

LACKAWANNA COUNTY COMMISSIONERS

LACKAWANNA COUNTY AREA AGENCY on AGING
REQUEST FOR QUALIFICATIONS for Fiscal Year 16/17
for SERVICE PROVIDERS

Issued: August 10, 2016

RFQ ID #: 244-16-1050

1. INTRODUCTION:

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submittals will be received and reviewed by the County of Lackawanna ("COUNTY") Board of Commissioners ("Board of Commissioners") for the provision of services to eligible individuals served by the Lackawanna County Area Agency on Aging / Aging Block Grant. This RFQ will be used to determine eligibility and apply for funds to provide services for the OPTIONS program for Fiscal Year 2016/2017.

Submission Deadline:

Respondents must submit their written Submittals by 4:00 p.m. prevailing time
on: **Wednesday August 31, 2016**

Contact Person:

Jennifer Adrian

Email: AdrianJ@lackawannacounty.org

Submissions received will be reviewed and evaluated by the Lackawanna County Area Agency on Aging (herein after referred to as the Department), based upon such criteria as the Department, in its sole discretion, deems appropriate. The Department reserves the right to request clarification or additional information from any respondent. The Department, in its sole discretion, may accept or reject any or all submittals.

The Department reserves the opportunity to modify this Request for Qualifications (herein after referred to as RFQ) at its own discretion and without prior notice, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

2. PURPOSE:

The purpose of this Request for Qualifications is to solicit submissions from qualified agencies and /or individuals to provide professional services on behalf of the County in connection with the administration of the Aging Block Grant. Service area/definition, as defined in PDA APD #15-01-08 Aging Service Policy and Procedure Manual, Chapter VIII: OPTIONS, include:

Personal Care...is the provision of "hands on" care, in a consumer's home, related to a personal hygiene or functional activity of daily living that an individual cannot meet independently. ADL and IADL activities include assistance with feeding, skin and mouth care, ambulation, bathing, hair care, grooming, shaving, dressing, transfer activities, toileting, meal preparation and assistance with self-administration of medications (i.e. opening medication containers, providing verbal reminders). This service must be provided through contract with an agency who meets all requirements under the purview of the Pennsylvania Department of Health.

Home Support activities can be included in Personal Care service if they are necessary and supplemental to the primary provision of Personal Care, as identified on the LCAA Vendor Order. Home Support services include basic housekeeping activities necessary to ensure safe and sanitary conditions in the home. This service may also include the activities of shopping assistance and laundry.

For all referrals, the initial personal care assessment must be conducted by a RN.

3. PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:

One (1) original and four (4) copies of the Submittal must be provided.

Submissions must be addressed to the Lackawanna County Human Services Director, 200 Adams Ave 4th Fl., Scranton, Pennsylvania 18503. Submittals must be in a sealed envelope with the name of the submitting agency or individual and the RFQ ID number clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail or delivery service causing the submission to be received after the above-referenced due date and time. **Submission by fax, telephone, or email is not permitted.** The final selection will be made in the sole discretion of the Department.

4. PRE-SUBMITTAL MEETINGS:

There will be an opportunity for prospective submitters to meet with the Lackawanna County Area Agency on Aging (AAA) to set out an explanation of the competitive procurement process being employed, including timetable requirements and selection process:

Date: August 19, 2016

Time: 3:00 pm

Location: 200 Adams Avenue, 3rd Floor, Scranton, PA 18503

5. QUESTIONS:

Questions can be submitted via email only until 4:00 p.m. to AdrianJ@lackawannacounty.org by August 19, 2016.

***Questions will be answered by the appropriate individual(s) within 3 business days and posted on our website under the RFQ attachment link**.*

6. CRITERIA FOR EVALUATION OF QUALIFICATIONS:

The Department will independently evaluate each submittal and selection will be made upon the following criteria:

1. Experience and reputation in the field.
2. Experience and reputation in the field with respect to contracting with governmental, private and public sector entities to provide services on behalf of the County.
3. Knowledge of applicable Aging Program Directives and the organizational structure of the Lackawanna County Area Agency on Aging.
4. The administrative and programmatic capacity to manage the volume of work.
5. Availability to accommodate any required meetings of the Department.
6. Ability to meet reporting requirements and timelines for completion as set forth by the Department.
7. Other factors determined to be in the best interest of the County in the Department's sole discretion.

7. SUBMISSION REQUIREMENTS:

Each Submission must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Submissions must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each submitter agrees that their Submittal constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the Submission due date

To achieve a maximum degree of comparability, the Submissions shall be organized in the manner specified below and use corresponding lettering and/or numbering:

Title Page:

(1 page): Show name of your firm, address, name of contact, telephone number(s) and email address along with the current date. Also include the title and number of the RFQ.

Table of Contents:

All Submissions to the County must include the following:

- SECTION 1** Agency Information (see Form A)
- Name, address, phone number, EIN number and email address of the agency;
 - The corporate officer's name, title and signature. This person must be able to execute agreements on behalf of the agency;
 - The service(s) for which the submittal has been prepared.
- SECTION 2** Agency Description (see Form A)
- A brief description of your agency's history, ownership and organizational structure;
 - Include as attachments an organizational chart and a copy of any licenses that pertain to services provided.
- SECTION 3** Agency Services (see Form A)
- List all services provided by your agency and the address at which service delivery is provided.
- SECTION 4** Scope of Services/Statement of Qualifications (see Form B)
- Provide a description of the proposed service and your agency's qualifications and experience in providing this service; including private-pay rates for each service.
 - Provide the names, experience, qualifications and applicable licenses held by the individual primarily responsible for servicing the Program and any other person(s) with specialized skills that would be assigned to service the Program.
- SECTION 5** County Contracts (see Form C)
- Provide a listing of all like or similar service contracts with other governmental/county agencies and private/public sectors, including Memorandums of Understanding, to provide services. Include agency name, contact person, service(s), contract dates, unit rate(s) and contract amounts. If no other contracts, please state N/A.
- SECTION 6** Statement of Assurances (see Form D)
- A statement of assurance that your agency is not currently in violation of any regulatory rules and regulations set forth by the Pennsylvania Department of Public Welfare (DPW), Pennsylvania Department of Aging (PDA), or Pennsylvania

Department of Health (PDH) that may have any impact on your agency's operations;

- A statement of assurance that your agency has no conflict of interest in providing service on behalf of Lackawanna County;
- A statement of assurance that your agency is not involved in any current or pending litigation involving Lackawanna County or any of its Departments or Authorities;
- A statement of the industry-related insurances currently held by your agency.

SECTION 7 Additional Information

- Include any additional information not specifically required but deemed important and relevant by the submitting agency.

SECTION 8 Subcontractors

- *RESPONDENTS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THIS SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

8. RESPONSIBILITIES:

The successful Submitter shall have primary responsibility for the following:

Consistent bidding on Personal Care cases from a weekly referral list. Referral list is presented by consumer's preferred schedule and geographic location of residence in Lackawanna County. Choice of provider is "consumer choice" based on the provider's ability to deliver the service.

Timely and accurate email submission, in WinZip password-protected format, of vendor reimbursement reports by the 10th of each month.

All successful bidders must provide quarterly trainings for direct-care staff. Topics should relate to the care and well-being of the geriatric population.

Response time for delivery of service must coincide with the date authorization was sent to the successful bidder. No services can begin until written authorization is received. Schedules identified on written authorizations must be adhered to and LCAAA pre-approval is required for all schedule changes.

Timely and accurate submission of F9, F10 forms, and initial RN assessment forms.

9. CONFIDENTIALITY:

All Submissions in response to this RFQ shall be held confidential until a contract is awarded. Following the contract award, Submissions are subject to release as public information unless the Submission or specific parts of the Submission can be shown to be exempt from the Pennsylvania Public Information Act. Respondents are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The County assumes no obligation or responsibility for asserting legal arguments on behalf of potential Respondents. If a Respondent believes that a Submission or parts of a Submission are confidential, then the Respondent shall so specify. The Respondent shall stamp in bold red letters the term "CONFIDENTIAL" on that part of the Submission, which the Respondent believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. All Submission and parts of Submissions that are not marked as confidential will be automatically considered public information after the contract is awarded.

10. CONFLICT OF INTEREST:

Any agency or person considering doing business with Lackawanna County Government must disclose the agency or person's affiliation or relationship that might cause a "Conflict of Interest" with County Government entity. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the Submitter's submittal.

11. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS

All communications during this process should be directed to the appropriate contact listed in this RFQ. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

12. FORMS ATTACHED

- Form A – Agency Information, Description and Services
- Form B – Scope of Services/Statement of Qualifications
- Form C – County Contracts
- Form D – Statement of Assurances

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website. Any RFQ's submitted after the Submission Deadline may not be eligible for consideration of approval.