



NORTHWEST COLORADO COUNCIL OF GOVERNMENTS

Rural Resort Region

REQUEST FOR PROPOSALS

TO:	All Prospective Qualified Firms or Individuals
FROM:	Northwest Colorado Council of Governments - Rural Resort Region Seniors in Our Mountain Communities Project
RE:	Request for Proposals to Complete a Gap Analysis of Services for an Aging Population that are not tied to an institutional setting for the Rural Resort Region of Colorado.

BACKGROUND

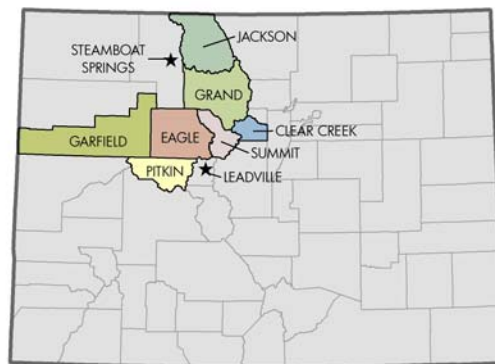
The Rural Resort Region is an affiliated program of the Northwest Colorado Council of Governments. The Rural Resort Region (RRR) is an issues-based, boundary-less organization that addresses regional issues affecting its members, which are communities dependent upon resort economies.

The Rural Resort Region membership region for 2010 consists of the following jurisdictions:

- Clear Creek County
- Eagle County
- Garfield County
- Grand County
- Jackson County
- Pitkin County
- Summit County
- City of Leadville
- City of Steamboat Springs

The map of the region:

State of Colorado



The group works to develop solutions and strategies by building partnerships and coalitions among entities affected by these issues. Each year, the Rural Resort Region chooses one regional issue to focus on. In 2009, the topic chosen was "Seniors in Our Mountain Communities: Challenges and Opportunities". After a year-long examination of this issue, a policy symposium was held on November 12, 2009 whereby a group of stakeholders from across the region narrowed down several proposed policies regarding seniors, and chose 4 to focus on for 2010.

One of the four policies chosen is: **Develop services for an aging population that are not tied to an institutional setting.** The goal of this gap analysis project for which this RFP seeks proposals, is to gain an in depth understanding of these such services that currently are available in the membership region, determine the adequacy of these services, and determine the unmet needs for these such services that aim to keep seniors in their own homes, thereby reducing the need for them to enter an institutional setting. This would involve:

- Gathering local information about the current capacity of home and community-based services in the community.
- Gathering local information about the unmet needs with respect to home and community-based services in the community.

SCOPE OF WORK

The Rural Resort Region seeks proposals to design, develop, coordinate, conduct and evaluate a Gap Analysis for home and community-based services for seniors in the membership of the Rural Resort Region to include the counties of Clear Creek, Eagle, Garfield, Grand, Jackson, Pitkin and Summit, and the Cities of Leadville and Steamboat Springs.

The Proposer shall draft and submit a Scope of Work that proposer believes will be required to accomplish the gap analysis project goal. At a minimum, the Scope of Work will address the following objectives:

- A complete analysis of home and community-based services - those services NOT TIED to an institutional setting - in the membership region including the current availability of and projected need for additional home and community-based services that will allow seniors to stay in their own homes.
- A complete review of all existing applicable surveys/data completed in the last 3 years within the Rural Resort Region membership region.
- A complete analysis of the demographic trends in the membership region with respect to the senior population.
- The development of a detailed final report which clearly identifies gaps, or unmet needs, in the membership region and identifies specific opportunities for business expansion/development in those areas, and provided recommended next steps.
- Identify a project completion timeline.

Examples of the services to study:

- Adult Day Service
- Personal Care / Home Health
- Transportation
- Homemaker
- Home delivered meals
- Companion Service
- Chore
- Existing home modifications
- Builders that build accessible housing
- Family Caregiver Support Services
- Mental Health
- Case Management
- Information and Assistance
- Legal Services and Financial Planning

RFP Requirements

- Detailed scope of work
- Project timeline and completion date
- Individual/Company Overview
- Qualifications/Professional Competence/Training/ Proposer must provide qualifications as well as experience information on key personnel
- References
- Cost of Services

ESTIMATED PROJECT TIMEFRAME

- RFP's mailed/emailed - Tuesday, February 16, 2010. RFP's also available at www.nwc.cog.co.us.
- RFP's due date to NWCCOG - Monday, March 22, 2010
- RFP's reviewed by Rural Resort Region board and award made - Thursday, March 25, 2010
- Project commences - April 1, 2010

SUBMISSION CRITERIA

Proposals may be submitted via hard copy or electronically via mail, fax, hand delivery or email.

Only proposals properly received by the NWCCOG by the RFP due date will be accepted. No proposals which are received after the RFP due date will be considered, and any proposals so received after the RFP due date shall be returned to the submitting proposer. The Rural Resort Region reserves the right to accept or reject any or all proposals.

The results of this Gap Analysis will be in the public domain.

RFP DUE DATE:

Monday, March 22, 2010

SUBMIT RFP TO:

Rachel Lunney
Research Project Manager
NWCCOG
P.O. Box 2308
Silverthorne, CO 80498
970.468.0295 x106
Fax #: 970.468.1208
Email: rlunney@nwc.cog.co.us