



K I P D A
 Kentuckiana Regional Planning
 & Development Agency

Area Agency on Aging and Independent Living (AAAIL)

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**HOMECARE SERVICES
 VENDOR SERVICES—EMERGENCY RESPONSE SYSTEMS
 REQUEST FOR QUOTE (RFQ)**

Procurement Period: FY 2025 – FY 2027

Fiscal Year	Period of Contracts
FY2025	July 1, 2024 – June 30, 2025
FY2026	July 1, 2025 – June 30, 2026
FY2027	July 1, 2026 – June 30, 2027

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

Or

FOR SERVICES FUNDED UNDER KENTUCKY STATE HOMECARE PROGRAM FUNDED THROUGH THE KENTUCKY GENERAL ASSEMBLY
 KRS 194A.050, 205.204(2)
 910 KAR 1: 180

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

Submission Deadline: November 15, 2023, 12:00 p.m. (Eastern Time)

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 Americans 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 quotes from qualified organizations experienced in providing Emergency Response System services for the target population described under the Homecare Program of KRS 205.204(2) and 910 KAR 1: 180. KIPDA anticipates selecting one or more vendors that will help support the safety and welfare of the older adults served.

The procurement period within which services are to be performed is July 1, 2024 – June 30, 2027. 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. Organizations must meet the minimum conditions to apply and complete the quote in its entirety, with submission of the documents as requested.

KIPDA allocates the funds it receives for Homecare services and for direct services to clients through a network of providers established through the procurement process. Successful applicants will be expected to offer a high-quality service and carry out the services as represented in the quote while meeting expected outcomes. KIPDA reserves the right to negotiate with eligible applicants regarding the scope of work, service area, budget, and special provisions. All applicants eligible for consideration and meeting specified standards for a successful quote will be given equal opportunity for negotiation. KIPDA reserves the right to accept or reject any or all quotes meeting minimum requirements for consideration.

II. Vision for Homecare Vendor Services in KIPDA Region

KIPDA Regional Information and Community Overview:

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. According to the 2015-2019 American Community Survey projection data, 23.01% of all persons living in the KIPDA region are 60

years old and above and 22.32% of all persons in Kentucky who are 60 and above live in the KIPDA region. Further, 17.16% of all persons in Kentucky who are 60 and above live in Jefferson County. Also, according to the Kentucky Data Center 2016 Population Projections, 18.1% of persons 60 and older live in the rural counties in the KIPDA region and 77.6% live in Jefferson County. Approximately, 9% of older persons in the region are low income and 31.2% of low-income seniors are minorities. Minority seniors represent 16.63% of the total senior population in the KIPDA region. The population in the region is very diverse and represents a wide range of demographics, needs, and interests, for persons with disabilities and older adults. Kentucky has the second highest percentage of people with disabilities in the entire nation. The Kentucky Data Center's KIPDA Region Profile indicates that 15.1% of the population in the region has a disability; and 27.9% of persons 50 and older in the region have a disability.

Philosophy:

The intent of Homecare is to prevent unnecessary institutionalization of functionally impaired older persons toward maintaining those eligible for services in the least restrictive environment, excluding residential facilities. Homecare is a program aimed at identifying and serving older Kentucky citizens who are either at risk of becoming institutionalized in a long-term care setting or who are currently in such a facility, with the intention of maintaining them in their home. A key element of Homecare is that a potential client is eligible for the program after undergoing an assessment by a KIPDA Case Manager (CM), using a standardized instrument, being certified by the assessment agency, and being case managed by a qualified individual who has sole authority to order Homecare services. Another key element of the program is to offer eligible clients the opportunity to choose a provider from a network of providers in Homecare services. Through this procurement process, a network of eligible Homecare Providers will be established. Eligible clients will select a provider included in this network to deliver all Homecare services included in their plan of care. Each provider awarded a contract to deliver services will be responsible for making available all allowable services outlined in this quote to be delivered through the provider entity directly or through a subcontract approved by KIPDA in advance of delivering services.

Eligible Population to be Served:

Individuals, age 60 and older, who reside in the KIPDA region, who meet the eligibility guidelines of the Homecare Program, may receive services upon completion of an assessment, approval for products and determination of service needs. Services shall be available for clients who reside in the following counties: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, and Trimble.

III. Service Component: Emergency Response Systems

Overview of Service

KIPDA is seeking vendors to provide Emergency Response Systems (Home Medical Alerts) for eligible KIPDA Homecare clients. The Home Medical Alerts will provide a comprehensive 24-hour emergency communication and monitoring system which will enable frail elderly persons to summon emergency medical assistance. The period in which services are to be performed is July 1, 2024 – June 30, 2025. KIPDA has the option to extend services through fiscal year 2027, contingent upon the availability of funds, satisfactory performance of services, and compliance with the terms of the agreement executed upon award to successful applicant(s). Services must be available for referred clients who reside in the following counties: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, and Trimble counties.

It is anticipated that approximately 130 Emergency Response Systems will be needed throughout each fiscal year. The number of persons served annually may increase or decrease based on need and availability of funds to cover the cost of the product. Vendors are not guaranteed a specific number of clients, units, or total dollar amount annually through this procurement. KIPDA will be responsible for the assessment and authorization of clients receiving emergency response systems prior to installation of such systems. Vendors providing this service will be required to install the designated electronic client data and reporting system adopted by KIPDA. Further, vendors must maintain computer and software products consistent with the minimum requirements established by KIPDA in the Office Equipment/ Software Requirements Certification. This will allow the vendor and KIPDA case management staff to communicate directly on referrals for the response system orders and monthly billing. Further, KIPDA and the vendor can communicate regarding the closure of services as they are no longer needed for specific clients.

Specifications of Systems

Quotes will be accepted only if all criteria are met:

1. Provide adequate registration of clients to be served, as referred to the vendor from Homecare Case Managers.
2. Provide a 24-hour, seven day per week personal response system which includes the following:
 - a. Alert device, which may be worn on a neck chain, wrist strap or clipped to clothing;
 - b. Alert device, which may be activated by the push of a button located in a convenient location on the device;
 - c. Alert device is waterproof;
 - d. Communication device is connected to the client's cell phone, land line or both;
 - e. Communication device may be set and reset by someone with a physical disability;
 - f. Available alternate power to keep the communication device operational during a loss of power;
 - g. Automatic notification of the service provider if client is unable to use the alert device within a specified period of time;
 - h. An initial response time of no more than two (2) minutes, with assistance dispatched in no more than five (5) minutes;
 - i. Must be capable of servicing the following Kentucky counties: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, and Trimble.
3. Payment for services will be based on a monthly rate to be presented in this quote by the vendor and agreed upon by KIPDA.
4. Vendor will agree to install and utilize to KIPDA specifications, the designated electronic client data and reporting system for communicating with KIPDA staff and billing monthly monitoring charges for each eligible client.
5. Ensure that all staff who have direct contact with clients complete a criminal background check in accordance with KRS 216.293. It is optional to participate in Kentucky's National Background Check Program (KARES) as defined in 906 KAR 1: 190E. This system provides for a national background check which also includes fingerprinting.

IV. Vendor Services-Emergency Response Systems: Provider Responsibilities

Organizations funded to provide emergency response Vendor Services in accordance with this application will be responsible for the following once a contract is executed:

- a. Vendors will provide the approved service within three (3) calendar days of the date order is requested by KIPDA.
- b. Vendors will be expected to provide services as proposed and agreed upon if funded to provide the service.
- c. Performance expectations are that the vendor will provide the funded service at a 90% delivery rate based on the number of units or quantity ordered by KIPDA.
- d. Adhere to HIPAA Privacy Rules and KIPDA policies and procedures regarding HIPAA and HITECH compliance.
- e. Vendors must maintain the confidentiality of all clients served and must not release the name, identifiable information or service information related to a client for any purpose other than for the purpose intended by KIPDA through this agreement. The name of clients must not be distributed or sold to organizations for marketing, sales, or other purposes that increase business for vendors selected to provide services on behalf of KIPDA.
- f. Vendors installing medical or personal response systems must comply with Kentucky regulations requiring the local emergency 911 or law enforcement authorities as a primary point of contact (1st or 2nd) during an emergency.
- g. Vendors providing the emergency alert systems will be required to enter data regarding delivered and installed or maintained alert systems on a monthly basis in the designated electronic client data and reporting system. Vendors will follow KIPDA procedures for accurate and timely input and maintenance of client data, client referrals and communication with KIPDA case management staff.
- h. Data entry of client information and all units to be billed must be entered by the 4th of the month following the date of service. In the event the reporting system is temporarily inoperable, other methods to communicate and submit billing between the provider and KIPDA must include fax, email, or telephone, at the direction of KIPDA.
- i. Emergency Alert System vendors will be required to provide quarterly reports listing active units, and units activated and deactivated for payment reconciliation.
- j. KIPDA is not responsible for accidents, damage to equipment or property during the provision of this service. The applicant must maintain adequate liability and property insurance to offset potential costs that may result in the event of equipment, property, or personal damage.

V. 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 quotes 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 quotes and selection of the quotes to be awarded. KIPDA anticipates the selection of multiple organizations to serve in the capacity of a Homecare 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 quote 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 quotes and selection of the winning quote 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 quote shall not be considered for award if the price in the quote 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 quotes in a different form.

Organizations submitting quotes 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 quote or cancel the contract without liability.

Cancellation of This Solicitation

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

Cost of Preparing Quote

Costs for developing the quotes 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 quotes must include a certified statement via the Certification of Assurances and Compliance with General Provisions document that they have complied with and adhered 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 RFQ requirements or excuse the bidding organization from full compliance with the RFQ specifications and other requirements if the bidding organization is awarded the contract.

Clarifications of Quote

KIPDA reserves the right to request additional information as may reasonably be required for selection, and to reject any quotes 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 quote to determine the bidding organization's qualifications for further consideration. Discussions must not disclose any information derived from quotes 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 quotes. Bidding organizations are cautioned to quote 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 Quotes

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

Issuing Office

Kentuckiana Regional Planning and Development Agency (KIPDA) is issuing this RFQ 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 RFQ.

Disposition of Quotes

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

KIPDA's Right to Use Quote Ideas

KIPDA shall have the right to use all system ideas, or adaptations of those ideas, contained in any quotes received in response to the RFQ. Selection or rejection of the quote 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 Quote.

Open Records Law

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

Second Party (Provider) Response and Public Inspection

The RFQ specifies the format, required information, and general content of quotes submitted in response to the RFQ. KIPDA will not disclose any portions of the quotes 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 quote data submitted by Second Party (Provider)s in response to this RFQ as a matter of public record.

All documents submitted by a Second Party (Provider) in response to the RFQ 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 RFQ 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 quote received in response to this RFQ. Selection or rejection of the quote 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 RFQ 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 RFQ.

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

B. Contract Information

Basis of Contract

Quotes will be evaluated based on reasonableness of cost and experience. Quotes will be considered based on the lowest evaluated bid price. The period in which services are to be performed is from July 1, 2024– June 30, 2025. 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 of 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 quotes submitted in response to the RFQ, all quotes shall become public documents of KIPDA and shall be open for review by the public.

The amount of Homecare funds available to support Homecare Vendor Services 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 quote (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 quote 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.

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.

VI. Quote Application Instructions

General Instructions

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

- Application for Vendor Services – Cover Page
- Application for Vendor Services – Emergency Response Systems
- 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

Instructions

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

1. Applicants are permitted to submit inquiries up to Close of Business, November 6, 2023. Quotes 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 quote 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 quotes and only included if additional supporting documents are necessary. Quotes are due to KIPDA no later than 12:00 Noon (Eastern Time) November 15, 2023. Quotes 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 quotes 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. Quotes will be reviewed for reasonableness of cost for the services, completeness of responses in the application, proposed products 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 quoted 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 quote 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.

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

Quotes 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 quote.
- 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. JavaScript 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 November 6, 2023. All inquiries must be submitted in the Q/A section of the Bonfire project listing.

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

Budget Information for Quote Submission

Budget:

Applicants must complete the Budget-Request for Quotes section of the Application.

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.

VII. 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.

October 23, 2023	Request for Quotes released.
November 6, 2023	Applicant inquiry period concludes on November 6, 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 https://kipda.bonfirehub.com/
November 15, 2023	Quotes must be submitted at https://kipda.bonfirehub.com/ by 12:00 Noon (Eastern Time).
November 2023 December 2023	Evaluation team reviews and scores quotes.
January 2024	Funding Committee of Advisory Council meets.
January 2024	KIPDA Board considers quotes.

Quotes must be submitted at <https://kipda.bonfirehub.com/> **no later than the scheduled deadline of 12:00 noon (Eastern Time), November 15, 2023.** All quotes will remain unopened until the deadline of submission has elapsed. The Executive Director of KIPDA, or designee, will open quotes.

Quotes submitted after the established deadline will not be accepted.

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

VIII. 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.

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.