

Quote Request – Services

Office of Procurement and Grants

Lifespan Respite Services Program (Secondary)

Fiscal Year 2024

The following is a Quote Request – Services (QR). DHHS is hereby requesting interested bidders respond to this QR with a written statement of work and deliverables for DHHS' consideration.

This Quote Request – Services comprises two parts:

1. **Instructions for Submitting a Bid:** Who is eligible to submit a bid to be awarded a contract, and how and when to submit.
2. **Scope of Work and Minimum Requirements:** DHHS's requested scope of work, along with any requirements.

Summary of Desired Services

This QR is being issued by the Division of Children and Family Services, Nebraska Lifespan Respite Services Program. This QR seeks to further implement the requirements of the Nebraska Lifespan Respite Services Program to develop and expand access to the existing infrastructure of available respite resources of the statewide Nebraska Lifespan Respite Network.

Authority to Issue Quote Request

DHHS has the authority to issue this QR under its authority to procure contracts exempt under Neb. Rev. Stat. § 73-507(2)(e) for direct services to an individual.

The Department is seeking proposals for innovative local respite activities and/or programs to assist family caregivers through the development of and providing new and emergency respite services such as; training and recruiting respite workers, including volunteers and community agencies; or providing or assist caregivers in gaining access to additional respite care services or opportunities that meet the needs of both the caregiver and care recipient while expanding respite service options statewide.

1. Instructions for Submitting a Bid

Eligibility to Apply

The following are minimum requirements for any bidder wishing to bid on these services. If a bidder does not meet the eligibility requirements set forth below, the bidder should not submit a bid. Any bids from an ineligible bidder will be rejected by DHHS.

A range of types of entities are encouraged to apply. DHHS wants to fund local models that represent a diverse cross-section of the state reflective of family caregiver needs across the lifespan and disability populations of all urban and rural counties within Nebraska Lifespan Respite Network (NLRN) local service areas. Successful applicants will be required to enhance or expand upon state and local coordinated Nebraska Lifespan Network systems to serve family caregivers regardless of the age, disability, or chronic condition of the care recipient. This includes addressing underserved care receivers, limited English-speaking populations, and communities with limited respite programs or providers.

- A. Examples of the type of organizations that are eligible to apply are:
 - i. Public or private non-profit entities;
 - ii. Local communities;
 - iii. Indian tribal governments and organizations (American Indian/Alaskan Native/Native American);
 - iv. Faith-based organizations;
 - v. Community-based organizations;
 - vi. Healthcare providers;
 - vii. Institutions of higher education;
 - viii. Local aging services organizations as defined in 102(5) of the Older Americans Act of 1965;
 - ix. Centers for independent living as defined in section 702 of the Rehabilitation Act of 1973;
 - x. Public Health Departments; and
 - xi. Volunteer agencies or advocacy groups with expertise in the delivery of need and interest-based services to older adults, children or adults with disabilities, or family caregivers.
- B. More than one organization may partner in a single proposal, but one organization must be designated as the lead Applicant and Contractor. Applicants funded under this funding opportunity shall use funds to provide respite services through the NLRN.
- C. Eligible state applicants will use DHHS funds to enhance the provision of direct services as described in the Lifespan Respite Care Act of 2006, as amended (P.L. 190-442 and P.L. 116-324).

Proposal Instructions

Bidders must respond by the time indicated, unless this QR is open on a continuous basis. Bidders will respond on the attached Cover Sheet, Narrative template, Budget template, and Workplan template. All bidders must include an email point of contact for bid submission with their bid. Bidders must complete and submit their bid submission using attached Forms 1 – 3:

1. Form 1 – FY 2024 LRN Coversheet and Narrative
2. Form 2 – FY 2024 LRN Budget Template
3. Form 3 – FY 2024 LRN Work Plan Template

Questions

Questions on the QR must be sent, via email only, to the Point of Contact, identified below. DHHS will respond to questions before responses are due. DHHS may post questions and responses, in its discretion.

Review

DHHS will review responses and decide whether to award a contract for services, and whom to award the contract. In negotiations with the selected vendor, DHHS may accept the statement of work and deliverables as-is, or may request changes from the vendor. A final statement of work and deliverables will be subject to DHHS standard terms and conditions for services contracts, a copy of which is available here: <https://dhhs.ne.gov/Grants%20and%20Contract%20Opportunity%20Docs/ADDENDUM%20A%20-%20DHHS%20General%20Terms%20-%20Services%20Contracts.pdf>

Please note that additional contract terms may be needed, such as a business associate agreement, or insurance, depending on the services provided. Those may be negotiated with the selected vendor.

Format for Submission

Statements of work and deliverables must be sent in a format that allows for redlining or changes, such as Microsoft Word (not in PDF form, although a PDF may be submitted along with an editable format). **(Form 1)**

Addenda

DHHS may post addenda to this QR if any further information or clarification is necessary. Addenda will be posted on the DHHS Contract Opportunities webpage. No other notification will be provided to any entity.

Failure to Follow Stipulations

Failure to follow anything in this Request for Quote Process and Proposal Instructions, may be the basis for disqualification or rejection of any proposal. Failure to submit a timely response will result in DHHS rejecting a bid, except that DHHS has discretion in allowing a bid submitted but not received by DHHS until a short time (no more than a few minutes) after the stated deadline.

Protests or Grievances

This QR process is **not** subject to the DHHS Grievance/Protest Procedures for Vendors. Concerns, however, about the process after award may be sent to DHHS.Procurement@nebraska.gov.

Award Decision

DHHS will post an award decision on its contracts opportunities website, available at DHHS.ne.gov. Bidders will not be notified by email.

Responses Due By: December 22, 2022 at 5:00 pm, Central Standard Time	Responses Due to: https://nebraska.sharefile.com/r-r3f77ec21ef96441fbbd1fc4d2890c8e4
Point of Contact for any Questions: René A. Botts and Rita Schwabe DHHS.RFPOquestions@nebraska.gov	Additional Procurement Point of Contact: DHHS.Procurement@nebraska.gov

2. Scope of Work and Minimum Requirements

Term

A contract resulting from this QR shall start July 1, 2023 and end June 30, 2024.

Description of Work

Submitted on **Form 3**.

- A. Successful Applicants will be expected to further implement the requirements of the Nebraska Lifespan Respite Services Program to develop, and expand access to, the existing infrastructure of available respite resources of the statewide Lifespan Respite Network and enhance partnerships to ensure local Respite network sustainability that is integrated into the state's long-term services and supports system.
- B. Applicants will be expected to provide one or more of the following aspects of respite services: continue to build collaborations and partnerships across the state; expand options for volunteers; ensure adequate respite provider training is offered; identify gaps in current services and conduct outreach to reduce those gaps; and continue, or increase efforts to, target underserved populations across the lifespan

- gaps; and continue to, or increase efforts to, target underserved populations across the lifespan.
- C. The Department is seeking proposals for innovative local respite activities and/or programs to assist family caregivers by the development of and providing for new and emergency respite services such as; training and recruiting respite workers, including volunteers and community agencies; or provide or assist caregivers in gaining access to additional respite care services or opportunities that meet the needs of both the caregiver and care recipient while expanding respite service options.
 - D. The Applicant must conduct monthly, at minimum, contact with potential partnerships, volunteers, current and prospective providers, Community -Based Organizations, employer engagement, and/or any outreach to reduce gaps statewide.
 - E. The Applicant must facilitate email or text marketing efforts to build relationships with respite providers, employer engagement, Community-Based Organizations, partnerships, volunteers, and family caregivers.
 - F. The Applicant must provide evidence of Respite Network hosted meetings to reach out to potential partnerships, strengthen current partnerships, or collaborate with and provide information on respite-related contact, activities, and events.
 - G. The Applicant must increase and expand state and local coordinated systems within the NLRN that provides respite-based information to interested parties, volunteers, providers, and/or caregivers.
 - H. The Applicant must support the identified NLRN contractor in conducting checks on all prospective and current Lifespan Respite Network providers as directed by the Department if they so choose to include in their scope of work Respite Provider recruitment, network screening, and retention. The Department and contractor may use outcomes of checks to deny or terminate a provider from Network participation. Voluntary Consent is obtained to conduct screening for volunteers of respite activities not formally becoming Network providers. Each of the following systems must be accessed with acceptable outcomes to be considered Network screened :
 - i. DHHS Adult Protective Services Central (APS) Register/Child Abuse and Neglect Central (CPS) Registry;
 - ii. The Nebraska Sexual Offender Registry,
 - iii. Nebraska Criminal History/Nebraska Data Exchange Network (NDEN);
 - iv. Office of Inspector General List of Excluded Individuals and Entities (OIG LEIE); and
 - v. The Nebraska Medicaid Excluded Provider's List (NEMEPL).
 - I. The Applicant will participate in the Lifespan Respite Program's standardized quality assurance and evaluation process as directed by the Department.

- J. The Applicant will identify plans to leverage program funds contributed by government, philanthropic foundations, or other funders to provide local respite activities not previously available to cultivate opportunities to create or enhance, strengthen and sustain age or need-specific respite alternatives. This may include providing community outreach, and informative respite events or activities for caregivers, community agencies, or employers.
- K. The Applicant must demonstrate evidence of collaboration and participation in the NE Caregiver Coalition.
 - i. Choose an active local network advisory committee member or another Respite Network-related representative from your area to participate in the coalition meetings;
 - ii. Share information on local respite activities and events; and
 - iii. Support of Coalition initiatives.
- L. Attend/participate in quarterly technical assistance videoconferences, 1:1 contractor calls, and onsite visit(s) from the statewide Lifespan Respite Program Coordinator.
- M. By June 30, 2023 show data on the involvement of targeted groups as identified in the applicant's proposed scope of work, such as but not limited to the following: caregivers of recipients or potential recipients, as well as stakeholder organizations, Community-Based Organizations, providers, and engagement of employers in providing respite information to employees.
- N. Adhere to the Nebraska Lifespan Respite Network Required Standards of Practices (SOPs) approved and provided to you by DHHS.
- O. Reporting requirements:
 - i. The Applicant will provide an updated Work Plan, Logic Model, and Sustainability Plan within thirty days (30) of the fully executed contract;
 - ii. The Applicant will record all pertinent information required by DHHS in the DHHS designated electronic systems;
 - iii. The Applicant will submit a Quarterly Performance Outcomes Report which includes progress toward measurable outcomes, project accomplishments, challenges, and products developed are submitted per DHHS approved method by the 15th day of the month following each quarter;
 - iv. The Applicant will submit Monthly Respite Activity Data, as applicable, defined by the Respite Data Dashboard on respite.ne.gov;
 - v. The Applicant will submit In-Kind Contributions approved on budget and shared publicly by the Respite Data Dashboard on respite.ne.gov;
 - vi. The Applicant will submit an Annual Report by July 15, 2024, as defined by DHHS.

Deliverables

Deliverable Description	Due Date
The development of and providing for new and emergency respite services such as; training and recruiting respite workers, including volunteers and community agencies; or provide or assist caregivers in gaining access to additional respite care services or opportunities that meet the needs of both the caregiver and care recipient while expanding respite service options	Ongoing throughout contract term
Contact with potential partnerships, volunteers, current and prospective providers, Community -Based Organizations, employer engagement, and/or any outreach to reduce gaps statewide.	Monthly
Facilitate email or text marketing efforts to build relationships with respite providers, employer engagement, Community-Based Organizations, partnerships, volunteers, and family caregivers.	Monthly
Provide evidence of Respite Network hosted meetings to reach out to potential partnerships, strengthen current partnerships, or collaborate with and provide information on respite-related contact, activities, and events.	Monthly
Increase and expand state and local coordinated systems within the NLRN that provides respite-based information to interested parties, volunteers, providers, and/or caregivers.	Ongoing throughout contract term
Support the identified NLRN contractor in conducting checks on all prospective and current Lifespan Respite Network providers as directed by the Department if they so choose to include in their scope of work Respite Provider recruitment, network screening, and retention. The Department and contractor may use outcomes of checks to deny or terminate a provider from Network participation.	Ongoing throughout contract term
Participate in the Lifespan Respite Program's standardized quality assurance and evaluation process as directed by the Department.	6/30/2024
Identify plans to leverage program funds contributed by government, philanthropic foundations, or other funders to provide local respite activities not previously available to cultivate opportunities to create or enhance, strengthen and sustain age or need-specific respite alternatives. This may include providing community outreach, and informative	12/31/2023

respite events or activities for caregivers, community agencies, or employers.	
By the 15 th of the month following the conclusion of each quarter, submit a detailed Quarterly Performance Outcome Report with updates on progress towards the measurable items within this contract and the DHHS-approved Work Plan.	10/15/2023, 1/15/2024, 4/15/2024
Submit an Annual Report that includes progress toward the measurable items within this contract and the Contractor's DHHS-approved Work Plan for the 4 th quarter.	7/15/2024
Record all pertinent information required by DHHS in the DHHS designated electronic systems (as it applies).	Ongoing throughout contract term
Adhere to the Nebraska Lifespan Respite Network Required Standards of Practices (SOPs) approved and provided to you by DHHS.	Ongoing throughout contract term
Provide an updated Work Plan, Logic Model, and Sustainability Plan	Within thirty days (30) of the fully executed contract
Attend/participate in quarterly technical assistance videoconferences, 1:1 contractor calls, and onsite visit(s) from the statewide Lifespan Respite Program Coordinator.	Quarterly
Demonstrate evidence of collaboration and participation in the NE Caregiver Coalition.	6/30/2024
Submit In-Kind Contributions approved on budget	Quarterly

Budget

The Applicant will utilize **Form 2** to submit their proposed budget.

The Applicant will submit a proposed budget based on eligible funds available for which they are applying. The budgeted amounts are determined based on

data and projected budgetary needs based upon submission of the proposed budget.

Funds awarded by the Department in this funding announcement are comprised of state Healthcare Trust Funds dollars based on an FY 2024 legislative allocation of **\$40,000** to innovated local models of respite activities and/or programs. It is anticipated the DHHS Division of Children & Family Services will award multiple proposals based upon proposed respite activities, location of proposed activities and/or program, and demographics of populations that the proposed activities and/or program will serve. Final contract amounts will vary depending on each proposed activity and/or program and upon performance-based outcomes. The Applicant's detailed proposal, narrative, work plan, budget, logic model, and sustainability plan will factor in the Applicant funding award. The proposed budget must include in-kind contributions of a minimum of 10% of the proposed award.

Submit a proposed budget that includes the amount of funds requested, the applicant's minimum match, and the total program budget. Applicants should add lines for additional costs as needed to encompass a period of 12 months. The budget may include eligible activities to be funded with Lifespan Respite Network funds as follows:

- A. A list and explanation of the costs associated with respite activities, events, evaluation, data collection, and meetings.
 - i. The program costs in the budget must correlate with the program tasks in the Work Plan.
 - ii. State Funds Requested for this program.
 - iii. Match Funding by Source.
 - a. Match - Cash Contributions: Include an explanation of each funding source and whether that funding is secured, in process, or anticipated.
 - b. Match-In-Kind Contributions: List all in-kind/non-monetary contributions the organization anticipates receiving and using for this program. Include a breakdown of the fair market monetary value. List the source of the contribution (i.e. an individual, organization, etc.). For contributions of personnel, please include salary/wage levels for each staff member and/or consultant. In addition, provide the cost of rental space, if applicable. If a reasonable and documentable fair market value of volunteer services is not easily determined, volunteer hours may be calculated with the following equation: the number of hours worked multiplied by \$14.60 (based upon AARP's estimated economic value per hour of unpaid family caregiver contributions).
 - iv. Program Expenses:

- a. All program personnel allocated to this proposal program (full or part-time) are directly employed by the organization;
 - b. Fringe benefits; and
 - c. Other direct program expenses necessary for the success of the proposal.
- v. Travel Expenses: Board and lodging, Commercial Transportation Personal Vehicle Mileage, and Miscellaneous Travel Expenses meeting state travel policies outlined in the State Accounting Manual.
 - a. Refer to <https://das.nebraska.gov/forms/index.html> under the 2022 Expense Reimbursement Document for details.
- vi. Indirect Costs (if an approved indirect cost rate or verification of compliance with OMB requirement for the de minimus rate is provided to DHHS);
 - a. Examples of Indirect costs are rental costs for office space (excluding the cost of short-term rentals for event space for program-related activities), costs of operating and maintaining facilities, salaries and expenses of executive officers and/or administrative personnel, accounting, office equipment, and office supplies; and
 - b. Operations costs do not include cellular phones or computers that are not specifically dedicated to the program.
- vii. Program Revenue - State Funds Requested: this amount should equal the total state-funded expenses included in your Budget.

Funding may NOT be used for:

- A. Attendance at conferences or professional development activities;
- B. Advertising costs for general organization operations unrelated to this program; and
- C. Lobbying or political activities.
- D. All Applicants are required to contribute a minimum match equal to 10% of the total program budget. The match may be comprised of cash, in-kind contributions, or a combination of both.
 - i. Matching resources take on the characteristics of the Department and state funds and are therefore subject to the same rules regarding their use;
 - ii. Applicants are responsible for raising minimum matches;
 - iii. All proposals must detail the sources of their proposed match. Possible sources of the match may include, but are not limited to:
 - a. In-kind contributions;
 - b. Volunteered time, including local network advisory committee involvement;
 - c. Use of facilities to hold meetings;
 - d. Program fees or other earned revenue from the Applicant organization's budget;

- e. Foundation or Grant contributions;
 - f. Employer/Business contributions;
 - g. Individual contributions; and
 - h. Other contributions.
- iv. The following sources cannot be used toward the match:
 - a. Federal or State Funds.
 - b. Funds used to match grants.
- E. Applicants must obtain a Unique Entity Identifier (UEI) and include the number on the proposal.
 - F. Proposed local models do not have to be new projects for an organization. But funds must be used to supplement, not replace funding that would otherwise be available by a government program to purchase respite activities.
 - G. This proposal process will be competitive. Not all applications are guaranteed to receive funding, and those that do, may not receive the full amount requested.

Minimum Requirements

In providing the services under this QR, a contractor must meet the minimum requirements set forth below. These minimum requirements will be included in the resulting contract for these services. If a bidder is not able to meet these requirements, their bid will be rejected.

Eligible populations:

The overarching goal of this funding opportunity is to enhance state systems and capacities to deliver respite care and related services to family caregivers of adults or children with special needs or disabilities. With this in mind, applicants should detail their current capacity and outline for building or strengthening the systemic infrastructure necessary to address gaps in and assure the consistent provision of respite care service. To be competitive, applicants should fully describe their proposed approaches for advancing the NLRN, with particular attention to the following priority areas:

- A. Continued systems development;
 - i. A new model of support or care that can be replicated in the network;
 - ii. New knowledge that can contribute to the field;
 - iii. A measurable increase in community awareness and support;
 - iv. A measurable increase in persons receiving services;
 - v. A measurable increase in local agency involvement and stakeholder participation.
- B. Strengthened collaborations and partnerships;
- C. Respite provider training;
- D. Identification and reduction of gaps in current services; and

E. Targeting underserved populations, across the lifespan.

Respite Services

A. Local model programs must:

- i. Address an unmet respite need in the community;
- ii. Be delivered in-home, employer-based, or community-based (non-institutional) settings;
- iii. Recruit and screen paid and unpaid respite care providers and volunteers who are 14 and older as applicable;
- iv. Assist in enrollment, participation, and completion of all available training including provider training for individuals, Community-Based Organizations, and agencies as applicable;
- v. Conduct quality assurance and evaluation;
- vi. Participate in the background check process as required by the Nebraska Lifespan Respite Network on program volunteers as it applies to providers that have been directly recruited by the applicant;
- vii. The Department will offer technical assistance to support protocols for criminal background checks consistent with the requirements of the Nebraska Lifespan Respite Network; and
- viii. Ensure that any personal identifying information (PII) is kept secure.

B. Local models can offer to provide a wide range of volunteer or fee-based respite activities, including caregiver or provider training.

C. Examples of respite services could include (not intended to be an exhaustive list and Applicants may propose other services): build collaborations and partnerships across the state; expand options for volunteers; collaborate and enhance current NLRN respite provider training; identify gaps in current services and conduct outreach to reduce those gaps; family caregiver support groups, employee caregiver information sharing, provider matching, and interest-specific respite events.

D. Applicants are encouraged to be innovative in their approaches in determining what respite-based and volunteer services would be particularly useful to address the unmet needs of the eligible populations they intend to serve.

Special Target Populations and Organizations

A. This section should describe the Applicant's plan to involve caregivers who use, need, or require respite care, as well as stakeholder organizations, substantially in the planning and implementation of local or statewide lifespan respite care through the NLRN.

B. In addition, the Applicant will describe whether and how the proposed approach targets other populations, in particular, those in greatest economic and social need who are further isolated from services and supports.

- i. Applicants should clearly describe the populations and organizations targeted including the extent to which the Applicant has been or projects being successful in responding to the needs of the targeted population.
- ii. Applicants will provide a descriptive summary of how the funds will be utilized to address newly identified or existing unmet respite needs that expand, strengthen, and further establish previous efforts.

Attachments

1. Form 1 – FY 2024 LRN Coversheet and Narrative
 2. Form 2 – FY 2024 LRN Budget Template
 3. Form 3 – FY 2024 LRN Work Plan Template
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