

ALLIANCE FOR AGING, INC.
AREA AGENCY ON AGING FOR MIAMI-DADE AND MONROE COUNTIES
INVITATION TO NEGOTIATE

STATEMENT OF PURPOSE

The purpose of this Invitation to Negotiate is to solicit proposals from applicants who are interested in contracting with the Alliance for Aging, Inc. for the provision of Consumer Directed Transportation services through volunteer drivers using the TRIP model. By visiting the TRIP Web site at <http://www.triptrans.org/> information for the TRIP model can be obtained. Only one contract will be negotiated in an amount not to exceed \$25,000. Services must be delivered prior to December 31, 2011

STATEMENT OF NEED AND SCOPE OF SERVICE REQUIRED

The Alliance for Aging is issuing this solicitation to test a promising model to deliver transportation services to older adults. This method of providing transportation services has shown the potential to increase the mobility and autonomy of older adults that no longer drive while creating cost savings by leveraging service dollars through the use of volunteers.

An integral part of this project is the program evaluation that will be conducted by the Occupational Therapy Department at Florida International University. No Older Americans Act funds will be used on the evaluation phase of the project, however the provider selected to carry out the project will be required to work collaboratively with the evaluator.

To be eligible for participation, an interested applicant must be a current Older Americans Act provider of the Alliance for Aging and must be ready to start services in October, 2011.

The maximum reimbursement from the Alliance will be \$7.45 per door-to-door trip. The services must be provided county-wide. Reimbursable expenses are limited to volunteer and fiscal intermediation expenses. The Provider cannot claim reimbursement for direct service delivery.

All services must be delivered in accordance with the rules and guidelines contained in the 2011 DOEA Program and Services Handbook. A copy of this handbook is available at <http://www.allianceforaging.org/doehandbook11.html>.

SUBMISSION OF REPLIES

Interested providers must send a written expression of interest no later than September 26, 2011, via email to Ferrerh@elderaffairs.org. This expression of interest must clearly identify the degree of readiness to implement the program and provide assurances that the TRIP program design will be followed and that the applicant will collaborate with the program evaluation by Florida International University. To better help assess the degree of readiness, the applicant must explain how they plan to implement the program, in accordance with TRIP guidelines; and how the contract allocation will be expended by December 31, 2011. The applicant must also indicate staffing availability to provide the services referenced in this ITN.

In the event that there is more than one interested applicant, the Alliance for Aging, will invite no more than three applicants, using the readiness to implement narrative, as requested above, as the basis for which an applicant will be selected to submit a sealed reply by October 3rd, 2011 (In the event that there is only one interested applicant, the Alliance will use the written expression of interest as the basis to commence negotiations). Sealed replies should be limited to a maximum of ten double spaced pages, using a font larger than 12 pt. Applicants must submit an original and three copies.

METHOD OF REIMBURSEMENT

Providers will not be reimbursed for direct services. The only allowable expenses are volunteer reimbursements and program administration. The selected provider will be reimbursed on a cost reimbursement basis. The selected provider is expected to use the Department of Elder Affairs Unit Cost Methodology to arrive at the reimbursement rate per unit and to provide a ten percent match to grant funds. Thus, for every 90 cents of funding awarded, the provider must contribute 10 cents to the cost of providing the services. The Alliance will not consider bids with a rate of more than \$7.45 per door-to-door trip on a county-wide basis for the service.

NEGOTIATION PROCESS

Step 1. The ITN is posted on the Alliance for Aging Inc. website. Existing OAA providers are notified via email. Interested parties must respond with an expression of interest and readiness to implement statement, as explained in the section “Submission of Replies” above, by September 26th, 2011. If there is only one applicant expressing interest, then the Alliance will enter into negotiations with this applicant using the expression of interest communication as the basis on which to commence negotiations. If there is more than one interested applicant, all applicants will be notified to submit a sealed reply by October 3, 2011 as specified above under “Submission of Replies.”

Step 2. Three qualified staff members at the Alliance evaluate the proposals received and select the three most qualified applicants for this program to participate in the competitive negotiations.

Step 3. Each selected applicant will be scheduled to discuss its capabilities and approach to the scope of services. These meetings will be used to clarify the information provided in the written proposal and improve understanding about the Alliance's needs and expectations.

Step 4. The Alliance for Aging staff will rank the applicants on their approach and capabilities.

Step 5. Negotiations by the Alliance for Aging staff with the top-ranking applicants will continue until an acceptable contract price, schedule and other terms are established. Negotiations can be held serially or concurrently at the Alliance’s discretion.

Step 6. The name of the applicant selected to receive a contract will be posted on the Alliance for Aging Inc. website.

CONTACT PERSON

The designated staff person for this ITN process is:

Dr. Horacio Soberon-Ferrer,
Vice President for Planning and Finance
760 NW 107th Avenue, Suite 214
Miami, Florida 33172
Email: ferrerh@elderaffairs.org

CRITERIA USED TO DETERMINE ACCEPTABILITY OF ITN REPLIES

All replies received in response to the ITN will be evaluated by a staff review team consisting of three persons who collectively have experience and knowledge in negotiating contracts, contract procurement, and the program areas and service requirements for which the contractual services in question are being sought.

Responses will be ranked as follows: Based on the scores, each reviewer will rank the proposals in descending order, assigning a rank of 1 to the top scoring proposal and a rank of “n”, to the nth ranked proposal. The Alliance for Aging Inc. will rank proposals based on the **average** of the ranks assigned by the reviewers. Ties will be decided in favor of the lower unit rate proposal. The maximum possible rank is 1.

SCORING OF PROPOSALS

Based on the ranking of all replies, the Alliance will invite no more than 3 respondents with which to commence negotiations.

ITEM	CRITERIA	POINTS
a. How will funding be used to implement The TRIP program. Describe the suitability of the proposed approach to the target population. How will clients access the services and how will they be screened. Statement of need for the proposed service area. (50 points)	Does the applicant present a feasible plan to provide services? Does the plan detail how clients will access services and how they will be screened? Does the narrative show that the applicant understands the TRIP model? Are there assurances that the TRIP model will be followed and that the applicant will collaborate with FIU, as required?	
b. A statement of readiness to implement the services and spend the total amount of contracted funds by December 31, 2011. The applicant should indicate staffing availability to provide the services referenced in the ITN.(50 points)	Does the applicant demonstrate that it is ready to immediately implement services with the ITN funding? For example, does the applicant have available staff to begin serving and processing referrals immediately after contract execution?	