



**K I P D A**  
Kentuckiana Regional Planning  
& Development Agency

## Area Agency on Aging & Independent Living (AAAIL)

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### **TITLE IIIB - SUPPORTIVE SERVICES - TRANSPORTATION REQUEST FOR PROPOSALS (RFP)**

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, 3:00 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.

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# 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.

The Older Americans Act, Section 301. (a)(1), states, "the purpose of this title is to encourage and assist State agencies and area agencies on aging to concentrate resources in order to develop greater capacity and foster development and implementation of comprehensive and coordinated systems to serve older individuals by entering into new cooperative arrangements...for the planning, and for the provision of, supportive services, and multipurpose senior centers." This network of services is intended to be designed to facilitate older individuals' ability to secure and maintain maximum independence and dignity in a home environment with appropriate supportive services; remove individual and social barriers to economic and personal independence and to provide a continuum of care for vulnerable older individuals. Thus, Older American's Act services are intended to be provided through cooperative and collaborative efforts with state and local governments, communities, and other entities interested in assuring access to the community for older adults. This collaborative effort is met through a variety of means including but not limited to a variety of funding sources, donations, in-kind support. KIPDA intends to facilitate the continued development of this network of services by supporting transportation services coordinated with supportive services funded in part through Title IIIB of the Older American's Act.

KIPDA is seeking proposals from applicants interested and capable of providing Title IIIB senior center transportation and non-emergency medical transportation services for eligible older adults who reside in the KIPDA region. KIPDA intends to award contracts to an entity or multiple entities to provide transportation services for persons 60 and older who require transportation to participate in supportive service programs through local senior centers, nutrition services offered through nutrition sites and transportation for medical appointments. KIPDA will select the entity(ies) deemed best qualified to provide the outlined services at an affordable price and that have a history of providing transportation services for seniors 60 years of age and older.

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.

By submitting an application for consideration of funding, and if awarded a contract, the applicant must be prepared to implement the approved project plan for service delivery and performance. Applicants must only propose to provide services that are within its ability as an organization to effectively plan, execute and carryout through completion, the services proposed. Entities, by receiving public funds to serve older adults, must implement a system of service delivery that is cognizant of elder rights, quality care, recognition of individual rights of choice and respect for confidentiality.

## II. KIPDA Regional Information

The KIPDA Area Agency on Aging and Independent Living service area is comprised of the following counties: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble. The following population, minority and disability statistics are provided based on information from the 2016-2020 American Community Survey (ACS) and Census.

Population	
Total KY population	4,461,952
Total KIPDA population	282,690
Total KY population aged 60+	1,021,453
Total KIPDA population aged 60+	227,220
Total KY population aged 60+ who live in the KIPDA Region	22.2%
Total KIPDA population aged 60+ who live in the KIPDA Region	22.6%
Total KIPDA population aged 60+ who live in Jefferson County	64.38%
Total KIPDA population aged 60+ who live in rural areas	11.0%
Minority	
Total KY population aged 60+ who are minority	8.8%
Total KIPDA Population aged 60+ who are minority	16.8%
Disabilities	
Total KY population aged 60+ with disabilities	38.2%
Total KIPDA Population aged 60+ with disabilities	33.1%
Total KY population aged 60+ with <b>SEVERE</b> disabilities	12.4%
Total KIPDA Population aged 60+ with <b>SEVERE</b> disabilities	10.6%

### Poverty

The following poverty and low-income statistics are provided based on information from the 2016-2020 American Community Survey (ACS) and Census.

Poverty/Low Income	
Poverty Rate Older Adults (Nationwide)	9.2%
Poverty Rate Older Adults (KY)	11.1%
Total KY population aged 60+ who are low income	11.6%
Total KIPDA Population aged 60+ who are low income	9.2%
Total Jefferson County, KY Population who are in poverty (all ages)	14.5%
Total Henry County, KY Population who are in poverty (all ages)	14.0%
Total Trimble County, KY Population who are in poverty (all ages)	13.3%
Total Bullitt County, KY Population who are in poverty (all ages)	11.1%
Total Shelby County, KY Population who are in poverty (all ages)	9.4%
Total Spencer County, KY Population who are in poverty (all ages)	7.4%
Total Oldham County, KY Populations who are in poverty (all ages)	4.9%

**Diversity**

It is important to recognize the growing diversity in the KIPDA region, including a substantial immigrant and refugee population. KIPDA's immigrants have more diverse origins than immigrants nationally. KIPDA has a high share of refugees, due to its large federal refugee resettlement program

**Health Conditions**

Poor health conditions in the KIPDA region are often due to lifestyle choices, which lead to otherwise preventable diseases and premature deaths. Modifiable behavioral risk factors such as: tobacco use, poor diet and physical inactivity, have been identified as the leading causes of mortality in the United States as a whole, as well as in Kentucky. While some diseases are due to risk factors that cannot be mitigated, such as sex, race, and genetics, most risk factors for chronic diseases can be prevented or modified to improve health.

**Eligible Population**

Service must target individuals aged 60 and older residing in the KIPDA region with special emphasis on older persons residing in rural areas, older individuals with greatest economic and social need with particular attention to low-income older individuals, including low-income minority older individuals, and older individuals with limited English proficiency.

Individuals that qualify to receive Medicaid transportation services or are eligible for TARC3 if they reside in Jefferson County, are not eligible for Title IIIB transportation services.

### III. Service Delivery and Funding

The amount of KIPDA funds projected to be available for all transportation is approximately **\$350,000**. This will include senior center, community access and non-emergency medical transportation for eligible residents in the KIPDA region. Successful applicants will be required to provide a minimum match of 15% toward the overall cost of the transportation service. KIPDA reserves the right to modify the amount of funding available allocated for transportation services based on the availability of funds, satisfactory performance of services or authorization to provide such services. Approximately 20% of all funds must be allocated for non-emergency medical transportation services. This percentage may be adjusted as needed to meet the demands for both center and non-emergency medical transportation needs of seniors. KIPDA reserves the right to extend the procurement period as necessary to ensure the continuous delivery of services to seniors in its region. Applicants must meet the criteria set forth in this request and other specifications as indicated.

#### Scope of Work

Organizations applying to provide transportation serving older adults in the KIPDA region must be experienced in arranging, dispatching, and delivering transportation services in the human service industry. Consistent with the concept of mobility management, the successful applicant(s) are encouraged to focus on continuous improvement of the effectiveness, access, efficiency, and quality of the transportation service. Emphasis must be placed on the entire trip and the unique needs of each consumer of such services. The successful applicant will demonstrate willingness and ability to develop partnerships and coordinate efforts with other agencies in the community, to access outside resources to expand services for the growing number of older adults needing this service.

1. **Scheduling:** Transportation services must be available to eligible seniors at a minimum, five (5) days per week (Monday – Friday) between the hours of 8:00 a.m. and 4:00 p.m. to ensure that older adults can access senior centers and congregate meal sites supported through KIPDA. As the senior center service network develops programs at alternative sites or during non-traditional hours, reasonable access to these services must be included in the plan for transportation service delivery. Transportation services must be available during the weekday and as feasible, accommodations for weekend service, to transport older adults who do not have the means to get to medical appointments available. Funds are limited and cannot address all the need in the region, therefore, must be managed to ensure funds availability throughout the fiscal year.
2. **Service Network:** Multipurpose senior centers and satellite senior centers will be selected upon completion of the procurement process for Title IIIB Supportive Services. Once this process is completed, successful transportation applicants will be notified of selected sites to begin establishing routes and determining the potential number of center participants needing a ride and the number of vehicles needed to transport participants. KIPDA and its selected Center Providers will coordinate and work with the transportation provider(s) to organize and facilitate access for older adults to community-based services.

Applicants may choose to deliver traditional transportation services in Jefferson County only, Rural Service Area 1 (Bullitt, Shelby and Spencer Counties), Rural Service Area 2 (Henry, Oldham and Trimble)

or the entire region if capacity allows. The successful applicant(s) may subcontract a portion of the service, with approval by KIPDA, but understands it is responsible for ensuring the subcontractor meets all requirements that the applicant (provider) is required to meet. The applicant(s) will ensure that all services are accessible by individuals 60 years of age or older, with provider contact information made available to eligible participants and scheduling and cancellation procedures clearly described. The applicant or its subcontractor's vehicles (cars, vans, buses) must meet Department of Transportation requirements for transporting persons (as applicable). Successful applicants must possess and maintain a fleet with a sufficient number of wheelchair and lift vehicles at all times.

3. **Efficiency and Coordination:** Applicants must work toward improvement in identifying specific client needs/ service gaps, developing a plan to meet the needs and fill the gaps, coordinating existing resources, training staff, and utilization of Intelligent Transportation Systems (ITS) technologies. KIPDA supports efforts that reduce the duplication of effort and services that also increase access to transportation. Therefore, the transportation provider is encouraged to coordinate transportation services available to the community through other programs with Title III services. KIPDA will consider proposals which include a transportation design where the transportation provider will increase efficiency and decrease operating costs by reaching out to organizations that have access to vehicles and could transport individuals when scheduling difficulties or distance prevents the provider from its ability to respond to the needs of the client.
4. **Transportation Services Supported through Title IIIB:** There are two types of transportation services that will be supported with Title IIIB funds: senior center (including certain nutrition sites) and non-emergency medical transportation.

### Transportation Service Definitions:

(One (1) unit = one (1) way trip) - A service providing for a means of taking individuals from one location to another. This service does not include any other activity. Transportation services do not include assisted transportation, it is designated as **curb-to-curb** transportation. The provider of transportation services will be paid on a per unit basis (per trip basis).

#### 1. Senior Center Transportation:

This service is provided throughout the seven-county KIPDA region. Multipurpose senior centers and satellite senior centers supported with Title IIIB funds will receive priority for services. Access to pre-scheduled community-based services arranged through the centers may occur on occasion. The transportation provider is requested to make reasonable accommodations for this purpose. Funds to support this service could be available through Title IIIB, donations, or agency contributions. A portion of the funds must also be made available to support access to established nutrition sites supported through Title III-C to allow access to congregate meals served at locations other than a senior center. Services must be available at a minimum five (5) days per week to accommodate the days and schedule of service availability of the multipurpose senior centers and satellite senior centers. Some locations are open five days per week, some three or more days per week and some two or more days per week, Monday through Friday. Occasionally, a special event occurs requiring the availability of transportation. The provider will be paid for transporting persons under special circumstances, approved by KIPDA in advance.

## **2. Non-emergency Medical (NEM) Transportation:**

This service is available for persons 60 years of age or older who do not qualify for other publicly supported medical transportation services (Medicaid, TARC3, or any other). This service is intended to provide transportation to and from medical-related appointments or treatments, medical therapies, hospitals, clinic, or other health-related services. The applicant must make services available during reasonable and flexible hours and days per week to provide sufficient access to this service for persons who cannot drive and do not have the means to get to the doctor.

## **3. Transportation Voucher Program**

KIPDA has allocated up to \$40,000 to support a voucher program throughout the region to supplement the traditional transportation service and facilitate access to non-emergency medical appointments, senior centers, and congregate sites.

The voucher program is a self-directed personal assistance model in that participants control who provides their rides as they are responsible for selecting the individual who will transport them. This option is intended for older persons who can make their own travel arrangements with a party willing and able to provide a ride and can report back to the transportation provider the completion of the trip. The driver providing the service for the older adult will receive payment from the transportation provider at the agreed upon rate. Program participants can utilize vouchers to access NEM appointments and/ or senior center programming (including nutrition sites).

KIPDA will reimburse the transportation provider monthly for each voucher redeemed. Each applicant will propose a voucher unit cost to include the payout to clients' driver and payment to voucher site to defray the cost associated with managing the voucher program.

KIPDA reserves the right to accept those bids that are most advantageous to KIPDA in carrying out the goal of implementing a cost-effective program.

Applicants may propose to implement the voucher program in any of the following options:

- A) Center and NEM vouchers - Regionwide
- B) Center and NEM vouchers – Rural Area 1 (Bullitt, Shelby, Spencer)
- C) Center and NEM vouchers – Rural Area 2 (Henry, Oldham, Trimble)

## **4. Innovative Transportation Projects:**

KIPDA will also support the establishment of a community access program to increase transportation options. There is need to seek progressive methods utilizing collaborative partnerships and technology to overcome challenges and better meet the transportation needs of older adults. Applicants are encouraged to consider implementing a cost effective and easily accessible transportation program that will address existing service gaps and supplement the available transportation services. Some examples of innovative projects include partnering with Uber/ Lyft, GoGo Grandparent or other community transportation providers as well as the establishment of a volunteer-based model.

Although applicants are not expected to establish such innovative transportation project during the first year of this procurement cycle, applicants who submit a proposal indicating interest in establishing such a project will need to present a plan for implementation of their proposed project.

**Note:** The following website has more information on current transportation trends and data:  
<https://www.nadtc.org/>

- 5. Cost Sharing Program:** Cost sharing will not be implemented in the first year of the procurement cycle, however KIPDA reserves the right to negotiate this as an option for future contract years during this procurement cycle.

**The basic elements of a Cost Sharing Program are:**

- a) Allow the client to self-declare income for the OAA funded program only.
- b) If a client is unwilling to disclose information, they may pay the full cost of the service.
- c) A fee must not be assessed to an eligible individual who meets the definition of “needy aged” as governed by KRS 205.010(6).
- d) An eligible person must be charged a fee determined by the cost of the service unit multiplied by an applicable percentage rate based upon income and size of family using 130% of the official poverty income guidelines published annually in the Federal Register by the United States Department of Health and Human Services. Service unit cost must be determined by KIPDA or contracting entity in accordance with its contract. The copayment amount must be based on the household’s percentage of poverty.
- e) A contribution from an individual, family, or other entity must be encouraged.
- f) Suggested contribution or donation rates may be established; however, pressure must not be placed upon the client to donate or contribute.
- g) Services must not be withheld from an otherwise eligible individual based upon the individual’s failure to voluntarily contribute to support services and the individuals will be made aware of said policy.
- h) Providers must ensure income derived from the fees collected must be used to expand the service for which such payment was given in the district from which the fee was collected and not used as match to support the program.

**PROGRAM STAFF REQUIREMENTS**

- 1. Paid staff (and volunteers) must complete driver training and receive instruction in the delivery of Title IIIB transportation services, allowable services under this Title and prohibitions, within 3 months of hire date or date of becoming a volunteer. Volunteer drivers participating in the transportation voucher project and selected by the client are not required to receive training. Maintain a plan to continuously train staff and volunteers as service change or new staff is hired.
- 2. The applicant organization is required to implement a plan for the utilization of and training of volunteers, if utilized, at the time this application is submitted. The Cabinet for Health and

Family Services' guidelines require adequate liability insurance to be provided for all volunteers.

3. Staff and volunteer drivers assigned to Title IIIB services must receive a criminal records check in compliance with KRS: 216.793.
4. At least one paid staff person will be responsible for the supervision of staff and volunteers providing transportation services, staff completing reporting requirements and must attend required meetings scheduled by KIPDA.
5. Designate at least one staff person to monitor service utilization, reporting and data entry to ensure accuracy in reporting, billing and fully utilizing available funds.

## IV. Provider Responsibilities

The successful applicant(s) must ensure the following provisions are met as it relates to operation of the transportation service and vehicles to be used for Title IIIB services:

1. Publicly notify the targeted population (individuals aged 60 and older in the KIPDA region) that transportation services are available for the purpose of attending congregate locations and/ or non-emergency medical transportation.
2. Provide access for individuals aged 60 and over, to services and activities offered through the multipurpose/ satellite senior centers and nutrition sites. Access to services will also extend to pre-arranged community activities included with site coordination plans in cooperative agreements with sites (whichever is applicable to the needs of the seniors served). KIPDA reserves the right to limit or specify the priority locations for this service in the event funds are limited or utilization of services is low.
3. Coordinate schedules and provision of services with KIPDA funded multipurpose senior centers, satellite senior centers and nutrition site locations to arrange timely and coordinated services for the constituents served.
4. General transportation services for older adults must be available as prioritized by KIPDA:
  - a. Provide non-emergency medical transportation for eligible seniors;
  - b. Participation in supportive service offered by multipurpose/ satellite senior centers;
  - c. Participation at nutrition sites for congregate meals;
  - d. Participation in community activities, advocacy and other special events associated with multipurpose/ satellite senior centers.
5. Arrange the scheduling and provision of services in a timely manner to address the needs of seniors. Timely is defined as responding to a request for and providing services consistent with the policies and procedures of the applicant. Should seniors experience difficulty with responsiveness and availability of services, within the limitations of OAA guidelines and funding, the Second Party will be responsible for implementing corrective action and providing allowable services within 48 hours of request.
6. The provider may, through a cooperative agreement, engage outside entities to respond to a call for transportation. The provider may make arrangements to pay the entity delivering the transportation at a rate established that is mutually agreeable between the parties but must not exceed the rate agreed upon between KIPDA and the transportation provider.
7. Should resources for services become limited, consideration of the following will be prioritized in reviewing the provision of transportation services as listed below. Consider the availability of other resources to cover similar services in the event Title IIIB funds cannot fully support the need.
8. Medical transportation needs to maintain the health and well-being of seniors;
9. Equitable distribution of services offered through multipurpose and satellite centers supported with Title IIIB funds, which include congregate meal options;
10. Nutrition site locations, not supported through Title IIIB, but supported through III-C congregate meals to the extent possible.
11. At a minimum, comply with vehicle safety code inspection and driver criminal records check and drug screening requirements set forth by the Kentucky Department of Transportation for entities that are authorized to deliver public transportation or private transportation through various human service programs.

12. Maintain policies related to the following: Operation of transportation services, ensuring quality and safety of service for participants, reporting on completion of service, compliance with the provisions of Title IIIB transportation and allowable activities as specified in this procurement.
13. Report the delivery of service units (one-way trips) and number of clients served monthly. Provide information pertaining to the delivery of services (number of units and clients served) through outside sources of funding used to support Title IIIB transportation services on a quarterly basis.
14. Provide training for all paid staff and volunteers prior to implementation of transportation services.
15. Utilize the KIPDA electronic reporting system for reporting units and client information. Comply with the Minimum Office Equipment and Software Requirement established by KIPDA with advancements to systems as deemed necessary.
16. Coordinate with community partners and volunteers to expand the availability of services as needed to meet the needs of seniors. Utilize outside sources of funding to support the efforts and delivery of services.
17. Assure the provision of services for individuals residing in the selected service area(s) in the KIPDA region. If the individual must be transported out of the region for a non-emergency medical appointment or other approved transportation, this will be permitted.
18. Treat clients in a respectful and dignified manner and provide services in a timely and safe manner.
19. Coordinate with KIPDA staff and contracted providers to schedule and make available transportation services.
20. Permit staff of the Department for Aging and Independent Living (DAIL) and KIPDA access to records and information sufficient to monitor the provision of services, evaluate the effectiveness, efficiency and adequacy of services and to evaluate the coordination of outside sources of funding for the provision of transportation services in the KIPDA region.
21. Assure that paid staff and volunteers meet qualifications and training standards established under Title IIIB, State Law, the Department for Aging and Independent Living (DAIL) and KIPDA.
22. 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.
23. Designate a supervisor to supervise staff and if applicable, volunteers, to monitor the timeliness and quality of service delivery.
24. 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.
25. Adhere to HIPAA Privacy Rules and KIPDA policies and procedures regarding HIPAA and HITECH compliance. In accordance with KIPDA policies and Federal / State Laws, the privacy of all clients and HIPAA must always be upheld, particularly when transmitting information electronically. Encryption software as prescribed by KIPDA must always be used when transmitting Protected Health Information, including client names and contact information.
26. Provide or arrange for appropriate insurance coverage to protect volunteers from personal liabilities (this does not include volunteers participating in the voucher program).
27. Maintain adequate insurance of vehicle liability and collision insurance in addition to other forms of insurance to protect participants, staff and the organization. Volunteer drivers of the voucher program will be responsible for their own vehicle insurance.
28. Adhere to the guidelines set forth in the *KIPDA Policy and Procedures Manual* and if funded to provide services, the provisions of the executed contract between KIPDA and the Second Party. The General, Fair Hearing and Support Services Sections of the KIPDA Policy and Procedures Manual will be available at the bidder's meeting.
29. When services cannot be provided due to unforeseen circumstances, contact KIPDA and identify how services will be modified or rescheduled.

30. Review records thoroughly to confirm units reported monthly are accurate. If a reporting error is identified, an adjustment to service units billed must be made and KIPDA notified of adjustments. Ensure the accuracy of reports, units of service, clients served on a monthly basis.
31. Provide signed invoices to KIPDA monthly using billing methods selected by KIPDA. Meet invoicing deadlines established in the executed contract.
32. Adhere to KIPDA guidelines for subcontracting and oversight of services that are subcontracted.
33. Notify Adult Protective Services and KIPDA when potentially unsafe and/or hazardous conditions exist that may place the client or staff/volunteers or others in imminent danger.
34. Notify Adult Protective Services and KIPDA when there are suspicions of abuse, neglect or exploitation regardless of suspected perpetrator in accordance with KRS 209.
35. Implement an Emergency Preparedness Plan to continue or complete transportation services at some level during an emergency and to secure the safety of participants in the care of the transportation provider during a disaster. This plan will include how services will be carried out in the event of pandemic flu or other pandemic illnesses affecting the general population, particularly the senior population. Make plans known to supervisors of the multipurpose and satellite senior centers to assure continuity of services.
36. Assign a staff member who will be responsible for contacting Title IIIB funded multipurpose and satellite senior centers and III-C nutrition sites to schedule trips for participating seniors on a daily basis. Coordinate scheduling with centers and take responsibility for notifying centers and clients of changes as they occur.
37. In case a congregate site is closed due to weather-related or other circumstances, clients must be given a choice of attending another site. The transportation provider is responsible for communicating options to clients and sites to determine the best option for participants needing a trip to a congregate location. Notify clients when normal scheduling resumes after disruptions in normal trips and routes.
38. Administer the required annual client satisfaction surveys within the timeframe established by KIPDA.
39. Implement the services and structure proposed and agreed upon through the final RFP and Contract to serve eligible older adults;
40. Ensure the security of client information and safety of data obtained that could violate a client's rights or privileges;
41. Assure the provision of services throughout the geographic area proposed and agreed upon;
42. Arrange for monitoring of partner organization(s) service delivery. to ensure participants are treated fairly and equitably;
43. 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;
44. 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 IIIB services in accordance with KIPDA Policies and Procedures;
45. 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;
46. Match: Applicants will be required to provide a minimum of 15% match in addition to the cost of implementing Title IIIB 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;

47. Maintain a financial system which tracks and accounts for staff time dedicated to Title IIIB funded services, revenue, expenditures, match and program income;
48. Providers will complete and submit to KIPDA quarterly reports.

## Operations:

The organization must be experienced and capable of carrying out the services for which funding is awarded.

1. A sufficient number of staff will be available to provide services.
2. Implement a system for quick and efficient scheduling, dispatch and completion of the trips for both center and non-emergency medical trips.
3. Services must be available during times and days when senior services are provided in the selected service areas and when non-emergency medical appointments are necessary for participants.
4. The organization will implement a clear procedure for notifying participants, congregate sites receiving transported clients and KIPDA in the event services are not to be provided or interrupted. Participants must be notified immediately if transportation will not be available as planned.
5. The organization's procedures clearly outline the method of assuring participant safety and assistance in the event vehicle mechanical failure occurs.
6. Procedures are established to monitor driver's records and compliance with drug screenings, training, appropriate licensure, and criminal records checks as required by State Laws.
7. Drivers possess and wear identifying information (name badge with name of organization).
8. The organization will designate a supervisor who will be responsible for the oversight and delivery of transportation services.
9. Establish a procedure to monitor and review transportation records to ensure adequate documentation exists to accurately bill KIPDA.
10. The organization understands that participants receiving services will not be charged a fee (unless cost sharing is approved) at any time for transportation services. Participants may make a contribution but must not be assessed a fee. The provider of transportation services is responsible for reporting all income generated through contributions and donations.
11. The transportation provider must strive to work toward electronic or Intelligent Transit Systems (ITS) for managing transportation services and reporting.

## Vehicles:

1. The applicant organization's vehicles are regularly maintained and serviced to assure passenger safety and vehicle stability. Documentation must be maintained and available for review.
2. The applicant organization maintains adequate insurance coverage and appropriate licenses and records required to provide transportation services. Documentation must be available for review.
3. Vehicles are available that are equipped with appropriate accessibility features for persons with disabilities (ramps, lifts, securing devices for wheelchairs, grab bars, etc.).
4. Vehicle systems are checked and inspected as required by Law and monitored to ensure safety of operation and working of mechanical systems (including air conditioning during extreme heat and heater controls during cold weather). Documentation must be maintained and available for review.
5. Vehicles are clearly marked with the organization's name, address, phone number and are easily identifiable by all individuals receiving services.
6. Vehicles are equipped with radios or other communication systems to reach the dispatch office in the event of an emergency or other need for communication.

### **Responsibilities of the Voucher Applicant:**

1. Establish client eligibility and complete assessment and all required client documentation.
2. Obtain a signed liability waiver and consent form from the participant; waiver form to be provided by KIPDA.
3. Issue and process vouchers; voucher form to be provided by KIPDA.
4. Develop a mechanism to pay informal transportation providers in a timely manner as vouchers are redeemed.
5. Maintain documentation verifying the rides (ex. doctor's statement, site manager's signature, etc.)
6. Manage the amount of funds available and place a limit on the number of vouchers that may be issued per client, consistent with available funds.
7. Monitor financial and reporting status of the voucher program.
8. Submit reports and invoices to KIPDA for reimbursement of costs and monitoring of the project.

### **Performance Expectations:**

The successful applicant(s) will be responsible for meeting specified levels of performance. The following are initial performance expectations that will be included in contracts awarded to successful applicants. KIPDA reserves the right to implement additional performance measures as needed or dictated by State guidelines:

1. At least 90% of survey respondents will report satisfaction with the transportation service throughout each contract period.
2. The provider will maintain a transportation system that is easily accessed by the population served.
3. The provider will manage transportation costs to maintain the funded unit price over the period of the procurement cycle.

### **Maintenance of Participant Records, Files and Documentation:**

The selected applicant(s) will be responsible for maintaining records sufficient to report the number of units, individuals receiving Title IIIB transportation services, match, and program income. The following is a list of information necessary to be maintained for properly reporting service delivery:

1. Records to validate the provision of daily trips for seniors;
2. Record of individuals transported to various locations on a daily basis must be maintained;
3. Staff/driver records must be maintained with training information, criminal records check and testing, licensing and other documents necessary to validate driver compliance with terms of this contract;
4. Age of individuals participating in services;
5. Signed records of individuals transported for non-emergency medical services;
6. Records of match and program income through the collection of donations and contributions to support this service.

The applicant must maintain participant records and information to complete reports in accordance with KIPDA policies and procedures. Records must be sufficient to determine services provided in accordance with the scope of this application and service approved by KIPDA. For clients participating in the voucher

program, the selected applicant(s) must maintain documentation sufficient to verify trip purpose and amounts paid.

## 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 senior programming site 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 (15%) 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 IIIB 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

**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 IIIB transportation services.

The amount of Title IIIB funds available to support senior center activities 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:

- Number of unduplicated clients served;
- Number of units of service delivered (depending upon service funded)
- Total amount of funds requested from KIPDA and total match;
- Program Income amount and source of income generated;
- Additional statistical information may be requested as necessary to meet KIPDA's reporting requirements.
- Administer the client satisfaction surveys as directed by KIPDA.
- Signed billing reports submitted to KIPDA upon completion of specific projects;
- Document, retain and submit match (minimum 15% match requirement) and program income source documentation to validate allowable match and program income;

Additional information may be requested as necessary for KIPDA to meet its reporting requirements to DAIL and Federal Authorities.

### **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 and/or contract termination.

## 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
- Letters of Support

### Instructions

Please read the proposal instructions carefully and complete each question presented. If a question is not applicable to the service proposed or organization submitting a proposal, the response should indicate “not applicable”.

1. The Bidder’s Meeting requirement for this RFP will be held April 5, 2023, 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 Close of Business, 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 by uploading into the appropriate requested documents slots 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 close of business 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.

<b>March 27, 2023</b>	Request for Proposals released.
<b>April 5, 2023</b>	<b>Bidder's Meeting at KIPDA February 28, 2023 at 3:00 p.m. (Eastern Time).</b> 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 Close of Business, April 12, 2023. Proposals may be viewed on the KIPDA website at <a href="https://www.kipda.org/">https://www.kipda.org/</a> and downloaded from <a href="https://kipda.bonfirehub.com/">https://kipda.bonfirehub.com/</a> .
<b>April 12, 2023</b>	Applicant inquiry period concludes on April 12, 2023 by close of business. This period allows written contact with KIPDA for asking questions regarding the application and process. Questions must be submitted at <a href="https://kipda.bonfirehub.com/">https://kipda.bonfirehub.com/</a>
<b>April 19, 2023</b>	Proposals must be submitted at <a href="https://kipda.bonfirehub.com/">https://kipda.bonfirehub.com/</a> by 12:00 Noon (Eastern Time).
<b>April - May 2023</b>	Evaluation Team reviews and scores proposals
<b>June 2023</b>	Funding Committee of Advisory Council meets
<b>June 2023</b>	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.