

Request for Information (RFI)
For
Miami-Dade Public Housing and Community Development (PHCD)
Direct Care Services for Helen M. Sawyer Plaza Assisted Living Facility

The County's contact person for this RFI is:

Ms. Indira Rajkumar-Futch
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Fax: (786) 469-4151
E-mail: indi@miamidade.gov

RESPONSES ARE DUE NO LATER THAN
Friday, April 10, 2015 by 2:00 p.m. (local time)
at

Miami-Dade Public Housing and Community Development (PHCD)
Administrative Services Division, Procurement Unit
Over town Transit Village North – 701 NW 1st Court, 16th Floor – Miami, FL 33136

1.0 INTRODUCTION

Helen M. Sawyer Plaza Assisted Living Facility (Helen Sawyer) is located at 1150 NW 11 Street Road, Miami, FL. 33136. It is owned by Miami-Dade County (County), a political subdivision of the State of Florida, and operated by and through its housing department, Miami-Dade Public Housing and Community Development (Department). Helen Sawyer was built in 1976 as a public housing development. The County, through the Department, converted Helen Sawyer into an assisted living facility (ALF) in 1998, combining the concepts of public housing and ALF. The County is licensed to operate Helen Sawyer as an ALF for 101 beds.

The objective of this Request for Information (RFI) is to identify qualified prospective community partners (Proposers) interested in providing the direct care services for ALF residents. Proposers are required to submit a document that illustrates an overall management plan, as illustrated in Section 2.3 that would include an operating budget.

The funds received from the United States Housing and Urban Development (HUD) for the maintenance and operations of Helen Sawyer cannot be used for the ALF related services. Helen Sawyer receives additional funding to assist with the cost of ALF services from the subsidies provided by the Medicaid Long-Term Care Program, Medicaid Assistive Care Service and the Optional State Supplemental (OSS) benefits for eligible residents.

The County is committed to enhance the quality of life of the low-income elderly community by providing a safe and secure housing which promotes self-dignity and independence. The goal of Helen Sawyer is to continue providing exceptional care to its residents, allowing them to “age in place”.

2.0 SCOPE OF SERVICE

Helen Sawyer provides assistance with activities of daily living (ADL) and instrumental activities of daily living (IADL) to its residents (i.e., ambulation, grooming, dressing, bathing, eating, medication, housekeeping, and laundry services). The average occupancy is 95 residents, of which approximately 70 require daily supervision and or assistance with 3 to 5 ADLs. In addition, licensed medical staff will need to provide assistance with self-administration or administration of medication, as applicable.

The residents have the choice to retain their personal physicians and health insurance.

2.1 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Because Helen Sawyer is a hybrid public housing/ALF project, it must comply with HUD applicable regulations, the State of Florida Department of Elder Affairs, the State of Florida Agency for Health Care Administration (AHCA), Florida Statutes (FS) Chapters 408 and 429-Part I, Florida Administrative Codes (FAC) 58A-5, 64E-11, 64E12, and 64E-16, and any other applicable state, federal and local regulations.

The Proposers and their staff members must have and maintain applicable license(s) in the State of Florida to operate and provide ALF related services in accordance with FS Chapter 408.

2.2 REQUIREMENTS AND SERVICES TO BE PROVIDED

The Proposers shall be responsible for the full range of ALF related services, under the direct supervision of County staff associated with overseeing Helen Sawyer and managing its public housing operations. Following are the illustrative tasks and services that shall be included, but not limited to the Proposers' management plan.

1. Assist and coordinate with the County the development and implementation of policies and guidelines related to ALF resident's admission and services, for both, staff and residents, in accordance with HUD and ACHA regulations.
2. Hiring, supervising, training and dismissing staff providing ALF services, including nursing and service employees.
3. Nursing services and supervision must be provided by a Licensed Practical Nurse (LPN) or Registered Nurse (RN), as required by the State of Florida, to ensure therapeutic regimens are provided, such as medication administration, assessing residents' state of health, and emergency care.
4. Purchasing of all required incontinence and medical supplies and services, as approved by the County.
5. Financial managerial responsibilities including obtaining and maintaining liability insurance on behalf of the County, complying with all financial obligations as required by FS Chapter 429 Part I, and FAC 58A-5.021 as well as those that may be further required by AHCA, the Department of Elder Affairs, and Molina Health Care.
6. Apply measures to ensure the safety and security of all residents and visitors.
7. Processing and monitoring the invoices to the Medicaid Long-Term Care Program in coordination with the County, and complying with its program requirements.
8. Processing and monitoring the Operational State Supplement (OSS) applications and payments in coordination with the County, and complying with its requirements.

9. Preparation or catering of meals, including special diets, prepared and served according to the applicable statutory requirements, and purchase of food, kitchen supplies and equipment, as approved by the County.
10. Adhere to, and have a working knowledge of, the applicable federal, state, local laws and regulations pertaining to the operation of public housing and the ALF requirements.
11. Ability to demonstrate compliance through Health Insurance Portability and Accountability Act of 1996 (HIPPA) and applicable state privacy laws.
12. Enter into, establish and maintain an Evacuation Agreement as required by the Miami-Dade County Fire Department Office of Emergency Management.

2.3 MANAGEMENT PLAN

The Proposers must provide a detailed management plan that outlines the procedures and services provided to the ALF residents. The management plan must include revenue generating processes and innovative approaches to the required services in order to offset costs. The management plan must also include the following services:

Services	Frequency/Description
*Personal Care Services – ADLs Direct Care Staff: Minimum of 3 hours per client daily	
Ambulation	As needed
Bathing	1-2 daily
Dressing	1-2 daily
Eating	6 times daily (3 meals, 3 snacks)
Self-Care (Grooming)	Daily/monthly
Toileting	As needed
Transferring	As needed
Supportive Services – Instrumental Activities of Daily Living ** (IDALs)	
Shopping	Minimum 1 per week
Using the telephone and other communication devices	As needed
Housekeeping	Daily (schedule must be approved by the County)
Laundry	As needed (Average of 3 times per week)
Heavy Chores (deep cleaning)	Weekly
Assistance with Administration of Medication	As needed. Licensed staff required (LPN or RN)
Medication Administration	As needed. Licensed staff required (LPN or RN)
Case Management Services	Minimum of 1.5 hours weekly per client
Transportation Services	Includes transportation coordination and fare to medical appointments. Average of 1-2 trips weekly per client

Escort Services	As needed. Average of 1-2-trips weekly per client
Activities	Minimum of 20 hours per week per client Includes 2 field trips and transportation
Beauty Salon Services (Shampoo and Cut)	1 per month per client. Includes service cost and transportation

In accordance with FAC. 58A-5 Chapter 1, Resident's Health Assessment (Form 1823), Florida Medicaid Assisted Living Services Handbook, and Molina Health Care Services Contractual Agreement:

(*) Incontinence supplies must be included. Quantity based on resident's needs. Quality of supplies shall be equivalent to existing supplies and approved by the County. (**) Housekeeping and laundry supplies must be included. Quality of supplies shall be equivalent to existing supplies and approved by the County.

2.4 OPERATING BUDGET

As part of the RFI, the Proposers must submit an operating budget that must include all services listed in Section 2.3, as well as other suggested revenue-generating services and activities.

The selected Proposer must submit to the County an annual operating budget, including revenues and expenditures that must provide a balanced financial statement.

The description of expenditures shall contain all pertinent data regarding personnel salaries, including but not limited to the number and type of positions, fringe benefits, hourly and overtime wage rates, and projected hours to be worked.

3.0 CONE OF SILENCE

Proposers are hereby advised that this RFI is subject to the County's Cone of Silence in accordance with Administrative Order 3-27. From the time of publishing the RFI, until the County Mayor, or designee, issues a recommendation, the Cone of Silence prohibits communication between:

- A. A Proposer, service provider, bidder, lobbyist, or consultant and the County's professional staff. The professional staff includes, but is not limited to, the County Manager and his or her staff.
- B. A Proposer, service provider, bidder, lobbyist, or consultant and the Mayor, County Commissioners or their respective staff.
- C. The Mayor, County Commissioners or their respective staffs and any member of the County's professional staff, including, but not limited to, the County Manager and his or her staff.
- D. A potential Proposer, service provider, bidder, lobbyist, or consultant and any member of the selection committee therefor.
- E. The Mayor, County Commissioners or their respective staffs and any member of the selection committee thereof.
- F. Any member of the County's professional staff and any member of the selection committee thereof.

A copy of all written communications must be filed with the Clerk of the Board, at the address as listed herein. Among other penalties, violation of these provisions by any particular Proposer shall render any award to said Proposer voidable.

3.1 CONTACT PERSON

The contact person for this RFI is Mrs. Indira Rajkumar-Futch, as listed on the cover page. Explanations desired by Proposers regarding the meaning or interpretation of this RFI must be requested in writing by mail, fax, or e-mail, with a copy to the Clerk of the Board. Replies will be in writing sent by mail, fax, or e-mail, as requested by the Proposer), and will be provided to all Proposers that have requested a copy of this RFI.

Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, FL 33128-1983
E-mail: clerkbcc@miamidade.gov

It is hereby certified and affirmed that the Prospective Community Partner (Proposer) complies with the requirements herein and that offers will remain fixed for a period of forty-five (45) days from the RFI due date.

Authorized Signature:	_____	Title:	_____
Print/Type Name:	_____	Phone:	_____
E-mail:	_____	Fax:	_____
Firm Name:	_____	F.E.I.	_____
		I.D. NO:	_____
Address:	_____	City:	_____
State:	_____	Zip:	_____