

**APPENDIX X****APPEAL PROCEDURES**

The Alliance will post its notice of intent to award contracts arising out of its Older Americans Act ("OAA") RFP on the date as specified in the RFP. Any party who is substantially affected by the Alliance's intended decision must file a written appeal with the Alliance within fifteen (15) calendar days of the date the notice of intent to award is posted. A substantially affected party is any party that submitted an application for the contract award that is being appealed. The procedures in Chapter 120, Florida Statutes, and in Rule 58C-1.0031 do not apply to any OAA RFP.

**STANDARDS FOR APPEAL**

1. No submission made after the proposal opening that amends or supplements the proposal will be considered on appeal.
2. The burden of proof shall rest with the party appealing the Alliance's intended decision.
3. The decision maker must determine whether the Alliance's proposed action is contrary to its governing statutes or rules, or to the specifications in the RFP. The burden of proof for the appellant is whether the Alliance's intended decision is clearly erroneous, contrary to competition, arbitrary or capricious.

**APPEAL PROCEDURES**

1. A written appeal must be filed by certified mail or by hand delivery with the Alliance's President and CEO within fifteen (15) calendar days of the date the notice of intent to award was posted. If the 15<sup>th</sup> day falls on a weekend or holiday, the deadline shall be the next business day. The appeal must state with particularity the facts and law upon which the appeal is based. Failure to timely file an appeal shall constitute a waiver of appeal rights.
2. The Alliance will designate an impartial decision maker to conduct an appeal hearing and will notify the appellant of the date, time and location of the appeal hearing.
7. The appeal hearing must be conducted within ten (10) calendar days of the date that the impartial decision maker is designated by the Alliance to conduct the appeal hearing. At the appeal hearing, the impartial decision maker may hear argument and receive evidence for consideration.

8. Within seven (7) calendar days of the date of the hearing, the impartial decision maker will provide a written report with recommendations to the Alliance Board of Directors setting forth the recommended decision, reasons for that decision, and evidence upon which the recommendation is based. A copy of the report will be provided to the appellant.
9. The Alliance Board of Directors shall consider the report of the impartial decision maker and render a final decision within ten (10) calendar days of receiving the report. The decision of the Alliance's Board of Directors shall be final.
10. If, in the sole determination of the Alliance, a disputed contract award may result in an interruption of service(s) to older consumers, the Alliance reserves the right to contract with a provider of choice, on a provisional basis, to maintain services in place until such time when the appeal is resolved.

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**APPENDIX XI****APPLICANT'S CHECKLIST**

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|-------------|---|-------|
| 1.          | Cover Letter  | _____ |
| 2.          | Applicant's Summary Information   | _____ |
| 3.          | Application   | _____ |
| 4.          | Latest 3-years of Monitoring Reports (excluding Alliance for Aging providers)   | _____ |
| Pull Out 5. | Organizational Capability Pull-out Package  | _____ |
|             | 1. A copy of the most recent, board approved, organizational chart illustrating the structure and relationship of all paid staff positions related to the program in question.  | _____ |
|             | 2. Copies of job descriptions for all staff involved in the management of this contract.  | _____ |
|             | 3. A copy of the most recent audited financial statements and compliance reporting package. Include any letters to management submitted by the independent auditor under separate cover as well as any response stating management's position and plan of action.   | _____ |
|             | 4. A full roster of all current members of your Board of Directors.   | _____ |
|             | 5. A copy of your corporate bylaws.   | _____ |
|             | 6. A certificate of insurance from your agent detailing the types of coverage you currently hold, the maximum dollar amount for each, and the dates when coverage became effective and is scheduled to terminate. Applicant is required to demonstrate adequate liability and worker's compensation insurance coverage. | _____ |
|             | 7. A copy of your continuing operations plan (COOP)   | _____ |
|             | 8. Commitment to CIRTTS reporting   | _____ |
|             | 9. Commitment to ARC reporting  | _____ |
|             | 10. Agreement to comply with handbook requirements  | _____ |