



# GENESEE COUNTY PURCHASING

A Division of the Genesee County Controller's Office

COUNTY ADMINISTRATION BLDG

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**Nerahoo Hemraj**  
**Controller**

## NOTICE OF PROPOSED SOLE SOURCE PROCUREMENT #18-152

The Genesee County Procurement Regulations provides that a procurement may be made without competition when there is only one source for the required supply or service. Therefore, a "sole source" procurement is justified if there is only one product or service that can reasonably meet the county's need and there is only one vendor who can provide the product or service.

The Purchasing Department has received a request to make the following sole source procurement.

**Bid Number:** 18-152  
**Bid Title:** Intake/Referral Telephone Screening Program for Genesee County residents 60 and older

**Bid Start Date:** August 24, 2018  
**Question & Answer End Date:** September 4, 2018 @ 12:00 p.m. EDT  
**Due Date & Time for Comments:** September 11, 2018 @ 12:00 p.m. EDT

**Bid Contact:** Cindy Carnes [ccarnes@co.genesee.mi.us](mailto:ccarnes@co.genesee.mi.us)

**Contract Duration:** 1 year contract  
**Contract Renewal:** two 1 year renewals

**Bid Comments:** Please note #18-152 is not a competitive bid.

### NOTICE OF PROPOSED SOLE SOURCE PROCUREMENT:

The Genesee County Office of Senior Services has made a request for providing Intake/Referral Telephone Screening Program for Genesee County residents 60 and older. Maintaining Senior Millage client waitlist / preparing State of Michigan Aging and Adult Services Agency quarterly wait list report for Home Delivered Meals and Access, In-Home and Priority Services.

### Purpose of This Notice of Proposed Sole Source Posting:

The intent of this posting is to verify with the vendor community that this proposed purchase is indeed a valid sole source.

### Sole Source Criteria:

1. The product or services being purchased must perform a function for which no other product or source of services exist:

*The Valley Area Agency on Aging (VAAA) is the Federal and State designated Area Agency on Aging for Genesee, Lapeer, and Shiawassee Counties. In this role, it is recognized to be the main agency in Genesee County that is authorized to communicate with the State and Federal Government regarding senior services needs and data, including wait list information.*

VAAA's Information and Assistance (I&A) Department has been given the designation of "Fully Functioning Aging and Disabled Resource Center (ADCR) by the State's Aging and Adult Services Agency (AASA) (formally known as the Offices of Services to the Aging (OSS). The I&A Department is a vital part of VAAA and received 25,997 calls and inquiries during 2017.

In 2017, VAAA received calls from hospitals, skilled care organizations, doctors, friends/family, nursing homes, self-referrals, and various other sources. An intake person screens the calls and makes referrals to a variety of organizations, some of which include: Alzheimer's Association, Department of Health and Human Services (DHHS) Adult Home Help Program, Skilled Care Organizations, PACE program, Private Duty Home Care Organizations, and various food resources. VAAA provides referrals internally for services that include: Medicaid MI Choice Waiver Program, Care Management, Home Delivered Meals, Gatekeeper program, Crisis Intervention, Keeping Independent Seniors Safe (KISS), Water Crisis Program, and others.

By VAAA being able to take the incoming senior inquiry calls that currently are being handled by the Senior Millage Service Provider, and also being able to make a referral or add them to the comprehensive Genesee County senior services waitlist that VAAA maintains, VAAA will be able to screen the caller for all senior services and program needs, not just those funded by the Senior Millage.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:
  - A. Reduce the amount of time seniors are waiting to be screened for services and refer seniors to programs and services (other than just Senior Millage funded programs) that could meet their needs, in lieu of seniors being placed on a wait-list.
  - B. Reduce the amount of ineligible clients seen by the Alzheimer's Association (staff time and Senior Millage savings).
  - C. Allow Senior Millage Service Provider the Alzheimer's Association to concentrate solely on providing Care Management (assessments and reassessments).
  - D. It is the goal of VAAA to ensure that those seniors on the wait list are referred to ANY program that best meets their needs. This includes, but is not limited to: DHHS Health Program, MI Choice Waiver Program, Program of All-Inclusive Care for the Elderly (PACE) Program, Genesee County Millage Services, VAAA Programming, Legal Services of Eastern Michigan, Communication Access Center, Private Pay Programs, Skilled Care Services, Hospice, Long Term Care Facilities, Medicaid Medicare Assistance Programs (MMAAP), Long Term Care Ombudsman Services, Various Transportation Programs and Services, Various GCCARD Programs, Keeping Independent Seniors Safe (KISS) wellness check program, Retired Senior and Volunteer Program (RSVP), Department of Veterans Services, and Genesee Health System (GHS), and a plethora of other resources, programs, services, and organizations.
  - E. Increase assistance to one-time callers for non-care management services such as assistance with Medicaid Applications, Bridge Card applications and Medicare/Medicaid Assistance Program needs.
  - F. Maintain one unduplicated wait-list for all senior services in Genesee County.
  - G. Contact seniors on the wait list every 90 days.
  - H. Provide a continuum of care access by efficient use of all local, state, and federal funding by leveraging services.
  - I. Decrease the number of seniors on the Genesee County Senior Millage waitlist.
  - J. Effective and efficient access using one telephone number for information, assistance and telephone screens.

- K. *VAAA will now be able to submit timely reports to the State of Michigan's AASA regarding waitlist data for senior services in Genesee County. Reports will also be more reflective of the true needs of seniors for services in Genesee County.*
- L. *VAAA uses an electronic data base (reporting system) called the Homeless Information Management System (HIMS) also called the Service Point and Compass. Reporting is submitted monthly and quarterly based on the Michigan AASA reporting standards. VAAA uses this reporting system to collect a variety of information that allows for better participant service. No other agency in Genesee County is able to provide the following detailed senior information reports / data which are available from VAAA:*
  - a) *Demographic information including age, race, marital status, living status, gender, ethnicity and income.*
  - b) *Priority status*
  - c) *Number of external referrals made and to whom*
  - d) *Number of referrals received and from whom*
  - e) *Reasons for removal from the waitlist*
  - f) *Outcomes from all openings and waitlist participants*
  - g) *Status updates on waitlist participants*
  - h) *Average wait time for participants*
- M. *VAAA's designation as the Area Agency on Agency for Genesee County makes it the primary contact agency locally with both the State of Michigan and the Federal Government with all things having to do with services that seniors need and all data regarding the delivery of those services.*
- N. *To assist with providing information and assistance to seniors in Genesee County, VAAA has collaborated with Hurley Medical Center to provide an on- site informational kiosk in an effort to provide necessary information and assistance to Genesee County seniors. VAAA staff are present at the kiosk three days per week, for four hours, to be an ongoing resource in the community. Seniors are able to visit the kiosk to seek information as well as to request referrals for services and assistance.*

**Action to be Taken:** No action is required if you agree this proposed purchase is a valid sole source.

Response from Objecting Parties

Interested parties who have reason to believe that the Intake/Referral Telephone Screening Program for Genesee County residents 60 and older should not be certified as a sole source should provide information in the following format for the county to use in determining whether or not to proceed with awarding the Sole Source contract to Valley Area Agency on Aging

- 1) Interested Party Information
  - a. Contact Name, Phone Number and email address
  - b. Company Website URL, if applicable
- 2) Objection to Sole Source Certification
  - a. Interested parties must present specific objections to the Sole Source certification using the criteria listed above.
  - b. A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.
- 3) Comments will be accepted at any time to **Cindy Carnes** in the Purchasing Department at [ccarnes@co.genesee.mi.us](mailto:ccarnes@co.genesee.mi.us) prior to the "Due Date for Comments" indicated above.