CALHOUN COUNTY
SUBMITTING BIDS/PROPOSALS
INSTRUCTIONS

Vendors who will be submitting a bid/proposal to Calhoun County must follow these steps:

1. Register as a ***vendor with the County*** by means of this link:

   http://www.calhouncountymi.gov/vendors/registration

   After completing a brief company profile, you will be asked to categorize the product and/or services you provide. For this project, register (at a minimum) under this code: **952.80** . This will add you to the County's vendor database. Once registered, you can be assured of receiving emailed notice of any addenda or questions/answers regarding this project.

   If you are already registered, take a moment to review your information and update as needed.

2. Download the bid document by accessing the following link:

http:www.calhouncountymi.gov/government/administrative_services/bid_opportunities

3. Register your intent to bid on this project also at the site of the above link. Should you elect not to submit a bid after registering a positive intent, notify the Purchasing Office that you will not be bidding, via:

   lobrig@calhouncountymi.gov

VENDORS ARE ENCOURAGED TO REGISTER ONLINE UPON RECEIPT OF THIS SOLICITATION IN ORDER TO RECEIVE FURTHER UPDATES REGARDING THIS RFP

CALHOUN COUNTY
REQUEST FOR PROPOSAL
CALHOUN COUNTY ADMINISTRATOR'S OFFICE
PURCHASING DIVISION
(269) 781-0981

ISSUE DATE: ***AUGUST 7, 2014***

DUE DATE: ***AUGUST 28, 2014***

PROJECT: ***SENIOR MILLAGE SERVICES - RFP#128-14 (3-year term)***

This Request for Proposal with all pages, documents, and attachments contained herein or subsequently added or made a part hereof, submitted as a fully and properly executed proposal, shall constitute a contract between the County of Calhoun and the successful and most responsible bidder, as determined by the County when approved and accepted by the County of Calhoun.

PART I - RFP INSTRUCTIONS, TERMS, & CONDITIONS

1.1 PROPOSAL SUBMISSION:

Proposals must be submitted in complete original form by mail or by messenger in a sealed envelope/package to the following address:

CALHOUN COUNTY BUILDING
ADMINISTRATOR'S OFFICE, PURCHASING DIVISION
315 WEST GREEN STREET
MARSHALL, MI 49068

All proposals received shall be notated as such on the outside of the envelope:

PROPOSAL: ***SENIOR MILLAGE SERVICES- RFP#128-14 (3-year term)***

DUE DATE: ***THURSDAY, AUGUST 28, 2014 @ 3:00P.M. (LOCAL TIME)***

1.2 CIVIL RIGHTS COMPLIANCE

The Contractor agrees to abide by the provisions of the Elliott-Larsen Civil Rights Act, P.A. 1976, No. 453, as amended, being sections 37.2101 et seq. of the Michigan Compiled Laws, and the Michigan Persons with Disabilities Civil Rights Act, P.A. 1976, No. 220, as amended, being sections 37.1101 et seq. of the Michigan Compiled Laws, and specifically agrees and covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant shall be regarded as a material breach of the contract. Contractor further agrees to require all subcontractors to abide by this provision as evidenced by inclusion of the civil rights language within the subcontract.

1.3 INSTRUCTIONS FOR EXECUTING CONTRACT

1.3.1 If the bidder is an INDIVIDUAL, the trade name, if applicable, shall be indicated in the contract signed by such individual. If signed by anyone other than the bidder, there shall be attached to the contract a Power-of-Attorney, evidencing the signer's authority to execute such a contract for and on behalf of the individual.

1.3.2 If the bidder is operating as a PARTNERSHIP, each partner shall sign the contract. If the contract is not signed by each partner, there shall be attached to the contract a Power-of-Attorney evidencing the signer's or signers' authority to sign such contract for and on behalf of the partnership.

1.3.3 If the bidder is a CORPORATION the Certificate of Authorization for Contract Execution (attached) shall be completed in full.

1.4 INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, the contractor agrees to defend, pay on behalf of, indemnify, and hold harmless Calhoun County, its elected and appointed officials, employees, and volunteers, and others working on behalf of Calhoun County against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Calhoun County, its elected and appointed officials, employees and volunteers, and others working on behalf of Calhoun County by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Contract. The Contractor will not be liable for any damages arising out of an act of negligence by the County, its elected and appointed officials, employees, and volunteers, and others working on its behalf.

1.5 RIGHTS AND REMEDIES

No provision in this document or in the Contractor's proposal shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim or default or breach of contract. The failure of

either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the contract.

1.6 WARRANTIES

Contractor warrants that all material or service delivered under this contract shall conform to the specifications of this contract. Mere receipt of shipment of the material or service specified and any inspection incidental thereto by the County, shall not alter or affect the obligations of the Contractor or the rights of the County under the foregoing warranties. Additional warranty requirements may be set forth in this document.

1.7 INSURANCE REQUIREMENTS

The successful contractor shall not commence work under this contract until he/she has obtained the insurance required under this paragraph and provided copies to the Calhoun County Purchasing Department. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to Calhoun County.

1.7.1 **Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

1.7.2 **Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **$ 500,000** per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

1.7.3 **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than **$ 500,000** per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

1.7.5 **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be ***Additional Insureds:*** The Calhoun County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or

authorities and board members, including employees and volunteers thereof.

1.7.6 **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Purchasing Department, Calhoun County, 315 West Green Street, Marshall, MI 49068).

1.7.7 If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to Calhoun County at least ten (10) days prior to the expiration date. Include current certificates of insurances with your proposal. The successful contractor may be required to have the County added as an additional insured to their insurance policy.

1.8 TAXES

Except as may be otherwise provided in the RFP, the County is exempt from Federal Excise and State Sales Tax, and such taxes shall not be included in the bid process. Federal Exemption Certificates will be furnished if so requested.

1.9 INDEPENDENT SERVICE COST DETERMINATION BY CONTRACTOR

By submission of a proposal, the prospective contractor certifies that in connection with the proposal:

1.9.1 The proposed service cost was determined independently, without consultation, communication, or agreement for the purpose of restricting competition.

1.9.2 Each person signing the proposal certifies that he/she is authorized to bind the contractor to its provisions.

1.10 DISCLOSURE

1.10.1 All information in proposals received is subject to disclosure under the provisions of MCL 15.231, et seq., known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto.

1.10.2 If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Purchasing Department should be so advised in writing (price is not confidential and will not be withheld). The County shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information.

1.11 CONTRACT NEGOTIATIONS

At the completion of the evaluation process, the County may enter into discussions with the offeror finalist(s) determined to be reasonably susceptible to being selected for award, to identify any needed revisions to the original proposal. Best and final offers may be requested of each of the finalists, or after careful consideration, the offeror that gives the most advantageous proposal may be recommended for award. In the event only one proposal is received, the County may require that the offeror submit a cost proposal in sufficient detail for the County to perform a cost/price analysis to determine if the contract price is fair and reasonable. Award shall be made by the Purchasing Department to the offeror whose proposal is most advantageous to the County.

1.12 CONTRACT

The contract shall be based upon the Request for Proposal issued by the County and the offer submitted by the Contractor in response to the Request for Proposal. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the Request for Proposal. The County reserves the right to clarify any contractual terms with the concurrence of the Contractor; however, any substantial non-conformity in the offer, as determined by the County, shall be deemed non-responsive and the offer rejected. The contract shall contain the entire agreement between the County and the Contractor relating to this requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreements in any form.

1.13 AWARD OF CONTRACTS

UPON NOTICE OF INTENT TO AWARD: The apparent successful offeror shall sign and file with the County all documents necessary to the successful execution of the contract.

1.13.1 The contract will be awarded to the most responsible bidder whose proposal conforming to this solicitation will be most advantageous to the County; price and other factors considered.

1.13.2 The County reserves the right to accept or reject any or all proposals and to waive informalities and irregularities in proposals or bidding procedures, and to accept any proposal determined by the County to be in the best interests of the County, even though not the lowest proposal.

1.13.3 The County reserves the right to postpone the proposal opening for its own convenience.

1.13.4 The County reserves the right to reissue the request for proposal.

1.13.5 NON-EXCLUSIVE CONTRACT: Any contract resulting from this

solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of Calhoun County. The County reserves the right to obtain like goods or services from another source when necessary.

1.14 PRIME CONTRACTOR RESPONSIBILITIES - SUBCONTRACTING

The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not parts of the contract are subcontracted. Further, the County will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. If any part of the work is to be subcontracted, the prime contractor must provide complete description of work subcontracted and descriptive information about subcontractors' organization and capabilities. The contractor is totally responsible for adherence by the subcontractor to all provisions of the contract.

1.15 INDEPENDENT CONTRACTOR

1.15.1 It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever.

1.15.2 Contractor shall not be entitled to compensation in the form of salaries, or to paid vacation or sick days by the County, and that such days do not accumulate for the use of same at a later date.

1.15.3 The County will not provide any insurance coverage to Contractor, including Worker's Compensation coverage. The Contractor is advised that taxes or social security payments shall not be withheld from a County payment and that Contractor should make arrangements to directly pay such expenses, if any.

1.16 NON-ASSIGNMENT

The contractor may not assign, subcontract, or otherwise transfer this agreement without the express prior written approval of the Calhoun County Board of Commissioners and Senior Millage Allocation Committee.

1.17 SUBCONTRACTS

No subcontract shall be entered into by the Contractor with any other party to furnish any of the material/service specified herein without the advance written approval of the County. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the subcontractor were the Contractor referred to herein. The Contractor is responsible for contract

performance whether or not subcontractors are used. The County shall not unreasonably withhold approval and shall notify the Contractor of the County's position within 15 days of receipt of written notice by the Contractor.

1.18 ASSIGNMENT - DELEGATION

No right or interest in this contract shall be assigned by the contractor without prior written permission of the County, and no delegation of any duty of Contractor shall be made without prior written permission of the County. The County shall not unreasonably withhold approval and shall notify the contractor of the County's position within 15 days of receipt of written notice by the Contractor.

1.19 LENGTH OF CONTRACT

The term of the contract shall be for a ***THREE YEAR* term, commencing *January 1, 2015* and terminating on *December 31, 2017.*** The County reserves the right to delay the commencement of this contract for the purposes of allowing the County and/or the Contractor sufficient time to make the proper preparations and acclimation in anticipation of providing the services as referenced herein.

1.20 CANCELLATION

CANCELLATION OF CONTRACT by the County may be for; a) default by the contractor or b) lack of further need for the service or commodity at the location named in the contract. Default is defined as the failure of the contractor to fulfill the obligations of their quotation or contract. In case of default by the contractor, the County may cancel the contract immediately and procure the articles or services from other sources and hold the contractor responsible for any resulting excess costs caused by the default. In the event the County no longer needs the service or commodity specified in the contract due to relocation of offices, or lack of funding, the County may cancel the contract by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation without penalty or fine.

1.21 EXCEPTIONS TO CONTRACT TERMS AND SPECIFICATIONS

The offeror shall clearly identify any proposed deviations from the contract terms or specifications in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the offeror's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the offeror's proposal, the County will assume complete conformance with this specification and the successful offeror will be required to perform accordingly.

1.22 DEFINITIONS

For the purpose of this Request for Proposal, the term "Contractor" refers to the provider of equipment/services. The terms "Vendor", "Bidder", "Provider" and "Offerer" are used interchangeably with "Contractor" to refer to the individual, partnership or corporation submitting the bid/proposal. The term "County" has been used to refer to the Calhoun County Board of Commissioners.

PART II - GENERAL PROVISIONS

2.1 SUBMISSION OF PROPOSALS

2.1.1 One original and ***six (6)*** 2-sided copies of each proposal should be submitted on the forms and in the format specified in the RFP. The original copy of the proposal should be clearly labeled "Original". The County reserves the right to assess a copy charge to any Contractor who does not submit the requested number of proposal copies, as well as additions to the proposal such as pamphlets, brochures, catalogs, etc. The material should be in sequence and related to the RFP. The County will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the offeror's proposal. Fancy bindings, colored displays, promotional material, etc., will not receive evaluation credit. Emphasis should be on completeness and clarity of content.

2.1.2 To be considered, bidders must submit a complete response to this RFP. No other distribution of RFP is to be made by this bidder. The proposal must be signed in ink by an official authorized to bind the contractor to its provisions. Proposals must remain valid for at least ninety (90) days from the opening date.

2.2 PREPARATION OF PROPOSALS

2.2.1 The proposal shall be legibly prepared.

2.2.2 Should the bidder find it necessary to alter the Proposal/Contract, such alterations shall be crossed out with ink, and the correction entered. All alterations and/or corrections must also be initialed in ink and dated by the bidder.

2.2.3 The proposal shall be legally signed and the complete address of the bidder provided thereon.

2.3 ACCEPTANCE OF RFP CONTENT

It is the responsibility of all bidders to examine the entire Request for Proposal package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due time and date. The contents of this RFP and the bidder's proposal will become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

2.4 RESPONSIVE PROPOSAL

All pages and documents and the information requested herein, must be furnished completely in compliance with the instructions. The manner of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. The County reserves the right to accept or reject any or all proposals and to waive informalities and irregularities in proposals or bidding procedures, and to accept any proposal determined by the County to be in the best interests of the County, even though not the lowest cost proposal. *(See 1.13.2)* **Proposals shall remain valid for ninety (90) days from opening.**

2.5 LATE PROPOSALS

Any proposals received at the office herein designated after the exact time specified for receipt will not be considered. The official time is dictated by www.time.gov

2.6 ALTERNATE PROPOSALS

Bidders are cautioned that any alternate proposal, unless specifically requested or, any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements for the RFP, may be considered non-responsive and at the option of the County, result in the rejection of the proposal. The respondent shall clearly identify any proposed deviations from the contract terms or specifications in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no changes are noted County will assume Contractor is in agreement.

2.7 WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn prior to the exact time set for receipt of proposals in person by a proposer or the proposer's authorized representative, provided the representative's identity is made known and the representative signs a receipt for the proposal documents.

PART III - APPLICATION SPECIAL INSTRUCTIONS

3.1 INTRODUCTION TO SCOPE OF WORK

The Calhoun County Senior Millage is designed to provide funding for the needs of Calhoun County senior citizens (age 60 years or older), which are not met by the resources of the individual, the senior's family, volunteers, charitable organizations, or by State or Federal funds. The Calhoun County Board of Commissioners is responsible for the allocation of these dollars. To assist them in making these decisions, commissioners have appointed a thirteen-member committee of Calhoun County citizens who are responsible for developing recommendations for funding senior services. The County invites qualified organizations or agencies to submit a proposal to supply services to the Calhoun County senior population by means of Calhoun County Senior Millage fund allocation.

3.2 APPLICATION INFORMATION

Organizations proposing to deliver services through the Calhoun County Office of Senior Services under funding provided by the senior millage must follow designated application and bidding procedures as outlined in the official Request for Proposals (RFP) issued by the Calhoun County Administrator's Office, Purchasing Division. Calhoun County awards annualized fixed sum, reimbursement based contracts for Senior Millage funded programs and services. Contracts awarded for 2015 shall be for a three-year term. The desired services to be awarded as a result of the competitive bidding process, the contract term, and the overall dollar amount available through the Senior Millage are described in Sections 3.5 and 3.14 of this RFP document, respectively.

3.3 RFP/APPLICATION STRUCTURE

The RFP/Application is structured in the following parts. All responses must be in the proper order and numbered accordingly.

3.3.1 Part I Instructions Terms & Conditions for the RFP

3.3.2 Part II General Provisions Regarding Proposal Submission under this RFP

3.3.3 Part III Special Instructions for Application Process

3.3.4 Part IV Technical Specifications

3.3.4.1 Project information which calls for a grant narrative, budget and reporting format for the services the applicant organization is proposing to provide.

3.3.4.2 Signed agreements and assurances to be returned to Calhoun County Administrative Services-Purchasing Department

3.3.5 In addition to submitting required information, proposers may be required to

submit additional information as requested by the Office of Senior Services during the RFP process, or at any time during the contract year(s).

3.4 ELIGIBLE APPLICANTS FOR FUNDING

Public, private service organizations and political subdivisions of the state or county who offer services which meet the Calhoun County Office of Senior Services minimum standards and service the Michigan county of Calhoun, are eligible applicants. Sub-contracting requires prior approval from the Calhoun County Office of Senior Services and Calhoun County Board of Commissioners.

3.5 ELIGIBLE SERVICES THROUGH THE COMPETITIVE BIDDING PROCESS

The range of services to be purchased through the competitive bidding process are announced in the official Request for Proposals (RFP). Minimum service standards have been established for each type of service. Minimum standards are available online at www.calhouncountymi.gov/government/senior_services These minimum standards are available after Friday, August 8. The following is a list of services available for funding in 2015*, for award of a ***three-year contract term:***

Chore Services	**$ 30,000**
Community Care Options	**$350,000**
Personal Emergency Response System	**$ 50,000**
Prescription Drug Access Program	**$ 25,000**
Senior Center Support	**$ 25,000**

*Other senior programs which are not listed above will be secured through current RFP contracts, or alternate procurement processes such as informal bids or grants.

3.6 POPULATION TO BE SERVED

3.6.1 All persons aged 60 years of age or older who are residents of Calhoun County, Michigan are eligible for Senior Millage funded service delivery regardless of race, color, religion, sex, or national origin.

3.6.2 Although all individuals aged 60 years and older are eligible to receive Senior Millage funded services, certain service types are available only to those with the greatest economic or functional need. For planning purposes, the following yearly income poverty guidelines are to be used for those minimum service standards that contain income restrictions:

FAMILY SIZE	150% POVERTY	200% POVERTY
1	$17,505	$23,340
2	$23,595	$31,460
3	$29,685	$39,580
4	$35,775	$47,700

Source: 2014 HHS Poverty Income Guidelines

3.7 2015 RFP /APPLICATION TIMETABLE

8/7	Notice of RFP availability sent to potential proposers, RFP posted on County website, and public notices posted in buildings
8/28	Proposals due to Calhoun County Purchasing Department by 3:00 p.m.
9/2	Proposal responses referred to SMAC Review Committee
9/16	Proposal evaluation & review by SMAC Review Committee *(Provider presentations may be requested during this period)*
9/19	Notify applicants of Review Committee recommendations.
9/24; noon	Deadline for proposer appeals of recommendations (Any appeals will be heard at the SMAC meeting 10/3/14)
10/3	SMAC meeting to hear appeals and approve final recommendation of funding awards
11/13	Recommendation for award to County Board of Commissioners
11/20	County Board of Commissioners Meeting – vote for award
11/21	Notification of Commission action mailed to providers
12/2	Contracts mailed to awarded providers

3.8 PROPOSAL REVIEW PROCESS

3.8.1 All proposals received by the deadline will be reviewed and evaluated by an RFP Review Committee consisting of Calhoun County staff members and selected members of the Senior Millage Allocation Committee. The RFP Review Committee will use the Proposal Review Criteria *(Sec. 4.1)* as the basis for making recommendations for funding to the full Senior Millage Allocation Committee. Final funding recommendations will be made to the Calhoun County Board of Commissioners for approval. Refer to the Application Timetable *(Sec. 3.7)* for specific meeting dates.

3.8.2 The County may, at its discretion, request that bidders be available to present their application in person to the Review Committee, the Senior Millage Allocation Committee and/or the County Board of Commissioners. The County reserves the right to reject any or all submitted bids if it feels it is within the best interest of the County to do so.

3.9 WAIVER REQUESTS OF MINIMUM STANDARDS

Waiver requests pertaining to Minimum Service Standards should be submitted by the proposer as part of the application process. Consideration of and recommendations regarding such requests will be determined as part of the proposal review process. Minimum service standards waiver requests submitted to the Office of Senior Services during a contract year must be in writing and will be subject to approval by the Manager of the Office of Senior Services.

3.10 CONTRACTING AUTHORITY

At any time during the contract or the RFP process, the County may, at its discretion, require proposers to submit materials or information requested. Annual submission may include but not be limited to the following:

3.10.1 Changes – Summary of anticipated program changes.

3.10.2 Detail – Program plan.

3.10.3 Additional – Any additional information not requested in the original RFP, proposal, contract or other County requests.

3.10.4 Bids and Subcontracts – Must be submitted to the County for review and comment prior to implementation.

3.10.5 Budget – budget information including program specific and organization-wide.

3.11 NOTICE OF AWARD

3.11.1 Written notification of the recommendations of the Review Committee for funding of service proposals will be provided within five calendar days of action to all qualified proposers. Verbal notification may be requested at any point after the decision is made.

3.11.2 Written notification of the funding recommendations of the Senior Millage Allocation Committee to the Calhoun County Board of Commissioners is available as a part of the official Board of Commissioners Agenda and board packet. Verbal notification may be requested at any point after the decision is made.

3.11.3 Written notification of the Calhoun County Board of Commissioners action regarding the approval or denial of service proposals recommended by the Allocation Committee for funding will be provided within seven calendar days of action. Verbal notification may be requested at any point after the decision is made.

3.12 APPEALS

Those applicants whose proposals are not recommended for funding by the Review Committee may request to appear before the Senior Millage Allocation Committee to present an appeal. Such requests must be in writing and be received by the Office of Senior Services by ***September 24, 2014; 12 noon***, in advance of scheduled Senior Millage Allocation Committee meeting to receive and act on Review Committee recommendations. Refer to the RFP/Application Timetable *(Sec. 3.7)* for specific meeting dates.

3.13 CONTRACT NEGOTIATIONS

Pre-approval negotiations may be conducted by County staff at any point in the RFP process when funding conditions (if any) such as unit cost, client service levels, budget concerns, and related program concerns have been identified in a proposal deemed likely to be recommended for funding. Final negotiations of contracts, authorized by the Calhoun County Board of Commissioners, will be conducted by County staff after Board of Commissioners selections have been announced but prior to actual project start-up when funding condition (if any) as specified in the notice of award are negotiated.

3.13.1 Subsequent Contract Years (multi-year contracts:

Funding levels for contract negotiations in the case of multi-year contracts are based on the following: Availability of funds, successful fulfillment of programmatic site assessment results, any other criteria which may affect contract performance. Contracts are awarded based upon the availability of funds which can increase or decrease during each fiscal year of the contract. The County reserves the right to make necessary adjustments in funding based upon the variables noted above.

3.14 FUNDING INFORMATION

3.14.1 Funding Source - The Calhoun County Senior Millage was originally approved by the voters in 1996 and renewed in 2000, 2006, and again in 2010. All funds produced by the Senior Millage must be expended for planning, providing and evaluating services to Calhoun County residents aged 60 and older. The total funding available for this RFP is $520,000.

3.14.2 Should Calhoun County experience a reduction in Senior Millage dollars, the County reserves the right to adjust approved contract funding.

3.14.3 Program Income- Program income includes, but is not limited to, donations and cost-sharing received from clients for services provided with contract funds. Program income is used for previously budgeted line items to expand the service available (i.e serve more units or more people). Regulations which govern program income include:

3.14.3.1 Opportunity– Participants must be given an opportunity to contribute; however, a qualified person who requests services cannot be denied a

service because he/she cannot or will not contribute to the cost of the service.

3.14.3.2 Privacy – The privacy of contributions made by participants must be protected.

3.14.3.3 Expand Services -Program income must be used to expand or increase service delivery for allowable costs only.

3.14.3.4 Budgeting – Program income must be budgeted in the service for which it is received and be spent during the reporting period during which it is received to supplement the amount of Senior Millage services provided during that period.

3.14.3.5 Handling - The person handling program income must be bonded and all funds must be properly counted and reported to the bookkeeper for accounting/audit purposes.

3.14.3.6 Accounting – Program income must be accounted for separately within the contractor's accounting records.

3.14.3.7 Carry Over – program income cannot be carried over from one year to the next.

3.15 METHODS OF REIMBURSEMENT

3.15.1 Calhoun County Office of Senior Services uses two methods for reimbursing annual contracts: performance based (unit cost) and actual line item costs.

3.15.2 Unit Cost Reimbursement – Under a unit cost reimbursement structure, the budget submitted and approved establishes a fixed unit cost reimbursement rate for each unit of service delivered. Monthly reimbursement received by a contractor from the County is based on the number of units provided in that month less any program income received from participants. Service quality is monitored under existing standards and definitions as well as through any other evaluation methods dictated in the contract.

3.15.2.1 Unit cost shall remain firm-fixed during the term of the contract.

3.15.3 Line Item Cost Reimbursement - Under a line item cost reimbursement method, reimbursement is directly correlated to the actual cost of providing the needed service/program. This method is only used when it is difficult to quantify a specific unit cost due to the variability of that cost by participant. Monthly reimbursement requests shall be submitted based on actual expenses incurred to deliver the units of service less any program income received from participants. Careful budgeting is required for this method as only approved line items may be reimbursed. A 10% variation from budgeted amounts within any line item is acceptable without requesting a re-negotiation of the program budget. However, total reimbursement for

each service/program cannot exceed the amount awarded in the contract.

3.16 REPORTING SYSTEM

3.16.1 Financial – Providers will receive payment for services on a monthly basis through a reimbursement method. A monthly report is due within 12 calendar days following the last day of each month.

3.16.2 Geographic – Providers will report the geographic location of each participant's residence within Calhoun County. Each participant shall only be counted once per program year for purposes of this report (unduplicated count). A monthly report is due within 12 calendar days following the last day of each month.

3.16.3 Demographic- Providers will collect and report the demographic information about each participant including age range, income range, race/ethnicity and gender. Each participant shall only be counted once per program year for purposes of this report (unduplicated count). A monthly report is due within 12 calendar days following the last day of each calendar quarter.

3.16.4 Programmatic and Outcome reporting - Providers will be requested to provide programmatic and outcome reports in a format and time line as prescribed by the Office of Senior Services. Reports will be requested at a minimum, semi-annually, and must include information about the programmatic activities of the project, as well as progress on outcomes to date.

PART IV- TECHNICAL SPECIFICATIONS

4.1 PROPOSAL EVALUATION CRITERIA

It is the intent of Calhoun County to conduct a comprehensive, fair and impartial evaluation of the proposals received in response to this Request for Proposal. The proposal selected will be that response deemed most advantageous to Calhoun County, based on the following criteria presented in order of importance:

4.1.1 Program Plan, Collaboration, and Evaluation

4.1.2 Financial Assessment (Budget)

4.1.3 Organizational Summary (Capacity & Qualifications)

4.1.4 Statement of Conditions/Need

4.1.5 Target Population

4.2 CONTENTS OF PROPOSAL

Proposals shall have all request for information numbered and answered completely. The program cover sheet, narrative and forms presented in response to request for information shall be submitted in the same order as presented in this request for proposal.

4.3 PROGRAM FUNDING APPLICATION COVER PAGE

Complete ***Attachment A (and A-1, if applicable)*** once for each program service type that you are proposing to provide.

4.4 PROGRAM NARRATIVE

Complete a separate narrative ***Attachment B*** for each service type that you are proposing to provide. Please arrange your responses in the order designated by Attachment B. Be sure to label your responses with the appropriate section letters and/or numbers.

4.5 PROGRAM FORMS

Complete the following forms separately for **each program service type** you are proposing to provide

4.5.1 Funding Application Cover sheet - ***Attachment A(and A-1, if applicable)***
4.5.2 Program Narrative - ***Attachment B***
4.5.3 Budget - ***Attachment C***
4.5.4 Project Reporting - ***Attachment D***

4.6 LEGAL REQUIREMENTS

The following attachments shall be completed and submitted as part of the RFP response by each organization.

4.6.1 Legal Status of Bidder -***Attachment E***
4.6.2 Non-Collusion Affidavit - ***Attachment F***
4.6.3 Certificate of Authorization - ***Attachment G***
4.6.4 Minimum Service Standards Assurance - ***Attachment H***

4.7 RESPONSE TO RFP

Bidder's proposal packet must arrive at the Purchasing Division and be time stamped on or before the date and time specified on the first page of this RFP. Bidders are responsible for the timely receipt by the Purchasing Division of their proposals notwithstanding delays resulting from postal handling or any other reasons.

LATE PROPOSAL PACKETS WILL NOT BE CONSIDERED.

Attachment A

Calhoun County Senior Millage
Funding Application Cover Sheet
Contract term: THREE YEARS

Organization Name:_____ Tax ID#:_____

Address/City/State/Zip:_____

CEO/Executive Director:_____ Phone: _____ Fax: _____

E-mail: _____ Website:_____

Program Name:_____ Service Name (if different): _____

Program Contact Person: _____ Phone: _____ Fax: _____

Program Contact E-Mail:_____

Amount Requested from Calhoun County Senior Millage, YEAR 1: $_____

Amount Requested from Calhoun County Senior Millage, YEAR 2: $_____

Amount Requested from Calhoun County Senior Millage, YEAR 3: $_____

IF REQUESTING REIMBURSEMENT BASED UPON UNIT NUMBER/COST, COMPLETE THE ATTACHED TABLE INDICATING PRICE AND QUANTITIES FOR EACH CONTRACT YEAR. ***(Disregard if applying for line item reimbursement)***

BRIEF ABSTRACT OF PROGRAM (50 words or less)- What program or service are you proposing, why and who will benefit (numbers of units and participants anticipated):

_____ _____
CEO/Date Board Chair/Date

Signatures of Executive Director and Board Chair indicate knowledge of proposal contents and commitment to implementation.

Minimum service standards are established for all programs and for each type of service. **Compliance with the standards is mandatory.** Senior Millage minimum standards for all RFP#128-14 services and programs are available online at:
www.calhouncountymi.gov/government/senior_services

Monthly and semi-annual reporting forms are required and are also available online via the above link.

Should Calhoun County experience a reduction in Senior Millage dollars, the County reserves the right to adjust approved contract funding.

Attachment A-1

Calhoun County Senior Millage
Funding Application Cover Sheet
Contract term: **THREE YEARS**

CONTRACT YEAR	# UNITS REQUESTED	UNIT PRICE	TOTAL FUNDING AMOUNT
ONE *(Jan. 1, 2015 - Dec. 31, 2015)*			
TWO *(Jan. 1, 2016 - Dec. 31, 2016)*			
THREE *(Jan. 1, 2017 - Dec. 31, 2017)*			
	TOTAL		

Attachment B

PROGRAM NARRATIVE

A. PROGRAM PLAN

After reviewing the program specific minimum service standards, describe in detail your organization's plan to implement the proposed service program or project. Describe the following (at a minimum):

1. Why is this program important for improving the quality of life for seniors in Calhoun County? What is the purpose of the program?

2. How will this program or service support the Senior Millage mission of Safety, Dignity, and Independence? Provide 3 to 4 outcomes as these pertain to your program or service.

3. How will the program be structured and delivered? Provide detail on how participants will access the service, where services will be provided, what staff members will work in this program by title, and the flow of activity.

DEFINITIONS:

SAFETY: Staying Safe explains how vulnerable adults living at home and in their community are protected from abuse, neglect, and exploitation. This includes technology and services that support the individual's ability to be physically active and live in a safe and maintained owner-occupied residence.

DIGNITY: Under Staying Healthy with Dignity the senior may get information about wellness options, nutrition, health education, and other programs that help maintain and improve personal health. Dignity includes services that preserve the individual's ability to make choices for their own care and living arrangement.

INDEPENDENCE: Getting Help at Home and Maintaining Independence details programs that help people that otherwise might be eligible for long-term care services get help in their home or other family setting rather than in a nursing home. This includes making choices of programs and services that allow the senior to be active and participate in the community.

B. ACCESS/UTILIZATION/QUALITY CONTROL

1. Does the organization participate in collaborative programs? If yes, describe. Explain which organizations you coordinate service(s) with most frequently and why. Will you collaborate with any particular entity for this grant? Include an explanation of when referrals are made. How are services with multiple providers coordinated?

2. Explain the criteria your organization uses or will use in determining service priority for when demand exceeds resources. How are, or will, waiting lists be established (if appropriate)? Do you have a Waiting List Policy/Procedure? If so, please include it with this proposal.

3 Will you serve the entire County? If not, what areas will you serve?

4. How will you promote/market/advertise the service(s) which you are proposing to the public and specific target audience? Explain specific marketing techniques and resources.

5. Discuss how your organization assures the quality of the service(s) provided. Do you use a recognized quality improvement process? Is cost containment part of the analysis? Is quality assurance incorporated in program job descriptions?

6. Discuss your evaluation plan for this program. How will you determine if the proposed service is producing the anticipated outcomes and/or any non-anticipated outcomes? Will you utilize an outside evaluator? Use internal staff for evaluation? Combination of internal and external?

C. ORGANIZATIONAL CAPACITY

1. Briefly describe your organization. What is its mission? Describe the experience your organization has in administering similar programs. Describe your work with senior populations.

2. Does your organization operate other programs within Calhoun County? Does your organization provide services to other populations other than those aged 60 and older?

3. Are Senior Millage funds the primary fund source for the program? If not, what percentage is provided by other funds? What is the source of those funds and how will they be used? Discuss the primary funding source available to support the proposed program.

4. List the program director or lead supervisor, and/or other key personnel pertinent to your agency's delivery of services in response to this application. Response should include resumes (***maximum*** 1 page/person) detailing relative experience, degrees, certifications, and professional affiliations, if applicable.

Attachment C

2015 PROPOSED PROGRAM BUDGET

PROGRAMS:_____ ORGANIZATION _____

	Projected Program 2015 (all Sources)	Projected Senior Millage Portion 2015	Projected Entire Organization 2015
REVENUE			
Contributions (Program Income)			
Foundations / Trust Grants			
United Way			
Calhoun County Senior Millage			
Area Agency on Aging			
Other Government Grants			
Other (please specify)			
TOTAL REVENUE			
EXPENSES			
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Office Supplies			
Communications			
Postage & Shipping			
Occupancy			
Rental / Maintenance Equip.			
Equipment Purchase			
Printing & Publicity			
Travel Local			
Conference / Meetings			
Specific Assistance			
Insurance			
Indirect Costs (attach detail)			
Other (please specify)			
TOTAL EXPENSES			

*Multi-year contracts are requested to submit their 2015 budget with the RFP response, but will be required to provide the budget prior to each subsequent contract year upon notice from the Senior Services office.

Attachment D

PROJECT REPORTING

Mid-Year:

At the six-month point, all programs will provide an **Evaluation** narrative. The following questions will be addressed, along with others from the County that may be specific to a specific service category:

- What are strengths and weaknesses of the program?
- How can the program be improved?
- What's working well and what is not working so well?
- What are the reactions of clients, staff, and others to the program?
- What are their perceptions about what should be changed?
- What changes to the program should and can be implemented right away?

End of Fiscal Year (Multi-year Contracts):

Multi-year programs will be requested to provide a report at the end of each fiscal year, per the direction of Senior Services.

End of Contract:

At the end of the program contract period (within 30 days following), all programs will provide an update to the **Formative Evaluation** questions from mid-year, and also develop a brief narrative addressing **Summative Evaluation** questions.

- Has the program been effective?
- Should it be continued?
- Is it worthwhile?
- Did the program bring about (cause) the desired outcomes of supporting the goals of Safety, Dignity, and /or Independence?

Attachment E

LEGAL STATUS OF BIDDER

The bidder shall indicate the legal status of the business firm by filling in the appropriate section below and by striking out the two non-applicable sections.

An INDIVIDUAL whose signature is affixed to this contract doing business under the name:

_____

REGISTRATION NUMBER: _____

A PARTNERSHIP doing business under the firm name of:

_____

All of the members of which are as follows:

NAME _____

ADDRESS _____

_____

REGISTRATION NUMBER: _____

A CORPORATION duly organized and doing business under the laws of the State of :

_____

REGISTRATION NUMBER: _____

Attachment F

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives present at the time of filing this proposal, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such County of Calhoun, Michigan, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached proposal, that no inducement of any form or character other than that which appears on the face of the proposal will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the proposal or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this proposal.

COMPANY: _____

BY: _____
(signature)

NAME: _____
(type or print)

TITLE: _____

DATE: _____

Attachment G

CERTIFICATE OF AUTHORIZATION FOR CONTRACT EXECUTION

This certificate shall be executed by some officer of the Corporation other than the one who signed the foregoing proposal. Before executing, please note the last paragraph of this certificate.

****

I, _____, certify that I am the _____ of
(Official Corporate Title)

the corporation named contractor herein: that _____ who signed the

foregoing proposal on behalf of said corporation was then_____of said

corporation; that said proposal was duly signed for on behalf of said corporation by authority of

its governing body and is within the scope of its corporate powers.

SIGNED: _____

TITLE: _____

FIRM: _____

DATE: _____

INCLUDE CORPORATE SEAL OR NOTARIZE BELOW

****

In lieu of the foregoing certificate, there may be attached to the proposal a copy of that portion of the records of the corporation as will show the official corporate character and authority of the officer signing. Such copy shall be duly certified by the secretary or assistant secretary under the corporate seal to be true copies.

Attachment H

SENIOR MILLAGE
MINIMUM SERVICE STANDARDS ASSURANCE

Any service funded by the Calhoun County Senior Millage must be in compliance with the County service definitions, unit definitions and minimum service standards for operation.

I hereby enter this assurance of compliance.

_____, (herein called the contractor)

HEREBY ASSURES that the person(s) involved in implementing the proposal contract has/have read the All Services Standards and Minimum Standards on each of the services for which funds are being requested. This includes a requirement for "continuity of operations" plans for those services affecting senior's health or safety, in case of disaster or emergency weather conditions.

FURTHERMORE, the Contractor assures that it is completely in compliance with all services standards and the following services: (List all services for which funding is requested).

_____

_____

_____

This assurance is given in consideration of and for the purpose of obtaining Senior Millage funds and contracts. The Contractor recognizes and agrees that any approved funds will be extended based on agreements made in this assurance and that the County shall have the right to seek enforcement of this assurance.

_____
Project Director or Project Coordinator (if applicable)

_____
Date