



SFY 2025

REQUEST FOR PROPOSAL

EVIDENCE-BASED DISEASE PREVENTION/HEALTH PROMOTION PROGRAMS
(not-for-profit organizations and government entities)

UNDER THE OLDER AMERICANS ACT OF 1965,
AS AMENDED

TO BE AWARDED BY:

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

RELEASED:

March 27, 2024

**EVIDENCE-BASED DISEASE PREVENTION/HEALTH PROMOTION PROGRAMS
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PART A

I. PUBLIC NOTICE

Notice is hereby given that the Mid-America Regional Council (MARC) will release Request for Proposal (RFP) documents for the provision of the following services in the Missouri counties of Cass, Clay, Jackson, Platte, and Ray for State Fiscal Year (SFY) 2025 (July 1, 2024, through June 30, 2025):

- Catered Meals
- Evidence-Based Programs
- Pre-Plated Frozen Meals
- Transportation Services

These documents will be released on Wednesday, March 27, 2024. Documents may be obtained at <https://www.marc.org/Requests-for-Proposals> or by contacting Tonya Boston at tboston@marc.org or at (816) 701-8290.

All questions should be submitted via email to Tonya Boston at tboston@marc.org. Responses to questions submitted will be posted on the MARC website at <https://www.marc.org/Requests-for-Proposals>. Proposals will be accepted via email at tboston@marc.org no later than 5:00 PM (CDT), April 29, 2024.

MARC hereby notifies all interested parties that it affirmatively ensures that all respondents to this notice are afforded full opportunity to submit proposals and that no respondent will be discriminated against on the grounds of race, color, national origin, disability, sex or veteran status in consideration of an award.

II. PROPOSAL BACKGROUND

The structure of the Area Agency on Aging and authority of the Mid-America Regional Council to conduct this solicitation and to procure contractors is described Section 6 of the MARC Aging and Adult Services, Policies and Procedures Manual. Refer to this manual for additional information regarding:

- A. Legislative Authority and Funding Sources (Section 1)
- B. Mission of the AAA (Section 1)
- C. Overview of Service System (Section 3)
- D. Eligibility for Services (Section 5)

III. CONTRACT 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. For SFY 2025 the period will be July 1, 2024, through June 30, 2025.

The initial award of this contract will be for a one (1) year period. MARC reserves the right to negotiate this contract for two (2) additional one-year renewal periods. MARC reserves the right to terminate the current contract without cause and solicit new bids. MARC shall notify the Contractor, in writing, of the intent to exercise the renewal option. However, failure to notify the Contractor does not waive MARC's right to exercise the renewal option.

IV. SUBCONTRACTS

Subcontracts are acceptable, but will require the following:

- A. The primary subrecipient/contractor and the proposed subcontractor must agree to all applicable requirements set forth in the primary contract. Municipalities administering programs are exempt from this requirement.
- B. Prior to MARC approving a subcontract, the primary subrecipient/contractor must submit a written copy of the proposed agreement to subcontract, and the same documentation required of the primary subrecipient/contractor will be required of the subcontractor agency.

V. SINGLE AUDIT CERTIFICATION

Successful governmental and non-profit organizations receiving a contract from the Mid-America Regional Council as a result of submitting a proposal to this solicitation, that expend \$750,000 or more annually in federal financial assistance, must have a single audit performed in accordance with Subpart F Audit Requirements, of the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal, dated December 26, 2013. Successful organizations that expend less than \$750,000 annually are exempt from federal audit requirements for that year.

All Evidence-Based services will be 100% funded by federal sources, namely Title III, Part D, CFDA #93.043. All services pertaining to the National Family Caregiver Support Program will be 100% funded by federal sources, namely Title III, Part E, CFDA #93.052. If needed for audit purposes.

For audit purposes, all project income (voluntary contributions from service recipients) collected through the provision of this service will be considered federal funds and subject to the \$750,000 threshold mentioned above.

VI. MINIMUM REQUIREMENTS OF RESPONDENTS

Responses to this RFP will be considered from organizations meeting the following minimum requirements:

- A. An organization eligible to do business in the State of Missouri. Proposals from individuals will not be accepted.
- B. Registered with the Missouri Secretary of State's office as a not-for-profit agency or exist as a city or county government.
- C. An organization that has current licenses and/or permits, as required for proposed service(s).
- D. An organization that has developed and implemented programs for compliance with federal and state regulations for equal opportunity, drug-free workplace, and ADA.
- E. The organization must have at least two years' experience in the delivery of services to the target population.

- F. The organization must be eligible to receive Federal funds. MARC is prohibited from contracting with or making sub-awards under cover transactions to parties that are suspended, debarred, or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities, or whose principles are suspended, debarred or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000 (e.g., sub-awards to sub-recipients).

VII. CIVIL RIGHTS COMPLIANCE

The funds that will be contracted as a result of this solicitation are public funds and are therefore subject to the restrictions and conditions contained in law and regulations. The Civil Rights Act of 1964, as amended, contains precise conditions that are applicable to the expenditures of governmental funds and must be adhered to by MARC contractors.

- A. **Equal Access to Services** - All respondents must include with their proposal a **signed** assurance of Civil Rights Compliance.
- B. **Equal Employment Opportunity** - Each contractor, with 50 or more employees that is awarded contracts for \$50,000 or more, must submit documentation of an approved Affirmative Action Plan for the implementation of the goals of Title VII of the Civil Rights Act of 1964, as amended. Recipients of federal funds are prohibited from employment discrimination on the basis of race, sex, color, national origin, age or handicap.

Refer to Section 4 of the MARC Aging and Adult Services, Policies and Procedures Manual for details regarding the specifications and standards regulating a contractor's compliance with these regulations.

VIII. AMERICANS WITH DISABILITIES ACT OF 1990

All respondents must include with their proposal a **signed** Assurance of ADA Compliance. ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in state and local government services, public accommodations, transportation and communications.

Refer to Section 4 of the MARC Aging and Adult Services, Policies and Procedures Manual for details regarding the specifications and standards regulating a contractor's compliance with these regulations.

IX. E-VERIFY

Pursuant to the State of Missouri's RSMO 285.530 (1), no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition of the award of any contract or grant in excess of five thousand dollars (\$5,000.00) by the State or a political subdivision of the State (e.g., MARC) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services (RSMo 285.530 (2)).

Those respondents awarded a contract providing services to MARC in an amount over \$5,000 shall comply with Sections 285.525 through 285.550 R.S.Mo.:

- A. Enroll and participate in the E-Verify federal work authorization program.
- B. Provide to MARC a notarized Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program.
- C. Provide documentation evidencing current enrollment and participation in a federal work authorization program (e.g., electronic signature age from E-Verify program's Memorandum of Understanding (MOU)).

For respondents that are not already enrolled and participating in a federal work authorization program, E-Verify is available through <http://www.sam.gov>.

X. ANIT-DISCRIMINATION AGAINST ISRAEL ACT CERTIFICATION

Section 34.600, RSMo, precludes MARC from entering into a contract with a company to acquire products and/or services "unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel."

XI. DEBARMENT AND SUSPENSION

All respondents must include with their proposal a **signed** Certification Regarding Debarment and Suspension. MARC, as a non-federal entity utilizing federal funds, is prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended, debarred or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities, or whose principals are suspended, debarred or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000 (e.g., sub-awards to sub-recipients).

XII. JOINT VENTURE

Joint ventures are acceptable provided all parties of the joint venture satisfy the proposal requirements (i.e., liability insurance, civil rights compliance, annual registration and/or fictitious registration, etc.). Any joint venture must be identified as such on Proposal Cover Sheet (Part D, Proposal Forms). The proposal must include:

- A. The name of each business entity in the joint venture including complete addresses and telephone numbers;
- B. The names of all owners of each business entity;
- C. An explanation of cooperative arrangements in regards to decision-making, service delivery, and required reporting; and
- D. A clear delineation of each entity's responsibilities.

XIII. WOMEN BUSINESS ENTERPRISES (WBE)/MINORITY BUSINESS ENTERPRISE (MBE) REQUIREMENTS AND PARTICIPATION

It is the policy of the Mid-America Regional Council (MARC) to encourage qualified businesses to actively participate in the procurement of MARC-sponsored contracts. MARC does not discriminate based on race, color, sex, national origin, age, military status, or disability. Women and/or minority owned business (WBE/MBE) are encouraged to participate as prime contractors, subcontractors or joint ventures. WBE/MBE respondents must submit a completed Intent to Perform as a MBE/WBE Firm (Part D, Forms Sections) for each proposed WBE/MBE contractor, subcontractor, or joint venture. MARC does not provide WBE/MBE certifications but will accept certifications of MBE/WBE from the City of Kansas City, MO or any other federal, state or local agency that participates in a WBE/MBE Certification Program. MARC will accept certified Disadvantage Business Enterprise (DBE) forms as certification of WBE/MBE status.

XIV. COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT OF 1988

Refer to Section 4 of the MARC Aging and Adult Services, Policies and Procedures Manual for details regarding the specifications and standards regarding a contractor's compliance with the Drug-Free Workplace Act of 1988.

XV. CLEAN AIR ACT/CLEAN WATER ACT/EPA REGULATIONS

Contractors that receive in excess of \$100,000 are required to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

XVI. PATENT AND COPYRIGHTS RIGHTS

All contractors shall comply with all requirements and regulations pertaining to patent rights with respect to any discovery or invention, and any copyrights and rights in data which arises or are developed in the course of or under such contract, where applicable.

XVII. APPEALS PROCESS

The purpose of the appeals process is to give current, past and potential service providers for and consumers of MARC-operated programs an opportunity to express their grievance, or to appeal a decision in the proposed award of contracts.

- A. A provider list will be approved by the MARC Board of Directors at its May 2024 meeting. A formal response will be sent to all respondents officially notifying them of the Board's recommendations subsequent to the meeting. Respondents wishing to submit an appeal of the preliminary contract award decision must submit a formal written request including the reason for appeal, by 5:00 p.m., June 4, 2024.
- B. The appeals request should be addressed to the Executive Director of MARC detailing the basis for the appeal. The individual who was authorized to submit the original proposal must also submit the appeal.
- C. If necessary, an appeals hearing will be held during the month of June, 2024.

Refer to Section 6 of the MARC Aging and Adult Services, Policies and Procedures Manual for details regarding the steps a subrecipient/contractor is required to take to process an appeal.

PART B

I. SERVICE REQUESTED – Evidence-Based Programs

Definition: A group of fully developed and proven evidence-based disease prevention and health promotion courses selected by MARC. These programs are delivered in a virtual or in-person classroom setting, according to standards developed by the specific licensing entity. Providers committing to offer one or more courses may apply for funding to cover the cost of course leaders according to the chart below.

Additional programs may be added during the performance period. Reimbursement is based upon the number of individuals who complete each evidence-based program (“completer”). For most programs, participants may return to subsequent sessions to make up for absences and be counted as a completer.

Eligibility for these evidence-based programs require the participant to be at least age 60, except for family caregivers, as noted below at the bottom of the following chart.

Completer Definition		
Program		Completer*
Chronic Disease Self-Management Education also called Steps to Healthier Living	Steps to Healthier Living	4 of 6 SMRC-defined sessions
	Steps to Healthier Living – Chronic Pain	
	Steps to Healthier Living – Diabetes	
	<i>Tomando Control de su Salud</i>	
	Building Better Caregivers (BBC)	
(Self-Management Resource Center)	Tool Kit versions of above programs	4 of 6 SMRC-defined sessions
	Steps to Healthier Living - Workplace	8 of 12 SMRC-defined sessions
National Council on Aging	Aging Mastery Program (AMP)	7 of 10 NCOA-defined sessions
	Aging Mastery Program for Caregivers**	8 of 12 NCOA-defined sessions
	Aging Mastery Program Electives (single supplemental sessions)	1 of 1 NCOA-defined sessions
Tai Chi for Arthritis Institute	Tai Chi for Arthritis and Falls Prevention	10 of 16 Institute-defined sessions
Maine Health	A Matter of Balance (AMOB)	5 of 8 Maine Health-defined sessions
Arthritis Foundation	Walk with Ease (WWE)	12 of 18 Arthritis Foundation-defined sessions
University of Illinois at Chicago Institute for Health Research and Policy	Fit & Strong!	16 of 24 University of Illinois defined sessions
Human Kinetics	Active Living Every Day (ALED)	8 of 12 sessions
Western Kentucky University	Bingocize	16 of 20 sessions

University of Washington and Sound Generations	Enhance Fitness	29 of 48 sessions
University of Missouri Extension	Stay Strong, Stay Healthy	10 of 16 sessions
<p><i>*Completer: A participant in a group program who completes the recommended number of sessions, often set by the program developer. When the program developer has not issued a specific recommended dosage (or the minimum number of required sessions), 2/3 of the total possible sessions is the default definition of a completer. For example: A participant is considered a completer if they attend 4 or more sessions out of 6 in a six-session program, excluding any session zero classes.</i></p> <p><i>**Caregiver program – participants must be caregivers, and their care recipients must meet eligibility criteria: Caregivers of 18–59-year-old care recipients who are disabled but do not suffer from an Alzheimer’s disease and related disorders with neurological and organic brain dysfunction, must be parents of at least 55 years of age and living with the care recipient. An older caregiver of children up to the age of seventeen also must be living in the same home of the older relative. A caregiver for a care recipient aged 60 or older must be at least age 18.</i></p>		

Reimbursement Fee: The following reimbursement schedule applies to evidence-based programs. The number of course hours per workshop and number of facilitators/leaders determines reimbursement per completer. See definition of completer above.

- Workshops with 1-4 course hours will be reimbursed at \$25/completer
- Workshops with 5-20 course hours will be reimbursed at \$150/completer
- Workshops with 21-50 course hours will be reimbursed at \$200/completer

If two facilitators are required as specified by program developers to facilitate a program, then provider organization(s) is(are) eligible for reimbursement for both facilitators at the completer rate.

- If one provider organization supplies both facilitators, then the provider organization is eligible for \$300 reimbursement.
- If two organizations collaborate to facilitate a workshop, then the reimbursement is split, and each provider organization is eligible for \$150 reimbursement.

EBP Leader/Instructor Training

Master Trainers of Evidence-Based Programs are eligible for Leader/Instructor Training Stipends.

- Training courses that require 1 to 7 hours are eligible for a \$200 stipend.
- Training courses that require 8 to 29 hours are eligible for a \$400 stipend.
- Training courses that require 30 or more hours are eligible for a \$600 stipend.

PART C

I. PROPOSAL NARRATIVE

Cover Sheet (Part D, Proposal Forms) must be signed by an executive officer who is legally authorized to sign for respondent. Specify the service(s) being proposed. A contact person, email and telephone number must be included.

Contact information (name, address, email, and phone number) must be provided for the executive officer who is legally authorized to sign for the respondent, including the Board Chair for nonprofit entities.

Proposal Narrative (Scope of Services)

Please contact MARC staff for technical assistance in responding to this RFP or clarifying the required documents.

The specifications of provision of the service such as timelines from referral to service initiation, quality assurance, and compliance procedures are defined within this RFP, MARC's provider manual(s), including the Commission on Aging's Policies and Procedures manual, and the relevant Code of State Regulations (CSR). Respondents must be certain that they understand and comply with relevant CSRs – usually located in Missouri 19 CSR 15-7.

Respondents are **strongly encouraged** to address the service needs of low-income minority individuals, older individuals with Limited English Proficiency, and older individuals living in rural areas throughout the proposal narrative response.

Respondents should specify the following using concise, yet complete descriptions:

1) **Specific evidence-based programs being proposed to provide:**

Respondent should list those programs applicable to their proposal (e.g., A Matter of Balance, etc.)

2) **Service geography:** state areas of interest and include capacity for each area and/or expected capacity.

Cass, Clay, Jackson, Platte and Ray Counties in Missouri

3) **Qualified staff:** Describe minimum staff qualifications for proposed services provision.

4) **Other unique qualifications:** please include any additional information that would be helpful to reviewers.

5) **A training plan:** Each respondent awarded a contract will be required to implement a training plan that meets all Missouri Department of Health and Senior Services and/or MARC standards. The training plan should include plans for providing staff

training on types and signs/indicators of elder abuse, as well as methods and procedures for reporting to the Elder Abuse and Neglect Hotline. A log of training activities and persons attending must be available for inspection at all times.

A specific outline/summary of the respondent's training program (both orientation and in-service training) must be included. The plan must also include a work plan for complying with the requirements of the Drug-Free Workplace Act of 1988.

- 6) A description of the procedures to be used to obtain **client feedback** and a **grievance-handling** plan:

Describe the procedures to be used to obtain client feedback and a grievance-handling plan. Describe how the respondent proposes to inform MARC clients of the opportunity to comment to the respondent's directors, and to MARC, on the quality of services the respondent is proposing to deliver.

- 7) A description of the process for **handling contributions**:

Describe the respondent's plan and method for accepting and handling contributions; including a proposed copy of a letter from the respondent to clients explaining the voluntary contribution mechanism; and a description of how the respondent will inform clients they are receiving MARC funds and give an explanation of those funds.

II. SUPPORTIVE DOCUMENTATION

The respondent must submit the following supportive documentation (if applicable) regarding all proposed services:

- 1) The respondent is required to provide a complete listing of the members of the Board of Directors for the years 2022, 2023, and 2024.
- 2) The respondent is required to, if a tax-exempt organization, submit its most recent Form 990.
- 3) **Annual Registration Report and Fictitious Name Registration** - Each respondent, except a governmental entity, must submit with the proposal a copy of its most recent Annual Registration Report filed with the Secretary of State, and evidence of any and all Fictitious Name Registration(s) that the respondent currently has on file with Secretary of State. **A Certificate of Good Standing will not suffice.**
- 4) **Insurance and Licenses** – All respondents awarded contracts will be required to forward to MARC copies of all insurance certificates and appropriate licenses prior to the beginning of the program year, naming MARC as an additional insured. Please refer to Section 15, Insurance and Bonding, of the MARC Aging and Adult Services, Policies and Procedures Manual for types and coverage amounts of insurance that is required of MARC contractors. This Manual can be found at: <https://www.marc.org/aging-health/aging-and-adult-services>

- 5) **Documentation** establishing the relationship between the respondent organization and another organization when insurance certificates that are submitted as verification of insurance coverage indicate the name of a different organization.
- 6) **Civil Rights Compliance** - All respondents are required to provide assurance of compliance with the Civil Rights Act of 1964, as amended (Part D, Proposal Forms).
- 7) **Suspension and Debarment Certification** - All respondents are required to certify that their organizations and its principals are not suspended or debarred from participating in Federal assistance programs or activities (Part D, Proposal Forms).
- 8) **Single Audit Certification** - All governmental and non-profit respondents are required to certify to MARC the total federal awards expended from all funding sources during the respondent's most recently completed fiscal year (Part D, Proposal Forms).
- 9) **ADA Assurance** - All respondents are required to provide assurance of compliance with the Americans with Disabilities Act of 1990 (Part D, Proposal Forms).
- 11) **Drug-Free Policy Statement and Program** - Each respondent must submit a copy of its Drug-Free Workplace Statement and documentation of a Drug-Free Workplace Program for all employees in compliance with the Drug-Free Workplace Act of 1988.
- 12) **Intent to Perform as a MBE/WBE Firm** – To confirm the intent to perform as a primary contractor, subcontractor, in a joint venture or any other specified situation, this form must be completed and submitted in the proposal. A copy of the organization's current certification certificate must be included as well (if applicable, Part D Forms).
- 13) **E-Verify**-Assurance of compliance with the Federal Work Authorization program, as described in Part A, section IX. above (Part D, Proposal Forms).
- 14) **Anti-Discrimination Against Israel Act Certification** - Section 34.600, RSMo, precludes entering into a contract with a company to acquire products and/or services "unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel." (Part D, Proposal Forms).
- 15) **Request for Waivers (Part D, Proposal Forms)**

If, in the respondent's opinion, some requirements contained in this proposal packet are impossible, impractical, or uneconomical to uphold, a request for waiver may be included with the proposal. Only one waiver request should be

contained on a page. There is no limit to the number of waiver requests that may be submitted.

Each waiver request will be reviewed on its own merits. No waiver will be granted for state-mandated regulations. Each request must include the alternative procedure that the respondent will implement to meet the intent of the procedure, process or compliance requirement.

III. MARC REVIEW, PROPOSAL EVALUATION AND SELECTION

- A. All responses to this RFP must be received at MARC **no later than** 5:00 PM, (CDT), Monday, April 29, 2024, in order to be given consideration. Late proposals will not be reviewed. All proposals are to be submitted electronically to Tonya Boston at tboston@marc.org . **The respondent should only be certain of electronic submission after receiving the confirmation receipt email.** If a receipt email is not issued within 24 hours (48 hours on a weekend), please call the MARC offices at (816) 701-8290.
- B. MARC reserves the right to select or reject any proposal, in whole or in part.
- C. All proposals received by the aforementioned deadline shall be screened by MARC staff for completeness.
- D. Non-conforming proposals shall be rejected. The respondent will be informed as such in writing.
- E. The following factors will be considered by MARC in evaluating the proposals:
 - 1. Conformance to service standards stated in the proposal package.
 - 2. Past performance records as verified by monitoring reports, administrative reviews and participant input for any respondent who has previously provided services to MARC. But a lack of prior service provision to MARC will not count against any respondent.
 - 3. The Women and Minority Business (Disadvantaged Business Enterprise) goals of MARC (refer to Section 9 of the Policies & Procedures Manual, Programs Funded by Older Americans Act (OAA)).
 - 4. The financial condition and management capacity of the respondent as evidenced by the most recent audit of the respondent, IRS Form 990 and/or other documentation.
 - 5. The extent to which the respondent's programs are actually or potentially coordinated with other services provided by the respondent, community based local organizations or applicable local governments.
 - 6. MARC reserves the right to evaluate a respondent based upon historic information and fact, no matter the source.
- F. A review committee will be established to review all proposals responding to this RFP. Representatives of each agency submitting an accepted proposal may be invited to a meeting held by this committee (time and place to be announced) to

answer and possibly clarify any questions or concerns committee members may have. Evaluation scores will be summed and combined with recommendations from this committee, which will be submitted to the Commission on Aging. The Commission on Aging shall review this information and forward its recommendations to the MARC Board of Directors. Part A, Section XVII of this RFP explains the appeals procedure.

All proposals accepted for consideration will be evaluated using a weighted scoring system:

Proposal Scoring Criteria	
Category	Maximum Points
Proposal Narrative -Entity is qualified to perform services, in good standing within the Kansas City community, and provides timely and accurate documentation required by the RFP and Program Requirements.	20
Meets Service or Capacity Priority* - Entity is willing to provide a high-priority service, and/or will operate in needed geographic areas, particularly rural areas	5
Bi-lingual staff available to serve limited-English speaking clients	10
Total	35
<i>Bonus points</i>	
(DBE) Disadvantaged Business Enterprise	5
OR	
Joint venture with DBE	2.5
*Service or capacity priority refers to market and customer demand	

- G. MARC reserves the right, in the event of only one response to this RFP, to negotiate the terms and conditions, including the price included in the sole respondent's proposal.
- H. As part of any negotiations, MARC reserves the right to require any data that would support the reasonableness and acceptability of the proposal. Respondents may be asked to further define and/or refine the services they propose as part of contract negotiation. If so, they will be afforded the opportunity to refine their proposed cost to reflect MARC requested changes from the original proposal. Similarly, MARC may wish to increase or decrease the total amount of services required relative to those proposed.
- I. The community-based care system is comprised of the total array of public and private resources available to assist the older person. Federal service funds are provided through Title III of the Older Americans Act. Special consideration may

be given to those respondents having the capability to deliver services through multiple funding sources.

- J. 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 proposals confidential. Respondents are required to identify those portions of their proposal document that they consider to be proprietary. An entire proposal document may not be protected. All proposals and supporting documents will remain confidential until a final contract has been executed.

PART D

I. Proposal Forms

All forms are available with the RFP on the MARC website at:

<https://www.marc.org/about-marc/funding-and-rfps>