



## **Request for Proposal Notice 2022**

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. Request for Proposals (RFP) will be accepted until **5:00pm on Friday, July 15<sup>th</sup>, 2022**. MSS reserves the right to amend or withdraw all or any part of this RFP. This RFP 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 RFP specifications, including application forms, visit [www.minutemansenior.org](http://www.minutemansenior.org).

### **Instructions:**

All Applicants must submit Request for Proposal (RFP) applications by the deadline.

- 1.) Read this Request for Proposal Notice and all Program Instructions (PI) and Regulations. [Home Care Administrative Overview February 2014 - Document Library \(800ageinfo.com\)](#)
- 2.) Complete and sign the MSS Standards of Service and Administrative Overview.
- 3.) For each individual service being bid on, review the Service Description, complete the Service Specific document, and complete a Rate Sheet.
- 4.) Include the following documents in Proposals: MSS Standards of Service (signed), Administrative Overview (signed), Service Specific Application(s) (signed), Rate Sheet(s) (signed), Certificates of Insurance, and IRS Form W-9.

Applicants are prohibited from communicating with any employees of MSS regarding this RFP, except as specified in this RFP, and no other MSS employee or representative is authorized to provide any information or respond to any question concerning this RFP. Questions may be submitted via email to [RFP@minutemansenior.org](mailto:RFP@minutemansenior.org).

### **RFP Distribution:**

This RFP has been distributed electronically via [www.minutemansenior.org](http://www.minutemansenior.org), the website of MSS. It is the responsibility of every Applicant to check the website for any modifications to this RFP. MSS accepts no liability and will provide no accommodation to any Applicant who submits a Response based upon an out-of-date solicitation document.

An Applicant may not alter the RFP or its components except for those portions intended to collect the Applicant's Response. Modifications to the body of the RFP, specifications, terms and conditions or any other documents that would change the intent of this RFP are prohibited. Any modifications other than where the Applicant is prompted for a response may disqualify the Proposal.

### **Amendment & Withdrawal of RFP:**

MSS reserves the right to amend the RFP 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 [www.minutemansenior.org](http://www.minutemansenior.org).

### **Closing Date:**

All Proposals are due by Friday July 15, 2022 at 5:00 pm.  
Applicants will be notified of results by Friday September 2, 2022.

### **Contract Term:**

It is anticipated that any Contract awarded under this RFP will have an initial Contract term scheduled to commence on October 1, 2022 and end on September 30, 2025.

### **Supplier Diversity Program:**

RFP applications from Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Minority and Women Nonprofit Organizations (M/WNPOs), Veteran Business Enterprises (VBEs), Service-Disabled Veteran-Owned Business Enterprises (SDVOBEs), Disability-Owned Business Enterprises (DOBEs), and Lesbian, Gay, Bisexual and Transgender Business Enterprises (LGBTBEs) are highly encouraged. For more information, or to register your business in the Supplier Diversity Program, please visit: [SDO \(state.ma.us\)](http://SDO.state.ma.us) and [Supplier Diversity Office \(SDO\) | Mass.gov](http://SupplierDiversityOffice(SDO)|Mass.gov)

### **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 RFP 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.

### **Appropriation:**

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

### **Description of Procurement:**

MSS is issuing this Request for Proposals (RFP) 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 RFP.

### **Services:**

MSS seeks to procure the following services:

- Adult Day Health
- Alzheimer's Dementia Coaching
- Behavioral Health Services
- Bill Payer Services
- Chore
- Companion
- Emergency Response Systems
- Environmental Accessibility Adaptations
- Evidenced Based Programs
- Goal Engagement
- Grocery Shopping & Delivery
- Home-Cased Wandering Response Systems
- Home Delivery of Pre-Packaged Medications
- Home Health Services
- Laundry
- Legal Services
- Medical Competency Evaluation
- Medication Dispensing System

- Occupational Therapy
- Orientation & Mobility
- Peer Support
- Personal Emergency Response System
- Respite Care
- Supportive Day Program
- Translation-Interpreting Services
- Transportation

### **Originality:**

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

### **Submission of Responses:**

Each Applicant's Proposal must be timely delivered and received by MSS either by e-mail sent to [RFP@minutemansenior.org](mailto:RFP@minutemansenior.org) and clearly labeled as RFP Application or by mail to the MSS office: 26 Crosby Dr. Bedford, MA 01730 Attn: Nicole La Duke.

All Proposals must be typed, and handwritten applications will be rejected. Each Proposal must include the MSS Service Standards (signed); the Administrative Overview (signed); a Service Specific Application for each service the Applicant proposes to provide; a Rate Sheet signed by the Applicant for each service the Applicant proposes to provide, except for certain services as noted on the Rate Sheet; Certificates of Insurance as described in RFP Forms and Terms, and IRS Form W-9.