

**2022 CCE RFP**  
**Submitted Inquiries and Responses**  
**November 15, 2022**

ALLIANCE FOR AGING, INC. COMMUNITY  
CARE FOR THE ELDERLY PROGRAM  
REQUEST FOR PROPOSAL

**THE FOLLOWING ARE INQUIRIES AND THE RESPONSES TO THE  
SUBMITTED INQUIRIES FOR THE 2022 Community Care for the Elderly Request  
for Proposal for Lead Agency Designation:**

1. Page 17: please clarify if the ARTT “system” is a component of ECIRTS? Does ARTT still exist? If not, and ARTT is still being utilized, how do we get access to this for APS clients? Will there be training available for ARTT if part of ECIRTS?

*Response: ARTT stands for “APS Referral Tracking Tool”. ARTT is currently not a component of eCIRTS. Access will be granted by the Alliance to the providers that are designated as Lead Case Management Agency.*

2. Page 17: does the lead agency develop the MOU with the AAA and DCF? Or does DCF create the MOU for APS and the lead agency signs? Can you provide an example of an MOU?

*Response: The Alliance will coordinate the MOU that is required between the AAA, DCF and the Lead Case Management agency. A sample of the MOU is attached to this document below the Inquiries and Responses.*

3. Page 30 and 31: discrepancy in the RFP, please clarify, for #5. Type of contract and method of payment is correct title of this section, as page 31 also mentions “method of payment”, duplication is correct?

*Response: Page 31, #6 heading should be revised to read, “Allowable Costs and Method of Cost Presentation” and will be changed in Amendment 2 of the RFP.*

4. Page 31: please clarify if the Unit cost methodology to be used is the revised one on the website and not the retrospective or rate requested change UCM?

*Response: As indicated on page 33 of Attachment V, Service Provider application, the Unit Cost Methodology template to be used with response to this RFP can be found on the Alliance for Aging website at <https://allianceforaging.org/providers/fiscal-documents>*

5. Page 35: please clarify if 2 flash drives or required, one for each module: program and contract? Or only 1 flash drive with both modules combined?

*Response: Upon submission of the RFP, there should be one flash Drive for the Program Module and one flash Drive for the Contract Module.*

6. Page 37: noting that the SPA is referred to as Appendix V, however, it seems to be labeled as Va

*Response: The SPA is Appendix V and will be changed with Addendum 2 of the RFP.*

7. Page 38: top of page mentions a maximum number of pages for each section in the SPA, what is the maximum number of pages for each section?

*Response: The maximum number of pages for response for each question within each section heading should be 2 pages, double spaced using an 11-point font. The only exception to this is section II.A.9, Disaster Preparedness, for which the response should a maximum of 4 pages, double spaced using an 11-point font. This is clarified in addendum 2 of the RFP.*

8. Page 28: goals and outcome state 6 key goals, however only 5 are listed, please clarify if one goal missing, or there is only 5 goals?

*Response: There are 5 Goals and 6 Objectives and Outcome Measures. This is clarified in the Addendum 2 of the RFP.*

AGING AND DISABILITY RESOURCE CENTER/ AGING  
RESOURCE CENTER /AREA AGENCY ON AGING  
And  
THE DEPARTMENT OF CHILDREN AND FAMILIES  
And  
COMMUNITY CARE FOR THE ELDERLY CASE  
MANAGEMENT AGENCY  
MEMORANDUM OF UNDERSTANDING FOR  
ADULT PROTECTIVE SERVICES REFERRALS

This Memorandum of Understanding, made this \_\_\_\_\_ day of \_\_\_\_\_, 2023, shall be in effect indefinitely among \_\_\_\_\_, the Aging and Disability Resource Center/Aging Resource Center/Area Agency on Aging for Planning and Service Area \_\_\_\_\_; \_\_\_\_\_, the Community Care for the Elderly case management agency; and the Department of Children and Families' Adult Protective Services for referrals made in \_\_\_\_\_ county.

The Department of Children and Families and the Department of Elder Affairs may, consistent with their requirements under ss. 415.106(2) and 430.205(5), F.S., amend this memorandum at any time in the best interest of the program.

The purpose of this agreement is to ensure the timely delivery of services to victims of abuse, neglect or exploitation in need of services. Under this Memorandum of Understanding, the Aging and Disability Resource Center/Aging Resource Center/Area Agency on Aging (ADRC/ARC/AAA), Community Care for the Elderly Lead Agency, and Department of Children and Families agree to their respective responsibilities as outlined in the Adult Protective Services Referrals Operations Manual attached to this agreement and as periodically updated.

## Objectives

1. To maintain a climate of cooperation among agencies in order to achieve equitable delivery of services to vulnerable elder Floridians who are victims of abuse, neglect, or exploitation.
2. To promote services and activities designed to protect vulnerable elders and prevent premature institutionalization, pursuant to Chapters 415 and 430, Florida Statutes.
3. To participate, together by means of shared information, in tracking delivery of services to elder Floridians who are victims of abuse, neglect, or exploitation in need of home and community-based services.
4. To provide technical assistance to, and consultation with, each other on matters pertaining to actual service delivery and to share appropriate assessment information.

The ADRC/ARC/AAA defines below which agency(ies) will be the intake entity(ies) for the Department of Children and Families' Adult Protective Services referrals in each county in their Planning and Service Area.

All Adult Protective Services (APS) referrals, regardless of risk level will be sent to the following agency:

ADRC/ARC/AAA

CCE Lead Agency

\_\_\_\_\_ OR \_\_\_\_\_

All "high" risk APS referrals will be sent to the following agency:

ADRC/ARC/AAA

Community Care for the Elderly Lead Agency

All "intermediate" risk APS referrals will be sent to the following agency:

ADRC/ARC/AAA

Community Care for the Elderly Lead Agency

All "low" risk APS referrals will be sent to the following agency:

ADRC/ARC/AAA

Community Care for the Elderly Lead Agency

Aging and Disability Resource Center/  
Aging Resource Center/Area Agency on  
Aging:

Department of Children and Families:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Community Care for the Elderly Lead Agency:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Date