REQUEST FOR PROPOSAL

Sealed Envelope shall be marked with the following information:
RFP # 18-14
Senior Services’ In-Home Services Program
Opening: 3:00 PM, November 13, 2017

<table>
<thead>
<tr>
<th>SCHEDULE OF EVENTS FOR RFP # 18-14</th>
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</thead>
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<tr>
<td><strong>Pre-Proposal Conference</strong></td>
</tr>
<tr>
<td>Deadline for requests for clarifications and questions. <strong>Any possible exceptions to the bid specifications and/or terms and conditions should be addressed during this phase.</strong> These requests will be answered in an addendum and must be emailed to: <a href="mailto:henrycountyrfp@co.henry.ga.us">henrycountyrfp@co.henry.ga.us</a></td>
</tr>
<tr>
<td><em>Deadline for first addendum, if required, posted on the Henry County website: <a href="http://www.co.henry.ga.us/Departments/M-R/PurchasingDepartment.aspx">www.co.henry.ga.us/Departments/M-R/PurchasingDepartment.aspx</a></em></td>
</tr>
<tr>
<td>Sealed proposals will be accepted until the opening date and time. Any late submittals received will not be considered. Submittals are to be delivered to Henry County Purchasing Department, 140 Henry Parkway, McDonough, GA 30253.</td>
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**THIS FORM MUST BE SIGNED AND SUBMITTED TO BE CONSIDERED FOR AWARD**

<table>
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<tr>
<th>COMPANY NAME:</th>
<th>DATE:</th>
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<tbody>
<tr>
<td>MAILING ADDRESS:</td>
<td>PHONE:</td>
</tr>
<tr>
<td>CITY:</td>
<td>FAX:</td>
</tr>
<tr>
<td>STATE:</td>
<td>ZIP:</td>
</tr>
<tr>
<td>SSN OR FEDERAL TAX ID:</td>
<td></td>
</tr>
</tbody>
</table>

| EMAIL: | TITLE OF AUTHORIZED REPRESENTATIVE: |
| PRINTED NAME: | AUTHORIZED SIGNATURE: |

*The posting of additional addenda may be required and it is the responsibility of the Proposer to ensure that they review the County’s website for any additional addenda, and that they submit acknowledgement of all applicable addenda (on the included form) with their solicitation. Proposers should not expect to be individually notified by Henry County.*
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A. BACKGROUND AND PURPOSE
As required by the Older Americans Act of 1964, as amended, In-Home Services are to be provided for the elderly (60 years of age or older). The Henry County Board of Commissioners is seeking proposals from qualified vendors for In-Home Services for senior residents of Henry County who would otherwise be unable to care adequately for themselves due to difficulties with certain instrumental activities of daily living. The In-Home Services Program will be provided through a professional contract and successful bidders must adhere to all conditions and specifications as listed in this RFP. Contracting for these services is contingent upon Henry County Senior Services receiving funding from the Atlanta Regional Commission (ARC) and/or comparable funding.

1. Projected Number of Clients
The projected number of clients and units to be served in 2016/2017 are:

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Projected Number of # Clients</th>
<th>Projected Units (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Care</td>
<td>50</td>
<td>4,500</td>
</tr>
<tr>
<td>Respite Care (In-Home)</td>
<td>10</td>
<td>2,000</td>
</tr>
<tr>
<td>Homemaker</td>
<td>25</td>
<td>1,800</td>
</tr>
<tr>
<td>Totals</td>
<td>85</td>
<td>8,300</td>
</tr>
</tbody>
</table>

Please note that the number of clients and units listed are solely based upon projected numbers. Henry County is under no obligation to purchase services for any number of clients or units listed.

2. Client Population and Eligibility
   a. Any person, age 60 or over, for all services authorized under the Older Americans Act and any such services supported by any other source of State funding; and
   b. Any person, regardless of age, who is identified as having Alzheimer's disease or a related disorder, and the families and caregivers of those persons, for state-funded Alzheimer's respite and day care services.
   c. If funding is not sufficient to serve all eligible consumers requesting services, the Older Americans Act provides for giving preference to specific persons:
      (1) Persons in greatest economic need,
      (2) Persons in greatest social need,
      (3) Persons who are frail, and
      (4) Persons who are at risk of institutionalization.
   d. Additionally, particular attention should be given to low-income minority individuals within these categories.
   e. Service Area – The successful vendor must be able to provide quality services to clients in any area of Henry County.

B. GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS

1. Proposals Submission
   a. These instructions will bind proposers to terms and conditions herein set forth, except as specifically stated otherwise in special contract terms with any individual proposal. These instructions are to be considered an integral part of the proposal.
   b. Proposals may be submitted by mail, common carrier or delivered in person. Fax or electronic proposals are not acceptable. It shall be the duty of each proposer to ensure that their proposal is
delivered within the time and at the place prescribed in this document. Proposals received prior to the time fixed in this proposal document will be securely kept unopened. A date/time stamp will be affixed to the envelope/package immediately upon its arrival to the Purchasing Department. Any proposal received at the office designated in this document after the exact time and date specified, will not be considered. If a late proposal is received via carrier, it will be marked “late proposal” and will not be opened. If a late proposal is hand delivered, it will be returned unopened to the presenter.

c. At the date and time specified for the opening of the proposal, the proposal shall be publicly opened and read aloud for the information of proposers and others present.

d. The proposal must be submitted in a sealed envelope/parcel on or before the date and time stated in this document and is to be mailed or delivered to:

Henry County Purchasing Department
140 Henry Parkway
McDonough, Georgia 30253

RFP # 18-14
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e. The Submittal Checklist must be reviewed and the Proposer is to comply with the order of the submittal of documents. This document along with the cover page (page 1) is to be included with the proposal.

f. The following items are to be submitted:

- One (1) unbound clearly marked “Original,” of the proposal documents
- Six (6) bound complete copies (not to exceed a 1/2” capacity ring binder) identical to the original proposal documents, and
- One (1) electronic version in PDF format on CD/DVD or USB flash drive identical to the original proposal documents. The CD/DVD or USB flash drive should be labeled with the RFP number and proposer’s name.
- If required – One (1) original “Cost Proposal.” The Cost Proposal is to be submitted in a separate sealed envelope and marked “Cost Proposal.”

g. All proposals must be manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the proposal.

h. If descriptive literature is attached to the proposal, your firm’s name must be on all sheets submitted.

i. Each proposal submitted shall be deemed to have been made with full knowledge of all terms, conditions, and requirements contained in this Proposal request. The failure or omission of any proposer to examine any form, instrument or document shall in no way relieve any proposer from obligations in respect to the proposal submittal or the compliance of the terms, conditions and requirements of the proposal.

j. Individual contractors shall provide their Social Security number and proprietorships; partnerships and corporations shall provide their Federal Employer Identification number on page one of this proposal documents and provide a completed W9 form to be submitted with the proposal.

k. The authorized representative whose signature will appear on the proposal submitted certifies that the Proposer has carefully examined the instructions of this proposal and the terms and specifications applicable to and made a part of this proposal. The Proposer further certifies that the prices shown on the Proposal Price Submittal Form is in accordance with the conditions, terms and specifications of the proposal and that any exception taken thereto may disqualify the proposal.

l. Any documentation submitted with or in support of a proposal or proposal shall become subject to public inspection under the Georgia Open Records Act. Labeling such information “Confidential”, “Proprietary”, or in any other manner shall not protect this material from public inspection upon request. All records become subject to public inspection only after award of the contract or purchase order.
2. **Preparation of Proposals**
   a. Negligence or the part of the proposer in preparing the proposal confers no right for withdrawal or modification in any way after the deadline for the proposal opening.
   b. Unit price must be shown on the Proposal Cost Submittal Form in this document. All proposals should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
   c. All product, equipment, article or material must be new and unused or current production. No reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.
   d. Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the proposer's request and expense if items are not destroyed by testing.
   e. Full identification of each item proposal upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the proposer is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term “or equal” if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective proposers are hereby advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the proposal for further consideration. Final determination of equivalency will be determined by Henry County.

3. **Clarification and Communication to County Concerning Proposal**
   a. From time to time, the Purchasing Department may have to release written changes to a solicitation. These formal written changes are called addendum or if multiple, Addenda. **It is the responsibility of the Proposer to ensure that they have all applicable addenda prior to the proposal submission.** Therefore, we encourage all Proposers to frequently review the County’s website: [www.co.henry.ga.us/Departments/M-R/PurchasingDepartment.aspx](http://www.co.henry.ga.us/Departments/M-R/PurchasingDepartment.aspx). All addenda forms must be signed and submitted with the proposal. Failure to respond and acknowledge any addenda, even after the proposal opening, shall result in a non-responsive proposal.
   b. The successful firm’s proposal and all addenda will become a part of the agreement resulting from this document.
   c. Proposers seeking an award of a Henry County contract **shall not** initiate or continue any verbal or written communication regarding a solicitation with any County officer, elected official, employee or other County representative without permission of the Purchasing Department between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business shall be disqualified from consideration for award. EXCEPTION to the above would be emailing request for clarification and/or questions to the Purchasing Department – henrycountyrfp@co.henry.ga.us. (These requests will be answered in an addendum. Please see schedule of events.)

4. **Pre-Proposal Conference**
   The Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in the “Schedule of Events” of this RFP. Unless indicated otherwise, attendance is not mandatory; although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory, then a representative of the supplier must attend the conference in its entirety to be considered eligible for contract award.
5. **Rejection and Withdrawal of Proposals**
   a. Withdrawal of Proposal due to errors, the supplier has up to forty-eight (48) hours to notify the Purchasing Department of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight hour period.
   b. The County will make a recommendation of the proposal to the Board of Commissioners within 60 days from date of the opening, unless the successful Bidder agrees in writing to a longer period for the award.
   c. The County may reject all or part of the proposal within 60 days of proposal opening.

6. **Proposal and Contract Documents**
   a. A proposal executed by an attorney or agent on behalf of the proposer shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the proposer.
      
      **Corporation:** If the Proposer is a corporation, the proposal must be submitted in the name of the Corporation, not simply the corporation’s trade name. In addition, the proposal must be signed by an officer of the corporation.
      
      **Partnership:** If the Proposer is a partnership, all partners must sign the proposal. If all the partners do not sign the proposal, then the names of all those except limited partners must be furnished on the proposal and evidence of the authority of the signer(s) to execute the proposal on behalf of the partnership.
      
      **Limited Liability Company (LLC):** If the Proposer is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.
      
      **Sole Proprietorship or Individual:** If the Proposer is a sole proprietor or individual, a signature is required on all bid documents by that individual.
   
   b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated Agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
   
   c. **Contract Term** – The time period of the agreement, if any is formed from this RFP, will be determined after the review and evaluation of the Time Line Schedules submitted by the successful Consultant.

7. **Exceptions and Omissions**
   Any exceptions to the specifications and/or terms and conditions must be addressed during the question/clarification and addendum phases.

8. **Alterations of Solicitation and Associated Documents**
   Alterations of County documents are strictly prohibited and will result in automatic disqualification of the proposer’s solicitation response. If there are “exceptions” or comments to any of the solicitation requirements or other language, then the proposer may make notes to those areas, but may not materially alter any document language.

9. **Cost Incurred by Vendors**
   All expenses involved with the preparation and submission of the RFP to the Henry County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

10. **Codes, Permits, Fees, Licenses and Law**
a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proposer. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.

b. Effective July 1, 2008: All General Contractors must have a current valid license from the State Licensing Board for Residential and General Contractors, unless specifically exempted from holding such license pursuant to Georgia law, O.C.G.A. Section 43-41-17.

c. State Law regarding Worker Verification requires that all who enter into a contract for the physical performance of services with the County must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the County contractor agrees that in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are in compliance. Such attestation(s) shall be maintained and may be inspected by the County at any time. An affidavit of such compliance included with the proposal, must be signed by the contractor, and will become part of the contract.

11. **Safety**
All vendors and subcontractors performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

12. **Design, Standards and Practices**
Design, strength, quality of materials and workmanship must conform to the industry acceptable standards of engineering practices and/or professional services.

13. **Statement of Warranty**
A Statement of Warranty should include all applicable manufacturers’ warranty and the Contractor’s warranty in regards to equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

14. **Non-collusion**
By submitting a proposal in response to this solicitation, the proposer represents that in the preparation and submission of this proposal, said Proposer did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

15. **Nondiscrimination**
Notwithstanding any other provision of this Agreement, during the performance of this Agreement Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:
a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from
participation in, denied the benefits of, or otherwise be subjected to discrimination;

b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on
the grounds of race, color, religion, sex or national origin shall be excluded from participation in,
or denied the benefits of, such activities, or otherwise be subjected to discrimination.

16. **Drug Free Workplace Certification**

By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code
Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free
Workplace Act”, have been complied with in full. The undersigned further certifies that:

a. A drug-free workplace will be provided for the Contractor’s employees during performance of
the contract; and

b. Each Contractor who hires a subcontractor to work in a drug-free workplace shall secure from
that subcontractor the following written certification:

“As part of the subcontracting agreement with (Contractor’s name), (Subcontractor’s name)
certifies to the Contractor that a drug-free workplace will be provided for the subcontractor’s
employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of
Code Section 50-24-3”.

c. The Contractor further certifies that he will not engage in the unlawful manufacture, sale,
distribution, dispensation, possession, or use of a controlled substance or marijuana during the
performance of the Contract.

d. Contractor may be suspended, terminated, or debarred if it is determined that:

(1) The Contractor has made false certification hereinabove; or

(2) The Contractor has violated such certification by failure to carry out the requirements of
the Official Code of Georgia Section 50-24-3.

17. **Georgia Security and Immigration Compliance Act**

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor
understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia
Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The
Contractor further agrees that such compliance shall be attested by the Contractor and any of his
Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and
become a part of the Agreement between Henry County and the successful Contractor.

18. **Systematic Alien Verification for Entitlements (SAVE) Program**

Since a contract has been deemed a “public benefit,” the contractor or other party to the contract must be
run through the federal Systematic Alien Verification for Entitlements (SAVE) Program. This program
requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits.
The contractor must execute a SAVE affidavit attesting that either he or she is a U.S. citizen or legally
qualified to receive the benefit. If the contractor is not a U.S. citizen, then the local government has to
run that contractor through the SAVE system. Only non-U.S. citizens can be processed through the SAVE
program.

19. **Supplier Inclusion Program**

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business
enterprises are encouraged to participate in the solicitation process. Please see the Supplier Inclusion
Program form for a description of each of these type businesses.

20. **Delivery and F.O.B. Destination**

a. All prices shall include shipping and delivery cost to our destination; F.O.B., Henry County,
Georgia, unless otherwise requested. The proposer shall handle all material procurement, storage
and delivery to project site. Unless otherwise specified in this specification, proposer shall supply all materials required. The County will grant no allowance for boxing, crating or delivery unless specifically provided for in this proposal. The proposer shall retain title for the risk of transportation, including the filing for loss or damages.

b. The County desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

21. Discounts
Cash discounts for early payment (i.e. 2%-10) or Net 30 terms should be shown separately, even if terms are Net.

22. County’s Tax Exemption
Henry County is exempt from Federal Excise Tax or Georgia Sales Tax with regard to goods and services purchased directly by Henry County. Exemption certificates furnished upon request.

23. Award of Contract
a. Henry County desires to complete the award process in a timely manner. Henry County reserves the right to reject or accept any or all proposals, whole or any part hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the County with price and other factors considered. Henry County may elect to waive any technicalities. The proposal will be awarded to the lowest responsive, responsible or highest scored proposer(s), if awarded. The proposal specifications and results will be available on the County’s website: www.co.henry.ga.us/Departments/M-R/PurchasingDepartment.aspx.

b. Henry County reserves the right to reject any proposal if the evidence submitted by or investigation of, the proposer fails to satisfy the County that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on their proposal, an award may be made to the next low responsive and responsible proposer.

Responsibility - The determination of the proposer’s responsibility will be made by the County based on whether the proposer meets the following minimum standard requirements:

- Maintains a physical location presence and permanent place of business.
- Has the appropriate and adequate technical experience required.
- Has adequate personnel and equipment to perform the work expeditiously
- Able to comply with the required or proposed delivery and installation schedule.
- Has a satisfactory record of performance.
- The ability of proposer to provide future maintenance and service for the use of the contract under consideration.
- Has adequate financial means to meet obligations incidental to the work.
- Such other factors as appear to be pertinent to either the proposal or the contract.

Responsiveness - The determination of the proposer’s responsiveness will be made by the County based on a consideration of whether the proposer has submitted complete proposal documents meeting proposal requirements without irregularities, excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

c. Henry County is subject to making records available for disclosure after the Board of Commissioners approval of the recommendation. The award shall be made by the Board of Commissioners of Henry County unless the lowest, qualified bid is less than the Board of Commissioners’ approval limit. No claim shall be made by the selected Consultant for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than
the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated for the proposal project.

24. Local Vendor Privilege
   a. There is established in Henry County, a local vendor privilege. Bids or proposals awarded to local vendors contribute to the local tax base and will therefore be given special consideration when bidding against out-of-jurisdiction (out-of-county) vendors. Bids or proposals received from local vendors will be given preference if such bid or proposal is responsive and within five (5) percent of the low bid submitted by any out-of-county bidder. In such instance, the local vendor will be given the opportunity to match the low bid offered by the out-of-county vendor. If such local vendor agrees to match the low bid received from the out-of-county vendor within the time specified by the county, the bid shall be awarded to the local vendor.
   b. A local vendor shall only be eligible to receive the benefit of this privilege if it meets each of the following requirements prior to any award of a contract or purchase:
      (1) The business or supplier must operate and maintain a regular place of business within the geographical boundaries of Henry County; and
      (2) The business or supplier must have a current occupational tax certificate; and
      (3) The business or supplier must have paid all real and personal taxes owed the county; and
      (4) The business or supplier must certify its compliance with the Georgia Security and Immigration Act.
   c. This policy shall not apply to any bid or proposal for material, equipment or services in excess of one hundred thousand dollars ($100,000.00). In such cases, the bid award shall be subject to the competitive bidding requirements as otherwise provided herein or general law.

25. County Direction of Project Site and Monitoring of Work
   a. The Contractor may have a Project Coordinator, but the project site shall remain under the control of Henry County. The Contractor shall provide and make available an appointee to Henry County for project coordination and supervision of Proposer installation personnel. Coordination consist of meeting with the Henry County representatives to review the project; on site walk throughout of installation area(s) before the installation begins; review installation procedures; review installation progress and to handle any problems during installation until project completion.
   b. The successful Proposer will promptly correct all work rejected by the County as faulty, defective, or failing to conform to the Minimum Specifications and/or to consensus standards adopted by both government and industry governing the repairs, whether observed before or after substantial completion of the work, and whether or not fabricated, installed, or completed. The successful Proposer will bear all costs of correcting such rejected work.
   c. The Contractor shall insure all trash generated by work performed shall be removed from the site and properly disposed as each work operation is completed in a given area. Additionally, the Contractor shall ensure all disturbances to the area where the Contractor performed work are restored to the same condition prior to start of the project. If an inspection reveals that the Contractor fails to clean up after work has been performed. The County will notify the Contractor of the discrepancy and the Contractor will have twenty-four (24) hours to make the correction. Should the Contractor still fails to clean the area, the County reserves the right to make other arrangements to have the area cleaned and the County shall deduct the cost from the Contractor’s invoice.
   d. No one except authorized employees of the Contractor is allowed on the premises of Henry County facilities. Contractor employees are not to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.
   e. All information disclosed by Henry County to the successful Contractor for the purpose of the work to be done or information that comes to the attention of the successful Contractor during the course of performing such work is to be kept strictly confidential.
26. **Indemnification**
   a. The vendor that is selected as the contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless Henry County and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that Henry County and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.
   b. The contractor’s indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor.

27. **Controlling Law, Venue**
   Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Henry County, Georgia. This Agreement shall be governed by the applicable laws of the County of Henry and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its interpretations, or its performance shall be litigated only in the County of Henry Judicial Courts.

28. **Contractor as Independent Contractor**
   In conducting its business hereunder, Contractor acts as an independent contractor and not as an employee or agent of County. The selection, retention, assignment, direction and payment of Contractor’s employees shall be the sole responsibility of Contractor.

29. **Assignment**
   The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of Henry County.

30. **Performance of Contract**
   a. Henry County reserves the right to enforce the Contractor’s performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer’s performance.
   b. The successful Contractor shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
   c. The Contractor accepts the relationship of trust and confidence established by the award of this proposal solicitation. The Contractor covenants with the County to utilize the Contractor’s best skill, efforts and judgment in furthering the interest of the County; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the County.
   d. All purchases for goods or services are subject to the availability of funds for this particular purpose.
31. Default and Termination
   a. Termination by Contractor
      The agreement resulting from this proposal shall be subject to termination by Contractor in the event of any one or more of the following events: The default by County in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of County to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Contractor to remedy the same.
   b. Termination by County
      The agreement resulting from this proposal shall be subject to termination by the County at any time in the opinion of the County; the contractor fails to carry out the contract provisions of any one or more of the following events:
      (1) The default by Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Contractor to remedy, or undertake to remedy with sufficient forces and to the County’s reasonable satisfaction, the County shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Contractor fails to remedy such conditions within thirty (30) days to the satisfaction of the County, the County may exercise their option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the County.
      (2) Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Contractor and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
      (3) Contractors’ failure to conduct services according to the approved proposal specifications.
      (4) Contractors’ failure to keep, perform, or observe any other term or condition of this Agreement.
      (5) Contractor’s performance of the contract is unreasonably delayed.
      (6) Should the successful Proposer fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions, specifications and any other requirements contained herein are not met, the County reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.
      (7) The Contractor agrees by its proposal submission that the County’s decision is final and valid.
   c. Force Majeure
      Neither party shall be held to be in breach of the Agreement resulting from this proposal, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such inability with all reasonable dispatch.
   d. Waiver
      The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.
32. **Invoices**

Invoices and/or statements should not be faxed but originals must be mailed directly to:

   Henry County Board of Commissioners
   Finance Department
   P.O. Box 140 Henry Parkway
   McDonough, GA 30253

The following information must appear on all invoices submitted:

- Name and address of successful proposer;
- Detailed breakdown of all charges for the services or products delivered stating any applicable period of time;
- Henry County’s Purchase Order Number and Proposal Package number;
- Invoices shall be based upon actual services rendered, actual work performance and/or products delivered.

33. **Payment**

Payment shall be tendered to the successful Proposer upon acceptance and approval by the County for satisfactory compliance with the general terms, conditions and specifications of the proposal; by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted; and receipt of a valid invoice.
A. MINIMUM QUALIFICATIONS
Proposers must provide details on qualifications as outlined in Section II, Proposal Format; however, specific minimum qualifications are as follows:

1. As of the release of this RFP, proposers must be currently providing home care services with their own employees to a minimum of fifty (50) clients for a minimum of one (1) year in the State of Georgia.

2. Providers of in-home services must demonstrate compliance with all applicable licensure requirements for private home care providers under the Rules and Regulations of the State of Georgia as found at §290-5-54.

3. Provider must coordinate staff work schedules to ensure that adequate staff is available to provide weekly service for approved personal care, respite care, and homemaker services when requested by Henry County Senior Services clients in any area of Henry County.

4. Proposed rates for this RFP cannot exceed bidder’s current advertised rates. Proposers must submit their most recent cost per unit, as defined herein. Bidder shall submit a copy of company brochures or literature to support proposed rates.

5. Provider must ensure that all staff providing proposed services are trained, experienced and that personal care, respite care, and homemaker services shall only be provided by Certified Nursing Assistants (CNAs).

6. Provider must agree to bill the County within ten (10) business days of service. Invoices not received within ten (10) business days will be considered a material breach of contract and will entitle the County to consider termination of the contract. Further, any invoice not billed within 30 days of service constitutes a waiver of claims and the County shall be released from obligation.

7. Provider must agree to release any and all claims against Henry County, its departments, officials, and employees, whether in personal injury, damages, or any other losses that may arise from the provision of services to clients through the IHSP.

B. PROGRAM DESIGN/SCOPE OF WORK

1. The intent of the Senior Services In-Home Services Program is to enable eligible recipients to become or remain self-sufficient through community or home-based services. Trained personnel perform simple personal care, respite care, and homemaker tasks that will enable recipients to remain in their own homes.

2. It must be safe for a client to remain in the home in order for them to be served through this program. Services will not be provided to persons who are receiving services from other social services or a home health agency, which would duplicate services. Services will not be provided to persons whose maintenance and care needs cannot be met adequately by the agency in the clients’ places of residence.

3. The successful proposer’s administrative staff must be available by telephone during routine office hours, Monday through Friday, 8:00 AM to 5:00 PM, and through a designated after hour’s emergency telephone line, excluding Henry County recognized holidays. Henry County Senior Services must be provided with a list containing names, titles, addresses, telephone numbers and email addresses of all pertinent staff.
C. SERVICE DELIVERY PROCEDURES

1. Clients are assessed by the Henry County Senior Services Department for final approval to receive personal care, respite care, and homemaker services. Henry County Senior Services shall be responsible for determining eligibility of clients and the type and amount of services needed. No client may be removed from service unless coordinated and approved by the Henry County Senior Services Department. Only services included in the following definitions may be performed:

   a. Personal Care
      Assistance with personal care tasks, to include assistance with:
      Walking;
      Eating;
      Dressing;
      Bathing;
      Toileting;
      Transferring in/out of bed or chair;
      Changing soiled bed linens and tidying up personal bed & bathroom areas.

   b. Respite Care
      Assistance for the frail older person, or adult with dementing illness who are not able to perform regular activities of daily living, and their caregivers. Provides respite care intermittently and as a temporary substitute for the care and supervision of the older person in their residence on behalf of and in the absence of the primary caregiver for the purpose of providing relief for the caregiver. This service may include the duties associated with personal care as well.

   c. Homemaker
      Assistance with homemaker care is to include;
      Cleaning
      Vacuuming
      Sweeping
      Mopping
      Changing linens/making beds
      Dusting
      Laundry

2. Henry County Senior Services will provide clients with the name and contact information of the provider.

3. Henry County Senior Services will send the provider a service agreement form, via electronic mail, which verifies the approved service(s) and service hours for each client.

4. Clients will call the provider to schedule the approved service. Clients may schedule service as often as they need it, but only up to the number of approved visits.

5. In response to client calls, the provider must be able to respond; schedule any required intake procedures and agree on the dates and times that service will be provided to the client.

6. Provider shall adhere to the agreed upon schedule. If for any valid reason a worker is not available for the scheduled visit, the client must be notified.

7. Provider must notify the Henry County Senior Services Department when client visits are missed.

8. Once the client agrees to a service schedule, the client should adhere to it. If the client needs to cancel
service, a twelve (2) hour notice must be given otherwise the client is subject to be billed by the provider.

9. Provider must inform their staff that the only service that may be provided to the client are those specified on the care plan. Any service requested outside of the service outlined on the care plan is not permitted. The provider must have a process in place to affirm the approved service through their workers’ supervisor, and if needed, the Henry County Senior Services Department.

10. Provider must notify the Henry County Senior Services Department immediately if there are any changes in a client’s condition or living situation.

11. Periodic supervisory visits to the client’s residence should commence from start date of initial service and then, as indicated, by any changes in the client’s condition. The first visit must be made within the last 6 months of the start of service. Appropriate supervisory staff will make visits to each client’s residence in accordance with time frames by State licensure requirements or other DAS requirements (located in MAN 5600, Section 3015) starting from the date of initial assessment, or as the level or care requires to ensure that the client’s and/or caregiver’s needs are met. Copy of the supervisory visit findings must be provided within 5 days to Henry County Senior Services.

12. Provider shall supply Daily Service Logs or Time Sheets that must be signed by the client and the worker verifying the time spent in the home, detailing the service provided.

13. Provider must provide a weekly and monthly report to the Henry County Senior Services Department detailing all services provided to clients during the specified time frame. The weekly report shall be due every Monday and the monthly report shall be due by the third business day of every month.

D. RECORD KEEPING

1. Client Records
Client records must be maintained in the provider's central administration office. Provider must maintain a separate file on each client, either in paper or electronic format, containing all pertinent written records and forms. The file shall, at a minimum, contain the following:

a. Identifying information including name, address, telephone number, and responsible party, if any.

b. The names, addresses, and telephone numbers of each client's emergency contact and personal physicians, if any.

c. Current service agreement. All clients must have a current service agreement on file that is renewed and updated annually by a case manager.

d. Current care plan. All clients must have a current care plan on file and renewed and updated annually by a case manager.

e. Nurse’s Assessment, clinical and/or progress notes.

f. Proof that periodic supervisory visit to the client’s residence was made.

g. Any material reports from or about the client that relate to the care being provided to the client, including items such as progress notes and problems reported by employees of the proposer, communications from both personal physicians or other health care providers, communication
with family members or responsible parties, communication with Case Managers, or similar items.

2. **Service Logs**
   Daily Service Logs for each client are required to document the time spent. Every time a client is serviced, the log must be completed listing the type of service performed and the amount of time spent. Service logs must be signed by the employee performing the service, the supervisor and the client in order for the County to issue payment. Each log shall include an area for the employee to record comments or observances, as well as any reason for no service. A minimum of twelve (12) hours notice by the client must be given for cancellation of a visit; otherwise the client will be billed for the visit.

3. **Billing**
   a. Invoices and/or statements should not be faxed but originals must be mailed directly to:
      Henry County Board of Commissioners
      Senior Services
      1050 Florence McGarity Blvd.
      McDonough, GA 30252
   b. Invoices must be pre-printed with company name, address/letterhead, and assigned a unique, preprinted invoice number. Any invoice that has been overwritten or is otherwise altered in any way will be rejected by Henry County Senior Services.
   c. Invoices must list the clients names separately by date and include the type of service provided (Personal Care and/or Respite Care) and the units of each service provided with the associated charges. Vendor shall send the Service Log attached to the invoice. Service logs and invoices must match.
   d. The successful bidder waives any and all claims for loss of anticipated profits and other damages arising out of reductions to the projected units of services required by Henry County Senior Services hereunder. In addition, Henry County Senior Services will execute a contract only to the extent of funding appropriations. Henry County Senior Services shall not incur any liability beyond monies duly appropriated and available funds for the purpose and scope of work outlined in this Request for Proposal.

E. **MONITORING AND PLANS OF CORRECTION**

1. Henry County Senior Services and/or ARC shall conduct periodic on-site announced and unannounced inspections. Award and acceptance of this contract constitutes consent by the bidder for Henry County Senior Services representatives to enter their premises (administrative offices) for the purpose of conducting inspections during regular business hours.

2. **Henry County Senior Services and/or ARC representatives shall be allowed reasonable and meaningful access to the premises, all records relevant to the contract, and all staff. The provider shall assist and cooperate to have meaningful access to clients who consent to be interviewed by Henry County Senior Services in connection with any contract activity.**

3. Provider must follow the Atlanta Regional Commission/AAA and DAS monitoring procedures that are found in the Monitoring Review Guide. A copy of the Monitoring Review Guide will be provided to the
successful proposer.

4. The provider’s staff shall cooperate with any inspection conducted by Henry County Senior Services and/or ARC and provide without unreasonable delay any document which Henry County Senior Services requests and is entitled to.

5. As a result of a monitoring inspection and if violations of this contract are cited, the provider will be given a written report which identifies the contract standard violated. The provider must submit a written plan of correction or improvement in response to the report of the violations cited. The bidder may provide any explanation or dispute the findings of violations in the written plan of correction so long as an acceptable plan of correction is submitted within ten (10) days of the receipt of the written monitoring report.

6. Henry County Senior Services may terminate this contract at any time by giving written notice to the contractor of such termination and specifying the effective date thereof, at least thirty days before the effective date of such termination. In that event, all information and material produced or collected under the contract and/or used in the performance of the scope of services shall at the option of Henry County Senior Services, become its property. If the contract is terminated by Henry County Senior Services as provided in this paragraph, the contractor will be reimbursed for the otherwise allowable actual expenses incurred by the contractor up to and including the effective date of such termination.

F. DEFINITION OF A UNIT OF SERVICE

1. One unit of service = one (1) hour of service. Clients may be authorized for personal care with a minimum of two (2) hours, two (2) times per week (up to four (4) hours per week total), respite care with a minimum of two (2) hours, two (2) times per week (up to five (5) hours per week total) and homemaker services (up to 2 hours per week). Some clients may have more than one service as determined by the Henry County Senior Services Case Manager. Any change (increase or decrease) must be made by the Case Manager, not the provider.

2. Days and Hours of Service
Service is typically provided five (5) days a week (Monday through Friday) between 8:00 am and 5:00 pm. However, weekends and evenings may be arranged as needed by a client depending on agency’s ability to provide and as long as contracted hours of service are not exceeded. If a client’s service day falls on a holiday, the client must receive services the last working day before or the next working day after the scheduled holiday. Any substitutions of service days made by the contractor require that the client be notified of the cancellation and the substitution date. Workers shall not show up at a client’s home unannounced.

G. CONTRACT TERMS
The initial contract term shall be one (1) year from the date of execution. The contract may be renewed for four (4) additional one (1) year periods. Renewal of the contract, if applicable, into the second or third year will be made sixty (60) days prior to the expiration date. If needed, the annual contract will be extended 90 days or for such period beyond the contract expiration date as it may be necessary to afford the County a continuous supply of the item(s). Should the bidder or the County not desire to renew the contract, new bids will be solicited for the purpose of establishing a new contract.

H. INSURANCE REQUIREMENTS
General insurance requirements shall be applicable to the Contractor and any authorized subcontractor. Insurance requirements shall be based on conditions in place as of the date of the Contract’s execution. Insurance companies must be licensed by the Georgia Department of Insurance and the Georgia Secretary
of State to do business in the State of Georgia. The County reserves the right to require adjustments in the level of coverage or waive any or all requirements based on information pertinent to this Contract.

The following requirements shall also be applicable to the Contractor:

a. Evidence of insurance must be provided to the Purchasing Department, 140 Henry Parkway, McDonough, Ga. 30253, within five days of execution of this contract and prior to commencing operations under this Contract;

   The certificate holder is to be issued to:
   
   Henry County Board of Commissioners
   
   Henry County, Georgia
   
   but delivered to:
   
   Henry County Purchasing Department
   
   140 Henry Parkway
   
   McDonough, Georgia 30253

   The Bid Package number and project name should be referenced in the description of operations. The certificates may be faxed to the Purchasing Department at 770-288-6027.

b. Any change in coverage or insurance carrier must be reported to the County’s Purchasing Office in writing within five business days of the change.

c. Failure of any Contractor to procure and maintain the required insurance shall not relieve the Contractor of any liability under the Contract, nor shall these requirements be construed to conflict with the obligation of the Contractor concerning indemnification;

d. Any and all insurance required by this Contract shall be maintained during the entire term of this Contract;

e. The County shall, without exception, be given no less than thirty (30) days notice prior to cancellation for any and all reasons other than non-payment of premium; and

f. The County shall, without exception, be given immediate notification in the event of cancellation for reasons of non-payment of premium.

g. The Contractor shall procure and maintain insurance coverage in the following particulars:

   **Workers Compensation Insurance**

   In the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers compensation stating that the Contractor qualifies to pay its own workers compensation claims.) In addition, the Contractor shall require that all subcontractors occupying the premises or performing the work under the contract to obtain an insurance certificate showing proof of Worker Compensation Coverage with the following minimum coverage:

   Georgia Statutory including Employers Liability
   
   Bodily injury by Accident – each employee $100,000
   Bodily injury by Disease - each Employee $100,000
   Bodily injury by Disease – policy limit $500,000

   **Commercial General Liability**
   
   Each Occurrence Limit $1,000,000
   Personal and Advertising Injury Limit $1,000,000
   General Aggregate Limit $2,000,000
   Products/Completed Operations Aggregate Limit $2,000,000

   **Automobile Liability**
   
   Combined Single Limit $1,000,000

   **Professional Liability**
   
   $3,000,000
SECTION III - PROPOSAL FORMAT

A. TECHNICAL PROPOSAL

1. Experience of Firm
State the number of years the company has provided private home care/personal care services to senior citizens who would otherwise be unable to care adequately for themselves because of difficulty with certain instrumental activities of daily living. List all service agreements and/or contracts that demonstrate qualifications to perform the work proposed. Include, at a minimum, the following information:

   a. Name of Company/Agency
   b. Type of service provided
   c. State License
   d. Accreditations
   e. Size of agency (personnel and number of clients served in the last twelve (12) months)
   f. Capacity to deliver service as outlined in RFP

2. Financial Capacity
Provide a brief financial history that proves the organization has financial capability and capacity to deliver the services for which the organization is applying. List any other grants that bidder has administered during the past five (5) years. Provide a copy of the last completed audit and most recent financial statement. Financial statement shall include an income statement and balance sheet. All organizations must demonstrate financial stability, fiscal control and compliance with Generally Accepted Accounting Principles.

3. Facilities/Administrative Office(s)
Fully describe the administrative facility to be used in connection with this contract.

4. References
Provide a minimum of two (2) references where In-Home Services, similar in scope and complexity, have been provided. One (1) reference should be from a client where publicly funded home care services were provided, if possible. (e.g., Medicaid services, community care program services, Medicare, etc.)

5. Composition/Experience of Staff to Be Assigned to Project
For each of the proposed individuals to be assigned to this project (management and supervisory personnel), provide a detailed resume indicating, at a minimum, the individual’s name, current and proposed duties, and years of relevant experience. Management must appoint an administrator who shall be responsible for the execution of this contract. Additionally, provider must provide a current organizational chart and will be responsible for updating said chart within thirty (30) days of any significant change to provider’s organization. Henry County encourages the successful proposer to provide employment opportunities to the staff that are currently employed for this program.

6. Implementation Plan
Provide a comprehensive detailed plan showing how all start-up and on-going tasks will be completed if your agency is awarded the contract including initial training, etc.

7. Service Management Plan
Provide a comprehensive detailed staff assignment procedure and plan showing staffing responsibilities. It will be the bidder’s responsibility to assure adequate staffing to satisfy Henry County Senior Services referrals within five (5) working days. Discuss how proponent will maintain qualified staff (including...
contractual arrangements), organizational structure, management training programs and written policies and procedures. Show all job categories including proposed number of employees in each category. Provide a detailed summary of the bidder’s infection control program which must include a plan to insure compliance with occupational safety and health administration requirements (OSHA) and state regulations for home care providers. Include a sample of all forms to be used. Ensure that the following are included in the Service Management Plan:

a. Management
b. Record Keeping
c. Service plan development
d. Documentation
   (1) Client’s status/progress
   (2) Employee performance by tasks
   (3) Communications and reports relating to client care
   (4) Employee performance and competency
   (5) Written Employee Code of Ethics (given to clients and staff) prohibiting the following:
      (a) Consumption of clients’ food or drink, except for water.
      (b) Use of client’s telephones for personal calls.
      (c) Discussion of one’s own or others’ personal problems, religious or political beliefs with the client.
      (d) Bringing other persons, including children, not involved in providing care to the client’s home.
      (e) Solicitation or acceptance of tips, gifts, or loans in the form of money or goods for personal gain from caregivers/clients.
      (f) Consumption of alcoholic beverages, or use of medicines or drugs for any purpose, other than as ordered or prescribed for medical treatment, in the clients’ homes or prior to being in the home.
      (g) Smoking in client’s home.
      (h) Breach of the client/caregiver privacy or confidentiality of information and records.
      (i) Purchase of any item from the client or family even at a fair market value.
      (j) Assuming control of the financial or personal affairs, or both, of the client or his/her estate, including accepting power of attorney or guardianship.
      (k) Taking anything from the client’s home.
      (l) Committing any act of abuse, neglect or exploitation.

(6) Employee IDs
(7) Evaluations
(8) Client rights, responsibilities and complaints

8. Safety and Training
Provide a detailed complete plan covering the following:
a. Criteria for hiring certified nursing aides
b. Orientation and ongoing training
c. Maintenance of personnel records
d. Health screenings and testing
e. Reports of complaints, incidents
f. Client’s rights, responsibilities
g. Confidentiality/HIPAA compliance

9. Quality Assurance Plan
Provide a comprehensive, detailed plan that describes methods for monitoring and evaluating the quality of service delivery, customer and staff satisfaction. Briefly describe any performance audits, monitoring of programs, or program certifications or awards that the organization has received which verify the
organization's ability to provide quality services.

10. **Technology and Ability to Meet Reporting Requirements**
Describe bidder's capacity for and use of technology in the administration and delivery of services, staff time cards or accountability, required client report spreadsheets and client billing with cost share factor. Detail bidder's plan for maintaining adequate stock including up-to-date hardware, software and related data services. Detail person(s) responsible for data validation, data entry and reporting.

11. **Certification and Forms**
Any appropriate certifications and forms shall accompany your response. Please provide all other documents and forms not included in the above sections.

B. **COST PROPOSAL**
The Cost Proposal is to be submitted with the “Original” in a separate sealed envelope and marked “Cost Proposal”. All fees should reflect total costs to the County for the services required. The cost will be negotiated to available budget with the highest scored firm, and if successful negotiations do not occur, the County reserves the right to negotiate price with the next highest scored firm.
SECTION IV - EVALUATION AND SELECTION CRITERIA

Henry County’s selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the County’s staff.

The Proposer’s submittal must fully address the requirements listed in this solicitation and the Firm’s degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the County’s intention to select a firm which is the most qualified to meet the County’s needs. The award shall be based on but not limited to the following factors:

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<thead>
<tr>
<th>RFP EVALUATION CRITERIA</th>
<th>Scoring Value Maximum Points</th>
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<tbody>
<tr>
<td>Firm’s Qualifications, Experience and References</td>
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<tr>
<td>• Qualifications of the firm including past performance, experience, and service capabilities.</td>
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<td>• Proof of financial capability and capacity to deliver services</td>
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<td>• Description of the administrative facility to be used</td>
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<td>• References for related work including client name, mailing address, contact name and phone number, email address, and a description of the services provided</td>
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<td>Experience and Availability of Key/Assigned Staff</td>
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<td>• List of proposed personnel to be specifically assigned to this project, including their qualifications, overall experience on projects of similar scope, and résumés.</td>
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<td>• Provided a current organizational chart.</td>
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<td>Approach to Program Implementation and Management</td>
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</tr>
<tr>
<td>• Quality of proposal that indicates clear understanding of scope of work</td>
<td></td>
</tr>
<tr>
<td>• Provided a detailed plan showing how all start-up and on-going tasks will be completed</td>
<td></td>
</tr>
<tr>
<td>• Provided a detailed staff assignment procedure and plan showing staffing responsibilities along with safety and training</td>
<td></td>
</tr>
<tr>
<td>• Provided a plan describing methods of providing quality assurance</td>
<td></td>
</tr>
<tr>
<td>Cost Proposal</td>
<td>15</td>
</tr>
<tr>
<td>Fees for services per hour using projected number of clients and units</td>
<td></td>
</tr>
</tbody>
</table>

MAXIMUM SCORING POINTS TOTAL: 100

Oral Presentation and Product Demonstration - At its sole discretion, the Evaluation Committee made up of County employees may require an interview/presentation before the final selection and award to a Firm. Submission of material and information during an interview/presentation could add up to 15 additional points to the total score of the Firm.

The Scoring Formula for the above Scoring Value Maximum Points is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scoring Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>.75 - 1.00</td>
</tr>
<tr>
<td>Good</td>
<td>.50 - .74</td>
</tr>
<tr>
<td>Fair</td>
<td>.25 - .49</td>
</tr>
<tr>
<td>Poor</td>
<td>0 - .24</td>
</tr>
</tbody>
</table>

Multiply scoring formula by possible scoring value maximum point allotment. Example: If you score a firm .6 (Good) on Firm’s Qualifications, Experience and References and multiply .60 x 30 (maximum scoring points), this would equal to 18 points.
SPECIAL NOTE - the Proposal Cost will be evaluated as follows:

- Low Conforming Proposal 25 points
- Proposals within 5% of Low Proposal 20 points
- Proposals within 7% of Low Proposal 15 points
- All Others 10 points

Best and Final Offer Process represents an optional step in the selection process and may be used when:

a. No single response addresses all the specifications.
b. The cost submitted by all proposers is too high.
c. The scores of two (2) or more proposers are very close after the evaluation process.
d. All proposers submitted responses that are deficient in one or more area.

Henry County reserves the right to remove the high score and the low score for each offer if deemed necessary.

The County reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the County reserves the right to negotiate with the second highest ranked Contractor. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.
# Henry County Board of Commissioners
## Standard Contract Form

<table>
<thead>
<tr>
<th>Solicitation Title</th>
<th>Solicitation Number</th>
<th>Contract Number</th>
</tr>
</thead>
</table>

1. This Contract is entered into between the Henry County Board of Commissioners and the Contractor named below:

<table>
<thead>
<tr>
<th>Henry County Board of Commissioners</th>
<th>(hereafter called County)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor's Name</td>
<td>(hereafter called Contractor)</td>
</tr>
</tbody>
</table>

2. Contract to Begin: | Date of Completion: | Renewals: |
|---------------------|---------------------|-----------|

3. Lump Sum Amount of this Contract (if applicable) | Fee Represented as a Percentage Of Designated Cost (if applicable) | Revenue Represented as a Percentage of a Designated Lump Sum or Income Stream (if applicable): | Annual Contract Price Agreement (if applicable): |

4. The parties agree to comply with the terms and conditions of the following documents which are by this reference made a part of the Contract:

   1. All Terms, Conditions and Statements of Work Included in Solicitation and Addendum (referenced above)
   2. Bid or Proposal Submitted by Contractor along with Contractor's Final Response
   3. Fee/Cost Submitted by Contractor
   4. All Other Documentation Required in Solicitation

IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.

5. **Contractor**

   Contractor's Name (if other than an individual, state whether a corporation, partnership, etc.) | Federal Identification No.

   By (Authorized Signature) | Date Signed

   Printed Name and Title of Person Signing

   Address

   Telephone Number | E-mail Address

6. **Henry County Board of Commissioners**

   Chair or Designee

   By (Authorized Signature) | Date Signed

   Printed Name and Title of Person Signing

   **June Wood, Chair**

   Address

   140 Henry Parkway, McDonough, Georgia 30253
BID AUTHORIZATION AFFIDAVIT

STATE OF GEORGIA
COUNTY OF HENRY

BEFORE ME, the undersigned authority a Notary Public in and for the State of __________________, on this day personally appeared ____________________________ who, after having first been duly sworn, upon oath did depose and say; that the forgoing bid submitted by ____________________________ hereafter called “Bidder” is duly authorized agent of said company and that the person signing said bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this Agreement, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish the articles and/or services listed and offered in this document at the prices and terms stated, subject to the conditions and specifications of this Request for Bid.

Bidder Information:

(Company) ___________________________________ (Signature) ___________________________________

(Address) ___________________________________ (Printed Name) _________________________________

(City, State, Zip) _______________________________ (Title) _______________________________________

SWORN TO AND SUBSCRIBED BEFORE ME THIS _______ day of _________________________ 20____

_________________________________________________________________________________________

Notary Public in and for the State of __________________________

(Seal)

(FAILURE TO SIGN THIS SECTION SHALL DISQUALIFY YOUR RESPONSE)
NON-CONFLICT OF INTEREST

By submitting an offer in response to this solicitation, the Firm represents that in the preparation and submission of this proposal, said Firm did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 - 68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

________________________________________ (Officer of Firm) certifies that to the best of our knowledge, no circumstances exist which shall cause a conflict of interest in performing services for Henry County, and that no company or person other than bona fide employees working solely for our firm has been employed or retained to solicit or secure an agreement resulting from this request for proposal.

Signature:____________________________________________________________________

Print Name:__________________________________________________________________

Title: ______________________________________________________________________

Firm Address:________________________________________________________________

RFP #18-14, Senior Services' In-Home Services Program

Page 27 of 33
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Henry County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

________________________________________
Federal Work Authorization/E-Verify User Identification Number

________________________________________
Date of Authorization

________________________________________
Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on ____, __, 20__ in ____ (city), _____ (state).

________________________________________
Signature of Authorized Officer or Agent

________________________________________
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF ________________, 20__.

________________________________________
NOTARY PUBLIC

My Commission Expires:

________________________________________
SAVE AFFIDAVIT

REQUIRED FOR LOCAL GOVERNMENT THAT MUST BE EXECUTED BY ANYONE ENTERING INTO A CONTRACT WITH A LOCAL GOVERNMENT

STATE OF GEORGIA
HENRY COUNTY

By executing this affidavit under oath, as an applicant for a Henry County, Georgia contract as referenced in O.C.G.A. § 50-36-1 and the August 1, 2010, “Report of the Attorney General on Public Benefits,” I am stating the following with respect to my ability to enter into a contract with Henry County:

[Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity]

As a representative of:

(Name of the business, corporation, partnership, or other private entity)

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

This ___ day of ________________, 20__.

Signature of Applicant: __________________________________________

Printed Name: ________________________________________________

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF ____________, 20__

Notary Public
My Commission Expires:

*Note: O.C.G.A. § 50-36-1(c)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of “alien,” legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below: Alien Registration number for non-citizens: *_________________________________
SUPPLIER INCLUSION PROGRAM

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. In order to give recognition to these type of business classification, please check all which apply:

☐ Small Business
Small businesses are defined by size standards and can be found in Title 13 of the Code of Federal Regulations (CFR), Part 121, and are broken down by the different categories of business enterprises.

☐ Local Vendor
Local vendors, as defined in the Henry First Initiative, must operate and maintain a regular place of business within the geographical boundaries of Henry County, must have a current occupational tax certificate, must have paid all real and personal taxes owed the County and must certify its compliance with the Georgia Security and Immigration Act.

☐ Veteran-Owned Business
A veteran-owned business is a business in which a veteran owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company. Title 38 of the Code of Federal Regulations defines a veteran as "a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable." This definition explains that any individual that completed a service for any branch of armed forces classifies as a veteran as long as they were not dishonorably discharged.

☐ DBE Business
DBE businesses, as defined by the Georgia Department of Administrative Services, shall be certified by the Georgia Department of Transportation and shall consist of five (5) minority groups:

☐ Asian American
☐ Native American
☐ African American
☐ Hispanic/Latino
☐ Pacific Islander.

☐ Female Owned Business
A female-owned business is a business in which a female owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company.

_____________________________   ______________________________
Company’s Name                              Date

_____________________________   ______________________________
Authorized Representative’s Name (Print or Type)  Authorized Representative’s Signature
RFP 18-14
Senior Services’ In-Home Services Program
COST PROPOSAL

(Note: Proposer must sign and submit their cost proposal in a separate sealed enveloped marked as “Cost Proposal.”)

Complete the following based on the projected number of clients and units to be served in 2017/2018. Service units are projections based on current grant funding levels and cannot be guaranteed.

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Projected Units (Hours)</th>
<th>Price per Hour</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Care</td>
<td>4,500</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Respite Care (In-Home)</td>
<td>2,000</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Homemaker</td>
<td>1,800</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
<td></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

__________________________  _________________________
Company’s Name             Date

__________________________  _________________________
Authorized Representative’s Name (Print or Type)  Authorized Representative’s Signature
CHECKLIST FOR RFP DOCUMENTS

Failure to include all required documents will result in proposal being removed for consideration for award.

DOCUMENTATION DESCRIPTION

Any Required Documents cited in RFP Specifications
W-9

Forms:
Solicitation Form (Page 1 of this Document)
Addendum Cover Sheet(s) (If applicable.)
Bid Authorization Affidavit
Non-Conflict of Interest
Georgia Security & Immigration Compliance Act Affidavit & Agreement
SAVE Affidavit
Supplier Inclusion Program
Cost Proposal (Submit in a separate sealed envelope marked as “Cost Proposal.”)
RFP Documents Submittal Checklist/Addenda Acknowledgement (this page)

ADDENDA ACKNOWLEDGEMENT

Failure to acknowledge any addenda will result in a non-responsive bid.
The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. ___________________________ Dated ___________________________
Addendum No. ___________________________ Dated ___________________________
Addendum No. ___________________________ Dated ___________________________
Addendum No. ___________________________ Dated ___________________________

This affirms that all documents are included with the proposer’s RFP package.

Company’s Name ___________________________ Date ___________________________

Authorized Representative’s Name ___________________________
(Print or Type) Authorized Representative’s Signature ___________________________
PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

This label MUST be affixed to the outside of the envelope or package, even if it is a “No RFP” response. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No RFP will be accepted after the date and time specified.

REQUEST FOR PROPOSAL ENCLOSED
RFP # 18-14, Senior Services’ In-Home Services Program
Due 3:00 PM/November 13, 2017

__________________________
Vendor Name

__________________________
Address

__________________________
City, State, Zip Code

DELIVER TO: Henry County Purchasing Department
140 Henry Parkway
McDonough, GA 30253