

ATTACHMENT A – AGENCY SPECIFICATIONS

Solicitation No. EV00000507

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract document.

BACKGROUND

According to a recent report from AARP, there are approximately 530,000 informal caregivers in Oklahoma. These caregivers provide 440 million hours of care that are valued at nearly \$6,000,000,000.00. The current respite programs in Oklahoma serve approximately 30,000 caregivers statewide. This means that approximately 5% of informal caregivers in Oklahoma receive assistance from a respite program. Additionally, because of funding limitations, earlier programs impose age and disability requirements to determine eligibility, leaving a large number of caregivers without the possibility of receiving services. Programs like the Community Partners Respite Funding Opportunities are desperately needed to increase the availability of and access to respite services for caregivers in Oklahoma.

PURPOSE

The Office of Management and Enterprise Services (OMES), Central Purchasing Division, is seeking responses on behalf of Oklahoma Department of Human Services (OKDHS) from potential Suppliers to provide a contract to award funding to organizations that will implement and sustain respite programs across Oklahoma. The Respite Grant Programs will develop or bring to scale a creative respite program for target populations. The Oklahoma Human Services Community Living, Aging and Protective Services (CAP) grant staff will support this initiative by offering technical assistance and program monitoring.

The anticipated outcomes of the Community Partners Respite Funding Opportunities include:

- Respite services and choices for family caregivers in their homes and communities are expanded.
- Caregiver and care recipient independence is improved.
- Economic impact of respite services on caregivers and care receivers are reduced.
- Caregiver well-being is improved through temporary relief from caregiver duties.
- Care receivers remain home in the care of their natural caregivers.
- Caregivers' 'out of home' work impact is reduced.
- Participating caregivers are highly satisfied with the respite program.
- Public knowledge of lifespan respite services is enhanced.

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A Contract resulting from this Solicitation may be designated for use as a Statewide Contract.¹

The Contract is awarded on behalf of OKDHS to award funding for respite programs. All state agencies and state affiliates may avail themselves of this contract.

1. Contract Term and Renewal Options:

1.1. Up to \$50,000.00 will be awarded per entity for the project period July 1, 2024, or date of signed contract whichever occurs last, – June 30, 2025. The contract may be renewed for up to one (1) additional one-year period at no additional cost to carry forward unexpended funds. Renewal of the contract is not guaranteed, regardless of whether funds remain unexpended.

2. Contract Specifications

2.1. Certain Contract requirements and terms are attached hereto as Exhibit 1 and incorporated herein.

3. Scope and Description:

3.1. The Bid Response must reflect for each requirement on **Exhibit 01 – Scope of Work** whether the requirement is met by an out-of-the-box solution or whether the requirement necessitates customization to the Bidder’s proposed solution.

3.2. The Bid Response shall show the ability of the Bidder to meet or exceed the mandatory and non-mandatory requirements as detailed in **Exhibit 02 – Requirements**.

4. Solicitation Criterion:

4.1. The Bid will be evaluated using a best value criterion, based on the following:

- 4.1.1.** Organizational Capacity
- 4.1.2.** Project Impact on Respite Need
- 4.1.3.** Budget and Budget Summary

5. Executive Summary and Company Information shall be included using Exhibit 04 – Company Information.

6. The response to pricing shall be proposed using Exhibit 03 – Budget.

7. Value-added products and/or services within the scope of the Acquisition are to be included in section ten (10) of the supplier’s response.

8. Financial information shall be included in section nine (9) of the supplier’s response.

¹ 74 O.S. 85.5(G)(3)

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9. Business References shall be included by using Exhibit 05 – References.

10. Third-party vendor information shall be included by using Exhibit 06 – 3rd Party Supplier Information.