

MINUTES

Procurement and Monitoring Committee
of the Senior Services Advisory Council
February 28, 2006

MEMBERS PRESENT

Mary Johnson Jane Strasdas

MEMBERS EXCUSED

Debbie Olsen Anna May Herbert Cathy Steadman Cox
Jean Jordan

STAFF PRESENT

Patti Little Sandy Karsten

1. **Call to Order:** The meeting was called to order at 1:42 p.m. by Patti Little.
2. **Approval of the Agenda:** Approved as mailed with the addition of Information item E.- Network of Care Presentation reminder.
3. **Approval of January 24, 2006 Minutes:** Approved as mailed.
4. **Information:**

A. Family Caregiver Presentation: Patti stated that the presenter, Joann Coker was ill and that the presentation would be rescheduled for the March PMC meeting.

B. Food Service Contract - Sandy Karsten stated that the food service Consortium is waiting for the return of the food service continuation contract budget which is due 3/9/06 . The Consortium has asked Bateman to provide three different budget proposals, the first to be the same as this year's specifications, the second to exclude the deli meal specifications and the third with the addition of service to Clatsop and Tillamook counties which have been added to the NWSDS service area recently. The proposals will be reviewed by the Consortium members and shared with PMC at their April meeting.

Sandy stated that the Consortium is working on the Request for Proposal (RFP) for FY 07-12 and that that RFP may not include deli meals in the specifications due to the change in nutrition standards and the cost to provide said meal.

C. Continuation Contract Updates: Patti Little stated that most of the RFP let by S&DS are for a five year period, contingent on acceptable yearly performances by the providers, as monitored by PMC. Providers in a continuation mode are required to complete continuation contract applications to outline the budget for the next fiscal year and note any changes to the program. The S&DS sub-contracts which are in a continuation mode include; Elderhelp, Money Management, Family Caregiver Support Group and Training, Senior Law, the Long Term Care Ombudsman Recruiting and Screening Committee, Metro Meals on Wheels and the Food Service Contract which was described above under B.

Patti shared the continuation contract timetable listed below:

February 28, 2006	Release continuation contract applications.
March 28	The deadline for receipt of application, 4:00 p.m.
March 28 – April 25	Application review by staff and Procurement & Monitoring Committee (PMC). Committee recommendations prepared for Senior Service Advisory Council (SSAC) packet.
May 9	SSAC action on PMC's recommendation. Formulation of Advisory Council recommendations for presentation to LCOG Executive Director.
May 17	Executive Director's action on SSAC's recommendation.
May 22	Notification to applicants.
June 6	Contract documents completed and released to Contractors.
June 21, 2006	Contracts signed and returned to LCOG.
June 22	Approved contracts presented to LCOG Board.
July 1, 2006	Continuation contracts commence.

Sandy noted that the Metro Meals on Wheels continuation contract application would be released soon and would follow a timeline similar to the one described above.

Patti shared the contract information described below, noting that these amounts have been approved by the Senior Services Advisory Council and LCOG.

<u>Program</u>	<u>Provider</u>	<u>Award(s) and Funding Source(s)</u>
ElderHelp	Sue Madron, Consultant	\$15,512 OAA III-B
Money Management	Emerald Empire Council on Aging	\$ 13,653 OAA III-B \$ 2, 578 OPI
Caregiver Support Groups	Cascade Health Solutions	\$ 11,328 OAA III-E
Caregiver Training	Cascade Health Solutions	\$ 2,245 OAA III-E
Senior Law	Lane County Law & Advocacy Center	\$ 58,339 III-B
LTC Ombudsman Recruiting & Screening Committee	Moray Povey, Chair	\$ 824 III-B \$ 419 VII A
Metro Meals on Wheels	American Red Cross	\$ 88,561 III C-2 \$ 25,775 OPI

D. In-home Service contract Update: Patti Little stated that the Letters of Intent for the In-home Service RFP had been received from Addus and Marquis Home Care Services. She shared the below listed RFP In-home RFP time table listed on the next page.

Item in RFP Process	Date	Location
Proposers Conference at 10:00 am 3410 Cherry Avenue NE, Salem, OR (attendance required)	February 6, 2006	Large Upstairs Conference Room
Deadline for Questions/Clarifications at 5:00 pm	February 17, 2006	
Proposals due at NWSDS at 3:00 pm 3410 Cherry Avenue NE, Salem, OR	March 15, 2006	
Opening of RFP Proposals at 4:00 pm 3410 Cherry Avenue NE, Salem, OR	March 15, 2006	
Notify proposers of interview appointment times by 5:00 pm	April 13, 2006	
Proposers interviewed by Selection Committee 9:00 am – 4:00 pm (Directors) Cascades West Center 1400 Queen St, Albany, OR	May 16, 2006 and/or May 17, 2006	Albany, Rooms A, B, and C (downstairs)
NorthWest Senior & Disability Services announces selection of CONTRACTOR	May 19, 2006	
Appeals deadline at 4:00 pm	May 25, 2006	
Appeals Hearing conducted by 5:00 pm	May 29, 2006	
Appeals Decision by 5:00 pm	May 31, 2006	
Transition period: Award of contract	June 1, 2006 through September 30, 2006	
Contracted service begins	October 1, 2006	

Patti noted that both Addus and Marquis Home Care Services had attended the mandatory Proposers Conference on 2/6/06 and that Marquis had withdrawn its intent to submit a proposal at this meeting due to the fact that it did not wish to provide service to all the counties listed in the RFP. This action resulted in the Consortium entering into a sole source negotiation with Addus, the current in-home service contractor. For this reason the proposer's interviews will not be necessary. The RFP proposal will be reviewed by PMC at a later meeting.

E. Network of Care Presentation: Patti reminded the committee that a community unveiling of the Network of Care would occur 3/2/06 from 1:00 to 3:00 P.M. at the Eugene Library.

5. **Action:**

A. March Site Visit Schedule:

- The Family Caregiver Program Presentation has been rescheduled for the March PMC meeting

6. **Next Meeting:** The next meeting will be March 28, 2006, 1:30-3:00 P.M., at the Campbell Senior Center.

7. **Adjourn:** The meeting was adjourned at 2:35.

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