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 and individuals with disabilities 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 assessments 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. Complete and file assessment and care management paperwork as requested by MARC.
4. Conduct ongoing care management and options counseling activities for the VDC program.
5. Conduct the majority of assessments in the consumer’s home.
6. Input gathered data into various computer and software systems. (Assessor must have access to a computer with internet capability.)
7. 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 and may be subject to monthly Office of Inspector General and other checks to maintain compliance with State, Federal, and payer requirements.

Mandatory Reporting

The Contractor, and/or staff and volunteers shall be familiar with and shall be able to recognize situations of possible abuse, neglect, exploitation or likelihood of serious physical harm involving older persons. Conditions or circumstances which place the older person or the household in likelihood of serious physical harm shall be immediately reported to the division’s older adult abuse hotline (1-800-392-0210).

Likelihood of serious physical harm definition: one (1) or more of the following: 4 CODE OF STATE REGULATIONS (11/30/06) ROBIN CARNAHAN Secretary of State Division 15—Division of Senior and 19 CSR 15-7—DEPARTMENT OF HEALTH AND SENIOR SERVICES Disability Services (A) A substantial risk that physical harm to an adult will occur because of failure or inability to provide for essential human needs as evidenced by acts or behavior which have caused harm or which give another person probable cause to believe that the adult will sustain harm; (B) A substantial risk that physical harm will be inflicted by an eligible adult upon him/herself, as evidenced by recent credible threats, acts or behavior which have caused harm or which places another person in reasonable fear that the eligible adult will sustain harm; (C) A substantial risk that physical harm will be inflicted by an eligible adult upon another as evidenced by recent acts or behavior which has caused harm or which gives another person probable cause to believe the eligible adult will sustain harm; or (D) A substantial risk that further physical harm will occur to an eligible adult who has suffered physical injury, neglect, sexual or emotional abuse or other maltreatment or wasting of his/her financial resources by another person.

PERFORMANCE PERIOD:

The MARC aging program period coincides with the state fiscal year (SFY), which in Missouri is July 1 through June 30 of the succeeding calendar year. The initial performance period will run from the date of awarded contract through the end of the current state fiscal year.

COMPENSATION:

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

Reimbursement Schedule

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<thead>
<tr>
<th>Reimbursement Schedule</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Orientation Training</td>
<td>$125</td>
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<tr>
<td>Orientation training with brief testing (online); shadow an existing assessor in the field; training reimbursement is payable upon completion of the first submitted assessment to MARC.</td>
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<tr>
<td>Older Americans Act (OAA) Assessment (e.g., home-delivered meals)</td>
<td>$40/assessment</td>
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<tr>
<td>HomeMeds Assessment</td>
<td>$15/assessment</td>
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<tr>
<td>InterRAI Assessment</td>
<td>$55/assessment</td>
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<tr>
<td>Medicaid Re-assessment</td>
<td>$55/assessment</td>
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<tr>
<td>Integrated Care Assessment</td>
<td>$55/assessment</td>
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<tr>
<td>Telephonic Assessment (e.g., OAA services)</td>
<td>$20/assessment</td>
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<tr>
<td>Veteran-Directed Care (VDC) Options Counseling</td>
<td>$275/client/first month</td>
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<tr>
<td>Initial VDC In-Home Visit, Assessment, and Options Counseling</td>
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<tr>
<td>Ongoing Care Management and Options Counseling</td>
<td>$175/client/month</td>
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Miscellaneous
At discretion of supervisor, reimbursement may be available for extra duties performed by assessor at a mutually agreed upon rate for each specific extra duty.

SERVICE AREA(S):

MARC’s planning and service area includes the five Missouri counties of Cass, Clay, Jackson, Platte and Ray. Some programs may extend to additional counties and/or states, including the Kansas counties of Johnson, Leavenworth, Miami, Wyandotte, and beyond.

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.

QUESTIONS

Questions must be submitted by email to Shannon Halvorsen at shalvorsen@marc.org.

ANTICIPATED RFQ PROCESS SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Original Release of RFQ</td>
<td>June 6, 2018</td>
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<tr>
<td>Rolling Deadline for Responses</td>
<td></td>
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<tr>
<td>Begin Services</td>
<td>Rolling start dates beginning July 1, 2018</td>
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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 proprietary. An entire bid document may not be protected. All proposals and supporting documents will remain confidential until a final contract has been executed.