

DEKALB COUNTY ILLINOIS
SENIOR TAX LEVY
GENERAL TERMS AND CONDITIONS

Background

In April 1997 the voters of the County of DeKalb passed a resolution to assess a tax of up to .025% of the county's assessed property value for the provision of social services for DeKalb County elderly residents. The resulting funds would be collected and distributed by the DeKalb County Board. Approximate funds available for FY 2017 are \$423,000.

Purpose

The intent of this request for bid proposals is to contract for supportive services, which prevent the unnecessary institutionalization of elderly DeKalb County residents for the period of July 1, 2016 through June 30, 2017.

Instructions on Bid Submission

1. Closing Submission Date

Proposals must be submitted no later than 4:30 p.m. on **Friday, February 26, 2016**.

2. Each proposal should include an **original plus eight** copies of each of the following:

- Cover Sheet
- Project Narrative
- Attachments as described in the Request for Bids Form and Content.

An electronic copy of your proposal must also be sent to jcollins@dekalbcounty.org.

Only **one** copy of the agency audit is required (does not need to be sent electronically).

3. Proposals should be addressed as follows:

DeKalb County Community Action Department
Senior Tax Levy
2550 N. Annie Glidden Road
DeKalb, IL 60115

Inquiries

Inquiries concerning this request for bid should be directed to:

Donna Moulton at 815-217-0191 or dmoulton@dekalbcounty.org.

Right to Reject

DeKalb County Government reserves the right to reject any and all bids received, to negotiate with any or all of the bidders, to negotiate for all or parts of the services to be performed, or to cancel in part or in its entirety this Request for Bids process.

Definition of Elderly

Since no standard definition of "elderly" spans all governmental programs, the definition used within this request will be the age approved by the Governmental agency providing the majority of the funding or oversight for the proposed project. If no other standard has been set for that project, the age of sixty (60) years should be used.

Costs Incurred

All costs incurred in the preparation of a response to this request will be the responsibility of the bidder and will not be reimbursed by DeKalb County Government.

Target Population

Services provided with Senior Tax Funds should be available countywide to the extent that it is practical to do so.

The services purchased with Senior Tax funds should be targeted to those DeKalb County residents unable to purchase such services by their own means; however, the services may also be available to other DeKalb County senior citizens.

Audit and Accounting Requirements

The awarded agencies must have in place a fiscal accountability and management system sufficient to permit the tracing of funds to the level of expenditure to establish that the Senior Tax Levy Funds have been used as described in the Service Agreement. Such fiscal records shall be sufficient to permit the preparation of reports as required in the service agreement and be made available to authorized representatives of the DeKalb County Government for inspection. Agencies shall cooperate fully with any investigation or audit of these records. An annual audit must be performed by an independent certified public accountant that is licensed by the State of Illinois to conduct an audit with Generally Accepted Auditing Standards.

Review Process

The Health and Human Services Committee of the DeKalb County Board will review all bids and make recommendations for awards to the full DeKalb County Board. At the request of the Health and Human Services Committee any or all bidders may be provided with an opportunity to make an oral presentation and/or answer questions from the Committee. Funded agencies should anticipate a site visit to monitor program(s) on an annual basis.

Notification of Award

It is expected that service agreements will be negotiated with awarded bidders and bid awards will be made on or before the May 18, 2016 DeKalb County Board Meeting.

Method of Compensation

Payments will be made to awarded bidders only after sufficient documentation of services rendered has been submitted to the DeKalb County Community Action Department. Please note that these agreements are for the purchase of services not agency grants.

No payments will be made unless and until sufficient tax funds are collected by the DeKalb County Collector.

Reporting Requirements

All awarded agencies are required to submit a Year End Activity Report on the form provided by the DeKalb County Community Action Department approximately 30 days following the end of the period. This report will include information about the service provided and the success of the service in preventing premature institutionalization.

Modification, Waiver

Any modifications of Service Agreements for the use or amount of Senior Tax Levy Funds or waiver of any condition of the Services Agreements require prior written approval by the DeKalb County Board.

Termination, Sanction

The DeKalb County Board reserves the right to terminate, modify, or sanction any service agreement for cause. Cause for termination or sanction include, but not limited to, the misuse of funds, inability to perform contracted service, or the violation of any portion of the Service Agreement. DeKalb County reserves the right to require repayment of any or all funds not used in accordance with the Service Agreement.

Subcontracts

The benefits of this agreement and the rights, duties and responsibilities of the awarded bidder may not be assigned in whole or in part to any subcontractor unless written authorization is given by the DeKalb County Government.

Retention of Records

All records and documentation of services and expenditures of Senior Tax Levy Funds shall be retained for a period of a minimum of three years following the completion of a successful audit of such records.

Non-discrimination

The bidder shall not discriminate in the acceptance of clients, employment of personnel, or in any other respect on the basis of race, color, sex, National Origin, religion, age, sexual orientation, or disability.

Disbarment

The bidder certifies that neither it nor its principals is presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in an agreement with any Federal, State, or Local Government.

Bribery

The bidder certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer of any governmental body, nor has the agency or employees made an admission of guilt of such conduct which is a matter of record.

Drug Free Work Place

The bidder provides a drug-free work place in accordance with the Drug Free Work Place Act.

American's With Disabilities Act

The bidder agrees to comply with all applicable provision of the American's With Disabilities Act.

Notification Requirements

The bidder agrees to immediately notify the DeKalb County Community Action Department of any and all events that may affect the performance of this Agreement.

Freedom of Information

Applications, programmatic reports and other information obtained by the DeKalb County Board under this Agreement shall be administered pursuant to the Freedom of Information Act.

Indemnification

The bidder agrees to hold-harmless the DeKalb County Board and any of its employees in the execution of the services described in the Service Agreement and indemnify DeKalb County Government from all claims, damages, losses and expenses, including but not limited to legal defense costs, attorney's fees, settlement or judgments, whether by direct suit or from third parties, arising out of or resulting from any acts or omissions of the agency, by any participant in connection with this agreement, or from any claim by a participant or third-party against the DeKalb County Government.

Federal, State, and Local Laws

The awarded bidder certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.

DEKALB COUNTY SENIOR TAX LEVY REQUEST FOR BIDS FORM AND CONTENT OF PROPOSALS

Separate narratives must be completed for each project for which an agency is requesting funds. Narratives should address each of the following topics, **but should not exceed 6 pages**.

A. Project Description

Describe the proposed project. Be sure to state how this project will prevent the unnecessary institutionalization of elderly DeKalb County Residents. Describe why levy funds should be used to purchase the services of this project.

B. Demographics

Describe the population to be served by this project including age, infirmity, income levels, and residency. Describe areas of DeKalb County served by this project now and projected in the future.

C. Organizational Structure and Experience

Describe the bidding organization's structure and governance. Include a brief history of the organization. Describe other projects within the organization. Describe the organization's experience and capacity to provide the service for which funds are requested. Preference will be given to providers with a proven record for effective and efficient delivery of the proposed services, and a familiarity with DeKalb County and its elderly population.

D. Coordination and Networking

Provide detailed information about how the proposed project will coordinate with other services provided by the bidder and with other service providers.

E. Outcome and Output Measures

Provide a description of the benefit to County seniors that is expected from the implementation of this project. Describe the output measures used to measure this project (e.g... hours of service, number of meals served, etc.) and the specific outcomes to be achieved through the project. Include a method of reporting the output and outcomes of this program.

F. Funding Request

Explain the bid amount per unit of service as well as the total bid amount for this project. Describe other sources of funds to be used for this project. DeKalb County Senior Tax Levy Dollars will only purchase the portion of services not otherwise funded.

ATTACHMENTS

A. Budgets

- 1) A project specific budget for each proposed project
- 2) An agency-wide budget
- 3) A budget narrative explaining the budgets. The budget narrative should provide sufficient information to support the reasonableness of the costs included in the budget. Be sure to explain all sources of income for this project and how this project fits into the organization's budget.

B. Audit

Attach **one** copy of the bidder's most recent independent audit (**does not need to be sent electronically**). If no audit has been performed a statement of explanation is required.

DEKALB COUNTY ILLINOIS
SENIOR TAX LEVY REQUEST FOR BIDS

COVER SHEET
(COMPLETE ONE COVER SHEET FOR EACH PROPOSED PROJECT)

NAME OF ORGANIZATION _____

ADDRESS _____

EMPLOYER IDENTIFICATION NUMBER _____

OR

SOCIAL SECURITY NUMBER _____

CONTACT PERSON _____

PHONE NUMBER _____

E-MAIL ADDRESS _____

ATTACHED IS THE PROPOSAL FOR THE FOLLOWING:

Project Name	Service Provided

UNITS OF SERVICE (e.g. hours, meals, visits)	COST OF ONE UNIT OF SERVICE	NUMBER OF UNITS PROPOSED	TOTAL BID

The aforementioned bidder acknowledges that the individual signing below is authorized to execute this document and that all information contained in this proposal is true and correct to the best of his/her knowledge.

Signature

Date

Typed/Printed Name

Title