

## Request for Proposals (RFP)

### **Older Adults Home Modification Program Occupational Therapist Search**

#### **Introduction and Purpose**

Sussex County Habitat for Humanity (SCHFH), in partnership with Habitat for Humanity of New Castle County (HFHNCC) and Central Delaware Habitat for Humanity (CDHFH), seek proposals from Licensed Occupational Therapists (OT) to provide state-wide in-home services as part of a U.S. Department of Housing and Urban Development (HUD) Older Adults Home Modification Program (OAHMP).

It is anticipated this RFP may result in a contract award to multiple contractors. This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements.

#### **Background**

The State of Delaware has seen a large increase in the population of older adults in need of accessibility and safety modifications that allow them to age in place. Unfortunately, environmental hazards in the home cause millions of preventable injuries and complications from disease each year. More than 26% of adults over the age of 65 reported falling in the past year. Approximately 1 in 5 of these falls caused serious injury resulting in restricted activity, loss of independence and premature death.

HFHNCC, CDHFH, and SCHFH will address accessibility needs for homeowners aged 62+ through a U.S. Department of Housing and Urban Development (HUD) Older Adults Home Modifications Program Grant. Over the course of three years, the three Delaware Habitat for Humanity organizations will provide 180 qualified homeowners with low barrier, high impact home modifications as well as access to a number of wraparound services and needs-based referrals. These collective efforts will enable older Delawareans to remain in their homes, while also providing important data at a municipal level around aging in place and housing-healthcare partnerships.

A key component of the OAHMP is access to an occupational therapy professional to conduct in-home interviews and assessments of potential hazards, fall risks, and accessibility needs to assist with residents' activities of daily living. The assessments will inform the home modifications final scope of work, which will be reviewed by the OT. The three Habitat for Humanity organizations seek quotes from qualified OTs to provide in-home assessments for up to 15 statewide clients per quarter.

## **Statement of Work and General Contract Requirements**

The OT will provide related Occupational Therapy services for the estimated period beginning January 2024 until July 2026. Services may include up to three visits to each client's home:

1. *Initial inspection and in-home assessment.* The OT will conduct an initial interview with the client and care takers (if applicable) in their home and assess the home for safety hazards, including the client's fall risk, general mobility, existing adaptive equipment, and /or the client's functional abilities with ADLs and IADLs. During this in-home visit, the OT will conduct a baseline evaluation and a home hazard visual assessment of the home using a HUD Office of Policy Development and Research evaluation form. Habitat for Humanity will use this assessment to create the project scope of work. This visit is expected to last 1.5 hours.
2. *Home Modification Validation.* The OT will inspect all completed modifications to ensure they will have a positive and sustained impact on each client's quality of life. This visit is expected to last 1 hour.
3. *Follow-up Assessment and Inspection.* The OT will conduct one in-home follow-up assessment within one month following services to evaluate the impact of modifications on the client's quality of life. During this time, the OT will also educate clients on the safe and proper use of any new adaptive equipment and empower them to make positive behavioral changes in their newly modified homes. This visit is expected to last 1.5 hours.

Some in-home visits may occur outside of normal working hours depending on clients' and caregivers' schedules.

## **Qualifications**

Required:

- Must be board-certified and licensed in the State of Delaware.
- Must have their own reliable form of transportation to clients' homes and a valid driver's license. Clients will be located in all three counties across the State of Delaware.
- Must be covered by Professional Occupational Therapy Liability Insurance.
- Ability to comply with federal contract provisions, including but not limited to:
  1. All contractors are required to show exclusion status on the General List of Parties Excluded from Federal Procurement or Non-procurement Programs as set forth in regulation (24 CFR, Part 24).
  2. All contractors will comply with the requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning

Women's Business Enterprise) by using its best efforts to encourage the use of minority and women's business enterprises in connection with contract work.

3. All contractors will comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Orders 11375, 13672, and 11478, and as supplemented in the Department of Labor regulations (41 CFR Part 60).
4. All contractors will certify compliance with The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) and (24 CFR Part 24, Subpart F).
5. All contractors must comply with a provision for the rights of the Federal Government and Affiliate in any invention resulting from experimental, developmental or research work in accordance with regulations (37 CFR Part 401), "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by HUD.
6. All contractors must comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), and disclosure of any party's lobbying with non-federal funds that takes place in connection with obtaining any federal award.
7. All contractors agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA).

Preferred:

- Prior experience working on federally funded contracts.
- Access to a recognized assessment tool to complete initial client interviews and related screenings.
- Willingness to oversee a certified Occupational Therapy Assistant.
- Fluency in Spanish and/or Haitian Creole is a plus.

### **Hourly Rate**

This program will consider rates up to \$85 per hour. This program will not provide reimbursement for travel.

### **Anticipated Timeline**

1. Request for Proposal issuance: November 27, 2023
2. Deadline for submission: December 22, 2023
3. Anticipated selection of vendor: January 12, 2024
4. Anticipated contract start: January 29, 2024

## **Proposal Guidelines**

Please follow the following format for all proposals:

1. Background information and experience.
  - Provide a resume that describes all education and experience. Include the following:
    - i. Experience completing similar projects;
    - ii. Ability to perform in-home visits statewide and outside of normal business hours;
    - iii. Ability to oversee the work of one Occupational Therapy Assistant providing similar services to clients;
    - iv. Access to a recognized assessment tool, including the name, cost, and format of the tool (e.g., software, checklist); and
    - v. Experience with federal contracts and provisions.
2. Hourly Rate
  - Provide estimated hourly cost of services.
3. References
  - Include name and contact details from at least three (3) recent references of similar work.

Please submit proposals in .pdf format to [RFP@sussexcountyhabitat.org](mailto:RFP@sussexcountyhabitat.org) by December 22, 2023.

## **Selection Criteria**

HFHNCC, CDHFH, and SCHFH will evaluate proposals based on the following criteria:

1. Relevant experience and performance.
2. Quoted hourly rate.
3. Ability to complete in-home visits statewide in Delaware.