

ADI RFP Addendum 1

ALLIANCE FOR AGING, INC.
ALZHEIMERS DISEASE INITIATIVE PROGRAM
REQUEST FOR PROPOSAL
INSTRUCTIONS TO PROPOSAL EVALUATOR TEAM MEMBERS

Task of Proposal Evaluator Team Members

Each Proposal Evaluator Team member is to review and score the Program Module of proposals received by the Alliance for Aging, Inc. (the “Alliance”) in response to the Alzheimer’s Disease Initiative (“ADI”) Program Request for Proposal. (the “RFP”). The evaluation is to be conducted pursuant to the specifications in the RFP including the Proposal Evaluation Instrument in Appendix VIII, as amended through any addenda issued prior to the deadline for submission of proposals.

Certification of No Conflict of Interest

Proposal Evaluator Team members must have no conflict of interest. A conflict of interest includes any personal, familial, financial or other interest, direct or indirect, in any bidder submitting a proposal in response to the RFP. Following the proposal opening, each member of the Proposal Evaluator Team will be provided with a list of bidders in the timely submitted proposals. In the event a Proposal Evaluator Team member feels that they may have a conflict of interest with any bidder or proposed subcontractor on such list, they must immediately notify Stan McNeese at mcneeses@allianceforaging.org so that they can be excused from service as a member of the Proposal Evaluator Team and a new Proposal Evaluator Team member may be appointed in their place. A Statement of Independence and Non-Conflict of Interest Form must be signed by each member of the Proposal Evaluator Team prior to beginning his or her evaluation of proposals. Please complete the attached form and return it to Stan McNeese at mcneese@allianceforaging.org after receiving the list of bidders, but before beginning to evaluate the proposals.

Materials for Completing Task

Each member of the Proposal Evaluator Team should review the RFP in its entirety which is available on the Alliance’s website:

<http://www.allianceforaging.org/whats-happening/funding-opportunities/procurement>

For your convenience, attached with these instructions are convenient copies of specific sections of the RFP to include:

1. The main body of the RFP (pdf)
2. The Service Provider Application (pdf), Appendix VIa to the RFP
3. The Proposal Evaluation Instrument (XLS), Appendix VIII to the RFP.

Any additional addenda to the RFP issued prior to the deadline for submission of proposals will be provided to the Proposal Evaluator Team members and also posted on the Alliance’s website.

In addition, please note that the RFP refers to the Department of Elder Affairs Programs and Services Handbook (the “Handbook”) which can be found on the Alliance’s website at:

<http://www.allianceforaging.org/providers/program-documents/2012-doea-programs-services-handbook>. Appendix A of the Handbook includes program service descriptions.

Following the deadline for proposal submission, Alliance staff will open the proposals at a public meeting.

A public meeting of the Proposal Evaluator Team will be held on December 20, 2019 at 3:00 p.m. to go over these instructions.

The Alliance will then send each member of the Proposal Evaluator Team hard copies of the Program Module portion of the proposals timely received by the Alliance. These will be distributed on Monday, December 23, 2019.

Scoring Instructions Generally

Each Proposal Evaluator Team member must review and score the Program Module of each proposal independently based on the information submitted in the proposal and the RFP. You should not conduct any research or use any information to evaluate the Program Module other than the information in the Program Module for each proposal and the RFP. You must review and score all of the Program Modules provided to you for evaluation in their entirety. You may only score the Program Modules of the proposals based on the evaluation criteria in the RFP using the scoring rubric in the Proposal Evaluation Instrument which is Appendix VIII to the RFP.

A Proposal Evaluator Team member may **NOT** communicate, either verbally or in writing (including through e-mail communications or text messages), regarding the RFP or evaluation of the Program Module of proposals submitted in response to the RFP with any other person including, but not limited to, other members of the Proposal Evaluator Team. The only exception is that a Proposal Review Team member may submit a question to Mr. McNeese via e-mail (and only to Mr. McNeese) as indicated below in these instructions.

If you are contacted by anyone other than Mr. McNeese regarding the RFP or any proposal submitted in response to the RFP, you must notify Mr. McNeese immediately and should not respond to any such contact or communication.

Keep in mind that all documents including notes created by you in connection with performing the task of serving as a Proposal Review Committee member may be public record. You must keep any such documents created by you until instructed otherwise by the Alliance.

Specific Instructions for Completion of Scoring

- Attached to the email with these instructions is an Excel scoring form (APPENDIX VIII, Proposal Evaluation Instrument).
- Please save this as a Template for your scoring.
- From the Proposal Evaluation Instrument, you will only be using two Worksheets (or tabs) titled "Cover" and "Program Module".
- You should not complete anything under the tabs titled "Contract Module", "Organization Cap." or "Rating Summary".
- Within the "Program Module" worksheet are sections correlating to the questions on the application.
- Each scoring section should be awarded a score of 0, 1, 2, or 3. You may not award partial points or any points other than a 0, 1, 2, or 3. The only exception to this is that of a Yes or No response required as part of and incorporated as part of section #3 of the Proposal Evaluation Instrument Program Module.
- For definitions of each of the potential scoring points per section, please refer to the Worksheet (or tab) titled "Cover" within the Proposal Evaluation Instrument.

- The Proposal Evaluation Instrument will automatically calculate the scoring total at the bottom of the worksheet (or tab).
- You must assign a score to each item for which there is a space (highlighted in yellow) to provide a rating on the “Program Module” worksheet. The response requiring a Yes or No incorporated as part of section #3 is highlighted in Red. Do not leave any blank box under the column titled “Rating” next to which a maximum point value is identified.
- In addition, complete the “Cover” worksheet (or tab) to include the name of the applicant, name of the reviewer, and date.
- After you complete the scoring for each proposal, please print the “Program Module” worksheet for each proposal and the “Cover” worksheet for each proposal.
- Staple the printed corresponding copy of the “Cover” to the printed copy of the “Program Module” for each of the proposal scored.
- Insert the stapled “Cover” and “Program Module” for each scored proposal into the provided envelope, seal the envelope, and return the sealed envelope containing your evaluations to Stan McNeese.

NOTE: YOU MUST RETURN SEALED ENVELOPE WITH THE COMPLETED “COVER” WORKSHEET STAPLED TO THE COMPLETED “PROGRAM MODULE” WORKSHEET FOR EACH PROPOSAL TO THE ALLIANCE OFFICES NO LATER THAN WEDNESDAY, FEBRUARY 5, 2020.

If there you have any questions pertaining to these instructions, please submit your questions in writing via email to Stan McNeese @ mcneeses@allianceforaging.org. Do not copy anyone else on your e-mail to Mr. McNeese.

Proposal Evaluator Team Members Statement of Independence and Non-Conflict of Interest

I, _____, a Proposal Evaluator Team member for Alliance for Aging, Inc. Alzheimer’s Disease Initiative Program Request for Proposal (the “RFP”) do hereby certify that, to the best of my knowledge, I do not have a conflict of interest as a result of any personal, familial, financial or other interest, direct or indirect, in any bidder submitting a proposal in response to the RFP. I further certify that I am not employed by, nor do I have any arrangement for future employment with, any bidder or proposed subcontractor referenced in any proposal submitted in response to the RFP nor have I or will I accept gratuities, favors, or anything of value from any bidder or proposed subcontractor referenced in any proposal submitted in response to the RFP. I will independently review and score the Program Module of each proposal and will have no communications (verbal or written) with any other person regarding the RFP or any proposal submitted in response to the RFP, except that I may direct questions in writing via e-mail to Stan McNees at the Alliance and to no one else.

Evaluator’s Name

Signature

Date