

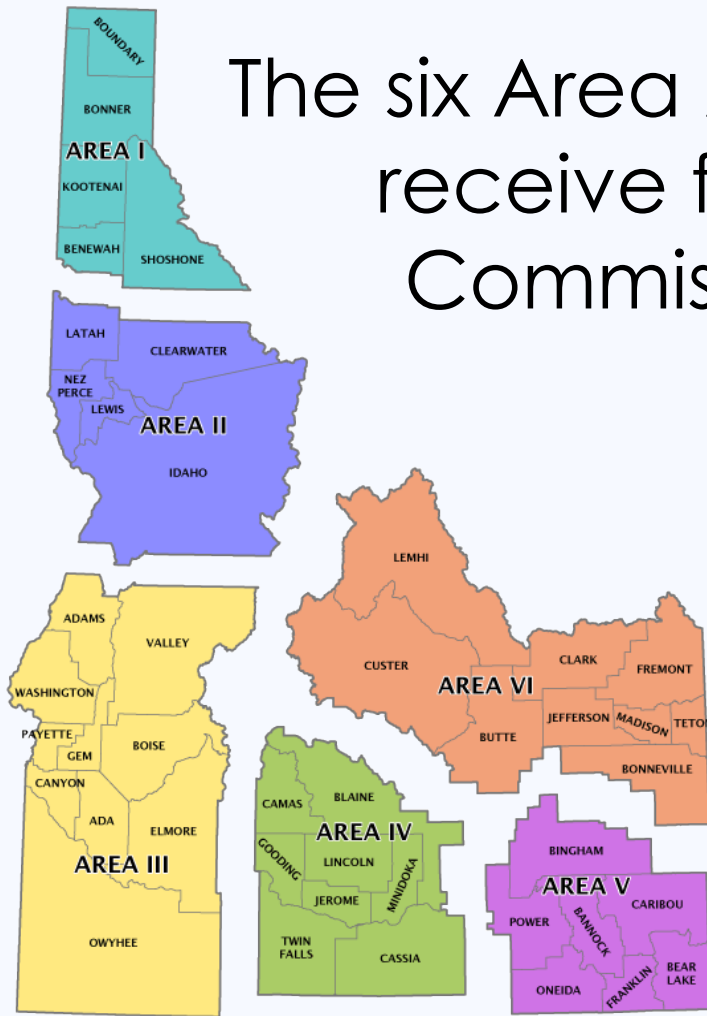
# HOMEMAKER AND RESPITE BIDDERS CONFERENCE

SOUTHWEST IDAHO AREA AGENCY ON AGING/  
AREA 3 SENIOR SERVICES  
04/08/2021



# OUTLINE

1. Agency Overview
2. RFP Documents
3. RFP Schedule
4. Application Questions and Clarifications



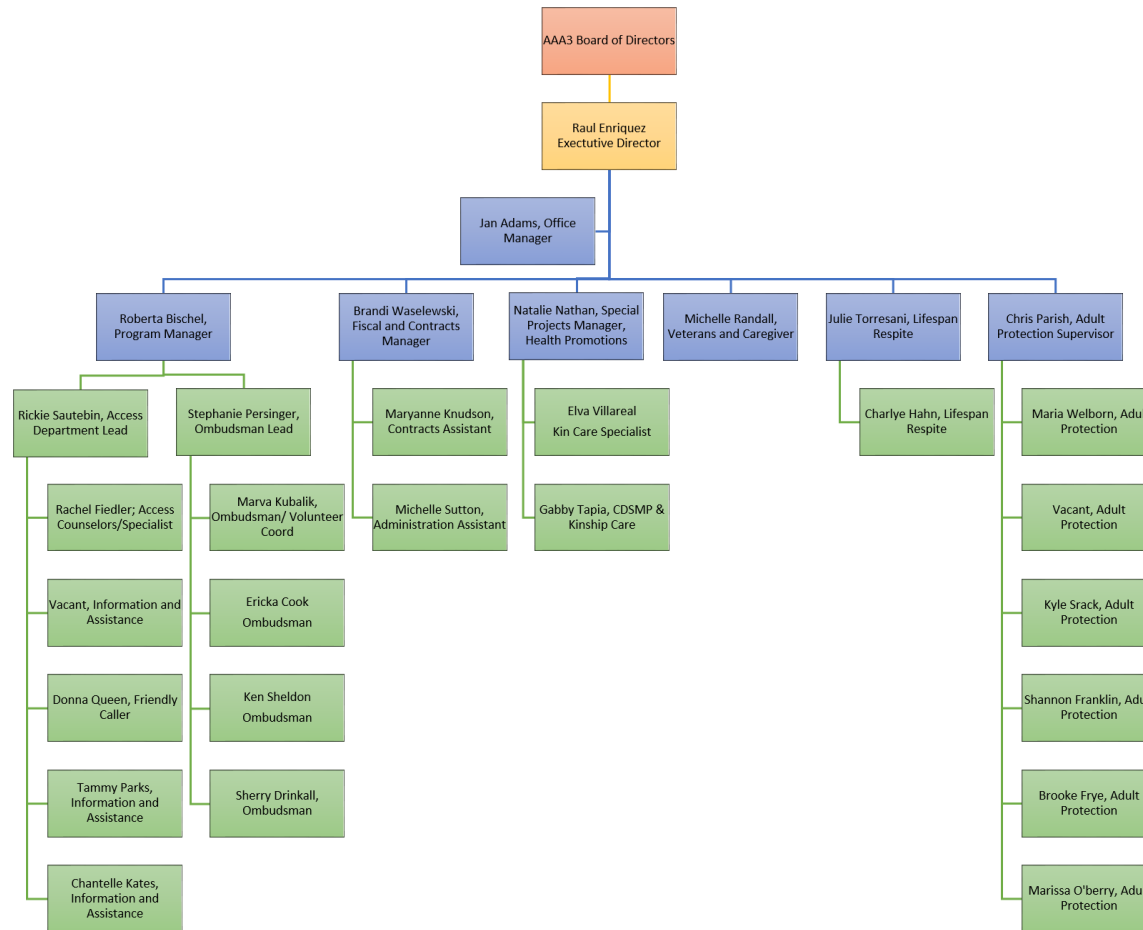
The six Area Agencies on Aging (AAAs) receive funding from the Idaho Commission on Aging (ICOA).

These AAAs plan, coordinate, and implement Older Americans Act (OAA) and Idaho's Senior Services Act (SSA) programs.

## OUR MISSION

This agency provides solutions for seniors, people with disabilities and caregivers aimed at securing safe, healthy, community supported and independent living options through comprehensive information, assistance, advocacy, and planning efforts.

# ORGANIZATIONAL CHART



## TARGET SERVICE POPULATION

- Greatest economic and social needs
- Low-income older individuals and minority
- Older individuals residing in rural areas
- Individuals at risk for institutional placement

# SERVICE DELIVERY IN TEN COUNTY AREA

## DIRECT DELIVERY

- Information & Assistance
- Adult Protection
- Ombudsman
- Friendly Calling
- Outreach
- Medicare Improvements for Patients and Provider Act
- Veterans Directed Home and Community Based Services
- Lifespan Respite Program

## CONTRACTOR DELIVERY

- Nutrition services
- Homemaker
- National Family Caregiver
- Transportation Services
- Legal Assistance
- Diabetes Self Management Program
- Consumer Options Program
- ADRC

# HOMEMAKER OVERVIEW

Persons eligible to participate or to receive services are individuals 60 years of age or older.

Homemaker services provide care for older persons to help them maintain, strengthen, and safeguard their personal functioning in their own homes with:

- General housekeeping
- Meal planning and preparation
- Essential errands
- Laundry, making and changing of bed
- Medication management
- Restrictions with bathing and washing hair





# HOMEMAKER SERVICE DELIVERY

## Consumer Authorization:

- 9 Hours a Month (\*\*may fluctuate depending on funding)
- \$22.00 per hour

## Share of Cost:

- Based on Poverty Guidelines

# HOMEMAKER SLIDING FEE SCALE

ANNUAL INCOME		FEE	HMK FEE
			_____ %
		\$12,880.00	\$ -
\$12,880.00 -	\$15,456.00	20%	\$ 4.40
\$15,457.00 -	\$18,032.00	40%	\$ 8.80
\$18,033.00 -	\$20,608.00	60%	\$ 13.20
\$20,609.00 -	\$23,184.00	80%	\$ 17.60
\$23,185.00 -	& Over	100%	\$ 22.00

# RESPITE OVERVIEW

Designed to encourage and support efforts of caregivers to maintain functionally or cognitively impaired persons at home. Paid respite staff and volunteers provide companionship or personal care services, or both, when needed and appropriate for the care recipient and the caregiver.

Respite services may include, but are not limited to, the following:

- Meeting emergency needs
- Provide relief to caregivers: restoring or maintaining the physical and mental well being of the caregivers
- Providing socialization for the care recipient

## Eligibility

- The care recipient shall have physical or cognitive impairments affecting Activities of Daily Living or Instrumental Activities of Daily Living functioning to the extent twenty-four (24) hour care or supervision is required.
- A caregiver sixty (60) years of age or older residing with an eligible care recipient who is under sixty (60) years of age is eligible to receive Respite.
- A caregiver under sixty (60) years of age residing with an eligible care recipient aged sixty (60) years or older is eligible to receive Respite.
- Highest priority shall be given to caregivers of care recipients who have the greatest degree of physical or cognitive impairment and who are lacking informal supports other than the regular caregiver.



## RESPITE SERVICE DELIVERY

### Consumer Authorization:

- 12 Hours a Month (\*\*may fluctuate depending on funding)
- \$22.00 per hour

### Share of Cost:

- No share of cost

## CONSUMERS SERVED FY2020

<b>Homemaker</b>	<b>249</b>	<b>15,428</b>
<b>Respite</b>	<b>83</b>	<b>11,610</b>
<b>Total</b>	<b>332*</b>	<b>27,038</b>

**\*Some consumers are on both programs**

# RFP DOCUMENTS

1 Request For Proposals Guide

2 Request for Proposals  
Application

3 Supporting Documents

Sample Contract

Provider Questions Form

Invoice Example

Federal & State  
Rules/Regulations

ICOA Program Manual

# RFP TIMELINE

Schedule	
Event	Date and Time
Email distribution of RFP to bidders list	Friday, March 12, 2021
1 <sup>st</sup> Official newspaper announcement (Idaho Statesman and local newspapers)	The week of March 15-19, 2021
2 <sup>nd</sup> Official newspaper announcement (Idaho Statesman and local newspapers)	The week of March 22-26, 2021
Deadline to submit questions and clarifications	Monday, April 12, 2021 by 5:00 pm
Providers' conference. Location: SWIA3 1505 South Eagle Road, Suite 120 Meridian, Idaho 83642. Conference can also be accessed via Zoom.	Thursday, April 8, 2021 at 10:00am
Deadline to submit written objections (if any) to specifications or bidding procedures	Tuesday, May 4, 2021 by 5:00pm
Deadline to submit proposals	Friday, May 07, 2021 by 5:00pm
Opening of proposals. Location: 1505 South Eagle Road, Suite 120 Meridian, Idaho 83642	Friday, May 07, 2021 by 5:00pm
Evaluation team reviews proposals and makes recommendations to the Board.	Monday, May 10, 2021 to Wednesday, June 9, 2021
A3SSA Board of Commissioners votes on winning bids	Wednesday, June 9, 2021 at 1:30 pm
Awards announced to winning award bidders; Email announcement	Friday, June 11, 2021 by 5:00 pm
Discussions with winning bidders to modify methodology (if applicable)	Monday, June 14, 2021 to Friday, June 18, 2021
Deadline to submit written objections (if any) to award	Friday, June 18, 2021 by 5:00 pm
Contract signing, and Board response to written objections (if any). Location: SWIA3 1505 South Eagle Road, Suite 120 Meridian, Idaho 83642	Friday, June 25, 2021
Mandatory Provider Meeting	Monday, June 28, 2021 10:00am

Note: All times shown are in the Mountain Time Zone (UTC-07:00, DST UTC-06:00).

# KEY RFP DATES



- **Thursday, 4/8/21**
- Informational Conference
- Location: SWIA 3 office and Zoom
- Opportunity for questions and clarifications

- **Monday, 4/12/21 by 5pm**
- Deadline to submit/ask questions or clarification
- SWIA3 is not able to answer any questions or provide clarification after this date per RFP guidelines

- **Friday, 5/7/21 by 5pm**
- Drop-off/mail location: SWIA3 1505 S. Eagle Rd., Suite 120 Meridian 83642
- **Must be sealed and include 1 original and 2 copies of application**
- Follow RFP Guideline document

- **Friday 6/11/21 by 5pm**
- Announced via email to winning bidders
- Prior contracts team review and preparation of recommendations to the SWIA3 Executive Director and the Board of Directors

- **Monday 6/28/2021**
- Location: SWIA 3 office and Zoom
- Training for all providers to include contract guidelines and invoicing requirements



# QUESTIONS?

THANK YOU

**BRANDI WASELEWSKI, FISCAL AND CONTRACTS MANAGER**

**SOUTHWEST IDAHO AREA AGENCY ON AGING**

**1505 SOUTH EAGLE ROAD, SUITE 120**

**MERIDIAN, IDAHO 83642**

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