REQUEST FOR PROPOSAL (RFP)
MONEY FOLLOWS THE PERSON
HOME MODIFICATION TRANSITION COORDINATION PROGRAM

1. INTRODUCTION

Purpose of Procurement Process - The Atlanta Regional Commission (ARC) is requesting proposals from qualified offerors capable of successfully implementing a home modification program in accordance with the requirements of the Georgia Department of Community Health’s (DCH), and/or Division of Aging.

Georgia’s Money Follows the Person (MFP) Program

MFP is a joint initiative between the Georgia Department of Community Health (DCH) and the Georgia Department of Human Services’ (DHS) Division of Aging Services (DAS). The program’s goal is to transition Georgians from institutional settings to the community through Georgia’s waiver programs, which include: The Independent Care Waiver Program (ICWP), the Service Options Using Resources in a Community Environment Program (SOURCE), the Community Care Service Program (CCSP), and the New Options (NOW) and Comprehensive (COMP) Waiver Programs.

Eligible persons include those who have lived in a nursing facility or institution for at least two months and whose care has been covered by Medicaid in the month preceding their transition to Home- and Community-Based Services. Members must continue to meet institutional level of care criteria after transitioning to the community. Target populations include older adults, adults and children with physical disabilities and/or brain injuries and adults and children with developmental disabilities.

MFP includes transition services to assist institutional members in resettling in the community. These services include one-time purchases of basic household items and furnishings, utility deposits, security deposits, transportation to assist in housing searches and limited funding for home environmental modifications.

The anticipated number of home modification projects will be up to 20 per year for the Atlanta region.

a. Overview of the RFP Process - ARC intends to select one or more qualified Offerors to provide the services as outlined in the RFP. This RFP process will be conducted to gather and evaluate responses from Offerors for potential award. All qualified Offerors are invited to participate by submitting responses, as further defined below. After evaluation all Offerors responses received prior to the closing date of this RFP and following negotiations (if any) and resolution of any contract exceptions, ARC may at its discretion award a contract or contracts for the identified work and further reserves the right to award all or part of this project to one or more firms.

b. Schedule of Events – This schedule of events set out herein represents ARC’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be publicly posted prior to the closing date of this RFP. After the close of the RFP, ARC reserves the right to adjust the remainder of the proposed dates, including the dates of evaluation, negotiations, award and the contract term on an as needed basis with or without notice.
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<th><strong>Description</strong></th>
<th><strong>Date</strong></th>
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<tbody>
<tr>
<td><strong>Deadline for written questions sent via e-mail to the Issuing Officer referenced below:</strong></td>
<td>3/18/20</td>
<td>5:00 PM</td>
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<tr>
<td><a href="mailto:Burgess@atlantaregional.org">Burgess@atlantaregional.org</a></td>
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<tr>
<td><strong>Officer Conference/Pre-Bid Conference</strong></td>
<td>3/25/20</td>
<td>10:00 AM</td>
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<td>Atlanta Regional Commission</td>
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<td>229 Peachtree St NE</td>
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<td>Suite 100</td>
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<tr>
<td>Atlanta, GA 30303</td>
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<td>Harry West Conference Room</td>
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<tr>
<td><strong>Responses to all questions posted to website</strong></td>
<td>3/30/20</td>
<td>5:00 PM</td>
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<td><strong>Proposals Due/Closing Date &amp; Time</strong></td>
<td>4/06/20</td>
<td>5:00 PM</td>
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<td><strong>Proposal Evaluation Completed (on or about)</strong></td>
<td>4/10/20</td>
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<td><strong>Notice of Award (on or about)</strong></td>
<td>4/15/20</td>
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<td><strong>Effective date</strong></td>
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ARC must receive an original of the proposal no later than 5:00 p.m. E.S.T. on Monday, March 30, 2020. Mailed proposals must be directed to:

Atlanta Regional Commission  
MFP Home Modification Transition Coordination Program  
ATTN: Sue Burgess  
229 Peachtree St NE  
Suite 100  
Atlanta, Georgia 30303

Proposals may also be faxed with a cover letter to the attention of Sue Burgess to 470-423-3582. Fax proposals must be received by ARC no later than 5:00 p.m. E.S.T. on Monday, March 30, 2020. ARC is not responsible for information in faxed proposals that may be illegible due to fax transmission.

Minority and Women Business Enterprises (MBE/WBE) are encouraged to compete and should so identify themselves in their responses to this RFP.

a. **Restrictions on Communication with Staff** - From the issue date of this RFP until a contractor is selected and the selection is announced, offerors are not to communicate for any reason concerning this RFP with any ARC staff except by submitting written comment. All questions concerning this RFP must be submitted in writing to Sue Burgess at the above mailing address or by e-mail to sburgess@atlantaregional.com. All questions and responses, both those submitted in writing and those posed at the Bidders’ Conference, will be posted on the ARC website www.atlantaregional.org by the above referenced date.

b. **Contract Terms** - The contract will begin May 1, 2020 and be effective through June 30, 2021. The contract may have options to renew with an anticipated end date of June 30 each year for up to 4 years. The annual renewal of the Offeror’s contract shall be based on the availability of funds and the Offeror’s successful contract performance the preceding contract period. Contract award will be by the issuance of a Notice of
2. MANDATORY REQUIREMENTS

This section identifies all mandatory requirements which must be present in the proposal before further consideration will be given. Offeror’s response indicates the page number(s) where each mandatory requirement is substantiated.

a. Offeror’s Qualification Requirements –
   i. Offeror must have a minimum of 3 years’ experience providing home modifications/remodeling homes, adapting them for a disabled population.

b. Business Requirements –
   i. Offeror must possess a valid business license and maintain insurance coverage related to its services in amounts that are both reasonable and prudent for its business practices.

c. TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the Technical Proposal. Offeror must demonstrate their ability to satisfy all Qualifications and Technical Requirements to perform the required services. The technical Proposal must be structured in the following order and labeled with the corresponding titles stated below using the same outline numbers.

a. Company Structure - The Offeror will include the following information:
   i. If applicable, offeror must submit an organizational chart displaying its overall business structure.
   ii. Offeror shall include in the proposal the legal form of their business organization, the state of incorporation (if a corporation), the business office location, hours of operation, and the contact name during the term of any resulting contract.
   iii. If applicable, offeror shall submit a list of Board of Directors and/or Advisory Board members, including their occupations and addresses.

b. Experience - The Offeror must have experience working with older adult and disabled populations and possess the technical, business management, and customer service skills essential to providing home modifications for the aging-in-place. ARC reserves the right to verify all information submitted regarding Offeror’s experience, education and other qualifications.
   i. The Offeror will provide a list of all organizations for whom similar services, as detailed in the RFP, have been provided during the past 3 years. This list will include:
      a. Dates of Service
      b. Name of contact person
      c. Title of contact person
      d. Phone number of contact person
      e. Description of the work performed
      f. Time period of the project or contract
      g. Contract Amount
      h. Customer reference (including contact person, e-mail address and current telephone number)
ii. The Offeror will also disclose any services terminated by the organizations and the reason(s) for termination.

iii. Offeror will provide details of its experience, minimum of 5 years, as required above. Information submitted should demonstrate that the Offeror has sufficient experience to successfully meet the requirements of this program or service.

iv. Offeror will submit detailed documents of its experience as required above, to include two (2) letters of recommendation from the state, local agency or business where the experience was obtained which shall meet the following requirements:
   a. Must be submitted on letterhead of the party submitting the recommendation and must contain current telephone numbers, mailing address, and e-mail addresses for points of contact.
   b. Contact individuals submitting recommendations must be current employees of the organization and authorized to make recommendations on behalf of the organization.
   c. Contact individuals should be able to attest to the Offeror’s qualifications relevant to experience in providing services similar to those contained in this RFP.
   d. Letters of Recommendations shall be dated no more than six (6) months prior to the proposal submission date.

d. Financial Stability and Cash Flow - The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the agency.
   i. If applicable, a copy of the Offeror’s most recent audit report.
   ii. If a private company, the Offeror will provide a copy of their most recent internal financial statement, and a letter from their financial institution, on the financial institution’s letterhead, stating the Offeror’s financial stability.
   iii. Offeror’s financial plan to maintain adequate cash flow without interruption to services pending reimbursement from this contract.
   iv. A description of any cash flow problems in the recent past that could not be resolved within 90 days.

e. Business Litigation – The Offeror will disclose any involvement by the organization or any officer or principal in any material business litigation within the last three years. The disclosure will include an explanation, as well as the current status and/or disposition. Failure to fully disclose or accurately state litigation may result in the proposal not being further reviewed.

f. Scope of Services – The Offeror must provide the following services;
   i. Community Transitions Coordination – provide home modification transition coordination services including the following:
      a. Receiving referrals from ARC MFP Transition Coordinator to provide home modification transition coordination services.
      b. Conduct the Home Assessment for environmental modification.
      c. Coordinate or conduct a pre-modification inspection, by a CAPS certified inspector, of participant’s residence within 30 days of referral from transition coordinator.
      d. Work with program participant and homeowner/landlord to develop a written detailed
scope of work (including measurements, drawings, labor costs and materials) for needed home modifications within 30 days of referral from transition coordinator.

e. Obtain a minimum of 3 written competitive bids from CAPS certified general contractors for work identified in scope.

f. Scan all bids into electronic format determined by ARC.

g. Complete required “Quote Form for Environmental Modifications”.

h. Obtain copies of contractor's business license, state license, proof of liability insurance and W-9 and CAPS certified.

i. Facilitate execution of a notarized agreement (in a format determined by ARC) between the homeowner/landlord and contractor authorizing the work identified in the above referenced scope of work. The contractor must be selected based on lowest price unless otherwise justified and approved as determined by ARC.

j. Monitor modification progress.

k. Revise and seek approval from ARC, in a format to be determined by ARC, for any needed changes to the original agreed upon and approved home modifications.

l. Coordinate or conduct a post-—modification inspection using developed scope of work, drawings and any change orders as the guide. Obtain homeowner and contractor approval for payment in a format to be determined by ARC.

m. Due to transitioning clients being elderly, frail and/or disabled, contractors and all workers must understand this population and agree to complete all work within 90 days of the referral from the ARC transition Coordinator.

n. Provide ongoing transition coordination services relative to home modifications during the duration of the program participant’s participation.

4. COST REIMBURSEMENT

Any award will be a reimbursable award, you will be paid based on monthly invoices submitted to ARC detailing actual expenses incurred. Please note that the reimbursement is as follows:

a. $500 for Home Assessment for Environmental Modification

b. $250 for pre-modification

c. $250 for post-modification

Note-Home modification is not to exceed $8,000 per client without prior approval. While a general contractor can bid on these coordination services, they are not permitted to bid on the home modification contract.

5. PROPOSAL EVALUATION

Submission of a proposal does not obligate ARC to award a contract to any Offeror. Any contract award for this project is contingent upon ARC receiving adequate funding for this purpose from the Georgia Department of Human Services. The following selection criteria will be used to evaluate all submitted proposals;

i. Experience with assistive devices, assistive technology and medication requirements 30%

ii. Demonstrate knowledge of FHA, ADA Laws and other reasonable accommodations practices 30%

iii. Organizational structure that demonstrates capacity to meet tight timelines relative to the individual’s transition 20%

iv. Demonstrates ability to provide services as identified in the above Scope of Services. 20%
6. PROPOSAL SUBMISSION

a. Number of Proposal Copies – Submit one original with signatures marked “Original” and three copies.

b. Submission of Proposals

i. Issuing Office - The Atlanta Regional Commission (ARC) 229 Peachtree Street NE Atlanta, 30303 issues this Request for Proposal (RFP). ARC is the sole point of contact for this RFP and subsequent revisions.

ii. Rejection of Proposal: The ARC reserves the right to reject any or all proposals, or to award in whole or in part if deemed to be in the best interest of the ARC to do so. The Director of ARC shall have authority to award orders, contracts or agreements to the Offeror’s that offer the best proposal to the ARC, cost and other factors considered.

iii. Questions and Inquiries: It is the policy of the ARC to accept questions in writing or by e-mail from any and all Offeror’s interested in implementing the services identified in the RFP. Questions should be submitted to Sue Burgess. The ARC will transmit to all responders all questions and the ARC’s responses to their website according to the Schedule of Events.

iv. Response Date: In order to be considered for selection, proposals must arrive at the issuing office on or before the date and time specified. Offerors choosing to mail proposals should allow for normal mail delivery to ensure timely receipt of their proposal by the ARC. Proposal received after the identified due date and time or submitted by any other means than those expressly permitted by the RFP will not be considered. Proposals must be complete in all respects, as required in each section of this RFP.

v. Revisions to Request for Proposals: The ARC reserves the right to revise the Request for Proposal at any time prior to award. In the event it becomes necessary to revise any part of this RFP, information regarding revisions will be provided to all Offerors.

vi. Submitted Proposals: In order be considered for selection, offerors must submit a complete response to this RFP including, at a minimum, all the mandatory requirements, technical proposal, budget proposal, and letter of transmittal concerning assurances. One original and three of copies of each proposal must be submitted to the issuing office if mailed or hand-delivered. The submitting agency shall make no other distribution of the proposals.

vii. Acceptance of Proposal Content – The contents of the proposal of the successful bidder will become a part of any contract awarded as a result of these specifications.
7. ASSURANCES

a. Letter of Transmittal - All offerors are required to submit a mandatory transmittal letter, which shall be in the form of a standard business letter, which shall be signed by an individual authorized to legally bind the offer. The terms and conditions of the procurement are included. The Letter of Transmittal shall include:

   i. If a corporation, a statement indicating that the offeror is registered and in good standing with the Georgia Secretary of State to do business in the State of Georgia. All proposed subcontractors must be identified, and a statement included indicating the exact nature and amount of work to be done by the prime contractor, and by each subcontractor, as measured by price.

   ii. A Statement that the offeror does not discriminate in its employment practices with regard to race, religion, age (except as provided by law), marital status, political affiliation, national origin, or disability. (Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990).

   iii. A statement that the proposal meets the requirements set forth in the RFP plus any amendments. Amendments, if any, must be specified.

   iv. A statement that the person signing the proposal is the person in the offeror organization responsible for, or authorized to make, decision as to the prices quoted.

   v. If the proposal deviates from the detailed requirements of this RFP, the transmittal letter must identify and explain all such deviations that appear in the body of the proposal. ARC reserves the right to reject any proposal containing deviations or require modifications before acceptance.

   vi. A statement indicating that the organization and its subcontractors, if any, will be compliant with the Health Insurance Portability and Accountability Act (Public Law No 104-191, 110 Stat. 1936), including its Privacy, Security and Electronic Data.

   vii. Interchange standards and regulations and any and all signed business associate or other agreements for ARC and the Department of Human Services. Failure to sign the business associate agreement or to be compliant with HIPAA laws and regulations or ARC policy will be a basis for rejection.

   viii. Statement indicating the organization’s solvency to meet performance requirements with the most recent certified financial audit attached.

   ix. The name, address, and telephone number of the individual(s) who can be contacted from 8:00 a.m. to 5:00 p.m. during business days for questions regarding the proposal.

   x. A statement that the offeror accepts the ARC’s sole right to cancel the RFP at any time or amend the RFP before the due date for proposals.
xi. A statement that offeror accepts the ARC’s sole right to alter the time tables for procurements as set forth in the RFP.

xii. A statement indicating that all offeror responses become the property of the ARC and will not be returned to the offeror. The ARC will have the right to use all ideas or adaptations of ideas contained in any response received. Selection or rejection of the response will not affect this right.

xiii. A statement that the offeror accepts the terms, conditions, criteria and requirements set forth in the RFP.

xiv. A statement that no relationship exists, nor will exist during the contract period should the offeror enter into a contract with ARC that interferes with fair competition or is a conflict of interest.

xv. A statement that no claim will be made for payment to cover any costs associated with the preparation and submission of the proposal.

xvi. Prior to award, the apparent successful Offeror will be required to enter into discussions with the ARC to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification, if not, this could lead to rejection of the Offeror’s proposal and discussions initiated with the next highest scoring offeror.

xvii. An award will be made to the offeror whose response is determined to be most advantageous to the ARC, taking into account cost and other evaluation criteria. Staff or other agencies and consultants may be involved in the evaluation of the responses. The ARC reserves the right to reject any and all responses submitted.