolation has dramatically increased for many older adults served by Adult Protective Services during the Coronavirus public health emergency. Social isolation has shown to dramatically increase the risk of health complications and mortality in older adults served by Adult Protection Services (APS).

A Companion / Home Visitation Provider will provide social support, act as a partner for favorite hobbies and activities, and engage in friendly conversation with APS clients in their homes or in the community on a weekly basis for approximately 2 hours, per visit, per APS client (approximated to be 4-5 clients at this time). The Companion / Home Visitation Provider will offer companionship and a steady connection to the community through weekly in-home visits.

C. PERIOD OF THE CONTRACT

The successful Respondent to this RFP will be awarded a contract. The project period for these awards is anticipated to be 18-months, with an estimated start date of April 1, 2021, and an estimated end date of September 30, 2022. Grant activities must be completed within the project period timeframe (i.e., spend it, incur an expense against it, and/or obligate it) by September 30, 2022. The period of this contract will be July 1, 2021 (or the date of the last signature appearing on the contract, if later) to June 30, 2022, unless terminated earlier according to the terms of the offered contract. At the option of the County, two extensions of up to one additional year each may be executed following satisfactory performance of the initial term. Also, at the option of the County, the contract may be extended month

to month, to facilitate completion of work, projects and/or cases in process on the established date of termination.

D. LOCATION WHERE WORK WILL BE PERFORMED

Work is typically performed in a variety of environments including the office, client homes, community agencies and schools, and may involve potential exposure to hazardous and/or violent environments and/or clients. The incumbents working conditions are typically moderately quiet, but may be loud at times. Primary functions require sufficient physical ability and mobility to work in an office and setting; to stand or sit for prolonged periods of time, to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to verbally communicate to exchange information.

E. SCOPE OF WORK/DELIVERABLES

Companion / Home Visitation will provide isolated older adults with social interaction and regular companionship.

Companion / Home Visitation will provide older adults steady connection to the community.

Companion / Home Visitation will provide in-home visits to APS clients in their homes or in the community on a weekly basis for approximately 2 hours, per visit, per APS client (approximated to be 4-5 clients at this time).

Companion / Home Visitation will provide social support, provide partnership for favorite hobbies and activities, and provide friendly conversation to APS clients in their homes or in the community.

Companion / Home Visitation will provide documentation to the APS Case Worker about the weekly contact, including a description of the activity during the visit and amount of time spent with the APS client on a monthly basis.

F. QUALIFICATION OF THE RESPONDENTS

In order to do business with the County, the Respondent must be able to demonstrate, if requested, that it has:

1. Experience related to the role.
2. Valid State Driver's License
3. The appropriate financial, insurance, material, licensing, equipment, facility and personnel resources, experience and expertise, or the ability to obtain them, necessary to indicate the capability to meet all contractual requirements.
4. Has already supplied, or upon request does supply, all necessary information needed to establish the above qualifications.
5. The Respondent will also be required to pass a criminal background check and an APS CAPS check.

The County reserves the right to inspect the place of business of the Respondent. The Respondent must supply an IRS W-9 (Taxpayer Identification Number and Certification) with their proposal. The unreasonable failure of a Respondent to promptly supply information in connection with an inquiry regarding basic qualifications may be grounds for a determination of non-responsibility. If a Respondent who otherwise would have been awarded a contract is found non-responsible, they will be ineligible for the award.

G. PROJECT SCHEDULE

April 15, 2021:	RFP Issued
April 15, 2021:	Advertisement of RFP in Pagosa Sun/ County web page
July, 2021 @ 3:00 p.m.	Proposals Due

H. PROPOSAL SUBMITTAL

In order to be considered for selection, Respondents must submit a complete response to this RFP. One (1) unbound original and two (2) bound copies of the proposal must be delivered to the County at the address below by no later than **July 2, 2021 @ 3:00 p.m.** Proposals must be submitted in a sealed box or envelope marked "Companion / Home Visitation Provider for older adults served by Adult Protection Services (APS)". Late submittals will not be accepted. Faxed, emailed and regular mail proposals will not be accepted.

Proposals must be delivered by the Respondent, or delivered by a well-known, commercial delivery service such as UPS or Fed-Ex, to the following location:

551 Hot Springs Blvd.
Pagosa Springs, CO 81147

The County reserves the right to reject any and all Proposals, in part or in whole, and to award to the most responsive and responsible individual or firm as deemed in the best interests of the County, or to award more than one individual or firm; further, the right is reserved to waive any formalities or informalities contained in said proposals. All proposals and copies thereof are to be prepared and submitted at the submitter's expense, and upon submittal to the County, will become a County record, which may be open to public inspection.

I. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by a written notice *received* by the Director of Human Services at any time prior to the submission deadline.

J. PROPOSAL FORMAT

All submittals shall follow the same format. To be accepted for evaluation, the submittal format must address all required components. The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure fair and equal treatment.

All submittals should include these components:

- **Narrative Proposal**
- **Experience, Resume and References**

- **Cost**

Submittals shall be signed and dated by an authorized agent of the Respondent. Detail about the required submittal components follows:

Narrative Proposal:

Narrative Proposal of the Project, including the information below:

A statement of your interest in serving older adults involved with Adult protection Services.

The services you plan to provide, assessment process, and how you will provide them.

A description of your philosophy, values and service approaches toward providing the indicated service for the individuals you serve.

Any other information to describe how your services will meet the needs and enhance the lives of the individuals served in this program.

Experience, Resume and References:

Please provide the following:

A description of the Respondents **Experience** relevant to:

Qualifications, including education, life experiences and skills demonstrated in working with older adults.

Any other services you currently provide for working with older adults.

The individual or firm's name, email address, business address, phone number, and fax number.

The Name, title, phone number, fax number, email address, and street address of the person in the firm's organization who will respond to questions about the submittal.

Resume(s) for Respondent:

Resumes should include qualifications, including education, life experiences and skills demonstrated.

Provide the name, title, address, email and telephone number of three references for clients to whom you have provided services comparable to those detailed in this RFP or information provided in your proposal.

If your company has had a contract *terminated for default* during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated and such litigation determined the vendor to be in default. If default occurred, list complete name, address and telephone number of the party. If NO such terminations for default have been experienced by the Respondent in the past five years, declare that.

Cost:

Please provide cost information as follows:

An hourly fee, for the provision of services.

Any other costs associated with service delivery.

Note: County contracts for services contain a “not to exceed” amount, which will limit the amount of compensation provided to the successful Respondent.

K. PROPOSAL EVALUATION AND AWARD CRITERIA

Proposals will be evaluated by the County using the following criteria:

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete proposals will not be accepted for review and rating. After preliminary review, an interview with the finalists may be scheduled.

County will review, rank and prioritize the proposals. Proposals will be reviewed for philosophy, values, and content by the County and others as appropriate. Supplemental information may be requested. Applicants may be requested to participate in an interview to review project proposals with a team of interested stakeholders, which may include clients, parents, vendors, and County staff. Applicant’s proposals may be rejected for inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents.

L. QUESTIONS CONCERNING THIS RFP

Any requests for clarification or additional information deemed necessary by any Respondent to present their proposals shall be submitted by email to Matthew A. Dodson, LCSW, Director of Human Services at matthew.dodson@state.co.us referencing this RFP. **No verbal instructions or clarifications will be provided to any Respondent**, except for minor “process” related questions.