2016-2017 ElderCare Development Partnerships RFP
Responders’ Questions Answered

As a Medicare Certified Home Health Agency, do you think spotcare could be included in one or more of the partnerships at a rate reasonable enough to pay for the data collection and analysis to prove the value of spotcare?
-J.V. 4/14/15

From the description of “spotcare” that accompanied the question, the activity can be defined as a direct care service support.

Please refer directly to the RFP for information defining the Partnership goals, as established by MN DHS and the legislative statute authorizing the Partnership.

“The goal of the Partnerships will be to increase the capacity of local service providers to efficiently and effectively support high-risk, low-income older adults (age 65+) and their caregivers to avoid nursing home placement and/or spend-down to Medical Assistance.”
(Page 3, 2016-2017 MN DHS ElderCare Development Partnership RFP)

The Partnership is not intended to directly fund the delivery of service supports for older adults, but rather to develop the availability and capacity of such services to meet identified or expressed community needs.

However, the Department is unable to determine in advance whether a proposal will fulfill the intent and design of the service(s) requested in the RFP without an application to review.

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Do we need a specific license to become EDPs, What are other requirements that need to be in place before agency sends the proposal?
-N.A. 4/13/15

No, Partnerships are not licensed themselves, and are not required to be licensed by any State agency, but must fulfill the minimum definition of Partnership as described in the RFP:

“...Minnesota Statutes, section 256B.0917 was updated amended to clarify definitions, the make-up of the Partnerships, and their duties and responsibilities. These multi-county ElderCare Development Partnerships provide technical assistance and support, and bring together stakeholders in the long-term care system to help communities develop or expand affordable home and community based services (HCBS).”

“Eligible applicants are the single public or nonprofit member designated by the partnership. Required Partnership members:
1. Representatives of county social service and public health agencies
2. Representatives of the area agency on aging
3. Representatives of local nursing home providers in an area agency's planning and service area
4. Representatives of local home care providers in an area agency’s planning and service area
5. Representatives of other appropriate home and community-based providers in an area
   agency’s planning and service area”
(Pages 1-2, 2016-2017 MN DHS Eldercare Development Partnership RFP)

Detailed submission requirements for any proposal to be reviewed and considered are included in the RFP.

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I would like to get more information on the EDP RFP for Technical Assistance. Please let me know where to access the RFP documents and what are the requirements and timelines associated with submitting a proposal.
-S.M. 4/8/15

The RFP and the accompanying Budget Form are available at: 2016-2017 EDP RFP and Required Budget Form on MN DHS Website

It is also available on the MN DHS RFP Webpage at: MN Department of Human Services RFP Webpage This route will require finding the RFP title, and then an extra ‘click’ to get to the RFP and Budget Form.

Relevant dates and times for submissions, decisions, and notifications are contained in the RFP. Proposals must be received - not simply postmarked - at 444 Lafayette Rd, St Paul, MN 55155, prior to 4:00PM on May 8, 2015.

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My question pertains to part III. Proposal Format (B. Proposal Requirements), Section 1.c – Letters of Endorsement.

The Minnesota Indian Area Agency on Aging (MIAAA) service area is described by reservation (Bois Forte Band, Grand Portage Band, Leech Lake Band and White Earth Band) rather than by specific counties within a particular Region. To comply with the criteria found in Section 1.c, will letters of support from each of the four (4) Reservation Tribal Council’s be sufficient to meet this criteria rather than by the ten (10) counties that lie within the reservation boundaries?
-J.S. 4/13/15

A Partnership must provide Letters of Endorsement from all members of the Partnership, but not from every tribal band or county that make up the services area. At least one member of the Partnership must be a county social service/public health agency.

“The members of the Partnership shall designate a public agency as a lead organization for the project. A lead organization may be a county social service agency, county public health agency, or area agency on aging. The lead organization receives and manages the project funds from the State, implements the Partnership’s work plan and submits a quarterly report of progress toward meeting measures of performance established in the grant/contract.”
“The service area of a Partnership must include the entire planning and service area of the area agency on aging. The State will only fund proposals that provide services in all counties of the specified planning and service area of the area agency on aging.” (Page 2, 2016-2017 MN DHS Eldercare Development Partnership RFP)

“1.c. -Letters of Endorsement

Each member organization of the Eldercare Development Partnership must endorse the proposed strategies and activities. These endorsements must be documented by letters included with the proposal. For counties with a human service structure, one letter written on behalf of the social service and public health departments is sufficient. Letters of endorsement must be signed by the director or board chair of the organization. The endorsement letters submitted by members must indicate the following:

- Support for the Partnership’s application;
- Commitment to participate in the project as a member of the Partnership;
- Concurrence with choice of lead organization.

Additional letters of support may be submitted but are not required. Applications without required endorsements will not be reviewed.” (Pages 10-11, 2016-2017 MN DHS Eldercare Development Partnership RFP)

A Letter of Endorsement from the Minnesota Chippewa Tribe, on behalf of all the named Bands, is sufficient to meet the requirement set forth in the RFP.

I recently read about the proposal to implement Eldercare Development Partnerships and I would like more information and a copy of the Request for Proposal. ----- ------ is a private home care agency in Duluth, MN, Medicare-certified and we hold a Comprehensive license with the state. I believe we might be able to contribute to the partnerships.

S.K.  4/16/15

If that is the case, then please submit an application for consideration, or seek to partner with a lead agency that is defined as the following:

“The members of the Partnership shall designate a public agency as a lead organization for the project. A lead organization may be a county social service agency, county public health agency, or area agency on aging. The lead organization receives and manages the project funds from the State, implements the Partnership’s work plan and submits a quarterly report of progress toward meeting measures of performance established in the grant/contract.” (Page 2, 2016-2017 MN DHS Eldercare Development Partnership RFP)

I am writing to see if you can provide an Event Number for an RFP titled “To Provide Technical Assistance To Local Providers To Increase The Capacity Of Local Home And Community-Based Long
Term Services And Supports For Older Adults, Caregivers, And Families Consistent With State Goals And Objectives.”

I am looking for this on the SWIFT supplier portal, and am having trouble finding the RFP.
-C.B.  4/12/15

This type of RFP is not required to be listed on the SWIFT Supplier Portal.

The RFP announcement with links to the document can be found in the State Register:
(Cite 39 SR 1437-1438) Minnesota State Register, Monday - 6 April 2015

The RFP and the accompanying Budget Form are available at:  2016-2017 EDP RFP and Required Budget Form on MN DHS Website

It is also available on the MN DHS RFP Webpage at:  MN Department of Human Services RFP Webpage  This route will require finding the RFP title, and then an extra ‘click’ to get to the RFP and Budget Form.

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Regarding information on Page 10 of the RFP:  “Sections 1.a (Description and Structure of Eldercare Development Partnership) and 1.b (Activities, Implementation Plan, and Outputs) must be concise, typewritten and limited to no more than 5 pages in total. Staff/contractor resumes are not counted in the 5 page maximum. All pages must be numbered. Including additional information beyond the required elements is not encouraged.

Even with an eye on brevity and using creative formatting, we are having trouble fitting our implementation plan and the rest into the 5 pages total. Would you consider permitting up to 10 pages?
-D.R.  4/15/15

After some additional consideration driven by a desire to know more and more clearly about what each of the applicants is proposing, we will permit proposals with the above requested information and description of up to 10 pages in total.

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