

REQUEST FOR PROPOSAL (RFP)

Money Follows the Person

Home Modifications

Introduction

The Georgia Department of Human Services, Division of Aging Services has designated the Atlanta Regional Commission (ARC) as the Area Agency on Aging (AAA) for the 10 county Atlanta region. As such, ARC receives funds through the Older Americans Act; the Social Services Block Grant; the Medicaid Elderly and Disabled Waiver; state-funded programs for older adults and a variety of other public and private grants. The ARC AAA provides a comprehensive and coordinated service delivery system for older adults and their caregivers through a combination of direct services and partnerships with community providers.

Purpose

ARC is requesting proposals from qualified proposers capable of successfully managing home modification projects for older adults and people with disabilities transitioning from nursing homes or other institutional settings. This work includes completing scopes of work, securing bids, procuring contractors, and pre and post project inspections. Implementation of this home modification program may include bathroom modifications, roll-in showers, raised toilets, widening doors, ramp installs, and stair lifts. These projects are typically done in private residences but may include rental properties with approval by owner. This home modification program is in accordance with the requirements of the Georgia Department of Community Health's (DCH) Money Follows the Person (MFP) Program, and Georgia's Division of Aging Services Nursing Home Transitions Program in the following counties: Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, and Rockdale for the period September 14, 2023, to June 30, 2024. Contingent on ARC receiving these grant funds from Division of Aging Services in FY 25, there is an option to renew for one additional year.

Georgia's Money Follows the Person (MFP) Program is a joint initiative between the Georgia Department of Community Health (DCH) and the Georgia Department of Human Services' (DHS) Division of Aging Services (DAS). The program's goal is to transition Georgians from institutional settings to the community through Georgia's waiver programs, which include: The Independent Care Waiver Program (ICWP), the Service Options Using Resources in a Community Environment Program (SOURCE), the Community Care Service Program (CCSP), and the New Options (NOW) and Comprehensive (COMP) Waiver Programs.

Eligible persons include those who have lived in a nursing facility or institution for at least two months and whose care has been covered by Medicaid in the month preceding their transition to Home- and Community-Based Services. Individuals must continue to meet institutional level of care criteria after transitioning to the community. Target populations include older adults, adults with physical disabilities and/or brain injuries and adults with intellectual/developmental disabilities.

MFP includes services to assist individuals residing in nursing homes to move back into the community. These services include one-time purchases of basic household items and furnishings, utility deposits, security deposits, transportation to assist in housing searches and funding for home environmental modifications. The anticipated number of home modification projects will be

up to 15 -20 per fiscal year for the Atlanta region.

Timeline	
October 30, 2023	Request for Proposals (RFP) Open
November 9, 2023	Deadline to Submit Questions to ARC
November 15, 2023	Question & Answers Posted to ARC Website
December 1, 2023	Project Proposal Deadline
December 11, 2023	Projected Notification of Award
January 1, 2024 – June 30, 2024	Proposed Contract Period

Applicant Eligibility Requirements

Organizations, whether for-profit or not-for-profit, having the appropriate experience and specific expertise necessary to carry out the duties and responsibilities outlined herein are eligible. All proposers must have knowledge and experience that meets the specifications and have demonstrated broad experience in successfully deploying similar home modification projects across a region to be eligible for consideration. A history of working with older adults and people with disabilities is preferred. ARC reserves the right to check all references furnished and consider the responses received in evaluating the proposals.

Grantees will comply with all applicable Atlanta Regional Commission, Georgia Department of Human Services Division of Aging Services, Department of Community Health, the Administration for Community Living and other relevant federal and state standards, guidelines, policies, and procedures.

Detailed information concerning the legislation, regulation, program standards and guidelines in the delivery of the Money Follows the Program is available at the following:

- Georgia Medicaid web page: <https://medicaid.georgia.gov/programs/all-programs/georgia-money-follows-person-ga-mfp>
- Administration for Community Living web page: <https://acl.gov>
- ODIS GA DHS/Division of Aging Services Access to Services Manual (chapter 6000) available at <https://odis.dhs.ga.gov/General>

At a minimum, but not limited to, the selected organization will be required to adhere to the following:

- General Financial Requirements and Assurances
- Required Certificates of Insurance
- Assurance of Compliance with Title VI of the Civil Rights Act of 1964
- Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended, and the Americans with Disabilities Act of 1990
- Disclosure of Lobbying Activities Form
- Certifications Regarding Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Lobbying
- All relevant federal and state requirements (e.g., 2 CFR 200; <https://www.ecfr.gov/>; for federal grantee requirements)
- Such other documentation as ARC determines is needed in order to successfully execute the contract.

These forms are not to be submitted as part of the proposal but will be required as a part of the contract documents for successful awardees.

Federal requirements, Certifications, and Assurances pass through to third party contractors. Procurement must comply with relevant federal and state procurement guidelines. As such, ARC requires review and prior approval of any Third-Party Contracts to ensure all such requirements are part of Third-Party Contracts. Existing Third-Party Contracts should be included in the proposal submitted in response to this Notice.

Proposal Format and Content

Interested organizations should submit a proposal that addresses the requirements listed below and the Scope of Services in Exhibit A. The proposer should provide a detailed breakdown of the proposed budget and tasks breakdown following the general format provided in Exhibit B.

Proposals must include the following to be considered responsive:

1. Name of lead organization and any sub-contractors.
2. Point of contact (name, title, phone number, mailing address, and email address).
3. Qualifications and technical competence of the organization in the type of work required.
4. Description of experience on similar projects including a list of at least 3 references within the past 5 years, with current contact information.
5. Listing of key project personnel and their qualifications.
6. A detailed description of the technical approach proposed for accomplishment of the work.

ARC must receive bid proposals by email sent to Cara Pellino, cpellino@atlantaregional.org in either Microsoft Word compatible format or a PDF file no later than 4:00 pm EDT December 1, 2023.

Additional information should not be required to respond to this RFP. However, technical questions should be submitted in writing by email to Cara Pellino, cpellino@atlantaregional.org, no later than November 9, 2023. All questions received, and responses to those questions, will be posted on the ARC website no later than November 15, 2023.

Program Funding

Funds for this contract are contingent upon receipt of funds from Georgia Department of Human Services, consisting of both Federal and State funds. This project is being funded through the FY24 Multi Funded Older Americans Grant which begins July 1, 2023 and goes through June 30, 2024, but was not received until September 2023. For this contract, ARC anticipates that a contract will be awarded in January of 2024, with all work to be completed by June 30, 2024. The successful individual or firm should be prepared to begin work immediately upon contract execution.

Proposal Evaluation

ARC reserves the right to award this contract based on initial proposals received without formal interviews and to award all or part of this project to one or more firms. Proposal evaluation will focus initially on the written proposals. Should it be determined that interviews are required, a “short list” of organizations will be selected from the proposals received. Submission of a proposal does not oblige ARC to award a contract to any Offeror.

The review of written proposals will be based on the following evaluation criteria, with the relative weights in parentheses:

1. Demonstrate broad experience in successfully deploying similar home modification projects across a region (30%)
2. Demonstrate knowledge of FHA, ADA Laws, and other reasonable accommodations practice (20%)
3. Organizational structure that demonstrates capacity to meet tight timelines relative to the individual's transition (20%)
4. Demonstrated capacity to perform on schedule (10%)
5. Demonstrate fiscal stability as evidenced by required supporting documents in application (20%)

EXHIBIT A - SCOPE OF SERVICES

I. General:

The work to be accomplished supports Transition Coordination work through the Money Follows the Person Program.

II. Objective:

To provide home modifications for individuals moving from the nursing home back into the community.

III. Work and Deliverables

- a. Receive referrals from ARC MFP Transition Coordinator to provide home modification transition coordination services.
- b. Conduct the Home Assessment for environmental modification.
- c. Coordinate or conduct a pre-modification inspection, by a CAPS certified inspector, of participant's residence within 30 days of referral from transition coordinator.
- d. Work with program participant and homeowner/landlord to develop a written detailed scope of work (including measurements, drawings, labor costs and materials) for needed home modifications within 30 days of referral from transition coordinator.
- e. Obtain a minimum of 3 written competitive bids from CAPS certified general contractors for work identified in scope.
- f. Scan all bids into electronic format determined by ARC.
- g. Complete required "Quote Form for Environmental Modifications".
- h. Obtain copies of contractor's business license, state license, proof of liability insurance and W-9 and CAPS certified.
- i. Facilitate execution of a notarized agreement (in a format determined by ARC) between the homeowner/landlord and contractor authorizing the work identified in the above referenced scope of work. The contractor must be selected based on the lowest price unless otherwise justified and approved as determined by ARC.
- j. Monitor modification progress.
- k. Revise and seek approval from ARC, in a format to be determined by ARC, for any needed changes to the original agreed upon and approved home modifications.
- l. Coordinate or conduct a post-modification inspection using developed scope of work, drawings, and any change orders as the guide. Obtain homeowner and contractor approval for payment in a format to be determined by ARC.
- m. Due to transitioning clients being older, frail and/or disabled, contractors and all workers must understand this population and agree to complete all work within 90 days of the referral from the ARC transition Coordinator.
- n. Provide ongoing transition coordination services relative to home modifications during the duration of the program participant's participation.

IV. Cost Reimbursement

Create invoices as designated by ARC consistent with the FY 2024 Budget Exhibit incorporated

herein by reference to include the labor cost, the materials cost, and the administrative cost of 15% per project. Each cost must be listed separately on the invoice and the 15% administrative cost must include \$250 for pre-inspection, \$250 for post-inspection, and \$500 for the scope. Materials and labor combined may not exceed more than \$13,000 per client without prior approval. Total contract not to exceed \$125,000.

While a general contractor can bid on these coordination services, they are not permitted to bid on the home modification contract.