


# MANATEE COUNTY GOVERNMENT SOURCE SELECTION

<b>SUBJECT</b>	Community Care for the Elderly (CCE) Respite Services	<b>DATE POSTED</b>	June 8, 2010 <span style="float: right;">13 6/8/2010</span>
<b>PURCHASING REPRESENTATIVE</b>	Frank Lambertson, 749-3042	<b>DATE CONTRACT SHALL BE AWARDED</b>	N/A
<b>DEPARTMENT</b>	Financial Management Dept./Purchasing Div.	<b>CONSEQUENCES IF DEFERRED</b>	N/A
<b>SOURCE RECOMMENDATION</b>	Approved Home Health Care	<b>AUTHORIZED BY DATE</b>	Rob Cuthbert June 8, 2010 <span style="float: right;"></span>

### ACTION DESIRED

Authorization to enter into negotiations with Approved Home Health Care, Bradenton, FL for the purpose of providing Respite Services to establish relief or rest for a primary caregiver from the constant/continued supervision, companionship, therapeutic and/or personal care of a functionally impaired older person for a specified period of time.

### 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, Chapter 2-26 Manatee County Purchasing Ordinance, Section 2-26-40 and the Standards and Procedures approved by the County Administrator.

### BACKGROUND/DISCUSSION

- Estimated expenditure of future funding for Community Care for the Elderly (CCE) Respite Services is estimated on a yearly basis to be \$60,010.00. Funding is provided by Community Care for the Elderly (CCE) a State of Florida Agency.
- Funding Source: 173 9001016 534000
- **MANATEE COUNTY** firms that were directly contacted and made aware of this Request for Proposal were, and took the following actions in response to the RFP:
  - Allean's Loving Care Inc., Bradenton, FL (submitted a proposal)
  - Approved Home Health Care, Bradenton, FL (submitted a proposal)
  - Home Instead Senior Care, Bradenton, FL (submitted a proposal)
  - Precise Home Companions, Bradenton, FL (did not submit a proposal)
- There were no other Manatee County firms found that would provide the products and services required by the RFP.
- Proposals were received from the following firms:

**Manatee County firms:**

Allean's Loving Care Inc., Bradenton, FL  
 Approved Home Health Care, Bradenton, FL  
 Home Instead Senior Care, Bradenton, FL

<b>SUMMARY</b>	Recommend negotiations with Approved Home Health Care, Bradenton, FL		
<b>ATTACHMENTS: (List in order as attached)</b>	<b>INSTRUCTIONS TO BOARD RECORDS:</b>		
1. Approval Email	N/A		
<b>COST</b>	To be negotiated	<b>SOURCE (ACCT# &amp; NAME)</b>	Department to advise
<b>COMMENTS</b>	N/A	<b>AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT)</b>	N/A

**Local firms:**

All Stat Home Health, Sarasota, FL  
Utopia Home Care, Inc., St. Petersburg, FL

**Other firms:**

Caregiver Services Inc., Miami, FL

- Approval to enter into negotiations with the top ranked firm.
- Manatee County has the need to acquire CCE Respite Services as outlined in the RFP. The RFP requires firms to provide CCE respite services to establish relief or rest for a primary caregiver from the constant/continued supervision, companionship, therapeutic and/or personal care of a functionally impaired older person for a specified period of time.
- 1/27/10 – 4/30/10 the appropriate proposal procedures were followed. The Request for Proposal (RFP) was broadcast via DemandStar to thirty five (35) CCE Respite Services firms; seven (7) firms downloaded the RFP and six (6) firms' submitted proposals.
- The RFP was advertized locally in the Bradenton Herald, posted on the County's website and provided to the Manatee County Chamber of Commerce for release to members.
- The Selection Committee consisted of:  
  
Traci Adams, Community Services Department  
Anne Simpson, Community Services Department  
Frank Lambertson, Financial Management Department
- The Selection Committee convened 4/23/10 and shortlisted the following firms:  
  
All Stat Home Health, Sarasota, FL  
Approved Home Health Care, Bradenton, FL  
Home Instead Senior Care, Bradenton, FL  
Utopia Home Care, Inc., St. Petersburg, FL
- The Selection Committee convened 4/30/10 to hear oral presentations from the shortlisted firms and then ranked the firms as follows: Negotiations will take place with the top ranked firm.
- Ranked #1, Approved Home Health Care, Bradenton, FL – The proposer was determined to best meet the needs of the County for CCE respite service and has been successfully performing these services for the County. Of particular importance are the firms past experience; organizational structure; and a willingness to work with the County.
- Ranked #2, Home Instead Senior Care, Bradenton, FL – The firm submitted a competitive proposal demonstrating their ability to provide the required services and detailed experience. However, was not ranked as highly as the top ranked firm by the Selection Committee.
- Ranked #3, Utopia Home Care, Inc., St. Petersburg, FL – Its proposal responses was clear and concise addressing all categories requested in the RFP and detailed their years of experience. However was ranked third due to the perception of a lesser ability to meet the County's requirements.
- Ranked #4, All Stat Home Health, Sarasota, FL – The firm submitted a satisfactory proposal and made an informative oral presentation with many innovative ideas. The firm was ranked fourth overall.
- The remaining proposal respondents were not ranked, although well qualified they were not selected based on a comparison of capabilities of the selected firm.

Allean's Loving Care Inc., Bradenton, FL  
Caregiver Services Inc., Miami, FL



**Re: Selection for Negotiations - Community Care for the Elderly (CCE) Respite Services**

Rob Cuthbert to: Frank Lambertson

06/04/2010 11:34 AM

Proceed with a source selection posting as the projected cost is less than \$1M. Thanks, Rob

Frank Lambertson Estimated expenditure of future funding for Com...

06/02/2010 09:28:43 AM

From: Frank Lambertson/MCG  
To: Rob Cuthbert/MCG@MCG  
Date: 06/02/2010 09:28 AM  
Subject: Selection for Negotiations - Community Care for the Elderly (CCE) Respite Services

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Caregiver Services Inc., Miami, FL

Frank G. Lambertson, Contracts Negotiator  
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