

FAQ's for COAAA Strategic Plan for Success RFQ

Updated 5.20.2024

- What is the budget for this project? Is there an amount not to be exceeded?
The Central Ohio Area Agency on Aging prefers a project budget under \$50,000 but will consider proposals outside of that parameter. We will use best value procurement methods to select the highest quality proposal while keeping cost considerations in mind.
- Do you have a dedicated internal project manager?
Yes, we will have an internal project manager and the selected consultant will also work closely with COAAA's Senior Leadership Team including our Administrator Katie White.
- Have you undergone a similar planning process prior to this?
COAAA conducts a regional assessment of our eight-county service area every four years, but this is the first time that we have evaluated our internal processes and structure in this holistic way.
- What is the required/expected level of expertise regarding the MyCare transition and new FIDE SNP program? Will there be opportunities to connect with subject matter experts already in the field?
COAAA would prefer to engage a firm with some prior knowledge and experience with Medicare waiver service programs. However, the consultant will have access to subject matter experts from within COAAA, as well as, external partners and regulators.
- Who are the primary stakeholders who will want engaged in this process?
The primary stakeholder who will be consuming and implementing the results of the Strategic Plan for Success will be internal COAAA and Columbus Recreation and Parks Leadership. However, we would like it to be accessible for Elected Leaders and COAAA staff as we implement the recommendations outlined in the final report.

- Regarding the third bullet under the Scope of Services, is it the intent of COAAA that the contractor connects with the Centers for Medicare and Medicaid Services (CMS) directly without participation from other state agencies (e.g., Department of Medicaid)?

The Central Ohio Area Agency on Aging will help facilitate meeting with our partners at CMS, Ohio Department of Medicaid, and Ohio Department of Aging. We will most likely engage the Ohio Department of Medicaid in our discussions with CMS.

- Should the contractor indicate location of key personnel or nearest office location for 6.1 Location of Lead Offeror?

Location of key personnel, unless the nearest office location will be assisting in the development of the Strategic Plan for Success (SPS).

- 6.3 specifies a Project Manager as key personnel and an organizational chart with key team members of the Office. Is there a minimum number of personnel and/or any additional team requirements of note?

No specific requirements, the Central Ohio Area Agency on Aging only requires a Project Manager/Point of Contact.

- Scope of Services does not list a point allocation for a non-MBE/WBE Prime to partner with a MBE/WBE subcontractor. Can you confirm that a MBE/WBE subcontractor is required for this RFSQ response?

Engagement of a MBE/WBE is not required. However, respondents to the RFSQ who hold this designation will be awarded 5 additional points during the evaluation process.

- Does COAAA want a cost proposal?

Yes, COAAA would appreciate a proposed budget/cost proposal for the expenses the consultant anticipates to execute this project. This can be included in your response to the RFSQ.

- The RFSQ talks about research in Ohio and nationally in different places to inform strategy. Is it both or one?

COAAA is looking to research other Area Agencies on Aging (AAAs) from across the country at a high level to evaluate the most common structure and functions (i.e. not-for-profit vs. government). However, more detail will be required when researching AAAs in Ohio, as all Ohio AAAs will be required to engage in the new state-wide Fully Integrated Dual Eligible Special Needs Plan (FIDE SNP). As this requires alignment across the Ohio Aging Network, COAAA is looking to ensure

our structure, policies, and procedures are in relative alignment with other AAAs in Ohio.

- If national research is desired, can the bidder propose an expected number of peer AAAs or interviews to ensure feasibility within the timeline and budget?
There will be no need to interview Area Agencies on Aging outside of Ohio as COAAA is only interested in high level data on structural and programmatic information. For example, how many AAAs across the country are situated within local or county government, instead of a stand-alone not-for-profit. Or, how many AAAs operate Medicaid Waiver programs.
- Will this be a publicly facing strategic plan? If so, would you like us to assume that we would visually design the plan, or do you have your own designers/formatters?
The primary stakeholders who will be consuming and implementing the results of the Strategic Plan for Success will be internal COAAA and Columbus Recreation and Parks leadership. However, we would like it to be accessible to Elected Officials and COAAA staff as we implement the recommendations outlined in the final report. While the final report won't be public facing, we would like it to be visually appealing and would prefer for the selected consultant to provide their final recommendations in an easily consumable format.
- Should the consultant assume any in-person engagement?
COAAA is open to conducting the majority of engagement with the selected consultant virtually. However, we may request in-person availability when presenting the final results to stakeholders.
- Would you be amenable to earlier engagement with the steering committee to ensure alignment before the report is complete?
Yes, COAAA can facilitate engagement with regional stakeholders prior to the submission of the final report and recommendations.
- Is section 6.5 intentionally omitted?
Yes, the RFSQ follows standard City of Columbus procurement requirements and section 6.5 was not relevant.