MARC AGING AND ADULT SERVICES CONTRACT ASSESSOR
Request for Qualifications

The Mid-America Regional Council (MARC) is a nonprofit association of city and county governments and the metropolitan planning organization for the Kansas City region. MARC promotes regional cooperation and develops innovative solutions while providing a forum for the region to work together to advance social, economic, and environmental progress.

Scope of Services

The Mid-America Regional Council Department of Aging and Adult Services works to improve the health and quality of life of older adults in the Kansas City Region. This department of MARC is also a designated Area Agency on Aging for Cass, Clay, Jackson, Platte, and Ray counties in Missouri.

For a variety of programs, consumers who interact with MARC require in-home and electronic assessment to evaluate needs, identify risk factors, and meet state and federal reporting requirements.

The Contractor will serve as an Assessor for MARC, assisting in administering surveys, measurement instruments, and other data collection methods. At times, scoring and interpretation of scientifically valid measurement instruments will be necessary. For some assessments, the development of a care plan and authorization of service units, according to MARC, state, and federal guidelines will be necessary. Flexibility in the Assessor role is emphasized so that the needs of MARC, the consumer, and Assessor can be met.

The Contractor will work closely with MARC and community-based organizations that focus on providing care and services to older adults and individuals with disabilities. The Contractor will support assessment from initial referral through data entry into electronic and online systems. The Contractor will report directly to MARC’s Integrated Care Manager.

Key Responsibilities:

1. Complete and maintain training requirements of MARC and the state of Missouri.
2. Respond to requests by MARC to carry out pre-determined assessments for various programs and services.
3. Conduct the majority of assessments in the consumer’s home.
4. Input gathered data into various computer and software systems. (Assessor must have access to a computer with internet capability.)
5. Provide timely reports on activities and document all interactions with consumers.

Qualifications

Contractors performing Medicaid Re-Assessments must meet state of Missouri requirements for the position of “Adult Protective and Community Worker II” outlined at: https://oa.mo.gov/personnel/classification-specifications/5200#class-spec-compact3

Background Check

Contractors are required to pass a background check initiated by MARC.

Mandatory Reporting

All instances of suspected elder abuse and neglect must be reported to the State-administered Elder Abuse & Neglect Hotline, (800) 392-0210.

PERFORMANCE PERIOD:

The initial performance period will run from September 1, 2019 – June 30, 2020.
COMPENSATION:

The MARC Aging and Adult Services Assessor will be compensated based upon the following schedule:

<table>
<thead>
<tr>
<th>Reimbursement Schedule</th>
<th>One-time stipend</th>
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<tbody>
<tr>
<td>Orientation Training</td>
<td></td>
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<tr>
<td>Orientation training with brief testing (online); shadowing an existing assessor in the field; training reimbursement is payable upon completion of the first submitted assessment to MARC</td>
<td>$75 one-time stipend</td>
</tr>
<tr>
<td>Assessment</td>
<td>Rate</td>
</tr>
<tr>
<td>Older Americans Act (OAA) Assessment (e.g., home-delivered meals)</td>
<td>$35/assessment</td>
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<tr>
<td>HomeMeds Medication Reconciliation during OAA Assessment</td>
<td>$15/assessment</td>
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<tr>
<td>Medicaid Re-assessment</td>
<td>$45/assessment</td>
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Miscellaneous
At discretion of supervisor, reimbursement may be available for extra duties performed by Assessor.

SERVICE AREA(S):

MARC’s planning and service area (PSA) includes the five Missouri counties of Cass, Clay, Jackson, Platte and Ray. This RFQ document is seeking individuals to provide in-home assessment of clients who reside in those counties.

Responses to this RFQ can stipulate the preferred service area for which the response is intended to address.

SUBMITTAL INFORMATION

Please provide your response in electronic format at this link. The following items should be addressed in your response.
Name
Address
Phone number
Email address
Resume: provide current resume with education, certifications and work experience.
Cover Letter: Provide additional information on background, including experience, education and skills necessary to perform the required work. Indicate specific credentials that make the individual well suited to meet MARC’s requirements.
References: provide three references of clients or employers where similar knowledge and expectations were required.

QUESTIONS

Questions must be submitted in writing to Shannon Halvorsen at shalvorsen@marc.org.

ANTICIPATED RFQ PROCESS SCHEDULE

Release of RFQ                                                           June 6, 2018
Deadline for Responses                                                   June 30, 2020
Begin Services                                                          Rolling start dates beginning September 1, 2019

All agreements are subject to final approval by the MARC Board of Directors

ENGAGEMENT
This RFQ does not commit MARC to award a contract or to pay costs incurred in the preparation of a proposal in response to this request. MARC reserves the right to accept or reject any or all responses received as a result of this request, or to cancel any or all of this RFQ, if it is considered in the best interest of MARC.

**AFFIRMATIVE ACTION POLICY**

MARC hereby notifies all respondents that it will affirmatively ensure that minorities and women will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, disability or veteran status in consideration of the contract award.

**CONFIDENTIALITY OF INFORMATION CONTAINED IN THE RESPONSES**

All proposals received by MARC are subject to the Missouri Sunshine Law and the U.S. Freedom of Information Act. To the extent possible, MARC will keep information contained in bid proposals/responses confidential. Respondents are required to identify those portions of their bid document that they consider to be proprietary. An entire bid document may not be protected. All proposals and supporting documents will remain confidential until a final contract has been executed.