

# 2022 CCE RFP Addendum 1

October 27, 2022

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

**THE FOLLOWING ARE CHANGES WHICH AMEND THE 2022 Community Care for the Elderly Request for Proposal for Lead Agency Designation:**

1. Page 4 of 42 is replaced in its entirety as attached.
2. Section IV.A (page 37 of 42) is replaced in its entirety as the following:
  - A. **RESPONDENT CERTIFICATION**

The following forms are REQUIRED and must be included in the proposal:

    - 1.. **Administrative Assessment Checklist:** Each respondent is required to fill out this standard checklist to indicate the agency's adherence to commonly accepted fiscal and administrative policies and procedures. The checklist is **Appendix VI** to the RFP.
    2. **Attestation of Compliance and Contract Terms and Conditions:** A signed statement indicating the respondent's acceptance of all terms and conditions of the sample CCE Contract and HCE Contract attached as Appendices Ib. and Ic. is required. The Contract Terms and Conditions Statement is included as **Appendix III** to the RFP.
    3. **Statement of No Involvement:** A signed statement indicating neither the respondent, nor any person with an interest in the respondent's firm had a noncompetitive contract with the Alliance that involved any preliminary work (e.g., feasibility study or actual preparation of the RFP) prior to release of the solicitation document. This form is **Appendix IV** to the RFP.
    4. **References:** All respondents must include at least one (1) but no more than three (3) references, for which the references are for similar clients (services of similar nature, size, and scope to this RFP). Respondents will provide information in this section that will clearly outline why their experience and qualifications separate them from other respondents. Contact information is required for each reference given. Responses are limited to three (3) pages maximum. References should be included as part of the Organization Capability Package.
- 3.. Appendix III, Contract Terms and Conditions Affidavit is replaced in its entirety as attached:  
Appendix III Attestation of Compliance and Contract Terms and Conditions
4. Appendix I(b), CCE Contract, Page 5 (of 57), Section 13.1 is replaced in its entirety as the following:
  - 13.1 The Provider shall permit persons duly authorized by the Alliance to inspect and copy any records, papers, documents, facilities, goods and services of the Provider which are relevant to this contract, and to interview any clients, employees and subcontractor employees of the Provider to assure the Alliance of the satisfactory performance of the terms and conditions of this contract. Failure to make such records, papers, documents, facilities, goods and services timely available shall subject the Provider to payment withholdings or financial penalty consistent with Attachment 1, Section III.C. of this contract. Following such review, the Alliance will provide a written report of its findings to the Provider, and where appropriate, the Provider shall develop a Corrective Action Plan (CAP). The Provider hereby agrees to correct all deficiencies identified in the CAP in a timely manner as determined by the Contract Manager. Failure to comply with the CAP shall subject Provider to enforcement actions as described in this Contract.
5. Appendix I(b), CCE Contract, Attachment I, Section III.C, Payment Withholding is replaced in its entirety as the following:
  - C. **Payment Withholding and / or Financial Penalty**

Any payment due by the Alliance under the terms of this contract may be withheld pending the receipt and approval by the Alliance of all financial and programmatic reports due from the Provider, any adjustments thereto, any documentation or reports requested by the Alliance, and including any disallowance not resolved as outlined in this Contract. In addition, for every day beyond the initial ten (10) days from the date stipulated in the contract as due date or date the report was requested to be submitted by the Alliance, that the Provider fails to turn over the reports or requested information, the Alliance, at its sole discretion, may withhold from the Provider a daily fine of up to \$500.

6. Appendix I(c), HCE Contract, Page 5 (of 59), Section 13.1 is replaced in its entirety as the following:

13.1 The Provider shall permit persons duly authorized by the Alliance to inspect and copy any records, papers, documents, facilities, goods and services of the Provider which are relevant to this contract, and to interview any clients, employees and subcontractor employees of the Provider to assure the Alliance of the satisfactory performance of the terms and conditions of this contract. Failure to make such records, papers, documents, facilities, goods and services timely available shall subject the Provider to payment withholdings or financial penalty consistent with Attachment 1, Section III.C. of this contract. Following such review, the Alliance will provide a written report of its findings to the Provider, and where appropriate, the Provider shall develop a Corrective Action Plan (CAP). The Provider hereby agrees to correct all deficiencies identified in the CAP in a timely manner as determined by the Contract Manager. Failure to comply with the CAP shall subject Provider to enforcement actions as described in this Contract.

7. Appendix I(b), HCE Contract, Attachment I, Section III.C, Payment Withholding is replaced in its entirety as the following:

**C. Payment Withholding and / or Financial Penalty**

Any payment due by the Alliance under the terms of this contract may be withheld pending the receipt and approval by the Alliance of all financial and programmatic reports due from the Provider, any adjustments thereto, any documentation or reports requested by the Alliance, and including any disallowance not resolved as outlined in this Contract. In addition, for every day beyond the initial ten (10) days from the date stipulated in the contract as due date or date the report was requested to be submitted by the Alliance, that the Provider fails to turn over the reports or requested information, the Alliance, at its sole discretion, may withhold from the Provider a daily fine of up to \$500.

8. Appendix V(b), Organization Capability Package, adds #13 to read:

13. At least one reference from a funder whose agreement is for similar clients, services, size, and scope to that of this RFP.

9. 2022 CCE Organizational Capability Evaluation Instrument section of Appendix IX, Proposal Evaluation Instrument is replaced in its entirety as attached.

<b>TITLE</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
APPENDIX Ib	CCE Contract	Ib
APPENDIX Ic	HCE Contract	Ic
APPENDIX II	Notice of Intent to Submit Proposal	II
APPENDIX III	Attestation of Compliance and Contract Terms and Conditions Statement	III
APPENDIX IV	Statement of No Involvement Form	IV
APPENDIX V	Service Provider Application (SPA) (Program and Contract Modules)	V
APPENDIX Va	Contract Module Instructions	Va
APPENDIX Vb	Organizational Capability Package	Vb
APPENDIX VI	Administrative Assessment Checklist	VII
APPENDIX IX	Proposal Evaluation Instrument (Program and Contract Modules)	IX
APPENDIX X	Appeal Procedures	X
APPENDIX XI	Service Provider Application Checklist (Program and Contract Modules)	XI
APPENDIX XII	CCE Historical Information	XII
APPENDIX XIII	CCE Contract Rates	XIII
APPENDIX XIV	Statement Assuring No CCE Funds Used to Develop RFP	XIV
APPENDIX XV	Rate Review Policy	XV

### APPENDIX III

## Attestation of Compliance and Contract Terms and Conditions Statement

The respondent, \_\_\_\_\_,  
(Name of Agency)

has read the entirety of the Alliance for Aging, Inc., Request for Proposal for Lead Agency Designation for the Community Care for the Elderly Program, including all attachments and appendices. The respondent hereby acknowledges that it understands and will comply with all requirements of the Request for Proposal.

Further, should the respondent, \_\_\_\_\_,  
(Name of Agency)

be designated a Lead Agency and awarded contracts for the provision of services based on this Request for Proposal for Community Care for the Elderly and Home Care for the Elderly services,

\_\_\_\_\_,  
(Name of Agency)

agrees to abide by and comply with all the terms and conditions of the CCE AND HCE sample Contracts included as Appendices Ib., and Ic. to the RFP.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ALLIANCE FOR AGING, INC.**

**2022 CCE Organizational Capability Evaluation Instrument**

**This document is a public record.**

	<b>Applicant</b>	<b>0</b>	
	<b>Fiscal Evaluator</b>	<b>0</b>	
<b>Item #</b>	<b>ORGANIZATIONAL CAPABILITY ITEM</b>	<b>RATING</b>	<b>COMMENTS</b>
<b>1</b>	<b>Organizational Chart</b>		<b>MAXIMUM POINT VALUE = 3</b>
	The bidder submitted a copy of the organizational chart illustrating the structure and relationship of all positions		If Org Chart submitted, 3 points, otherwise, zero points.
<b>2</b>	<b>Audit</b>		<b>MAXIMUM POINT VALUE = 3</b>
	A copy of the most recent audited financial statements, Single Audit (if applicable) and management letter(s) submitted by the independent Auditor (no further back than the fiscal year ending 2021).  The documentation submitted provided that: 1. An Audit Report and Management letters were submitted 2. The Audit Report provided an unqualified opinion. 3. The Audit Report indicated no findings.		- If the Audit Report and Audit Management Letter was submitted with an unqualified opinion and no findings, 3 points - If the Audit Report and Audit Management Letter was submitted with a qualified opinion and/or any findings or audit and letter was not submitted, 0 points.
<b>3</b>	<b>IRS Determination</b>		<b>MAXIMUM POINT VALUE = 3</b>
	A copy of the IRS determination letter granting tax exempt status as a 501(c)(3) for non-profit agencies or the IRS EIN Confirmation Letter for for-profit companies was submitted.		If IRS Determination Letter (non-profit) or IRS EIN Confirmation Letter (for-profit) submitted, 3 points, otherwise, zero points.
<b>4</b>	<b>Tax Return</b>		<b>MAXIMUM POINT VALUE = 3</b>
	A copy of the most recent Tax Return or Tax Extension (no further back than the fiscal year ending 2021) was submitted.		If most recent Tax Return or Extension (no further back than the fiscal year ending 2021) was submitted, 3 points, otherwise, zero points.
<b>5</b>	<b>Certificate of Insurance(s)</b>		<b>MAXIMUM POINT VALUE = 3</b>
	A certificate of insurance was submitted detailing the types of coverage, the maximum dollar amount, and the dates of coverage was submitted.		If a Certificate of Insurance indicating type of coverage, amounts for each type of coverage, and dates of coverage was submitted, 3 points, otherwise, zero points.
<b>6</b>	<b>Administrative Assessment Checklist</b>		<b>MAXIMUM POINT VALUE = 3</b>
	The Administrative Assessment Checklist was fully completed and submitted.		If the Administrative Checklist was fully completed and submitted, 3 points, otherwise, zero points.
<b>7</b>	<b>Certification of 30 days operating funds</b>		<b>MAXIMUM POINT VALUE = 3</b>
	Certification of the availability of 30 days operating funds was submitted in a signed statement.		If the Certification was signed and submitted, 3 points, otherwise, zero points.
<b>8</b>	<b>Reference Letters</b>		<b>MAXIMUM POINT VALUE = 3</b>
	The bidder submitted at least one letter of reference, excluding the Alliance, from a current funder addressing the agency's management capabilities, accountability of funds and service provision.		If the reference letter from a current funding source indicating management capabilities, accountability of funds and service provision was submitted, 3 points, otherwise, zero points.
<b>9</b>	<b>Statement of No ADI Funding Used</b>		<b>MAXIMUM POINT VALUE = 3</b>
	A signed statement assuring that no CCEW funds were used in the development of the RFP (Appendix XIV) was submitted.		If the signed Statement that no ADI funds were used in the development of the RFO was submitted, 3 points, otherwise, zero points.
<b>10</b>	<b>Transition Plan Statement</b>		<b>MAXIMUM POINT VALUE = 3</b>
	The Bidder provided a statement agreeing to forward a transition plan within 20 days of the posting of the intent to award contracts.		If the Statement agreeing to forward a transition plan within 20 days of the posting of the intent to award contracts was submitted, 3 points, otherwise, zero points.
<b>11</b>	<b>Contract Terms &amp; Conditions (Appendix III)</b>		<b>MAXIMUM POINT VALUE = 3</b>
	The bidder provided a signed Contract Terms and Conditions Statement (Appendix III)		If the signed statement of Contract Terms and Conditions was submitted, 3 points, otherwise, zero points.
<b>12</b>	<b>Statement of No Involvement (Appendix IV)</b>		<b>MAXIMUM POINT VALUE = 3</b>
	The bidder provided a signed Statement of No Involvement (Appendix IV)		If the signed statement of No Involvement was submitted, 3 points, otherwise, zero points.
<b>13</b>	<b>Reference(s) from funder for similar program</b>		<b>MAXIMUM POINT VALUE = 3</b>
	The bidder provided at least one but not more than three references from a funder that funds similar size and type of program		If the signed statement of No Involvement was submitted, 3 points, otherwise, zero points.
	<b>Total Rating:</b>	<b>0</b>	
	<b>Divided by Number of Questions:</b>	<b>13</b>	
	<b>Section Total:</b>	<b>0</b>	
	<b>Weight</b>	<b>10%</b>	