



Western Reserve

Area Agency on Aging

WESTERN RESERVE AREA AGENCY ON AGING

SFY 2023 – 2024 ALZHEIMER'S RESPITE PROGRAM

REQUEST FOR PROPOSAL APPLICATION OVERVIEW

The **Western Reserve Area Agency on Aging** (WRAAA) Planning and Service Area (PSA) 10A is soliciting proposals from Applicants which provide *Respite Services that assist family caregivers of individuals with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction (related dementia)* in Cuyahoga, Geauga, Lake, Lorain, and Medina Counties. WRAAA is soliciting proposals from Applicants which, at the time of application, provide Adult Day Service, Alzheimer's Respite Reimbursement Service and/or Short-Term Institutional Care. Successful Applicants will be awarded a contract for program years 2023 and 2024.

The term "*family caregiver*" means an adult family member or another individual, who is an informal provider of in-home and community care to an older individual and/or an individual with Alzheimer's Disease or a related disorder with neurological and organic brain dysfunction and includes an unpaid provider of in-home care to an individual of any age with Alzheimer's disease or related dementia.

Alzheimer's Core Services are not awarded through a strict competitive bidding or competitive proposal process, though price and other factors will be considered. Core funding will be allocated to each county according to an allocation formula. Alzheimer's Core Services will be funded only through Alzheimer's Associations.

AWARDS AND CONTRACT PERIOD

Successful Applicants will be awarded a *Purchase of Service* contract for each year of the program period. The first contract period begins July 1, 2022 and ends June 30, 2023. The second contract period begins July 1, 2023 and ends June 30, 2024. Contract renewal is at the sole discretion of WRAAA, dependent upon funding, unforeseen situations, changes in market conditions or applicable law, Contractor performance and compliance with contract terms and conditions of the first-year contract. No rate increases will be considered in either contract period. WRAAA may, however, approve the payment of increased expenses caused by changes in the requirements by government agencies and/or WRAAA to the extent those changes directly increase costs; this will be at the sole discretion of WRAAA. Contractor acknowledges that WRAAA reserves (1) the right to cancel the contract for cause with ten (10) days' prior notice, or in the case of health or safety reasons (or such other serious emergent circumstances) upon forty-eight (48) hours' or less notice, (2) the right to require immediate suspension of performance of the contract in the case of health or safety reasons, and (3) the right to cancel the contract upon loss of anticipated funding for the program.

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AVAILABLE FUNDING

Alzheimer's Respite Program funding for State Fiscal Year (SFY) 2023 is provided through the Ohio Department of Aging. The available funding in SFY 2023 is approximately \$260,000. Awards may be reduced at any time if federal or state funding is reduced, even during the contract period after a contract is awarded.

It is the policy of the WRAAA Board of Trustees that available funds shall be allocated to each county in the PSA by formula. Each county will have only those funds allocated by formula available to it. The allocation formula reflects 2010 census data for those elements for which 2010 census data is available.

	TOTAL POP 60+ 2010	TOTAL POP 75+ 2010	60+ IN POVERTY 2009	60+ MINORITY 2010	60+ RURAL 2010	60+ LIVING ALONE 2010
Data Source	Census	Census	ACS	Census	Census	Census
Cuyahoga	272,470	102,935	28,565	74,318	2120	85,451
Geauga	20,683	6,466	1,350	529	12293	4,052
Lake	51,488	17,546	2,050	1,925	3,626	13,118
Lorain	61,544	20,203	4,650	6,590	7,820	14,852
Medina	33,191	9,795	1,405	790	10,841	6,979
	439,386	156,945	38,020	84,152	36,700	124,452

Formula Weights

	60+ Population	75+ Population	60+ In Poverty	60+ Minority	60+ Rural	60+ Living Alone
Current	0%	40%	20%	18%	2%	20%

Funding Formula Allocation

	Cuyahoga	Geauga	Lake	Lorain	Medina
Current Formula/2010 Data					
Allocation %	71.04%	3.74%	8.30%	11.88%	5.04%

REQUEST FOR PROPOSAL ANNOUNCEMENT

Announcement of the Request for Proposals (RFP) for SFY 2023 - 2024 Alzheimer's Respite Funds will be made on Wednesday, June 8, 2022, via:

- Posted on WRAAA website www.areaagingsolutions.org.
- Sent via email to all Older Americans Act providers currently contracted with WRAAA.
- Posted in The Plain Dealer legal notice section.

APPLICATION MATERIALS

Applicants are encouraged to read all rules, policies, procedures, instructions, and application materials before making a decision to apply for the Alzheimer's Respite funding. The WRAAA is not liable for any costs incurred or associated with the preparation of any Applicant's proposal.

The Ohio Department of Aging has issued rules which are in the Ohio Administrative Code (O.A.C.) and are effective for all new contracts. The applicable Rules include, but are not limited to: Introduction and Definitions (rule 173-3-01), Procurement Standards (rule 173-3-05), Administrative Hearings for Adversely-Affected Providers (rule 173-3-09), General Requirements for AAA-Provider Agreements (rule 173-3-04), Requirements to include in every AAA Provider Agreement (rule 173-3-06), Criminal Background Check (rule 173-9), Consumer Contributions (rule 173-3-07), and Adult Day Services (rule 173-3-06.1), and ODA Policy 109-SPP-09 Alzheimer's Respite. These and all service Rules may be viewed by copying this address into your web browser: <https://aging.ohio.gov/wps/portal/gov/aging/agencies-and-service-providers/rules-and-forms/currently-effective-rules>.

Information specific to the Alzheimer's Respite Program is found in Ohio Department of Aging Policy 109-SPP-09, which is posted on the WRAAA website www.areaagingsolutions.org

All instructions and materials needed to apply for Alzheimer's Respite funding are available to download from the WRAAA website at www.areaagingsolutions.org. Required forms are in Microsoft Word and Excel. Applicants must use these forms and formats to apply for services; other forms and formats will not be accepted for review. All responses must be typed in a legible font style and size. Acceptable font styles are *Arial* or *Times New Roman*. Acceptable font sizes include 11 or 12 font; handwritten responses are not accepted.

The instructions and application documents are intended to assist Applicants in applying for funding under this *Request for Proposals (RFP)* announcement. Nothing in the instructions or application documents is intended to impose any paperwork requirements beyond those specifically required under the regulations of the Ohio Department of Aging (ODA) and the Western Reserve Area Agency on Aging (WRAAA) proposal process.

TENTATIVE APPLICATION PROCESS TIMELINE

Request for Proposal Announcement	June 8, 2022	
Proposal Application Deadline	July 6, 2022	4:00pm
Technical Assistance Webinar	June 22, 2022	1:30pm
Preliminary Award Decisions Announced	August 2022	
Provider Agreements Completed	August 2022	
Last day of SFY 2023 service	June 30, 2023	

APPLICATION DEADLINE REQUIREMENTS

One (1) complete Proposal packet with original signatures, must be delivered to the Western Reserve Area Agency on Aging (WRAAA) at 1700 East 13th Street, Cleveland, Ohio, 44114 AND One (1) complete Proposal packet with signatures submitted **via Dropbox** using the link below by 4pm on Wednesday, **July 6, 2022**.

<https://www.dropbox.com/request/2kg88b2ObhoDK1nN7FNc>

Instructions for Dropbox Submission:

- Create a folder on your computer that includes your agency name.
- Save all application documents in that folder. Please make sure that each file includes the application item number listed on the checklist.
- Upload the entire folder containing all of the documents to the drop box.
- Please see document with specific instructions for Dropbox submission.

WRAAA is not responsible for lost submissions. Faxed and emailed proposals will be rejected. It is the responsibility of an Applicant to obtain from WRAAA a receipt to verify physical delivery of the Applicant's packet with original signatures. **The receptionist is available to accept delivered competitive proposal packets on Tuesday through Fridays from 8am to 4pm.**

It is the responsibility of the applicant to retain a copy of the packet submitted. WRAAA is not responsible for providing copies of submitted proposal packets to the applicant for the current or past years.

Applications will be reviewed for completeness and compliance with required formats. The Western Reserve Area Agency on Aging will reject applications without further review, on the following grounds:

1. The application is not received by the required stated due date and time.
2. The application is missing any required document listed on the document checklist.
3. The application is missing any required signature.
4. The application is faxed or mailed.
5. The application contains altered application forms and/or formats.
6. The application responses are handwritten or not in a legible font style or size.

It is not the responsibility of the WRAAA, upon receipt of the Proposal Application, to notify Applicants if they have not met the application deadline, requirements for completeness, and/or required formats, even if the proposal is submitted before the application deadline.

It is the responsibility of the Applicant to retain a copy of the packet submitted. The WRAAA is not responsible for providing copies of submitted packets to the Applicant for the current or past years.

TECHNICAL ASSISTANCE MEETING WITH WRAAA STAFF

WRAAA will hold a technical assistance meeting on **June 22, 2022 at 1:30 pm**. **This meeting will be held** will be held via Zoom at:

<https://areaagingsolutions.zoom.us/j/94634282989?pwd=MXItK0FudEZmNzZqSTVTZU50eWZKdz09>

Meeting ID: 946 3428 2989

Passcode: 404797

One tap mobile

+16468769923,,94634282989# US (New York)

+13017158592,,94634282989# US (Washington DC)

Please register your attendance for the technical assistance meeting at

<https://www.surveymonkey.com/r/LB685QT>

APPLICATION QUESTIONS

All questions about the application process or documents must be sent via e-mail to ALZRFPQuestions@areaagingsolutions.org. No questions will be answered over the phone or via email sent to individual WRAAA staff members.

OVERVIEW OF FUNDED SERVICES AND APPLICABLE SERVICE SPECIFICATIONS

The Alzheimer's Respite program services must be provided to an individual with Alzheimer's disease or related dementia who has a family caregiver. The term "*family caregiver*" means an adult family member or another individual, who is an informal provider of in-home and community care to an older individual and/or an individual with Alzheimer's Disease or a related disorder with neurological and organic brain dysfunction and includes an unpaid provider of in-home care to an individual of any age with Alzheimer's disease or related dementia.

Short descriptions of the Respite service follow:

- **Adult Day Service (ADS):** ADS means a regularly scheduled service delivered at an ADS Center, in a non-institutional community-based setting. ADS includes (i) recreational and educational programming to support a consumer's health and independence goals; (ii) at least one meal, but no more than two meals per day; and sometimes, (iii) health status monitoring, skilled therapy services, and transportation to and from the ADS center. *Rule 173-3-06.1*

There are three levels of ADS: "basic," "enhanced" and "intensive," as defined by O.A.C. §173-3-06.1. Applicants should indicate in their proposal whether they have the capability to provide one, two or all three levels of ADS. This will be considered when evaluating the unit cost of the service.

- **Alzheimer's Respite Reimbursement:** Funds to be given to the family caregiver of persons with Alzheimer disease or other dementia to purchase respite services, including:
 - a) In-home services to provide visitation, homemaker and/or personal care
 - b) Adult Day programs
 - c) Short-term institutional care
- **Short Term Institutional Care:** Respite for 24 hours or more in a hospital or other institutional setting. *ODA Policy 109-SPP-09*

All Applicants must also comply with the **Conditions of Participation** relating to the operation of the organization, the ODA Rules Requirements for an AAA Provider Agreement (Rule 173-3-06),

and the Criminal Background Check requirement (Rule 173-9). Cost sharing is not mandatory but is allowable and encouraged for Adult Day Service and Institutional Care. If cost sharing procedures are implemented for these services, they must comply with the Consumer Contributions requirement (Rule 173-3-07). In addition, Applicants must comply with the specifications related to the service they provide. All contracted Providers will be monitored for compliance by the Western Reserve Area Agency on Aging.

SERVICE UNIT DEFINITIONS

SERVICE/ SERVICE CODES	UNIT DEFINITION	CONSUMER	SERVICE SPECIFICATIONS
Adult Day Service (05)	One Person / 4 to 8 Hour Day	Caregiver / Care Recipient	Rule 173-3-06.1
Alzheimer's Respite Reimbursement (55)	One Dollar	Caregiver / Care Recipient	Defined above
Short-term Institutional Care (31)	One Person/ 24 hours/Day	Caregiver/ Care Recipient	ODA Policy 109-SPP-09

APPLICATION REVIEW PROCESS

1. All applications deemed complete and accepted for further consideration by WRAAA are evaluated by WRAAA staff; funding recommendations for a proposal may be developed.
2. The WRAAA Chief Executive Officer will provide final input on the evaluations to the WRAAA Board of Trustees for the final funding decision.

EVALUATION CRITERIA

Each proposal accepted for further consideration by WRAAA will be evaluated and scored using the following criteria:

Criteria	Maximum Score
Need for the proposed service within the continuum of service(s) available in the Applicant's geographic service area.	20
Applicant meets all Conditions of Participation as outlined in the RFP and provides evidence of ability to document service in an accurate and timely manner.	10
Applicant demonstrates knowledge and experience delivering proposed service(s) at the time of application and the capacity to deliver the service in accord with ODA defined service specifications.	20
Applicant demonstrates cost effectiveness, based on an itemization of the costs that comprise the total proposal price for the service.	10
Applicant demonstrates knowledge and experience serving persons with Alzheimer's Disease and their caregivers.	20
Applicant clearly defines the needs of a specific geographic service area and demonstrates the ability to conduct targeted outreach to priority populations to provide services to meet needs.	20
TOTAL	100

Each proposed service will be evaluated and scored separately. All services will be ranked by score within each county. This is a proposal process that offers, to the maximum extent practical, open,

and free competition consistent with the requirements of OAC §173-3-05, 45 CFR §75.329(d) and/or other applicable law. Successful proposals from a responsible firm or company will comply with all RFP requirements and will demonstrate the ability to cost-effectively meet the specifications described herein in a way that will be most advantageous to WRAAA's Alzheimer's Respite Program, with price and other factors considered.

The scoring system is used to compare and rank proposed services among Applicants within each county. However, funding decisions are not determined by scores and rankings alone.

- WRAAA considers priorities related to geographic, demographic, and socioeconomic factors in the review process.
- WRAAA reserves the right to select one or more lower ranked services in order to achieve a continuum of services for targeted populations.
- WRAAA reserves the right to award Applicants less or more funding than requested.
- WRAAA reserves the right to cap the unit cost reimbursement rate.
- WRAAA reserves the right to reject any or all proposals received in response to this Request for Proposal, to reject any part or parts of any proposal, to request additional materials from any or all Applicants, to conditionally select proposals for funding, and to waive any formality in any proposal. Any proposal which is incomplete, conditional, obscure, or which contains additions not requested or irregularities of any kind may be rejected. All Applicants must be in good standing with the WRAAA. WRAAA reserves the right to make changes in Program requirements, procedures, and terms after proposals have been submitted, opened and reviewed in order to maximize delivery of services consistent with the objectives of WRAAA's Program.

Following receipt of proposals WRAAA reserves the right to take any of the following actions, if advantageous to its Program, with price and other factors considered:

- Negotiate price
- Establish a ceiling rate for services
- Award to multiple providers
- Eliminate any term or condition that is not advantageous to WRAAA, its consumers or funders.

NOTIFICATION OF AWARDS

Final approval will take the official form of a Provider Agreement with the Western Reserve Area Agency on Aging. Service shall begin August 2022. **Payment** will not be made for service units unless a fully executed Provider Agreement is in place. Therefore, it is important that all contracting materials be completed correctly and submitted by the announced deadlines, so that the Provider Agreement can be fully executed timely.

CONTRACTING

The contracting method for Alzheimer's Respite funds is **Purchase of Service**. A Provider is reimbursed for units of service delivered, based upon the contracted Alzheimer's Respite unit cost.

The Alzheimer's Respite unit cost is proposed by the Applicant and must be based upon the actual cost of providing the service. The proposed unit cost is considered during the proposal evaluation. The unit cost reimbursement rate is not specified by WRAAA nor is it negotiated. However, WRAAA reserves the right to cap the unit cost reimbursement rate.

The Provider must provide 100% of the contracted units to achieve 100% reimbursement of contracted funds. If the Provider does not deliver all service units during the contract period, unused Alzheimer's Respite funds do not carry over from one state fiscal year to another.

The WRAAA staff monitors the utilization of all contracted funds monthly. If any contracted Provider has not utilized at least 50% of contracted funds by February 28, 2023, the award may be reduced and the WRAAA may reallocate funds within the state fiscal year without a new Request for Proposal.

DONATIONS, COST SHARING AND MATCHING FUNDS

Matching Funds

Alzheimer's Respite Funds do not require a match.

Cost Sharing

Cost sharing is not mandatory but is encouraged for Adult Day Service, Alzheimer's Respite Reimbursement and Short-Term Institutional Care in accord with ODA Policy 109-SPP-09. It is the choice of the Applicant to implement a cost share procedure. Calculations should be based on the most recent Federal Poverty Guidelines, which are updated periodically in the federal register by the US Department of Health and Human Services. *Rule 173-3-07*

Voluntary Contributions

Contracted Providers are encouraged to solicit and accept voluntary contributions (program income) for all Alzheimer's Respite services.

REPORTING

Reporting for Respite services provided shall be through the Wellsky Aging and Disability (A&D) database (formerly known as Social Assistance Management System (SAMS) Database).

Contracted Providers of Adult Day services, Alzheimer's Respite Reimbursement and Short-Term Institutional Care services shall be required to report Respite service delivery in the A&D database according to the *Ohio Department of Aging Reporting Requirements*. WRAAA will provide successful Applicants with a subscription and license to access A&D. Access and licenses to A&D system are limited to the contract period.

Consumers must be registered by the contracted Provider in the A&D system, and units of Respite service must be entered into the consumer's record on a monthly basis. A Request For Payment and print out of the A&D Monthly Agency Summary Report (in a format designated by WRAAA) must be submitted by the 10th day of the month following the provision of the Respite service. Failure to meet required reporting deadlines may result in a delayed payment or forfeiture of award.

The A&D application is hosted remotely through Wellsky Information Systems, Inc. The application is accessible over the internet, without the need to install the application locally. Servers, network administration, updates, installations, maintenance, and disaster recovery are all handled by Wellsky and are included in the subscription service.

Each subscriber has a “domain”, which is a controlled access area on Wellsky’s server where applications and customer databases may be accessed by a Provider. The WRAAA systems administrator arranges access to the site through user ID’s and passwords. When users log in to the domain, they are presented with the applications with respect to which the domain owner is licensed. Access to specific database information is controlled by the administrator of the application, just as if it were installed locally. The application is HIPPA compliant.

Contracted Providers will be required to follow standard operating protocols defined in the A&D **Standard Operating Protocol Guidelines** which define roles and responsibilities for WRAAA and partner agencies working in the A&D system, which is a consolidated statewide database system. The guide provides general guidelines for confidentiality, data use and access. All Applicants are required to provide assurance of compliance in order to access data and operating protocols.

MONITORING

Each Area Agency on Aging is responsible to the Ohio Department of Aging (ODA) for ensuring that all state and federal funds received from ODA are used in the manner that complies with State and Federal laws. WRAAA monitors all contracted Providers for compliance with applicable service specifications and Conditions of Participation. This includes an annual on-site visit or desk review to review service records and verify units of service reported for reimbursement.

AWARD APPEAL PROCESS

An Applicant may appeal an award decision made by WRAAA in accordance with OAC 173-3-09. Awards or award decisions will be sent by WRAAA by email, ordinary mail, certified mail or other method of delivery.

The process for an appeal is as required by state and federal law, and may be summarized as follows:

1. An appealing Applicant must submit an appeal letter, signed by the official authorized to sign the appeal, to the Chief Executive Officer of the WRAAA with a copy sent to the President of the Board of Trustees of the WRAAA, within two (2) working days of receipt of written notice of an adverse action taken by WRAAA. The ground for appeal must be specified in the appeal letter and must be based on one or more of the following:
 - a. **Mathematical Miscalculation**
The Applicant is appealing on the basis of mathematical miscalculation on the part of the WRAAA.
 - b. **Inconsistent Policy Application**
The Applicant is appealing on the basis that the WRAAA did not follow legally required processes or its own review requirements and criteria in considering the proposal and recommending an award.
 - c. **Any Other Reason for Appeal Prescribed by Applicable Law**
The Applicant is appealing for another reason prescribed by applicable law; provided, however, that no Applicant may appeal upon a claim or allegation that this RFP or RFP process is legally defective unless such Applicant has first, no later than 14 days prior to the Proposal Due Date, voiced such a complaint or allegation in writing to WRAAA.

2. If the Appeals Committee determines the appeal is not within the above-established criteria it shall so notify the appealing Applicant. If the Appeals Committee approves the appeal request and determines that the appeal is within the above-established criteria, a meeting of the Appeals Committee will be scheduled within five (5) working days, with an appearance by the appealing Applicant, to review both the appeal and the award decision, and to recommend final action by the Board of Trustees. An appealing Applicant will be notified of the date and time of the meeting. The Appeals Committee will render a final recommendation, in writing, within five (5) working days after the meeting, which shall become the final decision of the WRAAA unless properly appealed to the Board of Trustees.
3. An Applicant appealing to the Board of Trustees from a decision of the Appeals Committee may by letter appeal the notice that the appeal is not within the above established criteria, 1(a) to 1(c), or may by letter appeal the final recommendation of the Appeals Committee to the Board of Trustees, with a copy to the Chief Executive Officer of the WRAAA, within two (2) working days of receipt of written notice of the final recommendation of the Appeals Committee. The ground for appeal must be specified in the appeal letter.
4. The Board of Trustees, or in its absence the Board's Executive Committee, will review the appeal at its next meeting, adopt a final course of action and notify the appealing Applicant about its final decision in writing within five (5) working days. The decision of the Board, or its Executive Committee, shall be the final decision of WRAAA, which may be appealed by the Applicant to ODA in accordance with this RFP and applicable law.
5. An Applicant may request a hearing by the Ohio Department of Aging (ODA). ODA shall only honor a request for an appeal hearing before ODA if the Applicant has fully complied with the written process for appealing an adverse action by WRAAA and WRAAA has rendered its final decision on the appeal, and as required by applicable law.

To request a hearing before ODA, the Applicant shall comply applicable law no later than fifteen (15) business days after the date that WRAAA renders its final decision, in accordance with OAC 173-3-09 and/or other applicable state and federal law.

ODA shall hold a hearing and render its final decision on the appeal in accordance with applicable law and/or no later than thirty (30) business days after the date of the ODA hearing. The appeal process will comply with applicable state and/or federal law, including without limitation, OAC173-3-09. Existing contracts may be extended by WRAAA, in its sole discretion, to accommodate the appeal process of an Applicant, which extension shall not extend the contracts sought in this RFP beyond the end of their stated Term.