



Area Agency on Aging & Independent Living (AAAIL)

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Title III E – National Family Caregiver Support Program AND Kentucky Caregivers Program (KCG)

Procurement Period: FY 2024 – FY 2026

Fiscal Year	Period of Contracts
FY2024	July 1, 2023 – June 30, 2024
FY2025	July 1, 2024 – June 30, 2025
FY2026	July 1, 2025 – June 30, 2026

FOR SERVICES FUNDED UNDER THE UNITED STATES ADMINISTRATION FOR COMMUNITY LIVING (ACL),
ADMINISTRATION ON AGING (AOA), PURSUANT TO THE OLDER AMERICANS ACT OF 1965, AS AMENDED IN
2020

Serving the Kentucky counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble

Bidder's Meeting: April 5, 2023, 2:00 p.m. (Eastern Time)

Submission Deadline: April 19, 2023, 12:00 p.m. (Eastern Time)

The Bidder's Meeting will be held at KIPDA and may be attended via conference call or Zoom using the bidders meeting Zoom link on KIPDA's website, under Upcoming Meetings and Events. A two-week inquiry period is open for all questions to registered vendors. Registration and questions must be submitted to <https://kipda.bonfirehub.com/>. We suggest two or more staff members register for each interested agency.

The mission of KIPDA Area Agency on Aging and Independent Living is to promote and ensure meaningful, timely, person-centered services are available for all older adults, caregivers, family members, grandparents, persons with disabilities and the general community to improve their health, safety, and overall well-being, and to provide leadership to the network serving persons who are aging or persons with disabilities through planning and coordination.

Table Of Contents

I.	Introduction, Purpose and Structure of Procurement	3
II.	Overview of National and Kentucky Caregiver Support Programs	4
III.	Service Delivery and Funding	9
IV.	Provider Responsibilities	14
V.	Minimum Requirements To Apply	16
VI.	Procurement and Contract Information	17
VII.	Proposal Application Instructions	21
VIII.	Timeline	26
IX.	Protest	27

I. Introduction, Purpose and Structure of Procurement

Kentuckiana Regional Planning and Development Agency (KIPDA) has been designated the Area Agency on Aging and Independent Living (AAAIL) in accordance with Administration for Community Living (ACL), Administration on Aging (AOA), pursuant to the Older American's Act of 1965 (amended 2020) and Regulations thereto. As the Area Agency on Aging and Independent Living, KIPDA is responsible for administering federal and state funded programs for the citizens of the Kentucky counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble, which comprise the KIPDA AAAIL service area. In this capacity, KIPDA supports a network of service providers whose mission is to provide services for older adults throughout the KIPDA region.

KIPDA is seeking proposals from qualified organizations experienced and capable of providing Caregiver Support Services. Organizations applying for Title III-E National and Kentucky Caregiver funds are expected to collaborate and partner with other entities to extend the reach of their supportive services. Funds for the National and Kentucky Caregiver Support Programs is projected to be \$300,000. Through partnerships, the use of available federal and state dollars provides the support for the infrastructure while partner organizations provide added value and expanded programming that could not be made available due to the limited or limitations of the public resources. The Older Americans Act at its inception appropriated funds to support communities in developing systems to serve older adults. KIPDA will support, to the greatest extent possible, programs and services offered by organizations in which the business structure includes services described in this procurement, however this support is not intended to be the sole funding source of senior center activities, programs and operations.

The procurement period within which services are to be performed is **July 1, 2023 – June 30, 2026**. Contracts will be issued on an annual basis. Continuation of subsequent contracts for services is contingent upon the availability of funding, satisfactory performance of services, compliance with the provisions of the awarded agreement and mutual agreement by both parties. KIPDA reserves the right to extend the procurement period as necessary to ensure the continuous delivery of services for older adults in its region. Additionally, KIPDA reserves the right to discontinue a contract with a successful applicant if it is determined that performance by the successful applicant is jeopardizing the quality or delivery of services. Funded organizations shall give priority to low-income and minority individuals, those with limited English proficiency, and older individuals residing in rural areas, and those with the greatest social and economic need, in the area served by the provider, in the delivery of its services funded through KIPDA. Applicants must meet the minimum conditions to apply and complete the proposal in its entirety, with submission of the documents as requested.

II. Overview of National and Kentucky Caregiver Support Programs

KIPDA is seeking proposals from applicants interested in and capable of providing Kentucky Caregiver (KCG) and Title III-E National Family Caregiver services in the KIPDA region as defined herein. The funds available for this procurement support services to caregivers of older adults and grandparents who are raising their grandchildren. It is estimated that there are 753,000 informal caregivers in Kentucky taking care of or assisting in the care of one or more family members or acquaintances. As the number of older adults increase, especially the number of people in the 85+ age range, the number of caregivers will also increase. Currently an estimated 53,000 individuals, including older adults in this region, find themselves with the responsibility of raising their grandchildren. This statistic is also anticipated to increase as the economy continues to struggle and social issues become more challenging in our communities. The citizens of this community finding themselves facing the challenges of care giving, need a network of support to assist them in successfully accomplishing this task. As stated in the 2022 National Strategy to Support Family Caregivers (<https://acl.gov/CaregiverStrategy>), “family caregivers form the backbone of our nation’s system of long-term care” and “every single family caregiver deserves and needs to be recognized, assisted, included, supported, and engaged.” Competent applicants are needed and encouraged to apply to participate in this network of support.

Services are to be provided to persons of any age who are caring for individuals 60 years of age or older or, persons caring for individuals under 60 years of age with a diagnosis of Alzheimer’s Disease and related disorders with neurological and organic brain dysfunction, and/or individuals aged 55 and over who are caring for an individual not more than 18 years of age or an individual 19-59 years of age who has a severe disability. Organizations may submit a proposal for one or more of the listed services to serve eligible individuals residing in any number of counties in the KIPDA region. Priority will be given to organizations submitting proposals to serve caregivers throughout the KIPDA region in more than one county and those organizations that propose innovative initiatives to help caregivers in their role of caring for their loved one(s). Priority will also be given to organizations that propose to provide services for “Grandparents Raising Grandchildren”. Successful applicant(s) will be those deemed best qualified to provide the outlined services and will have a history of providing support and/or training to the populations described above.

B. HISTORY OF PROGRAMS

The National Family Caregiver Support Program (FCSP) is a national initiative funded through the Administration on Aging. The program is mandated by the Older Americans Act, Title III-E, amended 2020. FCSP aims to provide support that assist family and informal caregivers to care for their loved ones at home for as long as possible. Funds from FCSP are to support family caregivers in becoming aware of and accessing available services in their communities. Services provided under the national program work in conjunction with other state and community-based services to provide a coordinated set of supports. Studies have shown that these services can reduce caregiver depression, anxiety, and stress as well as enable caregivers to provide care longer, thereby avoiding or delaying the need for costly institutional care. The complete list of available support activities is outlined in the definitions below.

The Kentucky Family Caregiver Program is a state funded program established in 910 KAR 1:260. In the KIPDA Region, the Kentucky Family Caregiver Program is referred to as KIPDA Grandparents Raising Grandchildren Program (KY Grandparent or KCP). KY Grandparent provides a wide range of services including matching grandparent caregivers with support groups and providing information about resources, assistance in accessing services, counseling and training.

C. PROGRAM AND SERVICE DEFINITIONS:

- **Caregiver** – An adult family member or another individual, who is an “informal” provider of in-home and community care to an older individual. “Informal” means that the care is not provided as part of a public or private formal service program.

This category also includes caregivers of individuals with a diagnosis of Alzheimer’s Disease and related disorders with neurological and organic brain dysfunction (diagnosis must be verified by a doctor’s statement) who are under 60 years old.

- **Child** – An individual who is not more than 18 years of age or an individual 19-59 years of age who has a severe disability. The term relates to a grandparent or other order relative who is a caregiver of a child.
- **Grandparent or older relative caregiver of a child (FCSP)** – A caregiver who is 55 or older and related to the individual they provide care for and lives with, provides informal care, and is the primary caregiver for a child or an individual with a disability.
- **Grandparent (KY Grandparent)** – Grandparent means a grandparent or step grandparent of a grandchild who is a Kentucky resident; resides with the grandchild but does not reside with the grandchild’s parent; is the primary caregiver of the child, does not receive a monthly payment for Kinship Care pursuant to 922 KAR 1:130; and does not have a household income that exceeds 150% of the federal poverty level.

National Family Caregiver Support Program

1. FCSP Case Management

(Billed by the hour – partial hour may be reported to decimal places, e.g. 0.25 hours) – A service provided to a caregiver, at the direction of the caregiver by an individual who is trained or experienced in case management skills that are required to deliver services and coordination; and to assess the needs, and to arrange, coordinate, and monitor an optimum package of services to meet the needs of the caregiver.

2. FCSP Individual Counseling

(Billed by the hour – partial hour may be reported to decimal places, e.g. 0.25 hours) – A service designed to support caregivers and assist them in their decision-making and problem solving. Counselors are service providers that are degreed and/or credentialed as required by state policy, trained to work with older adults and families and specifically to understand and address the complex physical, behavioral, and emotional problems related to their caregiver roles. This includes counseling to individuals or group sessions.

3. FCSP Caregiver Training

(Billed by the hour – partial hour may be reported to decimal places, e.g. 0.25 hours) – A service that provides family caregivers with instruction to improve knowledge and performance of specific skills relating to their caregiving roles and responsibilities. Skills may include activities related to health, nutrition, and financial management; providing personal care; and communicating with health care providers and other family members. Training may include use of evidence - based programs; be conducted in - person or on - line and be provided in individual or group settings.

4. FCSP Support Groups Caregiver

(1 unit equals 1 session) – Services to assist the caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles. A service led by an individual who meets state policy requirements to facilitate caregiver discussion of their experiences and concerns and develop a mutual support system. For the purpose of Title III E funding, caregiver support groups would not include “caregiver education groups,” “Peer-to-peer support groups,” or other groups primarily aimed at teaching skills or meeting on an informal basis without a facilitator that possesses training and/or credentials as required by the state policy.

5. FCSP Respite Caregiver

(Billed by the hour – partial hour may be reported to decimal places, e.g. 0.25 hours) – The recipient must be frail. A service which offers temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers.

Frail means: Functionally impaired in the performance of two activities of daily living; or three instrumental activities of daily living; or a combination of one activity of daily living and two instrumental activities of daily living.

- FCSP In-Home Respite – A respite service provided in the home of the caregiver or care receiver and allows the caregiver time away to do other activities.
- FCSP Out-Of-Home Respite – A respite service provided in settings other than the caregiver/care receiver’s home, including adult day care, senior center or other non-residential setting (in the case of older relatives raising children, day camps), where an overnight stay does not occur.
- Out-of-Home Respite (Overnight) – A respite service provided in residential settings such as nursing homes, assisted living facilities, and adult foster homes (or, in the case of older relatives raising children, summer camps), in which the care receiver resides in the facility (on a temporary basis) for a full 24-hour period of time.
- Other respite – A respite service provided using OAA funds in whole or in part, that does not fall into the previously defined respite service categories.

6. FCSP Supplemental Services

(1 Unit equals 1 Activity) – Services provided on a limited basis to complement the care provided by caregivers. Examples of supplemental services include, but are not limited to, home modifications, assistive technologies, emergency response systems, and incontinence supplies. Examples of supplemental services include clothing expenses per grandchild shall include children’s apparel such as diapers, shirts, pants, dresses, suits, footwear, belts, and clothing services such as repair and alterations. Other examples are personal care expenses, furniture to be used by the grandchild including bed or dresser.

7. FCSP Information and Assistance

(1 Unit equals 1 Contact) – A service that provides the individuals with current information on opportunities and services available to the individuals within their communities; assesses the problems and capacities of the individual; links the individual to services; ensures that the individual receives services they are in need of; and services the entire community of older adults.

8. FCSP Information Services

(1 Unit equals 1 Activity) – A public and media activity that conveys information to caregivers about available services, including in person interactive presentations, booth/exhibits, or radio, TV, or Web site events. This service is not tailored to the needs of the individual.

Kentucky Caregiver Support Program – Grandparents Raising Grandchildren

1. KY Grandparent Information

(1 unit equals 1 contact) – A service for grandparents that provides the public and individuals with information on resources and services available to the individuals in their communities.

Note: service units for information services are for activities directed to large audiences of current or potential grandparents such as disseminating publication, conducting media campaigns, and other similar activities

2. KY Grandparent Assistance

(1 unit equals 1 contact) – A service that assists grandparents in obtaining access to the services and resources that are available within their communities. To the maximum extent practicable, it ensures that the individuals receive the services needed by establishing adequate follow-up procedures.

Note: Information and assistance to grandparents is an access service, i.e., a service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site “hits” are to be counted only if information is requested and supplied.

3. KY Grandparent Individual Counseling

(1 unit equals 1 session) – Counseling to grandparents to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals.

4. KY Grandparent Support Groups (KCP)

(1 unit equals 1 session) – Services to assist the grandparents in the area of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

5. KY Grandparent Caregiving Training

(1 unit equals 1 session) – Assist the grandparents in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles.

6. KY Grandparent Supplemental Services

(1 unit equals 1 Activity) – A voucher up to \$500 per grandchild in any one fiscal year to provide services to meeting identified needs of grandparents raising grandchildren includes the following:

- Respite – Care provided by a caregiver or agency approved by the district for a designated time period; and to temporarily relieve a grandparent who serves as primary caregiver to a grandchild.
- Child Clothing and Personal Care Needs
- Educational Supplies/Assistance – Documented by the grandchild’s school of attendance.
- Medical and Dental
- Furniture – Bed or dresser to be used by the grandchild
- Other

III. Service Delivery and Funding

SERVICES AVAILABLE FOR BID

The intent of the National Family Caregivers Program is to recognize the needs of the caregiver and address those needs by offering a diverse range of direct services to the caregiver in their continuum of caregiving. The family caregivers are the invisible backbone of the American healthcare system, providing over 80% of all home care services. Despite their tremendous role in providing care, family caregivers often lack training and do not have adequate support in their efforts.

The Kentucky Family Caregiver Program is designed to provide assistance to grandparents who are primary caregivers of their grandchildren. Unlike the Federal Caregiver program, the Kentucky Caregiver program eligibility does not include age for the caregiver and provides assistance for persons meeting income eligibility guidelines.

The goal of caregiver services is to improve the health and well-being of family caregivers and to recognize the continually expanding role they play due to the constant shifting of costs and care provided in a home setting. In order for caregivers to continue in their efforts, they need information, training and assistance in many areas. A facilitated system of information assistance and access to services for caregivers is needed to assure caregivers and families have options. Options to assure that their loved ones are cared for whether the care recipient is an older adult who has become vulnerable and in need of considerable assistance or a grandchild whose parents cannot care for them anymore.

This procurement is designed to allocate available resources throughout the region to ensure access to caregiver assistance programs for caregivers eligible for services. It is the intent of KIPDA to fund services which ensure a comprehensive system that will respond to the needs of caregivers in the KIPDA Region. This system must support the caregiver in their effort to care for their loved ones and connect caregiver to the resources necessary to accomplish this task; ultimately reducing caregiver strain that could place the caregiver in jeopardy. The comprehensive network of services must utilize programs and services, innovative strategies and techniques to accomplish the task of caring for the caregiver; reaching out to them where they are, even into their homes.

It is hoped that the design of this procurement will facilitate the development of an innovative and effective network of services that reach out into the region to caregivers who are desperately in need of support. Proposals including systems designed to serve caregivers throughout the KIPDA region, including rural counties will receive priority consideration.

A. NATIONAL FAMILY CAREGIVER SUPPORT SERVICES – COORDINATED SUPPORT SERVICES:

Applicants may propose to implement a coordinated model of services to include one or more of the services identified below to support the caregiver. Services shall be coordinated from among those listed below to be implemented by the applicant or coordinated with community programs that offer such services. The proposed coordinated caregiver support model must address the support needs of all types of caregivers and provide connections to community-based programs that exist, to further assist caregivers,

particularly caregivers of loved ones with specialized medical conditions. Services may be provided on-site at the home of the caregiver, within the community, telephone and internet-based models that support the caregiver at times most convenient for the caregiver.

A coordinated support system will include linkages and coordination with community organizations that offer additional services that can supplement caregiver services offered through this procurement. Proposals shall demonstrate coordination with community-based groups and services and how involvement with the community group(s) will occur. The Coordinated Model defined by the applicant must include a process for assessment of the needs of the caregiver and development of a plan of assistance that may include any of the following services supported through the National Family Caregiver Program to provide the added support for the caregiver. Individual Follow-up (counseling service) with caregivers to evaluate progress and the benefit of the services received shall be conducted at least one time monthly and modifications to service recommendations made as appropriate.

SERVICES SHALL INCLUDE ONE (1) OR MORE OF THE FOLLOWING SERVICES:

1. **Support Groups** – Conducted in a group setting with caregivers in similar situations participating through a facilitated session. Support groups may be conducted at a location with face-to-face participation or electronically using a secured and closely monitored site to ensure the confidentiality of the caregivers participating in the support group. Support groups may be specialized for particular target groups. Expansion of currently established support groups is allowable. However, funds will not be used to supplant other resources currently supporting an existing support group.
2. **Training Services** – Training that will assist the caregiver in best meeting the needs of his/her loved one and special approaches to providing care that will ease the burden of the caregiver. Applicants shall submit a training outline and resource list where information will be obtained for implementation of training. Providing carefully structured opportunities for caregivers to acquire knowledge and a variety of caregiver skills. Includes individual or group events designed to increase awareness of caregiver's needs through topics such as coping skills, hands on skills, communication, nutrition, medications, lifestyle changes, day-to-day survival, coping with difficult behavior, emotional and physical needs through the stages of being a caregiver, dealing with employers, financial issues, death and grief, grandparents raising grandchildren issues, etc. For caregiver training a structured program outline shall be included with the Applicants may include the cost of development and printing of necessary materials and promotion of the program with the total cost of training. Suggested categories for training include, but are not limited to:
 - ii. Training centers targeting caregivers caring for an elder person who is hearing impaired. Training focus will be on assistive technology information, videos, manuals, resource lists and interpretive services available to assist caregivers.
 - iii. Training for elderly primary caregivers of adult children with mental retardation and/or developmental disabilities.
 - iv. Training for family caregivers caring for loved one with Alzheimer's disease to help identify, reduce stress and manage difficult behaviors.

3. **Counseling Services** – Applicants may provide this service directly or coordinate with an individual or organization that is trained and certified or licensed to provide counseling for individuals experiencing difficulties in one’s life, particularly as it relates to a caregiver caring for a loved one and managing his/her own needs. Counseling, if proposed, shall be conducted on a regular basis (at least monthly) and available as needed through a hotline or other means established by the entity providing counseling services that provides accessibility for caregivers when needed. Services shall be case noted with outcomes and follow up needs recorded in the caregiver record. Counseling may be conducted face-to-face, through secured and monitored electronic means or over the phone. Whichever method of counseling is conducted, the choice of the caregiver is to be implemented and accommodations made to allow for open discussion and interaction that best meets the caregiver’s needs and shall ensure the confidentiality of the caregiver.
4. **Respite Services**- Entities may provide the direct respite service or identify individuals or organizations that will provide respite and arrange for the service on behalf of the caregiver if requested by the caregiver and the need exists. Respite services are intended for temporary relief (intermittent) and not long-term care.
5. **Caregiver case management services (access assistance service)**: This responds to the needs of both the impaired care recipient and the family caregiver. The focus would be on care management tools that facilitate where caregiver support is needed; designing plans of care for the caregiver that are integrated with the care plan of the care recipient; and connecting caregivers to community resources. This would include but not limited to in-home assessments for caregivers.

B. CAREGIVER RESOURCE COORDINATION SPECIALIST (Access Service):

KIPDA is seeking proposals from entities or qualified individuals who will serve in the role of *Caregiver Resource Coordination Specialist*. This procurement will give priority funding to entities that apply to implement the Resource Coordination Specialist model. Resource coordination is a vital service that should be available to assist caregivers in navigating through the many programs, services and options available, as well as identifying gaps in coordination with the caregiver and locating services or supplies to fill those gaps. Currently, KIPDA allocates National Family Caregiver funds to provide training, respite, support groups, counseling, and legal services to assist caregivers in their role of daily care for their loved ones. Entities may choose to provide Resource Coordination Specialist services for all or a specific type of caregiver population (caring for older adults, persons with disabilities as defined, grandchildren). One service gap identified through the results of needs assessments and discussions with caregivers is the need for someone to assist them with navigating the system and determining what is needed to help them take care of their loved one. For example, if an individual or organization was available to assess and review the needs of the caregiver and care recipient, facilitate the development of a comprehensive plan for supporting the caregiver in caring for their loved one, and then help the caregiver to determine the types of services and assistance (government or non-government funded) available in their community to support the plan, the caregiver and care recipient would benefit and caregiver burden would be reduced.

This procurement is implemented to pull together, for the benefit of weary and distressed caregivers, a continuum of care that will ease the burden of coordinating care and implementation of options that may

provide additional supports. Caregivers also need to care for themselves daily. The Resource Coordination Specialist shall identify and if necessary, make initial contacts to arrange for respite or other temporary care supports while the caregiver takes a needed break and handles his/her own personal business. The proposed service must support the caregiver in their effort to care for their loved ones and assist in maintaining the care recipient in the community for as long as possible. Further, the Resource Coordination Specialist shall connect caregivers to the resources necessary to accomplish this task and reduce caregiver strain that can potentially place the caregiver and this invaluable system of care in jeopardy. The Resource Coordination Specialist must utilize programs and services, innovative strategies and techniques to accomplish the awesome task of caring for the caregiver; reaching out to them where they are, even into their homes, rather than being dependent upon traditional strategies, methods, services and programs that do not meet the real need of those it is intended to serve.

It is hoped that the design of this procurement will facilitate the development of an innovative and effective network of services that reach out into the region to caregivers who are desperately in need of support. The Resource Coordination Specialist Model can be designed to utilize a variety of allowable caregiver services to support its goal. Ideally, a trained professional will be available to provide caregiver case management or care coordination (as defined in this RFP) to the targeted population to be served; however, the model can be built around other programs and services, including NFCP services, to support the needs of the caregiver.

C. KENTUCKY CAREGIVER PROGRAM SERVICES (GRANDPARENTS RAISING GRANDCHILDREN):

Funds are available to eligible grandparents who are raising their grandchildren as defined through the Kentucky Caregiver Program. Grandparents who are raising (not only caring for daily) their grandchildren require special support to aide in understanding where and how resources are available in each community, access to community and school-based programs as well as support groups or training for specialized family or individual situations. Funds are available to entities prepared to implement services that will assist grandparents of any age (income eligibility required) who could benefit from support groups, training to understand external influences that may affect school performance and daily living as well as respite (a time-limited break from providing daily care). Organizations submitting proposals may introduce one or more of the following services supported through the KY Caregiver Program and shall be prepared to submit documentation to substantiate service delivery and outcomes related to the support provided by the KY Caregiver Program.

SERVICES MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- A. **Support Groups** – Grandparent may participate in support groups with other grandparents who are raising their grandchildren to assist in easing the burden and stress of this responsibility. This service may supplement an established support group through expanded programming or additional topics or expanded outreach. Support groups may be conducted at a location with face-to-face participation or electronically using a secured and closely monitored site to ensure the confidentiality of the caregivers participating in the support group. Support groups may be specialized for particular target groups;
- B. **Training Services** – Training that will assist the grandparent in understanding the needs of the grandchild, assistance in accessing school and other programs for children, and approaches to care that will ease the burden for the grandparent.

- C. **Counseling Services** – Applicants may provide this service directly or coordinate with an individual or organization that is trained and certified or licensed to provide counseling for grandparents and/or grandchildren experiencing difficulties in one’s life, particularly as it relates to accepting and coping with an unexpected situation that affects the grandchild and/or grandparent. Counseling, if proposed, shall be conducted on a regular basis at a location or through a method most convenient for the participant (at least monthly) and available as needed through a hotline established by the entity providing counseling services. Services shall be case noted with outcomes and follow up needs recorded in the caregiver record. Counseling may be conducted face-to-face, through secured and monitored electronic means or over the phone. Whichever method of counseling is conducted, the choice of the participant is to be considered and if appropriate, implemented with accommodations to allow for open discussion and interaction that best meets the caregiver’s needs and shall ensure the confidentiality of the caregiver.
- D. **Respite Services**- Entities may provide the direct respite service or identify individuals or organizations that will provide respite for the grandparent to allow for a temporary break in providing care. Proposals including respite services particularly during school breaks and holidays will receive priority consideration. The special needs of the grandchild and situation of the family shall be considered in arranging for the care of the grandchild. Respite services are intended for temporary relief (intermittent) and not long-term care.
- E. **Intensive Resource Assistance (Access Service)** – This initiative will provide a trained contact for the grandparent; to assist with connecting the grandparent and grandchild to needed and desired resources that facilitate a positive family environment. Grandparents may be seeking various educational, community-based, sports related, etc. resources available for their grandchildren. The Resource Assistant will help to connect the grandparent to these resources. This initiative could include one-on-one assessment and intervention, multi-media activities, community advisory groups and more.

IV. Provider Responsibilities

Providers selected to operate multipurpose and satellite senior centers in accordance with this application will be responsible for the following once a contract is executed:

- a. Implement the services and structure proposed and agreed upon through the final RFP and Contract to serve eligible older adults;
- b. Adhere to HIPAA Privacy Rules and KIPDA policies and procedures regarding HIPAA and HITECH compliance;
- c. Ensure the security of client information and safety of data obtained that could violate a client's rights or privileges;
- d. Assure the provision of services throughout the geographic area proposed and agreed upon;
- e. Treat clients in a respectful and dignified manner. Involve the client and caregiver in the delivery of services and provide services in a timely and safe manner;
- f. Permit staff of the Cabinet for Health and Family Services, Department for Aging and Independent Living and/or KIPDA to monitor and evaluate services provided;
- g. Assure that each paid or voluntary staff member meets qualifications and training standards established for each specific services as defined by KIPDA or the Cabinet for Health and Family Services;
- h. Arrange for monitoring of partner organization(s) service delivery to ensure participants are treated fairly and equitably;
- i. Maintain written job descriptions for staff and volunteer positions involved in direct service delivery and maintain written personnel policies and wage scales for each job;
- j. Ensure that all staff and supervisors who have direct contact with clients complete a criminal background check in accordance with 910 KAR 1:170;
- k. Designate a supervisor to ensure all staff providing Title III-E and KCG services are provided professional supervision and monitor the timeliness and quality of service delivery;
- l. If providers awarded a contract propose entering into a subcontract with an entity to implement specific components, DAIL and KIPDA must approve the proposed plan for subcontract and all terms of the contract between KIPDA and the approved provider shall flow down to the subcontractor, including background checks, HIPAA requirements, financial reporting and performance reporting. Monitoring of subcontractor services is required and a written record of monitoring shall be completed annually;
- m. Transfer of Client Records: In the event an agreement with KIPDA is terminated, copies of all KIPDA client records and/or participant data must be provided to KIPDA for release to a designated provider;
- n. Provide or arrange for appropriate insurance coverage to protect volunteers from personal liabilities;
- o. Adhere to the guidelines set forth in the KIPDA Policy and Procedures Manual. The General, Fair Hearing and Support Services Sections of the KIPDA Policy and Procedures Manual will be available at the bidder's meeting;
- p. Provide and/or secure appropriate orientation prior to the delivery of services and continued in-service training annually for staff responsible for the provision of Title III-E and KCG services in accordance with KIPDA Policies and Procedures;
- q. When services cannot be provided due to lack of attendance or other unforeseen circumstances, contact KIPDA and identify how services will be modified or rescheduled;

- r. Utilize the electronic data system adopted by KIPDA and follow KIPDA procedures for timely input and maintenance of client data, case notes and communication with KIPDA staff;
- s. Follow KIPDA procedures for reporting units of service, adjustment to units and charges for the delivery of services. If an error is found in reporting and units billed, an adjustment shall be made and KIPDA notified of adjustments;
- t. Match: Applicants will be required to provide a minimum of 25% match in addition to the cost of implementing Title IIIIE National Family Caregiver funded activities. To be allowable, match must be provided through non-federal sources, used to conduct allowable services, may not be used for match toward any other program, and must be verifiable. AoA regulation precludes the use of program income (donations) as match. Match shall be reported monthly and records to substantiate match presented to KIPDA when requested;
- u. Maintain a financial system which tracks and accounts for staff time dedicated to Title IIIIE and KCG funded services, revenue, expenditures, match and program income;
- v. Document third party (partnership) contributions to services to substantiate implementation of planned partnerships and modifications to partnership agreements should they occur over time;
- w. Ensure the accuracy of reports, units of service, clients served on a monthly basis.
- x. Subcontracting is prohibited without prior written approval of DAIL and KIPDA;
- y. Providers will complete a quarterly report in which they will be required to include a progress report regarding the partnerships that have been established. If a certain partnership is not meeting provider's expectations, an explanation must be included specifically stating what efforts are being made to form and maintain new partnerships in place of those that are not contributing to the provision of services.

Maintenance of Participant Records, Files and Documentation

The selected applicant must be able to provide the following upon request:

- a. Monthly Calendar of Scheduled Activities;
- b. Record of individuals in activities daily;
- c. Age of individuals participating in services;
- d. Service records and case notes for individual services;
- e. Employee and volunteer time records;
- f. Electronic reports applicable to Title IIIIE and KCG services;
- g. Financial records to validate Title IIIIE and KCG expenses, other sources of support, and records of Match and Program Income.
- h. Daily participation records documented by client signature or other approved methods. Records shall be sufficient to determine services provided in accordance with program design and service definitions.

V. Minimum Requirements To Apply

Organizations may submit proposals for consideration of funding contingent upon meeting the following conditions:

- a. Financial Capability - Applicants must demonstrate financial solvency and be capable of supporting the programs and services described in its proposal. Applicants must have a financial management system established and capable of tracking revenue and expenditures by funding stream or program.
- b. Business Eligibility - Applicants must be registered and eligible to conduct business in Kentucky and with the Federal Government. Applicants must possess a Federal and State tax identification number. Applicants will be registered with the Secretary of State's Office if incorporated, possess a current 501(C)(3) certificate to conduct business as a not-for-profit organization, or shall possess a Business License issued by the Commonwealth of Kentucky. Applicants must have for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers compensation policy in effect. Additionally, applicants shall not be ineligible to conduct business with the Federal Government as presented on the Federal Debarment and Suspension list.
- c. Experience – The applicant is experienced in the delivery of human service programs, in operating a caregiver support service delivery and be able to provide evidence of sustainability in providing those services. At least three years' experience is preferred.
- d. Reporting and Computer Systems – Applicant possesses computer hardware and software that meets the minimum standards established by KIPDA for purposes of reporting and communicating electronically. Applicant can develop or currently has in place a reporting system to provide information regarding the units of service, number of KIPDA participants served, demographic data regarding those served, record of outcomes and time records for each service delivered. Applicant will utilize regional information data system.
- e. Match – Applicant must be able provide the minimum required match (25%) toward the overall cost of the program. Match can be either cash or in-kind third-party contribution.
- f. Facilities – Applicant facilities where services are to be performed meet federal accessibility requirements and OSHA standards for safety and cleanliness.
- g. Staffing – Staff are available to deliver the services as proposed, have completed a criminal records check with a clean record prior to hire, and are licensed or trained as necessary to complete the service to be delivered.

VI. Procurement and Contract Information

A. Procurement Process and Requirements

Rules of Procurement

To facilitate this procurement, various rules have been established. These are described in the following paragraphs. The Second Party (Provider)s should review and comply with the General Conditions and Instructions for submission of proposals and inquiry period to ask questions. After the inquiry period has elapsed, subsequent questions will not be addressed by KIPDA management, staff or council members.

The procurement process will provide for the evaluation of proposals and selection of the proposals to be selected for award. KIPDA anticipates the selection of multiple organizations to serve in the capacity of a IIIIE National Family and Kentucky Caregiver Support provider.

Approach

The Kentuckiana Regional Planning and Development Agency (KIPDA), in the exercise of its lawful duties, has determined that the services outlined in this proposal are necessary for the performance of the statutory and regulatory requirements of KIPDA. KIPDA has concluded that either state personnel are not available to perform these services, or it would not be feasible to utilize state personnel to perform these services. Additionally, a Second Party (Provider) is available and qualified to perform these services; and, for the before-stated reasons, the state agency desires to avail itself of the services of a Second Party (Provider).

The procurement process will provide for the evaluation of proposals and selection of the winning proposal in accordance with State law and regulations. KRS Chapter 45A of the Kentucky Model Procurement Code provides the regulatory framework for the procurement of services by State agencies. See 45 CFR 74.326-335; 45 CFR 74, Appendix II for Federal guidelines for "Contract Provision for Non-Federal Entity Contracts under Federal Awards".

Independent Price Determination

A proposal shall not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other bidding entity or with any competitor. In addition, the bidding entity is prohibited from making multiple proposals in a different form.

Organizations submitting proposals must include a certified statement via the Certification of Assurances and Compliance with General Provisions document that the price was arrived at without any conflict of interest. Should a conflict of interest be detected at any time during the contract, the contract shall be null and void and the Second Party (Provider) shall assume all costs of the project until such time that a new Second Party (Provider) is selected.

No Contingent Fees

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of the bidding organization or bona fide established commercial or selling agencies maintained by the Offeror for the purpose of securing business. For breach

or violation of this provision, KIPDA shall have the right to reject the proposal or cancel the contract without liability.

Cancellation of This Solicitation

In accordance with KRS 45A.105 and KIPDA policies and procedures, this Request for Proposals may be canceled at any time and for any reason, or all bids or proposals rejected, if it is determined in writing that such action is in the best interest of KIPDA. Receipt of proposal materials by KIPDA or submission of a proposal to KIPDA confers no rights upon the Proposer nor obligates KIPDA in any manner.

Cost of Preparing Proposal

Costs for developing the proposals are solely the responsibility of the Offerors. KIPDA will provide no reimbursement for such costs.

EEO Requirements

The Kentucky EEO Act, KRS 45.560-45.640, applies to all State government projects with an estimated value exceeding \$500,000.00. The Second Party (Provider) shall comply with all terms and conditions of the Act. Organizations submitting proposals must include a certified statement via the Certification of Assurances and Compliance with General Provisions document that it has complied with and adheres to the provisions of KRS 45.560 – 45.640.

Waiver of Minor Irregularities

KIPDA reserves the right to reject any offers and to waive informalities and minor irregularities in offers received providing such action is in the best interest of KIPDA. Where KIPDA may waive minor irregularities, such waiver shall in no way modify the RFP requirements or excuse the bidding organization from full compliance with the RFP specifications and other requirements if the bidding organization is awarded the contract.

Clarifications of Proposal

KIPDA reserves the right to request additional information as may reasonably be required for selection, and to reject any proposals for failure to provide additional information on a timely basis. KIPDA reserves the right to conduct discussions with any bidding organization who has submitted a proposal to determine the bidding organization's qualifications for further consideration. Discussions must not disclose any information derived from proposals submitted by other offerors.

Best and Final Offers

KIPDA reserves the right at its discretion to request a Best and Final Offer (BAFO) for technical and/or cost proposals. Bidding organizations are cautioned to propose their best possible offers at the outset of the process, as there is no guarantee that any Offeror will be allowed an opportunity to submit a Best and Final technical and/or cost offer.

Rules of Withdrawal of Proposals

Prior to the date specified for receipt of offers, a submitted proposal may be withdrawn by submitting a signed written request for its withdrawal to the Sole Point of Contact listed in the Communications and Proposal Submission Criteria section.

Issuing Office

Kentuckiana Regional Planning and Development Agency (KIPDA) is issuing this RFP on behalf of the Division of Social Services. KIPDA is the only entity authorized to change, modify, amend, alter, or clarify the specifications, terms and conditions of this RFP.

Disposition of Proposals

All proposals become the property of KIPDA. The successful entities' proposals will be incorporated into the resulting contract by reference. Disposal of unsuccessful proposals shall be at the discretion of the Director of Social Services.

KIPDA's Right to Use Proposal Ideas

KIPDA shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposals received in response to the RFP. Selection or rejection of the proposal will not affect this right.

Confidentiality of Contract Terms

The Second Party (Provider) and KIPDA agree that all information communicated between them before the effective date of the Contract shall be received in strict confidence and shall not be necessarily disclosed by the receiving party, its agents, or employees without prior written consent of the other party. Such material will be kept confidential subject to Commonwealth and Federal public information disclosure laws.

Upon signing of the Contract by all Parties, terms of the contract become available to the public, pursuant to the provisions of the Kentucky Revised Statutes. The Second Party (Provider) must have an appropriate agreement with its Subcontractors extending these confidentiality requirements to all Subcontractors' employees.

Prohibitions of Certain Conflicts of Interest

In accordance with KRS 45A.340, the Second Party (Provider) represents and warrants, and KIPDA relies upon such representation and warranty, that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services. The Second Party (Provider) further represents and warrants that in the performance of the contract, no person, including any subcontractor, having any such interest shall be employed.

In accordance with KRS 45A.340 and KRS 11A.040 (4), the Second Party (Provider) agrees that it shall not knowingly allow any official or employee of KIPDA who exercises any function or responsibility in the review or approval of the undertaking or carrying out of this contract to voluntarily acquire any ownership interest, direct or indirect, in the company prior to the completion of the contract.

Sworn Statement Regarding Violations of Kentucky Revised Statutes

Pursuant to KRS 45A.485, Second Party (Provider)s are required to reveal final determinations of violation of certain statutes incurred within the last five years and be in continuous compliance with those statutes during the contract. Where applicable, the Second Party (Provider) is required to complete and submit the Sworn Statement Regarding Violations of Kentucky Revised Statutes with the Technical Proposal.

Open Records Law

Requests for bid/contract information shall comply with the Kentucky Open Records Act (KRS 61.870 to 61.884).

Deviations to Provisions of the Solicitation

The provisions appearing elsewhere in this Request for Proposals (RFP) shall become a part of any resulting contract. Any deviations from the provisions of the RFP must be specifically identified by the Second Party (Provider) in its proposal, which if successful, shall become a part of the Contract. Such deviations shall not be in conflict with the basic nature of the technical and cost requirements of this RFP. Deviations must be submitted as stated in Section 4 of this Solicitation. KIPDA reserves the right to reject any and/or all deviations in whole or in part.

Second Party (Provider) Response and Public Inspection

The RFP specifies the format, required information, and general content of proposals submitted in response to the RFP. KIPDA will not disclose any portions of the proposals prior to contract award to anyone outside KIPDA, representatives of the agency for whose benefit the contract is proposed, representatives of the Federal Government, if required, and the members of the evaluation committees. After a contract is awarded in whole or in part, KIPDA shall have the right to duplicate, use, or disclose all proposal data submitted by Second Party (Provider)s in response to this RFP as a matter of public record.

All documents submitted by a Second Party (Provider) in response to the RFP shall be available for public inspection after contract award. No such documents shall be exempt from disclosure under the Kentucky Open Records Act regardless of the Second Party (Provider)'s designation of the information contained therein as proprietary, confidential, or otherwise. Therefore, KIPDA will not redact or withhold any documents submitted in response to the RFP if a request to inspect these records is made.

KIPDA shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejections of the proposal will not affect this right.

Restrictions on Communications

The sole point of contact throughout the procurement process is <https://kipda.bonfirehub.com/>. All communications (formerly done through regular mail, express mail, electronic mail, or fax), concerning this procurement must be submitted only in this format. From the issue date of this RFP until a Second Party (Provider) is selected and the selection is announced, applicants are not allowed to communicate with any staff, Board or Advisory Council members concerning this RFP.

KIPDA reserves the right to reject the proposal response for any violation of above provision.

B. Contract Information**Basis of Contract**

Proposals will be evaluated based on response to implementation of services consistent with the initiatives identified in the proposal, reasonableness of cost, experience and establishment of partnerships. Proposals will be considered based on the lowest evaluated bid price. The evaluation criteria will be made available at the bidder's meeting. The period in which services are to be performed is from July 1, 2023– June 30, 2024. KIPDA has the option to extend contracts through the procurement period, contingent upon the availability of funding, satisfactory performance of contracted services and compliance with the executed agreement between KIPDA and the provider. The KIPDA Board of Directors is the authorizing body that awards contracts on behalf of KIPDA. KIPDA reserves the right to negotiate any terms, conditions, and unit price payments with successful applicants as appropriate. Payments will be made to successful bidders on

a unit price basis established and agreed upon by both parties. The unit price payment contract method allows for payment to providers at established unit prices based on the number and type units provided in accordance with service unit definitions. The cost reimbursement portion of the contract allows for payment to providers upon receipt of appropriate, accurate, and actual invoices (and backup documentation), and is specific to public information. KIPDA reserves the right to refuse any and all bids and to accept those bids that are most advantageous to KIPDA in carrying out the goal of the program and to modify payment structure as appropriate. Applicants will be notified in writing of approval or denial of contract award. Upon final selection of successful proposals submitted in response to the RFP, all proposals shall become public documents of KIPDA and shall be open for review by the public.

Program Income can be a source of revenue collected and reported to support expansion of the Title III E National Family and Kentucky Caregiver Support services.

The amount of Title III E National Family Caregiver and Kentucky Caregiver funds available to support eligible caregivers must serve the entire KIPDA region. Therefore, KIPDA reserves the right to allocate funds and negotiate funding levels based on consideration of the proposed plan for service implementation, population and number of persons served in addition to outreach to targeted populations. In the event requests for funding far exceed available funds, KIPDA will establish a method for the allocation of funds to support the region. See 45 CFR 74.326-335; 45 CFR 74, Appendix II for Federal guidelines for "Contract Provision for Non-Federal Entity Contracts under Federal Awards".

KIPDA staff will monitor provider performance and actual expenditure of the funds awarded to ensure resources are spent for the purposes intended, regardless of the type of payment method negotiated.

Subcontracting

Subcontracting of services in whole or in part will not be permitted without prior approval from KIPDA. Applicants shall submit a copy of all subcontracts applicable to the services to be delivered with the submission of the proposal. (Draft subcontracts are acceptable).

Post-Contract Audit

The Second Party must comply with audit requirements as set forth by 2 CFR, Part 200 for federally funded services and/or audit requirements set forth by the Cabinet for Health and Family Services.

Pre-Contract Costs

Unless the applicant receives written approval from KIPDA's Executive Director, all costs incurred prior to the date of the contract award are not allowable for reimbursement from KIPDA through this process.

Availability of Funds

KIPDA has no legal liability for payment of funds or award of a contract until funds are made available to KIPDA for this procurement and notice of such availability, to be confirmed in writing by the Executive Director of KIPDA, is provided to the Contractor.

ExParte Contact

Contact by an applicant with any member of the KIPDA Aging Advisory Council, KIPDA staff and/or KIPDA Board of Directors to provide information or influence a recommendation outside a scheduled public meeting established by KIPDA will be grounds for disqualification of the proposal from further consideration of funding.

Reporting Requirements

Successful applicants will be expected to submit monthly billing reports, and quarterly program and financial or performance reporting documents. Further, client intake forms containing information necessary to meet Federal reporting requirements will be necessary for each client served. Successful applicants will be required to maintain documentation to validate service units entered (time records per day) and complete data entry of service units. Quarterly reports will contain statistical and program summary information to evaluate the continued effectiveness of services. Reporting requirements will include the following:

1. Number of unduplicated clients served and service units delivered monthly;
2. Signed billing reports submitted to KIPDA upon completion of specific projects;
3. Document, retain and submit match (minimum 25% match requirement) and program income source documentation to validate allowable match and program income;

Performance-Based Penalties

KIPDA reviews performance on a regular basis. In the event of underperformance or non-performance, KIPDA will work with the contracted organization to resolve the performance issue. KIPDA reserves the right to amend and revise provider contracts including the recoupment of or reduction in funding.

VII. Proposal Application Instructions

General Instructions

The following is a list of documents to be included in the completed proposal package submitted to KIPDA for consideration of funding.

- Proposal Application – General Section and Scope of Work (Specific to type of service)
- Proposal Application – Project Budget
- Organizational Planning Summary
- Service Funding Summary – Anticipated Additional Funds to Support Services
- Resources Used for Match Form – Local Resources Used for Match
- Certification of Assurances and Compliance with General Provisions
- Prohibited Employee & Volunteer Activities Form
- Minimum Office Equipment and Software Requirement
- Certification of Current Cost or Pricing Data
- Checklist for Proposal Submission

Instructions

1. The Bidder's Meeting requirement for this RFP will be held April 5, 2023 at 2:00 p.m. (Eastern Time), at the KIPDA office. Attendance via conference call or Zoom is also available using the bidders meeting Zoom link on KIPDA's website, under Upcoming Meetings and Events. Applicants are permitted to submit inquiries up to 5:00 p.m. (Eastern Time), April 12, 2023. Proposals may be viewed on the KIPDA website at <https://www.kipda.org/> and downloaded from <https://kipda.bonfirehub.com/>.
2. Applicants must submit a completed proposal electronically to <https://kipda.bonfirehub.com/> after registering on this site. Prepare responses directly in the body of the application. Attachments and addenda must be clearly identified and labeled in the proposals and only included if additional supporting documents are necessary. Proposals are due to KIPDA no later than 12:00 Noon (Eastern Time) April 19, 2023. Proposals not completed in the format outlined or with questions unanswered will not be considered for funding. KIPDA reserves the right to accept or reject any or all proposals and to obtain additional information from applicants to consider final recommendations for funding if this information is deemed necessary and will benefit the agency.
3. Submit completed forms following the list in the General Instructions section above, by uploading in <https://kipda.bonfirehub.com/>.
4. Proposals will be reviewed for reasonableness of cost for the services, completeness of responses in the application, past performance as an entity serving older adults (statistical data), proposed services that address the needs of older adults and the changing population, and other criteria as established by KIPDA.
5. Applicants that fail to respond to any section or topic may be declared non-responsive and will not be considered for funding during the procurement cycle. Applicants that submitted non-responsive applications may submit applications for future procurements. Questions that do not pertain to the services proposed or not applicable to the applicant organization should be marked "not applicable" or NA.

6. It is expected that all required forms and information requested are signed and submitted with the application to be considered for review. The proposal will not be scored if the forms are not complete.

Submission Instructions

All Responses must be received before the Closing Time at the Electronic Closing Location, as identified in the Timeline section.

Proposals submitted by hard copy, mail, facsimile, or e-mail will not be accepted.

Proposals submitted after the established deadline will not be accepted.

Upload your submission at: <https://kipda.bonfirehub.com/>

Important Bonfire Notes:

- Logging in and/or uploading your file(s) does not mean your response is submitted. Applicants must successfully upload all the file(s) and MUST click the submit button before the closing time.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. This will confirm that you have successfully submitted your proposal.
- Each submitted item of requested information will only be visible to KIPDA after the Closing Time.
- If the file is mandatory, you will not be able to complete your submission until the requirement is met.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- Please note the type and number of files allowed. The maximum upload file size is 1000 MB. Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

Need Help? Please contact Bonfire directly at [Support.GoBonfire.com](https://support.gobonfire.com) or 1.800.354.8010 x 2 for technical questions or issues related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

Inquiries:

Inquiries must be submitted by 5:00 p.m. (Eastern Time) April 12, 2023. All inquiries must be submitted in the Q/A section of the Bonfire project listing.

Upon completion of the opening, proposals will be reviewed for general responsiveness. Non-responsive proposals will not be reviewed with applicants notified in writing of non-responsiveness and non-review of proposal. Responsive proposals will be reviewed according to the established schedule and criteria with final consideration of proposals by the KIPDA Board of Directors.

Budget Information for Proposal Submission

Budget Workbook:

Applicants must complete the line-item budget contained in a separate excel workbook which incorporates the budget narrative pages and populates into the line-item project budget. The budget narrative provides for an explanation of the individual line-item costs through description, purpose and amount necessary to support the cost of services.

Reasonableness of Costs and Allowable costs:

In accordance with Federal and State cost principles and financial management guidelines, all entities awarded public funds must ensure that costs presented are reasonable and can be supported with cost estimate information if necessary and must only be utilized for allowable costs. Applicants are to adhere to the provisions of 2 CFR, Part 200 - Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Further, the Department for Aging and Independent Living in accordance with Cabinet policies, may further require limitations on certain types of costs or amounts.

The following limitations apply and must be incorporated as applicants determine and present the proposed budget:

1. Travel for all staff will be limited to no more than the State mileage rate.
2. Food purchases for programs and services are unallowable with the Federal and State funds authorized through this procurement.
3. Only costs that are necessary, reasonable and allocable to the specific programs included in this procurement will be considered. Costs that are determined to be unnecessary or reasonable will be eliminated or reduced at the discretion of KIPDA. The costs incorporated into the project budget must only include the proportionate share for staff or other operating costs related to the direct implementation of the stated project(s). Costs that are associated with the overall operation of the applicant entity or not related to the specific programs or services bid must not be incorporated into the project budget or proposal.

VIII. Timeline

KIPDA will attempt to adhere to the evaluation and decision schedule but reserves the right to modify timeframes if in the best interest of the Agency and satisfactory completion of the procurement process.

March 27, 2023	Request for Proposals released.
April 5, 2023	Bidder's Meeting at KIPDA March 21, 2023 at 2:00 p.m. (Eastern Time). Attendance via conference call or Zoom is also available using the bidders meeting Zoom link on KIPDA's website, under Upcoming Meetings and Events. Applicants are permitted to submit inquiries up to 5:00 p.m. (Eastern Time), April 12, 2023. Proposals may be viewed on the KIPDA website at https://www.kipda.org/ and downloaded from https://kipda.bonfirehub.com/ .
April 12, 2023	Applicant inquiry period concludes on April 12, 2023 by 5:00 p.m. (Eastern Time). This period allows written contact with KIPDA for asking questions regarding the application and process. Questions must be submitted at https://kipda.bonfirehub.com/
April 19, 2023	Proposals must be submitted at https://kipda.bonfirehub.com/ by 12:00 Noon (Eastern Time).
April - May 2023	Evaluation Team reviews and scores proposals
June 2023	Funding Committee of Advisory Council meets
June 2023	KIPDA Board considers proposals

Proposals must be submitted at <https://kipda.bonfirehub.com/> **no later than the scheduled deadline of 12:00 noon (Eastern Time), April 19, 2023.** All proposals will remain unopened until the deadline of submission has elapsed. The Executive Director of KIPDA, or designee, will open proposals.

Proposals submitted after the established deadline will not be accepted.

Upon completion of the opening, proposals will be reviewed for general responsiveness. Non-responsive proposals will not be reviewed with applicants notified in writing of non-responsiveness and non-review of proposal. Responsive proposals will be reviewed according to the established schedule and criteria with final consideration of proposals by the KIPDA Board of Directors.

IX. Protest

Pursuant to KRS 45A.285, The Secretary of the Finance and Administration Cabinet, or his/her designee, shall have authority to determine protests and other controversies of actual or prospective parties in connection with the solicitation or selection for award of an Agreement or Contract.

Any actual or prospective party, who is aggrieved in connection with the solicitation or selection for award of an Agreement or Contract, may file protest with KIPDA in accordance with its grievance policies, with state level grievances to be conducted in accordance with KRS 13B. A protest or notice of other controversy must be filed promptly and in any event within two (2) calendar weeks after such aggrieved person knows or should have known of the facts giving rise thereto. All protests or notices of other controversies must be in writing and shall be addressed to:

Jarrett Haley
Executive Director
Kentuckiana Regional Planning and Development Agency
11520 Commonwealth Drive
Louisville, KY 40299

KIPDA will follow its local resolution process and if satisfactory resolution to a grievance is not established at the local level, state level fair hearing procedures shall be followed. A copy of that decision shall be mailed or otherwise furnished to the aggrieved party and shall state the reasons for the action taken.

In all disputes escalated to a State Level review or hearing will receive a decision by the Secretary of the Finance and Administration Cabinet and shall be final and conclusive.