APPENDIX VIb

ORGANIZATIONAL CAPABILITY PACKAGE – NEW BIDDERS ONLY

The documents listed below are to be submitted in such a way that they may be pulled out of the RFP proposal packet and reviewed separately. Please provide the listed items in the order specified below:

1. A copy of the most recent, board approved, organizational chart illustrating the structure and relationship of all paid staff positions related to the CCE program.

2. Copies of job descriptions and qualifications for all staff involved in the management of this contract.

3. A statement certifying the bidder's current Personnel Policies meet the minimum requirements as specified in the RFP under "Personnel Standards and Employee Benefits."

4. A copy of the most recent audited financial statements and compliance reporting package. Include any letters to management submitted by the independent auditor under separate cover as well as any response stating management's position and plan of action.

5. A copy of the Board of Directors/Corporate Officers. Provide a list of names, addresses and telephone numbers of each member of the agency's Board of Directors and/or Corporate Officers. Each member's term of office and term expiration date should be noted.

6. A copy of your corporate bylaws.

7. A copy of the articles of incorporation filed with the Secretary of the State of Florida.

8. A copy of the IRS determination letter granting you tax exempt status as a 501 (c) (3). This item is applicable to non-profit agencies only.

9. A copy of IRS Form 990 for the most recent fiscal year. This item is applicable to non-profit agencies only.

10. A certificate of insurance from your agent detailing the types of coverage you currently hold, the maximum dollar amount for each, and the dates when coverage became effective and is scheduled to terminate.

11. A copy of the Administrative Assessment Checklist required by this RFP (**Refer to Appendix VII**)

12. Certification of availability of 30 days operating funds must be provided in a signed statement.

13. Agencies not currently serving as a Lead Agency are considered “new” bidders. To be eligible to be considered in this RFP process, new bidders must describe how and the extent to which the corporate entity that is the new bidder has provided case management services on a continuous basis since before 2016. Lack of such two years of service renders such new bidder disqualified in this RFP process.

    New bidders should provide a total of four monitoring reports reflecting reviews of services most similar to that of a Lead Agency. Two reports must be from reviews conducted on the fiscal oversight of a project, one from 2015 and one from 2016. Two reports must also be provided reflecting reviews of programmatic implementation of a project; one from 2015 and one from 2016. If monitoring reports cover reviews of both fiscal and program, the proposal should explain this. In, addition, proposals must address steps taken to ensure problems identified in reports do not re-occur.

14. A letter of reference from another major funding source, besides the Area Agency on Aging, must be provided addressing the agency’s management capabilities, accountability of funds and service provision.

15. Bidder agencies should indicate the type/s of experience they have had in provision of service(s) to frail elders, as well as the length of time (in years) they have worked to meet the needs of elders in the State of Florida. If the bidder has not provided service(s) in the State of Florida, service history elsewhere may be submitted as support documentation. Contact person(s), name and addresses of contracting agencies, and telephone numbers should be supplied.

16. <u>Transition Plan:</u> In the event a provider is selected who is not a current provider, a plan for transition of existing clients and service management must be submitted within 20 days of bid award. The AAA must approve this plan in advance of implementation. The AAA requires the transition plan include an implementation schedule ensuring uninterrupted service delivery.

    Transition plans must take into consideration the transfer of current client files, staffing, training plans, start-up activities and time frames, any modification of delivery schedules and sites, and notification to clients of the new service provider agency.

    If there is insufficient time remaining before the current service provider and the new service provider can transition the service in a manner that will not disrupt service delivery as of July 1, 2015, the AAA may choose to continue services under a emergency contract. Applicant agencies must include a statement agreeing to forward a transition plan within 20 days of bid award.