

TO: Direct Service Providers of Title III – E (Alabama Cares) Services
FROM: Jeff Thompson, Area Agency on Aging Director
DATE: August 23, 2018
SUBJECT: Title III – E (Alabama Cares) Request for Proposals

Please submit proposals to provide services through the Northwest Alabama Council of Local Governments Area Agency on Aging (NACOLG AAA), Alabama Cares Program. NACOLG AAA will adhere to the provisions and procedures set forth by the Area Agency on Aging for awarding contracts or grants. Personal Service Contracts or Contracts with “For Profit” Agencies must be submitted to the Alabama Department of Senior Services before becoming effective. The initial contract term will be October 1, 2018 through September 30, 2019.

Proposals must be received by the NACOLG AAA no later than **September 12, 2018**. Missing information or failure to comply with deadlines may delay or void your contract approval.

We sincerely appreciate your interest in this program and look forward to the receipt of your proposal. If you have any questions or would like an electronic copy of this proposal, please contact Kathy Jo Spears at 1-800-838-5845 or kspears@nacolg.org.

**TITLE III-E (ALABAMA CARES)
SERVICE PROPOSAL
FISCAL YEAR _____**

AGENCY: _____ **DIRECTOR:** _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

CONTACT PERSON: _____ **TITLE:** _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

TAX ID# _____

Please indicate below the service(s) your agency intends to provide (Service Definitions p. 7):

____ Unskilled Respite(Personal Care/Homemaker)____ Skilled Respite ____ Case Management

Please indicate below the county or counties your agency intends to service:

____ Colbert ____Lauderdale ____Winston

____ Franklin ____Marion

Established Maximum Reimbursement Rates:

Unskilled Respite	\$14.00 per hour
Skilled Respite	\$16.50(LPN)per hour
	\$18.00(RN)per hour
Case Management	\$18.00(RN)per hour
	\$16.50(LPN or Geriatric Case Manager)per hour

The agency understands that Northwest Alabama Council of Local Governments reserves the right to separate the services proposed and award contracts to more than one provider.

Authorized Agency Official Date

Witness Date

Print Name and Title

Print Name and Title

Does this organization have liability insurance, at a minimum of \$1,000,000, to cover service(s) to be delivered? _____YES _____NO If YES, please provide a copy of the insurance policy.

Insert

Current Certificate of Insurance (\$1,000,000 Minimum Amount)

SERVICE PROPOSAL NARRATIVE

Please attach a narrative statement explaining what qualifies you or your agency to provide the services for which you are bidding. Please include in your narrative:

1. Any licenses/certifications held by your organization
2. Your agency's ability to provide each of the services indicated in your proposal
3. Established procedure to address worker absence
4. Qualifications of your staff and their supervisors (i.e. trainings, certificates, licenses, etc.)
5. Any other pertinent information that will further document your agency's ability to perform the services indicated in your proposal.

TARGETING EFFORT

The 2006 Amendments to the Older Americans Act added the requirement that services be developed and provided with particular attention to the following targeting provisions:

- (I) older individuals residing in rural areas;
- (II) older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
- (III) older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
- (IV) older individuals with severe disabilities;
- (V) older individuals **with limited English proficiency;**
- (VI) older individuals with Alzheimer's disease **and related** disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and
- (VII) older individuals at risk for institutional placement;**

The act is also amended to require that ALL SERVICE PROVIDER contracts include details on the presence and needs of the priority target population and how those needs will be met.

All service providers must have a targeting effort statement. Please provide a narrative statement to describe how you will comply with the targeting effort.

SERVICE DEFINITIONS

Unskilled Respite

Services that offer temporary, substitute support of the Care Recipient in order to provide a brief period of relief or rest to the Caregiver. Services included: Personal Care, Homemaker, and Respite Services.

Skilled Respite

Services that offer temporary, substitute support of the Care Recipient in order to provide a brief period of relief or rest to the Caregiver. Skilled Respite Service provides skilled medical observation and services that are to be performed by a Registered Nurse or a Licensed Practical Nurse.

Caregiver Case Management

Case Management is an assessment of the client's situation to be rendered by the contractor after services have been provided for the client for a second time by same service contractor.

