

MANATEE COUNTY GOVERNMENT INTENT TO NEGOTIATE

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| SUBJECT | Community Care for the Elderly (CCE) Homemaker, Personal Care, Respite, Emergency Alert Response (EAR) and Alzheimer's Disease Initiative (ADI) Respite Services | DATE POSTED | MC <u>1/9/17</u> XSE DS <u>1/9/17</u> XSE CC <u>N/A</u> |
| PURCHASING REPRESENTATIVE | Frank Lambertson, Ext. 3042 | DATE CONTRACT SHALL BE AWARDED | January 16, 2017 |
| DEPARTMENT | Community Services Department | CONSEQUENCES IF DEFERRED | These services are currently not available to the County |
| SOLICITATION | RFP 17-0244FL | AUTHORIZED BY DATE | Melissa Wendel, CPPO Purchasing Official, January 9, 2017 |

NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with the following firms; ADT, Palm Harbor, FL; AM & FM Bradenton, FL; Approved Home Health, Bradenton, FL; Assisted Hands, Bradenton, FL; Home Instead, Bradenton, FL; and ResCare, Bradenton, FL for the Community Care for the Elderly (CCE) and Alzheimer's Disease Initiative (ADI) programs.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws

BACKGROUND/DISCUSSION

PROJECT BACKGROUND:

The Board of County Commissioners of Manatee County, as County Lead Agency for the Community Care for the Elderly Program (CCE) calls for the following services to serve our citizens: Homemaker Services; Personal Care Services; Respite Services; Emergency Alert Response (EAR); and Alzheimer's Disease Initiative (ADI). These programs are managed by the Community Services Department, Human Services Division.

SOLICITATIONS:

The RFP was advertised on the Manatee County website, DemandStar, and was also provided to the Manatee County Chamber of Commerce for release to its members. Nine (9) proposals were received.

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| ADT | Palm Harbor, FL |
| AM & FM | Bradenton, FL |
| All Stat | Sarasota, FL |
| Almost Family | Louisville, KY |
| Approved Home Health | Bradenton, FL |
| Assisted Hands | Bradenton, FL |
| Home Instead | Bradenton, FL |
| ResCare | Bradenton, FL |
| Valued Relationship | Franklin, Ohio |

Name, Title, Department

Cheri Coryea Director, Neighborhood Services Department
 Tracie Adams Human Services Manager, Community Services Department
 Frank Lambertson Contracts Negotiator, Financial Management Department (Chairperson)

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| ATTACHMENTS (List in order of attached) N/A | FUNDING SOURCE (Acct Number & Name) <input checked="" type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds |
| COST \$250,000 | AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement) None |

EVALUATION RESULTS:

The initial evaluation committee meeting was held to discuss procedures and responsibilities of evaluation committee members, the proposals received and determined that oral presentations would not be required. After reviewing the proposals the second evaluation committee meeting was held and subsequently continued the acquisition process with the committee's recommendations to County Administrator by recommending the firms as noted in the following paragraphs.

Please note all prices were established in the County's RFP and therefore were not an evaluation factor.

Evaluation for Homemaker, Personal Care, Respite, and Alzheimer's Disease Initiative (ADI) Respite Services

Approved Home Health, Bradenton, FL (Services to be provided Homemaker, Personal Care, Respite, and ADI Respite as determined) – Approved Home Health demonstrated exceptional qualifications via their proposal and has successfully provided these services for the County over the past fifteen (15) years. The firm strives to achieve their goals of high quality and reliability to all clients that they serve; Approved Home Health was always willing to work with the County in performing the required services and as the number of work hours have increased over the years they have performed favorably.

Home Instead, Bradenton, FL (Services to be provided Homemaker, Personal Care, Respite, and ADI Respite as determined) – Home Instead supported their experiences and expertise as described in their proposal as it was considered by the Evaluation Committee. The Home Instead Administrative staff performs competently and is always responsive to the Human Services Division. Also the firm's project approach to a new client is excellent as it determines the suitability for services of clients.

ResCare, Bradenton, FL (Services to be provided Homemaker, Personal Care, Respite, and ADI Respite as determined) – The firm submitted a clear and concise proposal and the Evaluation Committee determined ResCare provided a well-staffed operation to provide the required services, experience that included Bay Pines VA, DCF Adult Services and Manatee County Government. The proposal also included an excellent Policy and Procedures section as to how their services are provided.

Assisting Hands, Bradenton, FL (Services to be provided Homemaker, Personal Care, Respite, and ADI Respite as determined) – Assisting Hands submitted an informative proposal detailing their qualifications which included suitable government contract experience; a well laid out and detailed project plan; detailed resumes and job descriptions; and included comprehensive scheduling, client management and caregiver management software to manage all aspects of services provided.

AM & FM, Bradenton, FL (Services to be provided Homemaker) – The firm, established in 2005, submitted a satisfactory proposal. It provides services under the following agencies: State of Florida Medicaid Waiver and Medicaid Long Term Care and Manatee County Community Development Block Grant. Human Services Division expressed confidence in the firm's ability to perform the Homemaker services required by Manatee County Government.

All Stat, Sarasota, FL (not selected) – The proposal was adequate but the firm's past performance with the County became unacceptable as the firm was not willing to take on all clients that were forwarded to the firm for service by the County. The acceptance of a client would be based on their location which created difficulty as the Human Services Division attempted to meet the needs of all their clients that required services in a timely manner. Therefore, the Evaluation Committee did not select this firm.

Almost Family, Louisville, KY (not selected) – Almost Family submitted an acceptable proposal and identified Collier and Broward Counties as references. However, the Evaluation Committee considered and discussed the following issues; administrative staff that would provide the needed services only had a few staff members; the use of subcontracted caregivers if required at a cost higher than the County would be paying; and it was not clear who would be present in a Sarasota office that was discussed. The Evaluation Committee did not rank this firm higher than the other firms submitting proposals.

Evaluation for Emergency Alert Response (EAR)

ADT, Palm Harbor, FL (Services to be provided Emergency Alert Response as determined) – ADT submitted a satisfactory proposal and has successfully provided Emergency Alert Response Services for the County. Additionally, ADT offered to provide the same services at the same price for both land lines and cell phones, which was over and above what was required.

Valued Relationship, Franklin, OH (not selected) – Proposal was acceptable but was not selected as a provider for these services. The Evaluation Committee's concerns were the firm's location in Ohio, and their ability to perform here in the area. They were not evaluated as high as the selected firm.

Assisted Hands Bradenton, FL (not selected) – Assisted Hands were qualified for other CCE and ADI services but did not have the capabilities necessary to perform the EAR services.

ESTIMATED COST OF SERVICES:

\$250,000.00

FUNDING:

173 9001022 534000 Community Care for the Elderly FY 16/17

The above justifications are a generalized summary of major observations intended only to provide the County Administrator a sufficiently detailed overview of the main observations of a majority of Committee Members. Each Committee Member may have considered one or more facts or factors more or less important than the other Committee Members when voting, and this summary of the Evaluation Committee's decision is not an attempt to exhaustively describe each of the relevant factors which motivated each of the Committee Members to select the rankings described.

The Committee voted 3-0 to proceed with the selected firm's as detailed above.

The resulting agreements will be managed by the Human Services Division, Community Services Department.