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 Area Agency on Aging of Palm Beach  
 4400 North Congress Avenue  
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### A. Proposal Deadlines and RFP Timeline

The following schedule will be adhered to in all actions relative to this procurement.

	ACTIVITIES	DATE/ DEADLINE	TIME
1.	Request for Proposal posted on the AAAPB/TC Inc. website and available for download.	5/26/2021	4:00 PM
2.	Notice of Intent to submit proposal due (optional)	6/15/2021	4:00 PM
3.	Last day for written inquiries to be received by the AAAPB/TC, Inc.	6/17/2021	4:00 PM
4.	Response to written inquiries and RFP addenda will be posted on the AAAPB/TC official website at <a href="https://www.aaapbtc.org/public-notice">https://www.aaapbtc.org/public-notice</a>	7/02/2021	4:00 PM
5.	Last day for proposal submission at: Area Agency on Aging of Palm Beach/Treasure Coast, Inc. 4400 North Congress Avenue West Palm Beach, FL 33407	7/22/2021	3:00 PM
6.	Public Opening of Proposals held at AAAPB/TC offices. Bid documents are exempt from public inspection or discussion at that time.	7/22/2021	3:15 PM
7.	Meeting with Review Panels to discuss evaluation process and proposal distribution (Public Meeting) AAAPB/TC, 4400 North Congress Avenue, West Palm Beach, FL 33407	7/26/2021	2:00 PM – 4:00 PM
8.	Review Panel Score Sheets Tallied Palm Beach Areas A and B (Public Meeting) AAAPB/TC, 4400 North Congress Avenue, West Palm Beach, FL 33407	8/12/2021	3:00 PM – 5:00 PM
9.	Review Panel Score Sheets Tallied Martin and St. Lucie Counties (Public Meeting) AAAPB/TC, 4400 North Congress Avenue, West Palm Beach, FL 33407	8/13/2021	10:00 AM – 12:00 PM
10.	Review Panel Score Sheets Tallied Indian River and Okeechobee Counties (Public Meeting) AAAPB/TC, 4400 North Congress Avenue, West Palm Beach, FL 33407	8/13/2021	2:00 PM – 4:00 PM
11.	Presentation to AAAPB/TC, Inc. Board of Directors of proposal scores and rankings and contract award decision will be made.	8/24/2021	8:30 AM

## A. Unusual Incidents

Each recipient of Title III funds is required to maintain files on unusual incidents such as accidents or altercations involving services or consumers. Submit your policy on reporting, recording and reviewing unusual incident files. Include as Exhibit XV.

## B. Special Licensure Assurance

Minimum requirements for persons providing Gerontological Counseling are a bachelor's degree in social work, psychology, sociology, nursing, gerontology, or related field. Year for year related job experience or any combination of education and related experience may be substituted for a bachelor's degree upon approval of the AAAPB/TC. Gerontological counseling may be conducted by paid, donated, and volunteer staff. Volunteer staff shall meet comparable standards as paid staff.

Providers of caregiver training and support events shall be qualified by training or experience in the area on which training is being conducted.

Providers of specialized mental health services (Counseling – Mental Health/Screening) shall be:

1. Psychologists or psychiatrists licensed by the Department of Health in accordance with Chapter 490, Florida Statutes; or,
2. Clinical social workers, marriage and family therapists or mental health counselors licensed by the Department of Health in accordance with Chapter 491 Florida Statutes. Provide a copy of the license.

Each bidder proposing to offer Adult Day Health Care services must be a facility licensed under Chapter 429, Part III, F.S. and Chapter 58-A-6 F.A.C. Adult Day Care Rule. Provide a copy of the license.

Each bidder proposing to offer Adult Day Care services must be licensed under chapter 429, Part III, F.S. and Chapter 58-A-6 F.A.C. Provide a copy of the license.

For Case Managers, the minimum requirements for new case managers are a bachelor's degree in social work, psychology, sociology, nursing, gerontology or related field. Year-for-year related job experience or any combination of education and related experience may be substituted for a bachelor's degree upon approval of the AAA.

For Housing Improvement, all applicable federal, state and local building codes are to be followed in repair work and required licenses and instructions obtained.

Home Health Aide service must be provided in accordance with the regulation of home health agencies in Chapter 400.488 F.S. and Chapter 59A-8.020 Florida Administrative Code.

Sign Language Interpreters shall be certified by the National Registry of Interpreters for the Deaf under the Screening Program of Florida Registry of Interpreters for the Deaf. Provide a copy of the certificate.

## 2. Job Descriptions

Title III-funded agencies must have a resume or employment application for all paid staff on file. Bidders must include a written job description covering each Title III-funded or volunteer staff position included in this proposal. All significant responsibilities to be undertaken by the provider must be reflected. These job descriptions and a Statement of Assurance (including approval date) that they have been approved by the Board of Directors or governing body should be included as Exhibit V.

Job descriptions should:

- a) Detail responsibilities of each individual position
- b) Provide a listing of representative duties
- c) Explain methods of supervision
- d) Describe other positions to be supervised
- e) Identify exempt/non-exempt status in accordance with Federal Fair Labor standards
- f) Identify the minimum training, education and experience for the position.

## 3. Personnel Policies

Title III-funded agencies must have a written set of Personnel Policies which address the following:

- a. Employee Recruitment (include policy on vacancy announcements, application and interviewing processes, job applicant reference checks and employment screening per F.S.435.04);
- b. List of publications and media utilized to publicize openings;
- c. Employee Hiring and Appointment (include policy on probationary period);
- d. Job Responsibilities, Line of Authority and Supervision;
- e. Working Schedules and Hours (include policy on overtime, compensatory time and holidays);
- f. Employee Compensation (include policy on salary/wage ranges and pay increases);
- g. Employee Fringe Benefits (include identification of benefits offered, how employees participate and the employee costs associated with fringes);
- h. Employee Evaluation and Promotion;
- i. Employee Leave (include policy on sick, annual and unpaid leave, accrual of leave and maximum leave balances);
- j. Employee Record Files (include policy on confidentiality and privacy);
- k. Employee Grievance, Appeal, Discipline and Termination;
- l. Accidents, safety and unusual incidents;
- m. Transportation/Travel (include policy on authorization and reimbursement);
- n. Employee Conduct (include policy on outside employment, protection of consumer confidentiality, solicitation, conflict of interests and employee code of conduct);
- o. Staff Development Opportunities;
- p. Procedures for selecting the Executive Director;
- q. Procedures for Americans with Disabilities (ADA) Compliance;
- r. Designation of Exempt/Non-exempt employees;
- s. Volunteer Policies.

Provide a Statement of Assurance that all Personnel Policies have been approved by the Board of Directors or governing body and include approval date. Submit Personnel Policies and Statement of Assurance as Exhibit VIII.

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**R.**

**Exhibits.....**

- Exhibit I     Statement of No Involvement - See Exhibit I Form  
                  Acceptance of Terms & Conditions of the Standard Contract - See Exhibit I Form  
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- Exhibit II     OAA General Assurance - See Exhibit II Form
  
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- Exhibit V     Job Descriptions for all Grant-Funded Positions/Statement of Assurance
  
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- Exhibit XV    Unusual Incidents Form