

**REQUEST FOR PROPOSALS**  
**FOR PURCHASED SERVICE AGREEMENTS**  
**NON-HOMEMAKER/PERSONAL CARE SERVICES**

Elder Services of Berkshire County, Inc. is conducting an open bid for the purchase of the following services for its State Home Care Program: Homemaker/Personal Care, Home Health Service (including Home Health Aide, Skilled Nursing Services, Occupational Therapy, Physical Therapy and Speech Therapy), Chore, Companion, Emergency Shelter, Short Term Respite Care, Supportive Day Programs, Personal Emergency Response System (PERS), Enhanced PERS, Fiscal Intermediary, Bill Payer Services, Adaptive Housing/Durable Medical Equipment, Behavioral Health Services, Vision Rehabilitation, Translation/Interpreting Services, Habilitation Therapy (Alzheimer's Coaching), Laundry, Adult Day Health, Supportive Home Care Aide, Transportation, Medication Dispensing System, Adult Foster Care, Wanderer Locator Service, Grocery Shopping and Delivery, Dementia Day Care, Alzheimer's Day Care.

Geographic area served by ESBCI includes: Adams, Alford, Becket, Cheshire, Clarksburg, Dalton, Egremont, Florida, Great Barrington, Hancock, Hinsdale, Lanesborough, Lee, Lenox, Monterey, Mount Washington, New Ashford, New Marlborough, North Adams, Otis, Peru, Pittsfield, Richmond, Sandisfield, Savoy, Sheffield, Stockbridge, Tyringham, Washington, Williamstown and Windsor.

*Please note that Homemaker/Personal Care Homemaker services require completion of a separate and distinct set of application materials - the Homemaker Notice of Intent to Contract (NOI) – to be posted under the “For Professionals” link at [www.800AgeInfo.com](http://www.800AgeInfo.com)*

**DEADLINE FOR SUBMISSION OF APPLICATIONS**

Provider agencies must submit necessary application materials **no later than 5:00 PM, Tuesday, June 1, 2021** to the attention of:

Michelle McMurray, Contracts Administrator  
Elder Services of Berkshire County, Inc.  
877 South Street, Suite 4E  
Pittsfield MA 01201

## **REQUIRED SUBMISSIONS**

Required submissions depend upon the type and combination of services an agency proposes to provide. Elements highlighted in yellow are documents available on this site.

- Homemaker/Personal Care Services ONLY: [Checklist Homemaker Personal Care Services ONLY.doc](#)
- NON-Homemaker/Personal Care Services ONLY: [Checklist NON-Homemaker Personal Care Services ONLY.doc](#)
- BOTH Homemaker/Personal Care and NON-Homemaker/Personal Care Services: [Checklist for BOTH Homemaker Personal Care and NON- Homemaker Personal Care Services.doc](#)

Effective 1/1/2016 All applications for renewal must include an updated application for your Frail Elder Waiver (FEW). New Providers will be required to apply for FEW upon award of contract.

## **REVIEW OF APPLICATIONS**

Proposals will first be reviewed by Elder Services of Berkshire County, Inc. Staff and the Board of Directors Client Services Committee. The Board of Directors will then make the final decision based upon factors deemed appropriate by the agency and its Board of Directors, including the following criteria:

- a.) Proposal package completion
- b.) Experience and references of responding agency
- c.) Monitoring and evaluation results for currently contracted providers
- d.) Client satisfaction
- e.) Ability to respond to ESBCI's service requests
- f.) Cost per unit of service

## **AWARD OF CONTRACTS**

Elder Services of Berkshire County, Inc. reserves the right to reject any or all proposals or call for new proposals.

Agencies chosen to provide services will be required to enter into a written Agreement with Elder Services of Berkshire County, Inc. Examples of this format are available upon request. Elder Services of Berkshire County, Inc. will enter into Agreements with more than one (1) provider for the same service. Elder Services of Berkshire County, Inc. does not guarantee a level of services to be provided under an Agreement. All services delivered to clients pursuant to these Agreements must be authorized by Elder Services of Berkshire County, Inc. staff who are solely responsible for the determination of client eligibility and level of service.

Contracts will be awarded to successful applicants from October 1, 2021 to September 30, 2024.

**CONTACT PEOPLE**

Inquiries concerning the proposal or contract may be made by contacting:

Michelle McMurray, Contracts Administrator  
Elder Services of Berkshire County, Inc.  
877 South Street, Suite 4E  
Pittsfield MA 01201  
(413)499-0524

**AA/EOE**