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Controller

GENESEE COUNTY PURCHASING
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COUNTY ADMINISTRATION BLDG
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March 19, 2019

GENESEE COUNTY REQUEST FOR PROPOSALS #19-174

Sealed proposals will be received until **3:00 p.m. (EDT), Thursday, April 18, 2019**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 361, Flint, MI, 48502 for **GUARDIANSHIP AND CONSERVATORSHIP SERVICES** for the Genesee County Office Senior Services.

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department.

Each offeror is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. The proposal request number and due date for this RFP are:

DUE DATE: 3:00 p.m. (EDT), Thursday, April 18, 2019
SUBMISSION OF QUESTIONS DUE: 12:00 p.m. (EDT), Monday, April 1, 2019
PROPOSAL REQUEST NUMBER: #19-174

Derrick Jones, Purchasing Administrator

bid2\2019\19-174
Attachments

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RFP #19-174 GUARDIANSHIP AND CONSERVATORSHIP SERVICES

SECTION 1 - INSTRUCTIONS TO PROPOSERS

1. Sealed proposals will be received until **3:00 p.m. (EST), Thursday, April 18, 2019**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 361, Flint, MI, 48502. The Genesee County Purchasing Department hours of operation are 8:00 a.m. to 5:00 p.m., closed holidays and furlough days, check website for closed days. Label the envelope containing the proposal response as described on page 1. **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
2. Please carefully review this document. It provides information necessary to aid participating vendors in formulating a thorough response. A formal, comprehensive review period will be conducted to ensure that Genesee County selects the best possible vendor that will provide the best value and service.
3. **Submit one (1) original (clearly marked as such), two (2) additional hardcopies, and one (1) electronic copy of your proposal.** All proposals become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally the proposal response must consist of one copy in electronic format on a CD, DVD or USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your proposal. Proposals may not be submitted at the Buy4Michigan or MITN site for this offering.
4. Michigan Inter-governmental Trade Network– an alternate review of the RFP Guardianship and Conservatorship can be done at:
<http://www.bidnetdirect.com/mitn>
 - a. Genesee County has partnered with BidNet as part of the [Michigan Inter-governmental Trade Network](#) (MITN) and will post their bid opportunities to this site. As a vendor, you can register with [Michigan Inter-governmental Trade Network](#) (use hyperlink or <https://www.mitn.info/Registration.asp?ID=2340>) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call [Michigan Inter-governmental Trade Network](#) support department toll free 1-800-835-4603.
5. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this RFP, shall be made by and through the purchasing contact reference in this solicitation. No contact regarding this

solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of proposal.

6. All prospective proposers shall be responsible for routinely checking the Genesee County Purchasing Department website at <http://www.gc4me.com/departments/purchasing> for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective proposer to obtain addenda and other information issued at any time related to this RFP.
7. The County's Standard Proposed Contract is attached to this RFP. After the award is made to the successful proposer, the County and the successful proposer will negotiate a final contract that substantially conforms to the Standard Proposed Contract. Any exceptions to the terms and conditions of the Standard Proposed Contract and this RFP must be clearly set forth in your proposal and referenced on company letterhead. The County will not entertain negotiations to change any terms and conditions of the Standard Proposed Contract or RFP unless those changes are requested in your proposal.
8. The County of Genesee requires a signed Genesee County Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.

The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to protect and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting therefrom.

9. Proposal Format: Proposals must be submitted in the format outlined in SECTION 6 – PROJECT INFORMATION AND SCOPE OF WORK to be deemed responsive.

SECTION 2 - STANDARD TERMS & CONDITIONS

1. See Genesee County website, Purchasing Department for Standard Terms and Conditions by going to the following link:
<http://www.gc4me.com/Std%20T%20%20C%20%20SECTION%202016.pdf>

SECTION 3 - ADDITIONAL TERMS & CONDITIONS

1. **Purpose**: This RFP provides qualified firms with information to enable them to prepare and submit proposals for consideration by Genesee County ("the County"), for all required services referenced in "SECTION 6 – PROJECT INFORMATION AND SCOPE OF WORK."

2. **Issuing Office:** This RFP is issued by the Genesee County Purchasing Department on behalf of the Genesee County Office of Senior Services (GCOS). The contact person is Derrick Jones, Purchasing Administrator, Genesee County, 1101 Beach Street, Room 361, Flint, Michigan 48502, phone: (810)-257-3030, fax: (810) 257-3560 and djones@co.genesee.mi.us. Email is the preferred method of contact.
3. **Questions & Inquiries:** All questions regarding this RFP shall be submitted in writing and received no later than **Monday, April 1, 2019 by 12:00 p.m. (EDT)**, to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFP. No verbal interpretation to any respondent as to the meaning of any requirement stated in this RFP shall be binding on Genesee County. All responses to questions regarding this RFP shall be issued in writing and distributed as an addendum by Genesee County no later than April 5, 2019.
4. **Addenda:** Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an addendum will be posted on the Purchasing Department website (<http://www.gc4me.com/Purchasing/currentbids.htm>). Further, all proposers shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.
5. **Proposal Considerations:** All costs incurred in the preparation of a response to this RFP or any costs prior to approval of the contract by Genesee County and formal notification to the selected proposer will be the responsibility of the respondent, and will not be reimbursed by Genesee County. Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of this RFP.
6. **Responsive Proposals:** To ensure proper consideration, all proposers are encouraged to submit a complete response to this RFP using the format outlined in Section 8, **INFORMATION REQUIRED FROM PROPOSERS**. In addition, at least one of the paper proposals must be signed with an **original signature** of the official authorized to bind the proposer to its provisions.
7. **Proposal Modifications:** Clarifications, modifications, or amendments to any Proposal that has been submitted, but prior to the Proposal Opening Date, may be made only within the discretion and written approval of the Purchasing Manager.
8. **Withdrawal of Proposal:** Proposals may only be withdrawn by a proposer with written notice prior to the date and time set for the opening of proposals.
9. **Validity Period:** Any proposal submitted as a result of this Request for Proposal shall be binding on the proposer for 120 calendar days following the due date.

10. **Right To Reject:** Genesee County reserves the right to reject any and all proposals received in response to this RFP.
11. **Disclosure:** All information in an offeror's proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a proposer wishes to designate any portion of their submission as "confidential" or "proprietary," the proposer must contact the Purchasing Manager prior to submission of the proposal. All requests regarding disclosure and requests for confidentiality of a proposal response to this RFP shall be submitted in writing and received no later than Monday, April 15, 2019 by 12:00 p.m. (EDT) to the Genesee County Purchasing Department as listed above.
12. **Errors, Omissions, And Discrepancies:** If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, it shall immediately notify the Genesee County Purchasing Manager of such error in writing and request modification or clarification of the document prior to the deadline for submitting questions. Genesee County will make modifications by issuing a written addendum. The proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting a proposal or it shall be waived.
13. **Clarification of Proposals:** Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors may be required to make a presentation of their proposal; this opportunity would provide the proposer the ability to clarify its proposal to ensure mutual understanding of the services to be provided. Clarification of proposals is solely at the discretion of Genesee County and the County will schedule presentations/interviews if necessary within the discretion and written approval of the Purchasing Director.

During the aforementioned procedures, neither the names of any of the offerors nor the contents of any proposal will be disclosed until the completion of negotiations and revisions of proposals.

14. **Best and Final Offers:** Discussions may be undertaken with those proposers whose proposal, based on the evaluation criteria stated herein, has been determined to be reasonably susceptible of being selected for award. After discussions are held, and prior to award, proposers may be allowed the opportunity to submit revisions to their proposals for the purpose of obtaining best and final offers.

During the aforementioned procedures, neither the names of any of the proposers nor the contents of any proposal will be disclosed until the completion of negotiations and revision of proposals (Best and Final Offers).

The contract that may be entered into will be awarded based on the proposal response and, where applicable, the Best and Final Offer that is the most advantageous to Genesee County, per the evaluation criteria included in this RFP.

15. **Prime Contractor Responsibilities:** The successful offeror(s) shall be required to assume responsibility for all services offered in the proposal regardless of who produces them. Further, the County will consider the successful offeror to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
16. **Solicitation and Identification:** No paid or volunteer staff person of any Program or Service Provider shall be allowed to solicit contributions from program participants, offer for sale any type of merchandise or service, or seek to encourage the acceptance of any belief or philosophy or proselytize any beliefs to program participants. This prohibition shall not be construed to interfere with a senior service center undertaking a campaign for support contributions through the mail, nor does it prohibit the placement in a senior center of a collection box in a neutral location (i.e., not in the meal serving area) on the facility site as long as it is clear that the provision of any facility service is not dependent on the senior individual making a donation. Each paid or volunteer staff person of any Program or Service Provider, who enters a senior person's residence, shall display proper identification, inclusive of but not limited to: a valid Michigan Driver's License; an agency picture identification, or some other form of agency identification.
17. **Non-Assignability:** The contract may not be assigned, transferred, or conveyed by the Contractor without the expressed written consent of Genesee County.
18. **Independent Contractor:** It is understood and agreed to, by and between the Contractor and Genesee County, that any and all acts that the Contractor or its personnel, employees, and servants perform pursuant to the terms of the Contract shall be undertaken as independent contractors and not as employees of Genesee County by or with a contract or agreement, nor impose any liability upon Genesee County. All acts and contracts of the Contractor shall be in its own name and not in the name of Genesee County.
19. **Subcontracts:** The Contractor shall not enter into subcontracts to this Agreement with additional parties without obtaining prior written approval of Genesee County. A condition of granting such approval is that such subcontractors shall be subject to all conditions and provisions of this contract. The Contractor shall be responsible for the performance of all subcontractors.
20. **Statement of Exceptions:** The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement shall

mean that the proposer agrees to meet all requirements set forth in this solicitation.

21. **Acceptance of Proposal Content:** It is proposed that, if a contract is entered into as a result of this RFP, the RFP will serve as the basis for the contract. The contents of the proposal of the successful offeror may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation of contract award.
22. **Termination for Misrepresentation:** If the successful proposer receives a contract and is subsequently found to have misrepresented any information in its proposal and/or Best and Final Offer submission, the contract may be terminated at the discretion of Genesee County.
23. **Acceptable Deviations:** The decision of Genesee County shall be final as to what constitutes acceptable deviations from specifications or requirements.
24. **News Release:** News releases pertaining to this RFP or the services to which it relates will not be made without prior written Genesee County approval, and then only in accordance with the instructions from the contract administrator. No information regarding the procurement and services shall be released without prior approval of the contract administrator.

SECTION 4 - QUALIFICATIONS OF PROPOSERS

In order to qualify for award, a proposer shall have the capability in all respects to perform the work and the integrity and reliability, which will assure good faith performance. This requirement shall include, but is not limited to, the availability of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all procurement requirements.

No proposal will be considered from any proposer unless known to be skilled and regularly engaged in work of a character similar to that covered by the solicitation documents.

At a minimum, the following requirements are necessary for consideration of contract award:

1. Demonstrated Financial Stability of Proposer
2. Must offer trained staff that is supervised by a professionally qualified person
3. Guardianship and Conservatorship Service providers must have the minimum capacity to visit each senior ward, face to face, a minimum of once every 30 days.
4. Qualifications of the company/employees performing the service
 - Contractor agrees to only employ staff that has had a satisfactory criminal background check. Employees:

- Must not have a felony conviction in this state or elsewhere within the last 10 years;
- Must not have a felony charge pending in this state or elsewhere;
- Must not have a misdemeanor conviction in this state or elsewhere within the last 10 years involving theft, assault, battery or drug related crimes; and
- Must not have a misdemeanor conviction charge pending in this state or elsewhere involving theft, assault, battery or drug related crimes.
- Contractor agrees to only employ staff that has had an annual negative tuberculosis test.
- Successful proposers will offer a qualified project team including a full time Program Director with a minimum of a Bachelor's Degree in a health or human services field, or be a qualified health professional.

If a proposer does not convince Genesee County that it possesses the above minimum qualifications with the proposal submission, Genesee County shall not consider its proposal for award.

SECTION 5 - PROJECT OVERVIEW

Genesee County has adopted a Plan for utilizing the funding generated by the Senior Services Millage initially passed by Genesee County voters in 2006 and renewed in 2014. The Plan provides for a Senior Citizen Services Program, under which priority services and programs are contracted for by Genesee County through a competitive Request For Proposals (RFP) process, for the purpose of providing direct benefit to Genesee County residents who have reached the age of 60 years and older. All services contracted for by Genesee County will be made available to, and provided for, eligible seniors residing within Genesee County, without any fee differential that would be dependent upon the Genesee County local governmental unit within which each person resides.

Each Program of Services resulting from this RFP shall display: the Genesee County logo; a statement of Equal Opportunity and non-discrimination in regards to services offered to all Genesee County Senior residents; Genesee County Board of Commissioners contact information; and the name of the Program Director at each Service Providers' site for all Services assisted with Genesee County Senior Citizen Services Program funds.

Responsive proposals received in this RFP process will be reviewed and considered by an Evaluation Committee. Selection for final award will be approved solely by the Genesee County Board of Commissioners. Genesee County will provide oversight, administration, and monitoring of all contracted agency performance. Genesee County Office of Senior Services (GCOS) will be responsible for implementing a process to reimburse all contractors on a monthly basis, for their performance on all contractual Agreements under this Program of services, unless a satisfactory alternative payment schedule is proposed by the respondent to this RFP.

SECTION 6 – PROJECT INFORMATION AND SCOPE OF WORK

Genesee County is seeking **GUARDIANSHIP AND CONSERVATORSHIP SERVICES PROVIDER(S)** to conduct a Program of coordinated, collaborative services with a focus on responsible use of limited resources. Services are to be delivered to seniors aged 60 years and older residing throughout Genesee County's 639 square miles of land area. **Genesee County welcomes innovative and unique strategies from proposers.**

The contracted Service Provider(s) will be utilized to maintain the number of senior citizens currently utilizing **GUARDIANSHIP AND CONSERVATORSHIP SERVICES** in Genesee County.

Statistics

There are approximately 52 Genesee County senior citizens age 60 and older who are currently receiving **GUARDIANSHIP AND CONSERVATORSHIP SERVICES** with Senior Millage funds.

For the 12 month period ending September 30, 2018:

- There were an average of 52 GUARDIANSHIP AND CONSERVATORSHIP clients per month
- Each Guardianship and Conservatorship client used 1 unit of service per month
- Currently, each month, there is approximately 1 Genesee County senior citizen aged 60 and older who request GUARDIANSHIP AND CONSERVATORSHIP services through the Senior Millage that can't be accommodated.

Funding

The maximum total amount of annual funding that is expected to be available for this service in FY 2019 – 2020 is \$124,200.00.

Length of Contract:

This RFP will offer a one year contract, beginning on October 1, 2019 (the start of the County's fiscal year). There will be the option of two (2) one year contract renewals, by mutual agreement between the County and successful vendor.

Delivery Unit

One Delivery Unit equals **One month** of service provided to One Eligible Participant

The contracted Service Provider(s) will provide experience and expertise to determine the most effective and appropriate strategies to implement this comprehensive program of services by utilizing an approach that effectively combines **GUARDIANSHIP AND CONSERVATORSHIP** services delivery with referrals to and from other Senior Service Providers including, but not limited to: the Alzheimer's Association (the County's Case Management Contractor) and the Valley Area Agency on Aging (VAAA) (the County's Intake and Referral Contractor) as appropriate.

A. TARGET POPULATION:

GUARDIANSHIP and CONSERVATORSHIP provider(s) shall work with legally incapacitated persons aged 60 years and older, currently residing in Genesee County, in need of services dealing with GUARDIANSHIP AND CONSERVATORSHIP issues for the purpose of maintaining and enhancing the quality of life for those senior individuals.

B. SCOPE OF SERVICES:

GUARDIANSHIP and CONSERVATORSHIP provider(s) must have the capacity to provide services to legally incapacitated senior persons aged 60 years and older. The successful service provider(s) will utilize uniform procedures and maintain consistent and confidential records. The contracted service provider(s) shall maintain electronic data recordkeeping system(s) that permit evaluation and reporting on its operational and programmatic performance. Records shall be maintained by service provider(s) for the duration of any contractual agreement that may be entered into subsequent to this RFP.

C. GUARDIANSHIP AND CONSERVATORSHIP SERVICES:

For the purpose of this RFP, **GUARDIANSHIP AND CONSERVATORSHIP SERVICES** consist of services conducted as a result of a public administrative court petition through which a person or organization is appointed the responsibility to make decisions for and about the care of a senior individual, aged 60 years and older, who resides in Genesee County. See ATTACHMENT 1 – Minimum Standards – for additional information. A Conservator is appointed to handle financial affairs and other assets of a senior individual who the court has determined is confused and unable to manage their resources. A Conservator does not have the right to make medical decisions or to determine where a senior individual resides. A Guardian is appointed to make personal decisions, including medical decisions or where a senior individual should reside, after a court has determined that the individual is not capable of making informed decisions and guardianship is necessary. The guardianship may be full or limited. In a full guardianship, if there is no conservator, the guardian has the power to handle income and assets. In a limited guardianship, the specific powers are set forth in the court order.

Conservatorships may be unnecessary when a senior individual has already instituted a plan for incapacity through such mechanisms as a Durable Power of Attorney for Finances, a Living Trust, or joint bank accounts, except in a case where the person's designated individual is not fulfilling his or her duties. Conservatorships may also be unnecessary when a senior individual does not own a home and other assets are of a modest value, or when a senior individual has a representative payee appointed by the Social Security Administration, or a Custodian by the Veterans Administration.

Guardianships may be unnecessary when a senior individual has signed a patient advocate designation (also known as a Durable Power of Attorney for Health Care or a Health Care Proxy), except in a case where the patient advocate is not fulfilling his or her duties. Guardianships may be unnecessary when, under State Law, the next of kin

can make decisions about medical treatment when an individual is enrolled in Medicaid or terminally ill, and the individual is not able to make decisions for himself or herself.

For this RFP, the County welcomes innovative strategies to reduce the number of unnecessary petitions, as well as the number of appointments, for Guardianships and Conservatorships by offering alternatives to Guardianships/Conservatorships wherever an appropriate alternative solution may arise. Strategies may include, but are not limited to, implementation of diversionary techniques such as referrals to, Intake and Screening Services and Case Management-Assessment Service Providers. These types of techniques may typically be implemented prior to initiation of the petition process for a senior individual.

For this RFP, service provider(s) must ensure that each Guardian/Conservator certifies to the administering court that he/she has had personal contact for no less than one face-to-face visit per 30 day period with a senior person who has become their ward. For this RFP, publicly appointed Guardians/Conservators may propose fee schedules for their services. Service provider(s) must ensure that all appointed Guardians/Conservators funded as a result of this RFP are trained in elder abuse and exploitation prevention issues and regulations. Service provider(s) must institute policies that limit appointed Guardians/Conservators access to senior ward's assets.

Guardianship Services to be performed as deemed necessary for serving the best interests of a participating senior individual may include:

1. Ensuring that the senior ward is in adequate housing environment. Arranging for safe and appropriate housing if necessary.
2. Ensuring that the senior ward is medically stable and that all medical needs are being addressed.
3. Ensuring that the senior ward's basic needs are met, such as having weather appropriate clothing; food; and safe, sanitary, and decent shelter. Assisting ward with shopping, accessing food banks, etc., if necessary.
4. Corresponding with doctors, hospitals, and other medical professionals regarding medical issues, including medical emergencies.
5. Attending all Case Management Assessments, conferences, planning meetings regarding the senior ward for the purpose of having input into their care.
6. Applying for and maintaining senior ward's benefits from various agencies, such as Social Security, Veterans Administration, Medicare, Medicaid, housing, nutrition programs such as Bridge Cards/food stamps; independent insurance companies; and other social/community programs as necessary.
7. Arranging for schooling and job training/placement, if applicable.
8. Making and receiving telephone calls pertaining to a senior ward's care. This may include speaking with the senior, the senior's family members, community support organizations, placement agencies, residence facilities, etc.

9. Making copies and mailing documents pertaining to senior ward's care.
10. Maintaining records of senior ward's care, including health and housing information.
11. Visiting the senior ward, face to face, a minimum of once every thirty days (12 times per year). Maintaining records of dates, duration, and subject matter of each visit.
12. Working with other agencies in the best interest of senior ward's care such as Genesee Health System (GHS) (formerly Genesee County Community Mental Health (CMH)); Department of Veteran's Services (DVS); Genesee County Association for Retarded Citizens (GCARC); Genesee Health Plan; volunteer agencies; nursing and assisted living homes; and other community based senior citizens service providers.
13. Appearing at any legal proceeding that affects the senior ward.
14. Preparing and filing all reports required by the administering court.
15. Ensuring that any real or personal property taxes are paid on behalf of senior wards where applicable.
16. Ensuring upon death of a senior ward, that appropriate and timely notification is provided to all authorities/interested parties.
17. Providing additional services as may be needed in serving the best interests of the senior ward.

Conservatorship Services are to be performed as deemed necessary for serving the best interests of a participating senior individual:

1. Handling/preparing finances - Recording all income and disbursing money for senior ward's needs; receiving all bills; paying rent and living expenses; ensuring that senior ward has spending money for incidental and approved needs.
2. Developing and updating senior ward's monthly budget, as needed.
3. Conducting research on background of senior ward, including sources of income, expenses, assets, real estate, life insurances, health insurances, etc.
4. Applying for and maintaining benefits from various agencies, such as Social Security, Veteran's Administration, Medicare, Medicaid, housing, nutrition programs such as Bridge Cards/food stamps; independent insurance companies, and other social/community support programs.
5. Conserving money for emergencies that may arise.
6. Planning for and purchasing pre-paid funeral insurance for the senior ward.
7. Planning for and purchasing long term care insurance for the senior ward, where appropriate.
8. Protecting senior ward's estate, including real and personal property. Making arrangements to store or sell senior ward's property, if necessary and approved by administering court.
9. Managing senior ward's estate responsibly. Choose conservative investments if senior ward has a large estate.

10. Appearing at any legal proceedings that affect the senior ward.
11. Making telephone calls, copies, and mailings that affect the senior ward's estate.
12. Working with other agencies in the best interests for the senior ward's care such as Genesee Health System (GHS) (formerly Genesee County Community Mental Health (CMH)), Department of Veteran's Services (DVS); Genesee County Association for Retarded Citizens (GCARC), Genesee Health Plan, volunteer agencies, nursing and assisted living homes, and other community based senior citizens' service providers.
13. Maintaining separate records of all financial information for individual senior wards, including, but not limited to bank accounts, investments, etc.
14. Preparing and filing Federal, State and Local Income Tax returns for senior wards.
15. Ensuring that any real or personal property taxes are paid for senior wards where applicable.
16. Ensuring upon death of a senior ward that appropriate and timely notification is provided to all authorities and interested parties.
17. Providing additional services as may be needed in the best interests of the senior ward.

Following is a list of additional services to be performed under both **GUARDIANSHIP and CONSERVATORSHIP SERVICES** Scopes of Work:

- Service Provider(s) must maintain consistent, confidential, accurate, and systematic Recordkeeping and Reporting capabilities, with the capacity to distinguish the data of senior citizens aged 60 years and older residing in Genesee County who are the beneficiaries of this contract award.
- Provider(s) must develop, document, and implement uniform intake, petition, assessment, and referral Policies and Procedures.
- Provider(s) must have the capacity to maintain records of all services provided to eligible senior individuals under this RFP, including, but not limited to, intake process, petition for services, requisite written notices to individuals and associated parties such as relatives, heirs, etc., court hearings, appointments and their respective acceptances.
- Provider(s) must demonstrate through written Agreements any services associated with this RFP that are to be subcontracted for and performed by another entity.
- Provider(s) must survey and document client satisfaction with **GUARDIANSHIP AND CONSERVATORSHIP SERVICES**.
- Provider(s) must maintain confidentiality procedures in accordance with the Privacy Act of 1974 and the Health Insurance Portability Accountability Act (HIPAA) of 1996.
- Provider(s) must implement ethics policies consistent with this RFP, Section 3 Additional Terms and Conditions, No. 15, and the Older Michiganians Act (P.A.

- 180 of 1981) regarding prohibition against solicitation and/or proselytizing, and any other legislation governing Guardianships and Conservatorships.
- Provider(s) must develop and implement an Emergency Preparedness Plan (including inclement weather, natural disaster, medical emergencies, etc.).
 - Provider(s) must develop and maintain Volunteer Policies.
 - Provider(s) are encouraged to utilize volunteers, as feasible, in program operations.
 - Provider(s) must conduct and document medical exams, including negative test results for tuberculosis, for all staff and workers who will have in-person contact with senior citizens, prior to provision of any services.
 - Provider(s) must verify references for all staff and workers who will perform in-home services/assistance to senior citizens.
 - Provider(s) must ensure that all workers display proper identification, which consists of a valid Michigan Operator's License, agency photo identification, or some other form of positive identification, prior to providing services.
 - Provider(s) must conduct State of Michigan and Federal Bureau of Investigation (FBI) Criminal Background Checks for all Guardians/Conservators prior to appointment and acceptance by the Public Court.
 - Provider(s) must monitor and document qualifications, performance and confirm discharge of each duty delegated to each Guardian and Conservator as a precondition to any monetary payment for services associated with any contract resulting from this RFP.
 - Service Provider(s) will include the following statement in or on all printed materials, newsletters, surveys, website, special events, programs, registration materials, advertisements, DVDs, CDs, program presentations, etc. which are funded in whole or in part with Senior Millage dollars: "This program and/or service is fully or partially funded by Genesee County Senior Millage funds. Your tax dollars are at work."
 - Service Provider(s) will include a cost sharing component, which consists of donations and fees for services, where allowable and feasible. If not feasible, Service Provider(s) will include a statement explaining why cost sharing is not deemed feasible.

D. COORDINATING SERVICES RESPONSIBILITIES:

Provider(s) shall demonstrate cooperation and coordination with other, **GUARDIANSHIP AND CONSERVATORSHIP**, provider(s) in Genesee County to avoid duplication of services. Service Provider(s) must determine whether a potential senior client is eligible to receive any component of the respective support service(s) offered through, **GUARDIANSHIP AND CONSERVATORSHIP SERVICES** programs through any funding source other than the Genesee County Senior Millage Program.

All Service Provider(s) shall establish coordination with appropriate local Michigan Department of Health and Human Services (MDHHS) offices, Genesee County Health Department (GCHD), Department of Veterans' Services

(DVS), Genesee County Community Action Resource Department (GCCARD), Genesee Health System (GHS) (formerly Genesee County Community Mental Health (CMH)), U.S. Department of Transportation (DOT), Michigan Office of Services to the Aging (OSA) and/or Valley Area Agency on Aging (VAAA) to ensure that funds received from the Genesee County Senior Millage Program are not used to provide services which can be paid for or provided through other Local, State, or Federal Programs.

SECTION 7 - INSURANCE REQUIREMENTS

1. INSURANCES

All proposers shall submit an executed Insurance Checklist as required for responsiveness. Should your proposal be successful, Requisite Insurances according to the specifications as detailed on the Insurance Checklist must be provided prior to any Contract Award as a result of this RFP. Genesee County must be listed as an additional insured on any insurance certificate issued due to any contract award subsequent to this RFP.

Insurance Checklists vary from one RFP to another, due to distinct and different Scopes of Services. Each Checklist is labeled with a corresponding RFP Number and Title and, therefore, must be executed separately for each RFP.

Proof of Professional Liability (Medical Malpractice) is required wherever services will provide medical or health related services, inclusive of both physical and/or mental health assessments.

SECTION 8 - INFORMATION REQUIRED FROM PROPOSERS (PROPOSAL FORMAT)

In order to be deemed responsive, proposals must be submitted in the format outlined below:

1. NON-RESPONSIVE PROPOSALS

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- A. The proposal is not received in a timely manner in accordance with the terms of this RFP
- B. The proposal does not follow the specified format as presented in this **Section 8**
- C. The proposal is not adequate to allow a judgment by the reviewers

2. RESPONSIVE PROPOSALS MUST INCLUDE AND/OR COMPLY WITH THE FOLLOWING:

- A. Proposal submitted by the due date and time
- B. One (1) Copy of Proposal in Electronic Format
- C. One (1) original proposal (properly executed), clearly marked as such, and two (2) additional hard copies of your Proposal

- D. Signed Signature Page (must submit an original signed document)
- E. Executed Insurance Checklist
- F. Completed References Page
- G. Prior Year's Financial Audit or audited Financial Statements
- H. Operating Budget for the Current Year
- I. Proposer's Statement of all Exceptions to any Terms, Conditions and Specifications (See section 1.7 and 3.18 for clarification)
- J. Proposed Alternate Payment Schedule, if desired
- K. Emergency Preparedness Plan
- L. Technical Proposal shall consist of the items stated below. The written response shall be limited to no more than fifteen (15) single-sided, 8 ½ x 11 typewritten pages, in a business-style typeface with a font size of no less than 11 point.
 - 1. Business Organization:
State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work. State if your organization has for-profit or non-profit tax status, as documented by your Federal Tax Identification Number (also known as Employer Identification Number (EIN)) or your agency's Tax Exemption Status designation under Internal Revenue Code, Section 501(c) from the U.S. Department of Treasury, Internal Revenue Service.
 - 2. Authorized Negotiators:
Include the names and phone numbers of personnel of your organization authorized to negotiate the proposed contract.
 - 3. Statement of the Project:
State in precise terms your understanding of the project as presented by this RFP.
 - 4. Management Summary:
Include a narrative description of the proposed effort, goals, and objectives of the product that will be delivered should your proposal be successful.
 - 5. Work Plan:
Describe in narrative form your technical plan for accomplishing the work, responding in the sequence asked to items *a* through *t* listed below. Please explain how you will achieve/maintain the increased/current capacity of your organization should your proposal be successful. Include in the work plan the time frame or schedule for your plan. Indicate the number of labor hours you have allocated for each task, including meetings, delivery, set up, planning sessions, monitoring and quality surveys. Keep in mind that **One Delivery Unit equals One hour of Service provided to One Eligible Participant.**
 - a. Indicate the number of senior individuals, countywide, for whom you are proposing to provide services.

- b. Identify any geographic areas within Genesee County that your services are bound to, or limited within.
- c. Describe your current capacity to provide **GUARDIANSHIPS AND CONSERVATORSHIPS** services.
- d. Provide the number of additional staff that will need to be hired to expand your services to new senior clientele.
- e. Identify staff responsible for performing proposed services. Provide resumes and documentation of licensures/certificates as required for their position.
- f. Identify administrative staff, their functions, qualifications, and experience. Provide resumes and documentation of licensures/certificates as required for their position.
- g. Describe the number of additional staff that you will need to hire to expand your Guardianship and Conservatorship services.
- h. Provide a minimum of three (no maximum) letters of good standing. The letters should be from organizations that can attest to the work completed for them by your organization or that have first-hand knowledge of your organization's work in the community.
- i. Describe your system(s) for performing and documenting uniform contacts, intake, assessment, coordination, referral, and outcomes procedures.
- j. Describe your ability to maintain consistent, confidential, accurate and systematic techniques for recordkeeping and reporting.
- k. Provide a listing of the case management agency(ies) to/from which you currently make/receive referrals.
- l. Identify the dollar amount and source(s) of program income expected to be generated should your proposal be successful. Explain how that program income will be utilized.
- m. Describe in detail your proposed fee schedule for senior clients and/or wards, including purpose of fee. Break down fee schedule into categories of seniors who:
 - Receive Supplemental Security Income (SSI), Social Security, Veteran's Administration benefits, wages from work;
 - Are categorized as "Medicaid spend-downs";
 - Reside in Adult Foster Care homes;
 - Reside in nursing and/or assisted living homes;
 - Live independently;
 - Have independent assets
 - Are subject to special circumstances.
- n. Describe your review process for establishing and reconsidering appropriateness of fees, including considerations for special circumstances.
- o. Describe your organization's prior experience in human services fields.
- p. Provide Requisite Licensure in accordance with PART 7 of this Section.

- q. Describe your process for conducting State of Michigan and Federal Bureau of Investigation (FBI) Criminal Background Checks for all paid staff, volunteer workers, and guardians and conservators.
- r. Describe your process for conducting medical examinations (annual tuberculosis testing) for all paid staff and volunteer workers who will be assigned to have in-person contact with a senior individual.
- s. Describe your process for training paid staff and volunteer workers.
- t. Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

6. Labor Requirements:

The successful firm/agency must be able to staff a project team which is experienced in the service provision, can consistently deliver, and document that they are meeting all of the requirements of this program of services. Include the number of staff by skill and qualification that will be employed in the work to be performed under this proposal. Identify key individuals by name and title. Please include resumes and qualifications for all persons who will be working on this project.

7. Licensing Requirements:

A. Service Provider(s)

- 1. Attorney licensed to practice law in the State of Michigan who can perform or supervise required service components referenced in the Scope of Work.
- 2. A paralegal, defined as an individual trained in accredited paralegal courses or in the specific legal service subject areas in which they will be assisting an attorney or law student, with under 30 hours of course work under the supervision and guidance of a licensed attorney, may perform any of the service components listed in the respective Scope of Work, with the exceptions of representation in court and final review of legal documents. Although a paralegal may represent a client at an administrative hearing, representation in court shall be by an attorney. Preparation of legal documents may be assigned to a paralegal. However, all finalized documents shall be reviewed and approved by an attorney.
- 3. Law students who have completed 30 hours of course work at an accredited law school may perform any of the service components under while acting under the guidance and supervision of a licensed attorney as authorized by law and permitted under the Rules of Professional Conduct.

- B. **GUARDIANSHIP and CONSERVATORSHIP** Service Provider(s):
There are no specific licensing demands for this scope of service; licensing requirements will be determined by the court. The service provider must, however, request a bond for all appointments made possible due to funding from this RFP. The court will determine whether a bond is necessary given the circumstances of each individual case.

8. Confidentiality:
Service Provider(s) shall demonstrate policies and procedures in place to protect the confidentiality of information about senior citizens assisted throughout this Program of Services. Procedures conform to the Privacy Act of 1974. All client information shall be maintained in confidential and controlled access files. Where applicable, all service provider(s) shall handle all Private Health Information (PHI) in accordance with the Health Insurance Portability Accountability Act (HIPAA) of 1996.

M. **COST PROPOSAL.** The information requested in this section is required to support the reasonableness of your proposal. Proposers are encouraged to submit proposals based on their firm's capacity and capabilities of offering relevant Delivery Units of Services in response to this RFP. The submittal and response to this Section shall reflect cost information for the proposed services. Costs shall be itemized and result in a distinct cost per one delivery unit of service. **For the purpose of this solicitation, One Delivery Unit of Service equals One Hour of Service(s) provided to One Genesee County Resident aged 60 years or Older. However, the proposer may submit a cost per one ward per month, if that is more convenient to calculate than a one-hour unit of service.** A complete cost proposal distinguishing a delivery unit cost shall be submitted for each year of a three year period.

1. Labor Costs:
Itemize so as to show the following for each member of the project team:
 - Name and Title
 - Estimated hours
 - Total cost for each project team member and for all labor needs
2. Costs of Supplies and Materials:
Itemize so as to show the nature of supplies and materials and respective costs per **One Delivery Unit.**
3. Direct Costs, Indirect Costs and General and Administrative Burden or Overhead:
Administrative and Overhead costs will be scrutinized in the Cost Proposal. Service Provider(s) will need to clearly show the percentage of funds going to administration, and also the percentage of funds going to overhead. Service Provider(s) will need to clearly list what is included under the administration category, and the overhead category.

Itemize the following:

- Direct and indirect costs
- Overhead costs
- Total for each line item
- Percentage of each category of cost (percentages should total 100%)

4. Rate per One Delivery Unit

The prices per Delivery Unit shall be held firm by the contractor as proposed for each of the possible three (3) years. This is an estimated requirements contract; accordingly, the contractor(s) will be paid only for those Delivery Units actually provided. Further, the price per One Delivery Unit shall be provided for the following projected contract periods:

October 1, 2019 thru September 30, 2020 \$ _____ Price per One Delivery Unit

October 1, 2020 thru September 30, 2021 \$ _____ Price per One Delivery Unit

October 1, 2021 thru September 30, 2022 \$ _____ Price per One Delivery Unit

5. Transportation Costs;

Show costs for transportation if applicable to your service(s) proposal.

6. Please include a cost sharing component, which consists of donations and fees for services, where allowable and feasible. If not feasible, Service Provider(s) will include a statement explaining why cost sharing is not deemed feasible.

SECTION 9 - EVALUATION AND SELECTION PROCEDURES

The Evaluation Committee will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, proposers shall exercise particular care in reviewing the Proposal Format required in this RFP.

The Evaluation Committee will then review and score each proposal individually based on the evaluation criteria referenced in this RFP. Scores and rankings for each proposal will be compiled to determine committee recommendations. Based upon the scoring and ranking, the Committee may recommend a short-list of proposals that are reasonably susceptible of being selected for award.

The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, Genesee County may request presentations by proposers, to carry out contract negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short-listed proposers.

Further, Genesee County reserves the right to contact any and all references to obtain, without limitation, information regarding the proposer's performance on previous projects.

Once the ranking process is complete, the Office of Senior Services will recommend to the Genesee County Human Services Committee (HSC) a contract award to the apparent successful proposer(s). Upon acceptance by the HSC, a recommendation will be made to the Genesee County Board of Commissioners for approval.

Subsequent to final selection and award by the Genesee County Board of Commissioners, a contract shall be negotiated with the successful proposer(s). Upon the successful completion of negotiations, a contract will be presented to the Genesee County Board of Commissioners for approval.

SECTION 10 - EVALUATION CRITERIA

Selection is competitive. Genesee County's focus is on cost effectiveness and maintaining the delivery level of services that is currently provided. Additionally, Genesee County is also focused on the quality and consistency of the service provided, as well as the professional expertise of the provider. Other attributes taken into consideration will include start up costs, expansion costs and time involved to achieve implementation of service delivery.

All proposals received shall be subject to an evaluation by Genesee County and GCOSS staff, as deemed appropriate, for the purpose of selecting the service provider(s) with whom a contract will be executed. The following factors will be considered in making the selection.

Each factor will be scored based upon points indicated. Each proposal for this project will then be ranked by total score.

1. **Capability:** **20 points**
This criterion includes the ability and capacity of the proposer to meet the terms of the RFP. Emphasis will also be placed on the soundness of the proposer's approach to meeting the program requirements as presented in the Project Information and Scope of Work.
2. **Cost Proposal:** **20 points**
While important, the cost proposal will not be the determining factor for an award. Genesee County will award a contract to the proposer that demonstrates the best ability to fulfill the requirements of the RFP. In reviewing cost proposals, services, and quality offered shall be considered.
3. **Coordinative Services Responsibilities:** **20 points**
This refers to the approach for conducting a Program of services that encourages cooperation, collaboration, and responsible use of limited resources. This includes the efforts presented by the proposer(s) to link Genesee County seniors and services together. This criterion requires the proposer(s) to define the information and referral process in concrete terms, including establishment of criteria for database development, support for community planning activities, and level of collaboration with other agencies. The County will consider provisions made by the proposer(s) for the socially and legally responsible use

of technology, and role of information and referral services in times of disaster and/or emergency situations.

4. **Professional Personnel:** **10 points**
This refers to the competence of the professional personnel who will be assigned to the work by the service provider(s). Qualifications of professional personnel will be measured by education and experience, with reference to experience on projects similar to that described in this RFP. Emphasis will also be placed upon the qualifications of the project manager and the amount of dedicated management staff planned for this project by the proposer.
 5. **Prior Experience:** **15 points**
This criterion refers to the nature and extent of prior experience with similar projects, including the years that the firm or organization has been in business.
 6. **Financial Stability of Service Provider:** **10 points**
This refers to the Service Provider's overall financial stability based on financial statements, audit presentation, and disclosures as to the solvency of the firm.
 7. **Relevance & Significance of Submitted Additional Information:** **5 points**
- Total Points Possible** **100 points**

GENESEE COUNTY INSURANCE CHECKLIST

SERVICES CONTRACT FOR:

Guardianship and Conservatorship Services

Coverage Required Limits (Figures denote minimums)

-
- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Workers' Compensation | Statutory limits of Michigan |
| <input checked="" type="checkbox"/> 2. Employers' Liability | \$100,000 accident/disease
\$500,000 policy limit, disease
Including Premises/operations |
| <input checked="" type="checkbox"/> 3. General Liability | \$1,000,000 per occurrence with \$2,000,000 aggregate
Including Products/Completed Operations and
Contractual Liability |
| <input checked="" type="checkbox"/> 4. Professional liability | \$1,000,000 per occurrence with \$2,000,000 aggregate
Including errors and omissions |
| <input type="checkbox"/> 5. Medical Malpractice | \$200,000 per occurrence \$800,000 in aggregate |
| <input checked="" type="checkbox"/> 6. Automobile liability | \$1,000,000 combined single limit each accident-
Owned, Hired, Non-owned |
| <input checked="" type="checkbox"/> 7. Umbrella liability/Excess Coverage | \$ 1,000,000 BI & PD and PI |
- 8 Genesee County named as an additional insured on other than workers' compensation and professional liability via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.
9. Other insurance required: _____
10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)
11. The certificate must state bid number and title

Insurance Agent's Statement

I have reviewed the requirements with the bidder named below. In addition:

The above required policies carry the following deductibles:

Liability policies are **occurrence** _____ **claims made** _____

Insurance Agent

Signature

Prospective Contractor's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Contractor

Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the vendor/contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible.

REFERENCES

REFERENCES

List 3 references of similar projects

Submitted by: _____

1. Company

Phone Number

Contact Name and Position

E-mail Address

Address

\$

Type of Work/ Project

Dollar Amount of the Project

Project Description

2. Company

Phone Number

Contact Name and Position

E-mail Address

Address

\$

Type of Work/ Project

Dollar Amount of the Project

Project Description

3. Company

Phone Number

Contact Name and Position

E-mail Address

Address

\$

Type of Work/ Project

Dollar Amount of the Project

Project Description

ATTACHMENT 1 - MINIMUM STANDARDS

1. Each program shall have an established system for pursuing and serving those in greatest social and economic need.
2. Each program shall demonstrate coordination with local long-term care advocacy programs operating within the project area.
3. When a program identifies issues affecting clients which may be remedied by legislative action, such issues shall be brought to the attention of Genesee County Board of Commissioners, the Area Agencies on Aging, Michigan Office of Services to the Aging and/or the Michigan Legal Services legislative branch, as permissible and appropriate.
4. Each program shall provide assurance that it operates in compliance with regulations promulgated under the Older Americans Act, as set forth in 45 CFR § 1321, and the Older Michiganians Act.
5. Each program shall make reasonable efforts to maintain existing levels of older individuals being furnished with funds from sources other than the Genesee County millage funds.
6. A provider may not be required to reveal any information that is protected by attorney/client privilege. Each provider shall make available non-privileged, non-confidential and unprotected information which will enable the County to perform monitoring of the provider's performance under contract with regard to these operating standards.
7. Each program must give priority related to: protective services, abuse, neglect, defense of guardianships and conservatorships, long-term care, health care, housing, nutrition, income, utilities, and discrimination.

ATTACHMENT 2 STANDARD PROPOSED CONTRACT

CONTRACT BETWEEN

THE COUNTY OF GENESEE

Acting By and Through
**Genesee County Office of Senior Services (“GCSS”)
Room 361, Genesee County Administration Building
1101 Beach Street, Flint, Michigan 48502
Hereinafter referred to as the “COUNTY”**

and

Name of Contractor

Street Address

City / State / Zip Code

Hereinafter referred to as the “**CONTRACTOR**”

For the period from October 1, 2019 through September 30, 2020

Whereas, the COUNTY published a Request for Proposals (RFP) # 19-174 for a Program of Services titled “**Guardianship and Conservatorship Services**” (hereinafter referred to as “Services”); and

Whereas, the CONTRACTOR submitted a Proposal in response to RFP #19-174 for the provision of Services; and

Whereas, the COUNTY desires to enter into a contractual agreement with the CONTRACTOR for the provision of Services set forth herein;

Now, therefore, in consideration of the premises and mutual covenants herein contained, the parties agree as follows:

A. PURPOSE:

This Contract is entered into for the purpose of retaining CONTRACTOR to provide **Guardianship and Conservatorship Services** funded by Senior Citizen Services millage dollars to individuals 60 years of age or older who reside in Genesee County.

B. THE CONTRACTOR AGREES:

1. To accept the terms of this Contract and to undertake, perform and complete the Services described in RFP # 19-174 and Addenda (“the RFP”), and in CONTRACTOR’S Proposal in response to RFP # 19-174 (“Proposal”), which are hereby incorporated into this Contract by reference and included as Attachments A and B, respectively, and in CONTRACTOR’S budget, included as Attachment G to this Contract. If a conflict exists between this document and those incorporated by reference, this document governs.
2. That this Contract is effective for the term stated upon approval by the Genesee County Board of Commissioners.

3. To provide proof of insurances as required in Section 7 of the RFP within 15 days of the signing of this contract. Endorsements naming the COUNTY as an additional insured must be provided prior to initiation of Services. This provision may be satisfied by verification and proof of a "Blanket Additional Insurance Contract Form or Endorsement" provided with the Insurance Certificates. Documentation provided under this subparagraph will include a statement by the insurer that the COUNTY will be notified of any and all insurance cancellation at least 30 days prior to the effective date of cancellation of the respective policies. However, cancellation for non-payment of premium shall be noticed a minimum of ten days prior to cancellation.
4. To accept the conditions, requirements and obligations described and listed in Attachment C, Business Associate Agreement, if that Attachment is listed in Section D below.
5. To establish safeguards to prohibit conflicts of interest involving CONTRACTOR employees, prohibiting them from being involved in activities that are motivated by a desire for private gain for themselves or others with whom they have family, business or personal ties.
6. That failure by the COUNTY to insist upon strict adherence to any terms of this Contract shall not be considered a waiver or deprive the COUNTY of the right thereafter to insist upon strict adherence to that term, or any other term, of this Contract.
7. To provide the necessary administrative, professional and technical staff in the required ratio and number with qualifications as designated in its proposal for operation of the program.
8. That title to any approved equipment (defined as tangible, non-expendable, personal property having useful life of more than 1 year and an acquisition cost of \$250.00 or more per unit) purchases supported in whole or in substantial part by millage funds shall vest with the County of Genesee upon acquisition. Equipment purchases not included in the submitted budget are automatically unapproved. Purchases of office furniture or furnishings are not eligible for reimbursement and are, therefore, disapproved.
9. To notify the Contract Administrator of damage, theft or replacement of any equipment purchased with Senior Millage funds within 48 hours of such occurrence. When applicable, a copy of the police report must be submitted to the Senior Administrator within two weeks of the occurrence. The CONTRACTOR further agrees to repair or replace damaged or stolen equipment or to reimburse the COUNTY with the millage funded purchase cost utilizing non-senior millage funds. Failure to repair or replace such equipment shall result in repayment to the COUNTY of the millage funded purchase cost by reducing payments to the CONTRACTOR of submitted reimbursement requests by the cost of the equipment until repayment has been achieved.
10. To utilize all report forms as required under the RFP, as well as those included in this document as Attachment D, including the Monthly Invoice Form and the Monthly New Client Address Form (to be sent electronically each month in Excel

format) and reporting formats required by the COUNTY as of the effective date of this Contract, and to provide the COUNTY with timely review and commentary on any new report forms and reporting formats proposed for issuance thereafter. The CONTRACTOR will also provide the County an annual breakdown of financial data, regarding services provided, by Local Unit of Government (LUG).

11. To perform annual criminal background checks on paid staff or volunteers with access to personal information or that have personal contact with the senior clients. See Attachment B. The CONTRACTOR further agrees that costs associated with persons meeting the following criteria will not be paid utilizing senior millage funds:
 - a. Persons having a felony conviction in this state or elsewhere within the last 10 years; or
 - b. Persons having a felony charge pending in this state or elsewhere; or
 - c. Persons having a misdemeanor conviction in this state or elsewhere within the last 10 years involving theft, assault, battery or drug related crimes; or
 - d. Persons having a misdemeanor charge pending in this state or elsewhere involving theft, assault, battery or drug related crimes.

The COUNTY retains the right to deny reimbursement for salary requests, or recapture paid reimbursements by withholding from future requests, if it determines that the individual for whom the request is/was made falls within any of the above categories.

12. To provide annually documentation demonstrating appropriate licenses, criminal background checks, and negative tuberculosis tests for employees as specified in the RFP and subparagraph B. 11 above. The CONTRACTOR further agrees to comply with the State of Michigan Department of Labor & Economic Growth, "Occupational Health Standards Part 554 Bloodborne Infectious Diseases" (MIOsha Part 554) including "Part 554 Bloodborne Infectious Diseases Standard Requirements for Training" using the rules provided in Attachment F to this Contract. Documentation for existing workers or volunteers shall be performed and provided to the County within fifteen days of the signing of this Contract. Testing, licenses (if appropriate), and criminal background checks for new hires or new volunteers shall be performed within fifteen days of their commencement.
13. To perform and provide to the COUNTY an annual financial audit of its operation by the end of the first quarter of the term of the Contract. Failure to timely provide the audit or to receive an extension of time from the Contract Administrator within which to satisfy this requirement will result in withholding of reimbursements for the performance period.
14. To include the following statement in or on all printed materials, newsletters, surveys, website, special events, programs, registration materials, advertisements, DVDs, CDs, program presentations, etc.: *"This program and/or service is funded in whole or in part by Genesee County Senior Millage funds. Your tax dollars are at work."*

15. That Senior Millage funds may be used to provide increases in salaries or compensation packages for any employee or contractor, at the discretion of the Genesee County Office of Senior Services and the approval of the Board of Commissioners, or as required to comply with any state or federal minimum wage law.
16. That overnight travel funded by Senior Millage dollars shall be approved in advance by the Genesee County Board of Commissioners. The CONTRACTOR agrees to adhere to its own travel regulations or, in the absence of such acceptable regulations, to the Genesee County Travel Regulations as set forth in Attachment H to this Contract. Notwithstanding the preceding, no overnight travel reimbursements shall be made from Senior Millage funds without prior approval of the Genesee County Board of Commissioners. Additionally, reimbursement costs for any travel shall not exceed those rates set forth in the Genesee County Travel Regulations.
17. That political campaign intervention, including directly or indirectly participating in, or intervening in, any political campaign on behalf, or in opposition, of any candidate for elective public office is prohibited. Political campaign intervention includes:
 - Contributing to political campaign funds;
 - Making public statements of position (verbal or written) by or on behalf of the CONTRACTOR in favor of or opposition to any candidate for public office;
 - Distributing statements prepared by others that favor or oppose any candidate for public office;
 - Allowing a candidate to use the CONTRACTOR'S assets or facilities, if the equivalent opportunity is not provided to all other candidates;
 - Making partisan comments in official publications of the CONTRACTOR or at official functions of the contractor;
 - Political fund raising at the CONTRACTOR'S place of business.

Political campaign intervention does not include:

- Taking a position on public policy issues as a CONTRACTOR, so long as the message does not favor or oppose a certain candidate or otherwise violate the political campaign intervention prohibition;
- Promotion of voter registration in a non-partisan manner;
- Encouragement of voter participation in a non-partisan manner;
- Providing voter education/voter guides in a non-partisan manner;
- Non-partisan candidate forums or debates at the CONTRACTOR'S facilities;
- Candidates appearing or speaking at events of the CONTRACTOR in a non-candidate capacity;
- Supporting the Senior Millage.

18. That the CONTRACTOR is responsible for all Services performed under this Contract. If a Subcontractor is used, CONTRACTOR is the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract, regardless of who actually provides the service. CONTRACTOR shall notify COUNTY of any subcontractors to be utilized prior to their use. The COUNTY reserves the right to approve or reject any proposed subcontractor.

C. FURTHER, IT IS UNDERSTOOD AND AGREED BETWEEN THE PARTIES THAT:

1. This Contract shall commence on October 1, 2019 and continue through September 30, 2020 (the "Initial Term"). The Board has the option to extend this Contract for up to two (2) additional one year terms ("the Extension Terms") at the rates provided in CONTRACTOR'S proposal by providing CONTRACTOR with written notice thirty (30) days prior to the termination date of the Initial Term on the COUNTY'S election to exercise the option.
2. The COUNTY agrees to compensate the CONTRACTOR for the term of the Contract an amount not to exceed \$***** for costs of budgetary items described and included within the CONTRACTOR'S Proposal. Reimbursements will be disbursed on a monthly basis at the rate and monthly maximum amount as set forth in Paragraph H.2 for the service agreed upon for the duration of the Contract term.
3. Subject to availability and other applicable conditions, the COUNTY agrees to provide funding throughout the term of this Contract.
4. The CONTRACTOR, its agents, and employees are independent contractors and are not the employees of the COUNTY.
5. CONTRACTOR is encouraged to provide its clients with the opportunity to make financial donations. All donations not limited in use by the donor must be used to provide additional services, as opposed to supporting other expenses. Donations must be reported to Genesee County on the monthly invoice form.
 - a. If donations are to be allowed, CONTRACTOR must offer this voluntary opportunity to the client in a manner that allows for the donation, or lack thereof, to remain confidential. No one shall be denied service for failing to make a donation.
 - b. CONTRACTOR must develop a written procedure for the handling of donations. This procedure must include at a minimum: daily counting and recording of donations by two individuals; method of deposit into a financial institution; monthly reconciliation of deposit records and collection records by a third party who was not involved in counting or depositing the donations.
6. That the COUNTY may, at reasonable times and without notice, visit and inspect the CONTRACTOR'S facilities and discuss or survey the CONTRACTOR'S activities with designated staff.

7. That the COUNTY, or any other representatives designated by the COUNTY, has the right to examine, upon reasonable notice, all records, books and papers related to the performance of activities which are the subject of this Contract.
8. The contract administrator for this Contract is Lynn M. Radzilowski, Senior Services Director, GCOSS, or her designee (the "Contract Administrator"). The CONTRACTOR acknowledges that the Contract Administrator is the primary COUNTY contact for notices and instructions related to this Contract. The CONTRACTOR agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

D. CONTRACT ATTACHMENTS

The following documents are Attachments to this Contract which are hereby made part of this Contract by reference:

- Attachment A: RFP # 19-174 and Addenda
- Attachment B: CONTRACTOR'S Response to RFP # 19-174
- Attachment C: Business Associate Agreement
- Attachment D: Reporting Forms (Monthly Invoice Form & Monthly New Client Address Form)
- Attachment E: Sample Client Satisfaction Survey (CONTRACTOR may use its own form that provides this type of information)
- Attachment F: MIOSHA Part 554 Standards and Regulations
- Attachment G: Approved Budget FY —2019 - 2020
- Attachment H: Genesee County Travel Regulations

E. AMENDMENTS

1. Any changes to this Contract will be valid only if made in writing and acknowledged by all parties to this Contract.
2. This Contract, including attachments, may be amended by mutual written consent of the CONTRACTOR and the COUNTY. When submitting a proposed contract or budget amendment, the CONTRACTOR must also revise or amend its related output measures whenever the amendment results in a significant change of program scope, or as specifically required by the COUNTY, and submit copies of the revised sheets and summary description of the changes.
3. In the event that circumstances occur that are not reasonably foreseeable or are beyond the CONTRACTOR'S control which reduce or otherwise interfere with the CONTRACTOR'S ability to provide or maintain specified services or operational procedures, immediate written notification must be provided to the COUNTY and, where feasible, an amendment to this Contract negotiated.
4. Any change proposed by the CONTRACTOR which would affect the funding of any activity support in whole or in part by funds provided under this Contract must be submitted in writing to the COUNTY immediately upon

determining the need for such change. The proposed change may be implemented upon receipt of written notification from the COUNTY.

5. Within thirty days after receipt of the proposed change, the COUNTY shall advise the CONTRACTOR in writing of its determination. Subsequently, the COUNTY will initiate any necessary formal amendment to the Contract for execution by the parties to the Contract.
6. Any changes proposed by the COUNTY must be agreed to in writing by the CONTRACTOR within thirty days of receipt. Upon such written agreement, the COUNTY shall initiate any necessary formal amendment as above.
7. The Contract Administrator is authorized to effect minor modifications of the work plan that do not require monetary adjustments in excess of \$10,000.00 without further consultation with the Genesee County Board of Commissioners.
8. The CONTRACTOR may submit a maximum of one budget amendment per quarter. All budget adjustments must be approved by the Office of Senior Services, and the Board of Commissioners, when required.

F. TERMINATION

This Contract is in full force and effect for the period specified in Section C.1 of this contract, subject to the following conditions:

1. This Contract may be terminated by either party for any reason by giving ninety days written notice to the other party stating the effective date of termination.
2. This Contract may be terminated by the COUNTY upon thirty days written notice to the CONTRACTOR due to convenience or diminution of funds.
3. This Contract may be terminated by the COUNTY upon seven days written notice should the CONTRACTOR be found to have failed to perform its services in a manner satisfactory to the COUNTY as per contract requirements. COUNTY will provide CONTRACTOR notice and a reasonable opportunity to cure service performance deemed to be non-satisfactory. However, the COUNTY shall be the sole judge of what constitutes a reasonable opportunity and non-satisfactory performance.
4. This Contract may be terminated immediately without further liability to the COUNTY if the CONTRACTOR, or an official of the CONTRACTOR, is found guilty of any activity referenced in Section I. Assurances, of this Contract.
5. In the event the COUNTY determines not to proceed further with this Contract during its term, the CONTRACTOR may retain all sums paid by the COUNTY for approved expenses incurred and for satisfactory work actually performed at the above stated fee structure. In this event, COUNTY will be liable for satisfactory services performed prior to the COUNTY'S notification

of its intent to terminate the Contract and, upon full payment, the other obligations of either party to this Contract shall terminate except for the non-disclosure of information and non-solicitation of personnel as stated herein. Notwithstanding the preceding, COUNTY retains the right to demand and obtain repayment of any funds paid to CONTRACTOR, including withholding as offset from amounts claimed due by CONTRACTOR that the COUNTY deems to have been paid in error, for services not authorized under the Contract, or for non-satisfactory services.

G. REPORTING REQUIREMENTS

CONTRACTOR will provide the COUNTY with monthly reports using the formats provided in Attachment D and following the criteria as established and outlined in the RFP. CONTRACTOR will also provide on monthly basis a compilation, or copies, of Client Satisfaction Surveys providing information similar to that in the sample form found in Attachment E.

H. REIMBURSEMENT METHOD

1. The COUNTY shall reimburse the CONTRACTOR for Services provided during the duration of this Contract only. CONTRACTOR shall not be reimbursed for Services provided prior to the commencement date of this Contract.
2. The COUNTY shall reimburse the CONTRACTOR on a monthly basis at a rate of \$**** per one hour unit of service delivery for this Contract, with a maximum reimbursement total of \$*****per month. The purpose of the maximum reimbursement is to avoid CONTRACTOR expending all of its funds prior to the scheduled end date of the Contract. Reimbursements exceeding the recommended maximum figure may be permitted on a case by case basis as long as CONTRACTOR presents an explanation of need and a reasonable plan for providing continued service for the remainder of the Contract term.
3. The COUNTY shall reimburse the CONTRACTOR within thirty days of an approved invoice using the monthly invoice form and instructions found in Attachment D of this Contract. Prompt reimbursement shall be contingent upon full contractual compliance and submittal of requisite documentation on the approved invoice form. COUNTY may withhold reimbursement if it deems CONTRACTOR to have failed to have substantially complied with the Contract terms. Ineligible expenses, expenditures not consistent with the approved budget, expenditures for Services knowingly performed where no vendor slot is available, or expenditures exceeding the monthly maximum limit will not be reimbursed.
4. Properly documented requests for reimbursement submitted to the COUNTY by the 21st of each month will be processed and, if approved, disbursed by the 15th of the next month. Requests submitted later than the 21st of each month and incomplete requests (e.g. inadequate supporting documentation) will be processed in the following reimbursement cycle. At its sole discretion, the COUNTY will deem expenditures as either eligible or ineligible for each reimbursement or advance expenditure request. The COUNTY

may, at its discretion and upon reasonable notice, require the CONTRACTOR to complete reports additional to those attached to this CONTRACT regarding the CONTRACTOR'S expenses and activities.

I. ASSURANCES

The CONTRACTOR covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is related to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this Contract. Breach of this covenant shall be regarded as a material breach of this Contract.

J. CONFIDENTIALITY

It is understood that work performed under this Program of Services will include access to proprietary documents and information. The CONTRACTOR agrees that confidential information about the COUNTY or its related entities will not be released, except as required by law, without the prior approval of the COUNTY. The COUNTY agrees that it will not release any of the CONTRACTOR'S materials provided or utilized during the Contract term without written permission. The CONTRACTOR and the COUNTY affirm the Business Associate Agreement included as Attachment C.

Further, both parties acknowledge that the CONTRACTOR will provide a Program of Services which includes coordination and collaboration with other organizations that provide social, health, transportation, legal and other priority services related to senior residents of Genesee County who are aged 60 years and older. The CONTRACTOR agrees to protect the confidentiality of information about persons assisted throughout this Program of Services by instituting confidentiality procedures that conform to the Privacy Act of 1974 and where applicable, handle all Private Health Information (PHI) in accordance with HIPAA.

CONTRACTOR acknowledges that the COUNTY is a public body subject to the Michigan Freedom of Information Act. Records held by the COUNTY are public unless exempted. Notwithstanding the foregoing, confidential information collected and provided to the COUNTY by the CONTRACTOR as part of its reporting requirements shall be used solely for purposes of performing and evaluating the performance of this Contract and will not be retained.

K. LIABILITY AND INDEMNIFICATION

1. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the CONTRACTOR in the performance of the Contract shall be the responsibility of the CONTRACTOR and not the responsibility of the COUNTY if the liability, loss or damage is caused by, or arises out of, the action or failure to act on the part of the CONTRACTOR or any employee or agent of the CONTRACTOR. The

CONTRACTOR shall defend, indemnify, and hold harmless the COUNTY and its officers and employees from and against all claims, losses, damages, and expenses including but not limited to attorney's fees, arising out of or resulting from the CONTRACTOR'S performance of the Contract.

L. APPLICABLE LAWS

This is a Genesee County contract. This Contract shall be governed by the laws of the State of Michigan. Any dispute arising as a result of this Contract shall be resolved in the State of Michigan. The parties shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority that may have bearing on the performance of the Contract.

M. GOOD FAITH EFFORTS TO RESOLVE DISPUTES; ATTORNEYS FEES

If for any reason any portion of this Contract is in dispute, the parties will make their best efforts to resolve the dispute without resorting to litigation. Should litigation be required to resolve any dispute between the parties, the party not prevailing in the dispute will pay reasonable attorney's fees as part of any resolution of the dispute.

N. INTEGRATION

This Contract constitutes the complete understanding of the parties. No agreements, representations or understandings not specifically contained herein shall be binding upon any of the parties unless reduced to writing and signed by the parties to be bound.

O. WAIVER

Any clause or condition of this Contract found to be an impediment to the intended and effective operation of this Contract may be waived in writing by the parties, upon presentation of written justification by the requesting party. Such waiver may be temporary or for the life of the Contract and may affect any or all program elements covered by this Contract.

P. SEVERABILITY

If any provision of this Contract, or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this Contract.

Q. SPECIAL CERTIFICATION STATEMENT

The individual or officer signing this Contract certifies by her/his name that s/he is authorized to sign this Contract on behalf of the responsible governing board, official, or CONTRACTOR.

[SIGNATURE PAGE FOLLOWS]

COUNTY OF GENESEE

NAME OF CONTRACTOR

By: Ted Henry, Chairperson
Genesee County Board of Commissioners

DRAFT