

Appendix 1: Direct Service Waiver Requests

DIRECT SERVICE WAIVER REQUEST FORM

Insert completed forms for each direct service waiver request. It is not necessary to submit waiver requests for outreach, information and assistance, and referral, as the state has a statewide waiver for these services.

OAA Title: III B III C1 III C2 III D III E

Service: <Enter Service Description>

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by the State Agency or an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions listed below.

I. Please select the basis for which the waiver is requested (more than one may be selected).

- (i) provision of such services by the State agency or the Area Agency on Aging is necessary to assure an **adequate supply** of such services;
- (ii) such services are directly related to such State agency's or Area Agency on Aging's **administrative functions**; or
- (iii) such services can be provided **more economically, and with comparable quality**, by such State agency or Area Agency on Aging.

II. Provide a detailed justification for the waiver request.

The Senior Resource Alliance is in the process of building a network of certified peer leaders and coaches to conduct evidence-based health and wellness workshops throughout PSA 7 in English and Spanish. The first Direct Service Waiver (DSW) for these programs was approved in 2014, to ensure the efficient utilization of annual federal funding; recruit and train a volunteer workforce to expand capacity; and, to develop new innovative partnerships. In August 2015, SRA hired a Health and Wellness Program Manager with Master Trainer certifications in *A Matter of Balance (MOB)*; *Chronic Disease Self-Management (CDSMP)*; *Diabetes Self-Management (DSMP)*; and other evidence-based programs. One of her primary roles was to recruit and train MOB Coaches and CDSME "Living Healthy" Peer Leaders. The DSW was

expanded in 2015, to ensure an adequate supply of trainers and workshops to meet the increasing demand, including participation in the new “Florida Health Network” coalition. FHN was an affiliate of the Health Foundation of South Florida and a recipient of two grants from the Administration for Community Living awarded to build an infrastructure of integrated evidence-based providers throughout the state. These grants, along with Older American Act IIID and Health Services Advisory Group funds enabled SRA to conduct over 40 workshops in 2016 and almost 50 workshops in 2017.

In 2018, SRA’s new goal was to recruit and train additional Spanish peer leaders and coaches to reach that target population; and, DOEA approved a DSW for the Spanish “Living Healthy” programs. In 2019, SRA is requesting a DSW for additional programs authorized by the Administration for Community Living:

- Active Living Every Day (ALEDG)
- Enhance Fitness (ENFIG)
- Health Coaches for Hypertension Control (Needs to be added to CIRTS)
- National Diabetes Prevention Program (NDPPG)
- On the Move (Needs to be added to CIRTS)
- Positive Self-Management Program (PSMPG)
- Tai Chi for Arthritis (Needs to be added to CIRTS)
- Tai Chi Quan: Moving for Better Balance (Needs to be added to CIRTS)
- Un Asunto de Equilibrio (ASEQG) – Spanish MOB
- Walk With Ease Program (WWEG)

Currently approved DSW programs include:

- A Matter of Balance
- Chronic Disease Self-Management Program
- Diabetes Self-Management Program
- Enhance Wellness
- Programa de Manejo Personal de la Diabetes – Spanish DSMP
- Tomando Control de su Salud – Spanish CDSMP

SRA issued an RFP for the Direct Service Waivers in July 2018, as shown below, and received no responses. SRA held a public hearing on August 9, 2018 as part of the regularly scheduled Advisory Council meeting. As shown below, the notice was posted in Florida Administrative Weekly. In addition, it was posted on the SRA website. A memorandum was sent to all of the PSA 7 prime contractors on May 7, 2018. The Area Plan and Direct Service Waivers were reviewed at the Service Provider meeting on September 11, 2018.

III. Provide documentation of the public hearing held to gather public input on the proposal to directly provide service(s).

Notice of Bid/Request for Proposal

OTHER AGENCIES AND ORGANIZATIONS

Area Agency on Aging of Central Florida, Inc. dba Senior Resource Alliance

Request for Information (RFI)-Evidence Based Programs

REQUEST FOR INTEREST (RFI) and STATEMENT OF QUALIFICATION

Older Americans Act Services

2019-2024

The Area Agency on Aging of Central Florida, Inc. dba Senior Resource Alliance (“SRA”) is requesting Letters of Interest including Statements of Qualification from established organizations experienced in the provision of evidence-based (EB) health and wellness services to meet identified needs within Brevard, Orange, Osceola, and Seminole Counties Planning and Service Area (PSA) 7. The provision of these services shall be for the initial contract period of January 1, 2019 through December 31, 2019. Contracts may be renewed on a yearly basis, not to exceed five (5) consecutive years beyond the initial contract period. Renewals shall be contingent upon the availability of funds and satisfactory performance evaluations as determined by SRA.

This program is provided with funding from Title IIID of the Older Americans Act. Applicants may submit a proposal for one or more of the OAA IIID services within one or more of the four counties. This RFI encompasses the following EB services in English, Spanish, and other languages, if applicable:

A Matter of Balance (MOB), Un Asunto de Equilibrio (UAE), Chronic Disease Self-Management Program (CDSMP), Tomando Control de su Salud (TCS), Diabetes Self-Management Program (DSMP), Programa de Manejo Personal de la Diabetes (PMPD), National Diabetes Prevention Program (NDPP), Walk with Ease Program (group program and self-directed program) (WWE), Enhance Fitness (ENFI), Active Living Every Day (ALED), Positive Self-Management Program (PSMP), Tai Chi for Arthritis (TCA), Tai Chi Quan: Moving for Better Balance (TCQ), Health Coaches for Hypertension Control (HCHC), On the Move (OTM), Powerful Tools for Caregivers (PTFC)

Detailed information on all programs and services is contained in the Department of Elder Affairs (DOEA) 2017/18 Programs and Services Handbook, which can be accessed at the following web site:

<http://www.seniorresourcealliance.org/resources/does-handbook-documents>

The Letters of Interest and Statements of Qualification will provide SRA with information concerning the availability of qualified contractors for OAA IIID services in PSA 7. The information received from qualified contractors will be used to determine if a full Request for Proposal (RFP) is necessary, due to interest from two or more qualified service contractors, or if a sole source procurement process will be needed. SRA reserves the right to use multiple contractors throughout PSA 7.

The 2019 base funding level for PSA 7 is \$209,414.

The type of contract required for delivery of OAA services shall be a fixed rate (unit cost) contract. The unit of service is one EB workshop that is completed in full compliance with fidelity guidelines. Contracts may be amended during the course of the fiscal year to respond to any surplus/deficit to ensure that all funding is fully utilized.

Letters of Interest should be limited to a maximum of two (2) pages, each page shall be a single-sided 8 ½” by 11” sheet with at least 1” top margins and ½” right and left margins. Please include the following in your Letter of Interest:

Corporate name, address, phone number, fax number, web site, e-mail address (if available) for your agency/organization, and contact person(s);

County(s) of interest and service(s);

Staffing Chart for the agency/organization (list current staff and positions);

Copies of licensure for each EB program to be delivered and training certificates for all persons who will be conducting the workshops;

A review of the agency’s qualifications and history of providing evidence-based services; recruitment, training, and placement of EB leaders; and, the utilization of trained volunteers;

Information on the type(s) of experience the agency has in provision of service(s) to elders, as well as the length of time (in years) the agency has worked to meet the needs of elders in the State of Florida; and,

Three references, including agency names, contact persons, addresses, telephone numbers, and e-mail addresses.

Letters of Interest must be submitted as follows:

Two (2) copies in a sealed envelope and addressed to:

Randy Hunt

Chief Executive Officer

Senior Resource Alliance

988 Woodcock Rd., Suite 200

Orlando, FL 32803

Each copy submitted must have a cover letter signed by an Authorized representative who shall certify that: "The information submitted is true, accurate and complete". *An intentional misrepresentation or falsification may result in the rejection of the RFI.* The outer envelope and letters must be marked "2019 Letter of Interest for Older Americans Act IIID Services."

Letters of Interest may be sent by U.S. Mail – Certified – Return Receipt Requested; hand delivered; via courier or other source of express delivery excluding electronic mail.

Letters of Interest must be received by 3:00 P.M. (E.D.T) on August 17, 2018.

Faxed and e-mailed Letters of Interest will not be accepted. Late letters will be returned unopened with the notation, "This Letter of Interest was received after the delivery time designated for receipt and opening in the legal notice." No response by the deadline specified shall constitute a "not interested response".

SRA reserves the right to accept or reject any and all responses, and to waive any minor irregularity in what it believes to be in the best interest of the Senior Resource Alliance, the public, and those persons age 60 years or older residing in the Planning and Service Area. SRA does not intend to award a contract on the basis of this request for information or otherwise pay for the information solicited.

All questions or inquiries must be submitted in writing to Andrea Niemira, Chief Financial Officer, at the above address, or andrea.niemira@sraflorida.org.