# IntroDUCTION

## The purpose and goal of this Request for Proposal is to provide customized caregiver training for caregivers, to postpone institutionalization of persons 60 years or older with Alzheimer’s disease, or related dementias, as set forth herein, to reduce the caregivers’ burden/stress, improve communication, enhance quality of life, and make the home safer for individuals diagnosed with Alzheimer’s disease, or related dementias.

# dEFINITIONS

## Whenever the following terms and acronyms appear in the RFP document, or any amendment thereto, the definition, or meaning described below, shall apply.

### Alzheimer’s disease--a degenerative brain disease of unknown cause, that is the most common form of dementia; usually starts in late middle age or in old age; results in progressive memory loss, impaired thinking, disorientation, and changes in personality and mood; and is marked histologically by the degeneration of brain neurons especially in the cerebral cortex, and by the presence of neurofibrillary tangles, and plaques containing beta-amyloid.

### Dementia—a usually progressive condition (such as Alzheimer’s disease) marked by the development of multiple cognitive deficits (such as memory impairment, aphasia, and the inability to plan and initiate complex behavior).

### Caregiver—a person who resides in the home of and provides direct care to a person with Alzheimer’s disease or related dementias (residing in the home can be waived for Track 1 but is required for Track 2).

### In-Home Services—Services provided inside the home of the person affected by Alzheimer’s disease, or related dementias.

### Caregiver Training (Track 1 Program)—Training provided to the caregiver/caregivers of a person affected by Alzheimer’s disease, or related dementias. The training should reduce caregiver stress, improve communication with the person suffering from memory loss, and make the home safer for individuals with Alzheimer’s disease, or related dementias.

### Service Area: Region 1: Counties of Andrew, Atchison, Benton, Buchanan, Caldwell, Carroll, Cass, Chariton, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, and Worth.

### Service Area: Region 2: Counties of Adair, Audrain, Boone, Callaway, Camden, Clark, Cole, Cooper, Crawford, Franklin, Gasconade, Howard, Knox, Laclede, Lewis, Lincoln, Linn, Macon, Maries, Marion, Miller, Moniteau, Monroe, Montgomery, Morgan, Osage, Phelps, Pike, Pulaski, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, St. Charles, Sullivan, and Warren.

### Service Area: Region 3: Counties of Barry, Barton, Bates, Cedar, Christian, Dade, Dallas, Douglas, Green Henry, Hickory, Howell, Jasper, Lawrence, McDonald, Newton, Oregon, Ozark, Polk, Shannon, St. Clair, Stone, Taney, Texas, Vernon, Webster, and Wright.

### Service Area: Region 4: Counties of Bollinger, Butler, Cape Girardeau, Carter, Dent, Dunklin, Iron, Jefferson, Madison, Mississippi, New Madrid, Pemiscot, Perry, Reynolds, Ripley, Scott, St. Francois, St. Louis City, St. Louis County, Ste. Genevieve, Stoddard, Washington, and Wayne.

# Contractual Requirements

## The Contractor shall provide Caregiver Training for the Contractor’s Track 1 Program, to the service area(s) awarded. The Caregiver Training shall include:

### An in-home assessment of the person with Alzheimer’s disease, or related dementias, and his/her unmet needs, that will be utilized to develop customized training for the caregiver, to help meet the identified needs of the individual with Alzheimer’s disease, or related dementias, and reduce stress on the caregiver.

### Care plan development to help meet the unmet needs of the individual with Alzheimer’s disease, or related dementias, and reduce stress on the caregiver.

### Training materials and resources for caregivers, to help them modify daily activities of the individual diagnosed with Alzheimer’s disease, or related dementias, to promote independence.

### Follow-up calls/visits to ensure the care plan is addressing the needs of the individual with Alzheimer’s disease, or related dementias, their caregiver, and provide additional resources, as necessary.

### Where necessary, Contractor provided assistive safety devices to help with activities of daily living, and/or increase the safety and well-being of a person with Alzheimer’s disease, or related dementias, while remaining in their home.

### Referrals to other community supports and resources as necessary, to help meet the needs of the individual with Alzheimer’s disease, or related dementias.

## The Contractor shall provide a minimum of twenty-five (25) Caregiver Trainings per awarded service area. The trainings will be provided in those counties determined by the Contractor to have the greatest need for the services. The trainings should not be concentrated in large metropolitan areas (urbanized area of 50,000 or more inhabitants).

1. If contractor entity does not serve the entire region selected:
2. Identify the counties served in the table provided;
3. Identify the number of caregivers targeted for services.

## The Contractor shall make the program available to qualified persons in all counties within the awarded service area(s).

1. MRHA reserves the right to award multiple contractors per region. to accommodate proper regional coverage.

# Reports

## The Contractor shall submit a Monthly Data Report along with the Monthly Invoice.

### The Track 1, Program Monthly Data Report shall include the counties in which the services were provided; the number of assessments completed; the number of care plans developed; the number, type and cost of safety products provided; the number of trainings completed; and information regarding follow-up visits.

## The Contractor shall submit a Final Report, no later than twenty (10) days after the conclusion of the original contract period, and after any subsequent contract renewal periods. At a minimum, the Contractor shall provide the following information within the programmatic evaluation:

### A brief description of accomplishments, collaborations, outcomes, and barriers.

### Quantifiable outcomes that demonstrate the impact of services provided by the program to:

#### Increase awareness and participation in Alzheimer’s disease services available through the program;

#### Increase understanding of Alzheimer’s disease, and options available for

#### care;

#### Increase caregivers’ ability to cope with person with Alzheimer’s disease, or related dementias;

#### Improve the safety and well-being of persons with Alzheimer’s disease, or

#### related dementias;

#### Improve well-being and reduce the stress of family caregivers;

#### Increase awareness and access to assistive services in the community; and

#### Increase the proportion of long-term care provided in homes, and communities, for persons with Alzheimer’s disease, or related dementias, and reduce the number of persons with Alzheimer’s disease, or related dementias, who are prematurely, or unnecessarily institutionalized.

### If utilizing an online training system, the total number of participants that accessed the training, and the number of participants that completed the training.

### The total number of unduplicated persons that received the services through the contract, reported by county and zip code.

### The total number of units of service delivered by category.

### The total number of persons that received services in each allowable category of service.

# DIRECTIONS FOR aPPLICANTS-Applications Due May 15, 2022

## The Applicant shall receive the below firm, fixed price, per participating caregiver, as specified in the following table, to provide services in accordance with the provisions, and requirements of this RFP. All costs associated with providing the required services, are included in the stated price(s).

Directions for Applicant: The applicant should present a written plan for performing the requirements specified in, Section 2 Contractual Requirements. The Proposed Methodology, Approach, and Work Plan should be no longer than **ten (10) pages**. Standard Fonts, eleven (11) point or above, should be used. In the event the vendor is proposing more than one Region, the vendor may include up to two (2) additional pages per region. Please include the below chart of Proposed Area in your proposal.

## Proposed Area(s): *Place a check in the appropriate box below for the area(s) proposed. If proposing multiple areas, and the below responses vary by area, please remember to specify the proposed area for all sets of questions. Please provide the counties to be served in your response (please see 1.1.6-1.1.9 for definition of regions).*

** Region 1  Region 2  Region 3  Region 4**

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| **Line Item** | **Caregiver Training Track 1**  **Geographic Region**  **(25 individuals per region)** | **Firm, Fixed Price Per Participating Caregiver**  **(25 individuals per region)** | **Proposed Counties to be Served (If fewer than entirety of selected region)** |
| 1 | **Region 1** | $ 857.00 per  Caregiver Annually |  |
| 2 | **Region 2** | $ 857.00 per  Caregiver Annually |  |
| 3 | **Region 3** | $ 857.00 per  Caregiver Annually |  |
| 4 | **Region 4** | $ 857.00 per  Caregiver Annually |  |
| 5 | **Allowable Administration Rate** | Maximum of 10% of client costs |  |
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