



Bidders Notice 2019

Minuteman Senior Services (MSS), an Aging Services Access Point (ASAP) located in Bedford, MA, is soliciting proposals from multiple contractors for the provision of community-based services. Services are provided to consumers in the Commonwealth's Home Care Program, funded by the Executive Office of Elder Affairs. Sealed bids will be accepted until **5:00pm on Thursday, June 13th, 2019**. MSS reserves the right to amend or withdraw all or any part of this Request for Responses. This RFR does not commit MSS to award a contract, to pay any costs incurred in the preparation of the application, or to purchase any services. For bid specifications, including application forms, visit www.minutemansenior.org.

Instructions:

All providers must submit an application by the deadline.

1. Read this notice and all background documents including the Service Description for each service to be bid on.
2. Complete and sign the MSS Standards of Service and the Administrative Overview.
3. For each individual service being bid on, complete the Service Specific Application and a Rate Sheet. If bidding to provide multiple services, the bidder must submit multiple Rate Sheets – one for each service. If there is no specific service tool attachment, just complete the Administrative Overview and rate sheet.
4. Include the following documents in the Response: MSS Standards of Service (signed), Administrative Overview (signed), Service Specific Application(s) (signed), Rate Sheet(s) (signed), Certificates of Insurance, IRS Form W-9, SOMWBA Certification (as applicable).

Bidders are prohibited from communicating with any employees of MSS regarding this RFR, except as specified in this RFR, and no other MSS employee or representative is authorized to provide any information or respond to any question concerning this RFR. Questions may be submitted via email to RFP@minutemansenior.org. Responses to questions will be posted from time to time on minutemansenior.org. No questions will be accepted after Thursday, May 30th, 2019.

RFR Distribution:

This RFR has been distributed electronically via www.minutemansenior.org, the website of Minuteman Senior Services. It is the responsibility of every Bidder to check the website for any modifications to this Request for Response. MSS accepts no liability and will provide no accommodation to any Bidder who submits a Response based upon an out-of-date solicitation document.

A Bidder may not alter the RFR or its components except for those portions intended to collect the Bidder's Response. Modifications to the body of the RFR, specifications, terms and conditions or

any other documents that would change the intent of this RFR are prohibited. Any modifications other than where the Bidder is prompted for a response may disqualify the Response.

RFR Forms and Terms:

The following forms and terms are expressly incorporated into this RFR:

- Elder Affairs' Standard Non-Homemaker Provider Agreement
- MSS Service Standards
- Commonwealth Terms and Conditions for Health and Human Services
- Executive Order 504
- Provider Network Quality Assurance Manual
- Frail Elder Home and Community Bases Waiver Provider Application
- Federally Required Disclosures
- Data Collection Form and Registration Instructions
- MassHealth All Provider Bulletin 196
- Rate Sheet
- Human Service Worker Training-11-18-2014
- Elder Affairs' Program Instructions:
 - PI-97-55 Privacy and Confidentiality
 - PI-03-17 Elder Rights Review Committee (Clients as Research Subjects)
 - PI-07-03 Requirements of Prevention, Reporting, and Investigation of Abuse (applicable to providers of Homemaker/Personal Care and Home Health Services)
 - PI-09-19 Criminal Offender Record Information Revised Regulations
 - PI-11-06 Risk Management
 - PI-11-07 Prohibition on Non-Compete Agreements

- Upon contract award, additional forms must be completed: Massachusetts Medicaid Program Provider Agreement forms.

Amendment or Withdrawal of RFR:

MSS reserves the right to amend the RFR at any time prior to the deadline for submission of responses and to terminate this procurement in whole or in part at any time. Amendments and clarifications, if any, will be posted to minutemansenior.org.

MSS will not be responsible for any costs or expenses incurred by the bidder in responding to this RFR.

Closing Date:

All Responses are due by Thursday, June 13, 2019 at 5:00pm.
Applicants will be notified of results by September 5, 2019.

Contract Term:

It is anticipated that any Contract awarded under this RFR shall have an initial Contract term scheduled to commence on October 1, 2019 and end on September 30, 2022.

AA/EEO Affirmative Market Program:

MSS is an AA/EEO agency. MSS strongly encourages the participation of minority and women owned business enterprises (MWBE). Bidders who wish to be considered as an MWBE, must submit certification of their MWBE status with their application. To learn about certification, visit the Commonwealth's Supplier Diversity Office at <http://www.somwba.state.ma.us/default.aspx>.

Confidentiality:

All providers under contract to MSS must comply with all state and federal laws and regulations, Executive Orders, and relevant Elder Affairs and Executive Office of Health and Human Services policies and procedures related to data security, privacy, and confidentiality, including without limitation the Health Insurance Portability and Accountability Act (HIPAA), MGL c. 66A (FIPA), MGL c. 93H (Identity Theft), 201 CMR 17.00 et seq. (Standards for the Protection of Personal Information), Executive Order 504 (Order Regarding the Security and Confidentiality of Personal Information), and EOEA PI-97-55 (Privacy and Confidentiality) and its successors, and PI-00-07 (Elder Rights Review Committee and Protection of Clients as Research Subjects) and its successors.

Program Modifications:

Elder Affairs issues Program Instructions (PI) to Aging Services Access Points to implement new policies, modify existing program rules, and clarify policies, procedures, rules, and operating practices. Under the terms of this RFR and any subsequent Contract, Contractors are obligated to comply with the terms of all existing PIs as well as any PIs that Elder Affairs may issue from time to time.

Appropriations:

Any contract awarded under this RFR is subject to appropriation of sufficient funding.

Description of Procurement:

MSS is issuing this Request for Responses (RFR) pursuant to 801 CMR 21.00, which governs the procurement of services by ASAPs under contract to the Executive Office of Elder Affairs for the purpose of providing human and social services. MSS makes no guarantee that any services will be purchased as a result of this RFR.

MSS seeks to procure the following services:

Adult Day Health	Home Health Services (Non-certified providers of Home Health must be approved through the NOI process as a Homemaker/Personal Care provider.)
Alzheimer's Coaching	Laundry
Alzheimer's Adult Day Health Program	Legal Services
Behavioral Health Services	Medication Dispensing System
Companion (must be approved through EOEAI NOI process as Homemaker/Personal Care provider)	Occupational Therapy
Competency Evaluations	Personal Emergency Response & Enhanced Technology
Environmental Accessibility Adaptations	Short Term Respite Care (Skilled Nursing Facility)
Fiscal Intermediary	Supportive Day Program
Grocery Shopping and Delivery Service	Translation/Interpreting
Chore	Transportation
Home Based Wanderer Response System	Vision Rehabilitation
Home Delivery of Prepackaged Medications	Wanderer Locator Service

Refer to the Service Descriptions for additional information.

Originality:

The Bidder shall demonstrate in its Response that the Response authentically and uniquely reflects the nature of the Bidder's entity. A Response that is judged by MSS to be a copy of, or which has substantial parts which appear to have been copied from, another Response shall have its evaluation assessment lowered, as will the Response from which it appears to have been copied.

Submission of Responses:

Each Bidder's Response must be timely delivered and received by MSS in a sealed package that must be clearly and visibly labeled on the outside of the package with the Bidder's name and address and marked MSS RFR.

All responses must be type-written in 12 point Times New Roman. Hand-written responses will be rejected. Bidders must submit 2 copies of its Response. Each response must include the MSS Service Standards (signed); the Administrative Overview (signed); a Service Specific Application for each service the Bidder proposes to provide; a Rate Sheet signed by the Bidder for each service the Bidder proposes to provide, with the exception of certain services as noted on the Rate Sheet; Certificates of Insurance as described in RFR Forms and Terms, IRS Form W-9, SOMWBA Certification (as applicable).