REQUEST FOR QUALIFICATIONS

INTEGRATED CARE LEGAL SERVICES

TO BE AWARDED BY:

MID-AMERICA REGIONAL COUNCIL
600 BROADWAY, SUITE 200
KANSAS CITY, MISSOURI

Released:
September 4, 2020
MARC AGING AND ADULT SERVICES: REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

The Mid-American 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. The MARC Department of Aging and Adult Services is also a designated Area Agency on Aging for Cass, Clay, Jackson, Platte and Ray counties in Missouri.

Scope of Services

The Mid-America Regional Council, Managed Services Network (MSN), works to improve the health and quality of life of older adults and individuals with disabilities in the Kansas City Region. The MSN offers an integrated package of community-based services through direct service and contracts with community-based organizations throughout the region. The primary services offered include: community care management, transportation, home-delivered meals, evidence-based programs, medication reconciliation, and legal services. The MSN is primed to contract with health payers, such as Medicare Advantage organizations, to deliver community-based services to those clients and bring new revenue sources to the MSN and its community partners.

The MSN, operated by the MARC Department of Aging and Adult Services, also participates in the MA4 Network to offer evidence-based programs throughout the region. The MA4 Network, contracted through the Missouri Association of Area Agencies on Aging (MA4), is a statewide network of Area Agencies on Aging that offers evidence-based programs throughout Missouri. The MA4 Network is currently funded by a federal grant from the Administration for Community Living. The MSN serves as the administrative hub, operating the MA4 Network on behalf of the MA4. Because payer contracts generally serve a broader region than that served by MARC, the MA4 Network and MARC networks of community-based organizations will need to work together to serve clients.

The Contractor will review the current legal and operating structures of both the MSN and the MA4 Network making recommendations to improve and align governing structures, contractual requirements, operating protocols, workflows and policies. The Contractor will ensure its recommendations include compliance with the Health Insurance Portability and Accountability Act (HIPAA), Medicare Advantage, and other state or federal laws and regulations relevant to offering community-based services as a health care benefit.

Throughout this endeavor, the Contractor will work closely with MARC, and the MA4 leadership and board to complete the responsibilities below. The Contractor will report directly to MARC’s Director of Aging and Adult Services.

Key Responsibilities will be finalized when Contractor and MARC execute the scope of work, but, at a minimum, shall include:

1. Review governing structures, contracts, operating protocols, workflows and policies of both the MSN and MA4 Network.
2. Make recommendations related to the seamless operation between the MSN and MA4 Network taking into consideration MARC’s role as the administrator of both networks. Recommendations should include:
   a. Legal and governing structure of both networks;
   b. Role and structure of the administrative hub for MA4 Network; Enhancements to MA4 Network and MSN contracts and subcontracts to ensure:
      i. Alignment in operations;
      ii. Utmost protection to both MARC and MA4 organizations in the operation of the MSN and MA4 Networks; and
      iii. Compliance with relevant federal and state legal and regulatory requirements;
   c. Modifications to workflows, policies and procedures to maintain fidelity of operations at all levels throughout both the MSN and MA4 Network, and to ensure compliance with relevant federal and state legal and regulatory requirements including guidance on how to integrate those requirements into subcontracts with community-based organizations; and
d. Insurance limits that should be held by the MSN/MARC, MA4 Network and all contracted partners; and

e. Monitoring or auditing requirements at all levels throughout both the MSN and MA4 Network.

3. Contractor shall make recommended edits to existing documents or draft needed documents to complete numbers 1 and 2 above.

MARC will provide the following documents to assist the Contractor to complete the requested scope of services:

1. **MSN Integrated Care Contract.** This contract governs the MARC MSN subcontractors.

2. **Readiness Reviews.** Both the MSN and MA4 Networks prepared responses to readiness reviews for health payers. These documents outline basic parameters, workflows, contractual requirements that may be expected of the MSN and MA4 Network.

3. **MA4 Network:**
   a. **Network Partner Agreement.** This contract forms the basis of MA4 Network and MA4’s relationship between the Area Agencies on Aging (AAAs) throughout the state.
   b. **Federal Grant Subaward.** This document outlines the scope of the federal and MARC’s role as the Network Hub to implement the federal grant/MA4 Network.
   c. **Subcontractor Agreement.** This subcontract agreement allows AAAs to subcontract the provision of evidence-based services.
   d. **Service Provider Agreement.** This subcontract allows the subcontractor to subcontract the provision of evidence-based services.
   e. **Provider Manual.** This manual consolidates policies and procedures, workflows and requirements to operate in the MA4 Network.

4. **Data Use Agreement.** A standard data use agreement that will allow MARC MSN or MA4 Network to share de-identified data with relevant state or federal partners.

**Qualifications**

Contractors must demonstrate the relevant legal background to advise on health care contracting as well as governing and operating structures of community-based integrated care networks. Contractor must have demonstrated experience working with networks of community-based organization on governance, operations, and contracting with health care payers.

**PERFORMANCE PERIOD:**

The initial performance period will run from November 1, 2020 – June 30, 2021 with the majority of work expected within 60 days after the contract is executed.

**COMPENSATION:**

The Contractor will be compensated based upon an agreed upon schedule.

**SUBMITTAL INFORMATION:**

Please provide your response in electronic format at this link. The following items should be addressed in your response:

- Organization name
- Name of Primary Staff Person on RFQ response
- Address
- Phone number
- Email address
- Detail of organization’s experience with the requested scope of services
- Resumes of key staff personnel to this project: current resume must include education, certifications and work experience.

August 2020
• Cover letter: provide additional information on background, including experience, education and skills necessary to perform the required work. Indicate specific credentials that make the organization or key staff personnel well suited to meet MARC’s requirements.

QUESTIONS

Questions must be submitted by email to James Stowe at jstowe@marc.org.

ANTICIPATED RFQ PROCESS SCHEDULE

Release of RFQ: September 4, 2020
Deadline for Responses: October 5, 2020
Begin Services: November 1, 2020

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.