



Request for Bid

Statewide Needs Assessment Survey

Definitions

Term	Definition
Target Population	Adults aged 50 years or older; Adults with Disabilities; and Caregivers
Older Adult	Adults aged 50 years or older
Adult with disabilities	Adult aged 18+ with at least one physical or mental disability
Caregiver	Adult aged 18+ providing unpaid care for an older adult or an adult with disabilities.

Background Information

Missouri is in the process of developing a Master Plan on Aging. This cross-sector, state-led strategic planning resource will help Missouri transform the infrastructure and coordination of services for its rapidly aging population, people with disabilities, and caregivers. An important piece of the Master Plan on Aging includes a comprehensive, statewide needs assessment.

Conducting a statewide needs assessment for Missourians age 50+, adults with disabilities, and caregivers will allow the Missouri Master Plan on Aging Advisory Council to create a plan based on current data and needs. This data will guide the development of goals and priorities in Missouri's Master Plan on Aging.

Missouri Association of Area Agencies on Aging (AGENCY), working closely with the Missouri Department of Health and Senior Services (DHSS), seeks proposals to conduct a Statewide Needs Assessment that evaluates the needs of: **older adults, adults with disabilities, and caregivers.**

Purpose and Goal

The Master Plan on Aging Needs Assessment will help the state determine the needs of older adults, adults with disabilities, and caregivers in Missouri. The assessment results will be used to develop goals, objectives, and strategies for all levels of government in Missouri, from state to county and local city governments, aging and disability network providers, and policymakers.

The assessment will survey a statistically significant, representative sample of three targeted demographic groups:

- Older Adults
- Adults with Disabilities
- Caregivers

The survey will be accessible to any older adult, adult with disabilities, or caregivers in Missouri who wishes to participate in the survey. The contractor will be responsible for conducting in-person and telephone survey interviews, making the survey available online, analyzing the results, and creating a final report as detailed below.

Deliverables and Outcomes

Conducting the Survey

The Contractor is responsible for collecting/compiling enough information to conduct and complete surveys with at least 10,000 Missourians representing the targeted populations, with representation of each county throughout Missouri. At least 25 percent of these will be completed surveys will be completed by phone or in-person, based on the preference of the individual being surveyed. The remaining surveys will be completed by individuals who complete an online version of the survey on their own.

Process

The Contractor will get approval from the AGENCY on the final process for conducting the survey. The process for conducting the survey will include at least the following steps.

In-person and Phone Surveys

- The Contractor shall work with the AGENCY to create in-person or live virtual training for the interviewers.
- In conjunction with the AGENCY, the Contractor shall prepare for, lead, and coordinate logistics for an in-person or live virtual training of the interviewers.
- The Contractor shall conduct surveys with older adults, adults with disabilities, and caregivers in Missouri. The Contractor will be responsible for identifying individuals to participate in the in-person and phone surveys.
- The contractor shall complete an initial contact with survey participants to determine whether the participant wants to complete the survey in person or over the phone and will determine whether the participant needs a proxy. The contractor shall contact enough individuals to ensure that a minimum of 2,500 surveys will be completed over the phone or in person with individuals who need assistance in completing the surveys.
- The Contractor shall schedule the phone or in-person survey with the participant and/or the participant's proxy at the location of the participants choice.
- The contractor shall provide access to an online version of the survey for any Missourian to complete while conducting outreach to ensure that at least 10,000 Missourians complete a survey in one of the available formats, with at least 25 percent of the surveys (2,500) being completed over the phone or in person. The online version of the survey shall be available for a minimum of 60 days for any Missourian to complete.
- Complete the survey tool with at least 10,000 older adults, adults with disabilities, or caregiver participants and/or their proxies with representation from **each county** within Missouri.
- Provide contact information or a warm transfer to an area agency on aging or a center for independent living for individuals who identified unmet needs.
- Track reasons for refusal to complete surveys and reasons for any invalid/incomplete surveys.
- Track survey results in a system that ensures the privacy of data collected using the survey tool.
- Surveys will be conducted during a mutually agreeable timeframe. All data will be entered into the data tracking system by a date to be mutually determined upon contract signing.

Priority Demographic Groups (In-person and Phone Surveys)

The contractor will explain how they will prioritize responses from the following priority demographic groups.

- Adults aged 60 and older
- Adults with physical and mental disabilities
- Adults with language barriers
- Adults who identify as LGBTQ+

- Adults living in rural areas
- Minority adults
- Low-income adults
- Caregivers

Analysis of Data and Final Report

The Contractor is responsible for analyzing the survey data and completing a final report. The analysis and final report will include at least the following information.

- Statewide survey results for all participants and stratified by age band, caregiver status, disability status, race/ethnicity, sexual orientation and gender identity, income, employment, veteran status, household size, and marital status.
- Regional survey results for all participants and stratified by age band, caregiver status, disability status, race/ethnicity, sexual orientation and gender identity, income, employment, veteran status, household size, and marital status.
- County-level survey results for all participants and, if stratification maintains anonymity, stratified by age band, caregiver status, disability status, race/ethnicity, sexual orientation and gender identity, income, employment, veteran status, household size, and marital status.
- Narrative describing survey results.
- Charts and graphs describing survey results.

Specific Contractual Requirements

- The contractor shall perform all necessary functions on behalf of the AGENCY for completion of the statewide survey.
- The contractor shall prepare for and participate in bi-weekly scheduled planning and update calls with the AGENCY.
- The contractor shall perform all services in accordance with the provisions and requirements stated herein and to the sole satisfaction of the Agency.
- The Contractor will conduct surveys with a statistically significant sample of older adults, adults with disabilities, and caregivers.
- The Contractor will analyze the results of the survey.
- The Contractor will create a final report of the analyzed survey data.
- The Contractor shall prepare and transmit the schedule for all aspects of the work as outlined in this proposal via e-mail to the AGENCY.
- The Contractor shall complete and send monthly reports regarding all aspects of the work including, but not limited to; status, risks mitigated, and progress, via e-mail to the AGENCY.

Timeline:

The anticipated timeline, subject to change, is as follows:

Request for Bids	January 3 through February 16, 2024
Review of Bids	February 19 through February 24, 2024
Awarding of Contract	By March 15
Project Kick-Off Target	April 1
Survey Collection	2 to 3 months
Analysis and Reporting	1-2 months

Funding Cap:

The total cost for the project will not exceed \$750,000.

Submission of Proposals:

Proposals will be evaluated based on the following criteria:

- Relevant Experience (10 points)
- Methodology and Performance (50 points available)
- Qualifications of Team (10 points)
- Cost (35 points)

*Additional consideration will be included for vendors which are minority, and-or women owned, Blind/Sheltered Workshop, Service-Disabled Veteran Business Enterprise (SDVE) (1 point each)

Proposals should include the following information:

- Company overview and experience
- Proposed methodology and timeline
- Qualifications of the project team
- Cost proposal

Proposals should be submitted electronically by **February 16, 2024** to: jpeetz@ma4web.org.

Contact:

Julie Peetz

Executive Director

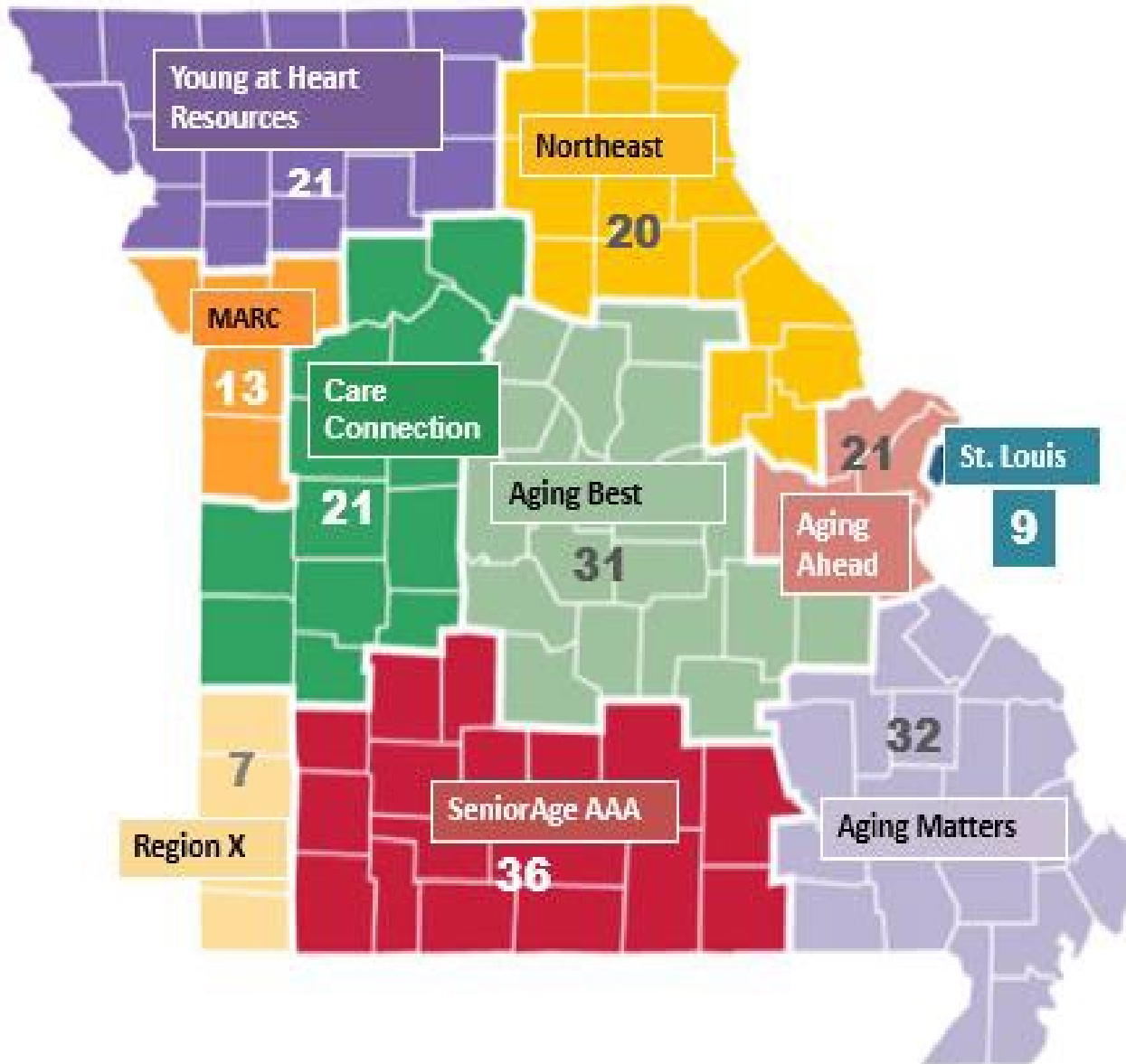
Missouri Association of Area Agencies on Aging

www.ma4web.org

314.620.4585

jpeetz@ma4web.org

MISSOURI'S TEN AREA AGENCIES ON AGING (AAAs)



Missouri Association of Area Agencies on Aging | ma4

1-573-668-8824

www.ma4web.org

1. SeniorAge - Springfield

1-417-862-0762

1-800-497-0822

www.senioragemo.org

2. Aging Matters - Cape Girardeau

1-573-335-3331

1-800-392-8771

www.agingmatters2u.com

3. Care Connection for Aging Services - Warrensburg

1-660-747-3107

1-800-748-7826

www.goaging.org

4. Young at Heart Resources – Albany

1-888-844-5626

www.yahresources.org

5. Northeast MO AAA - Kirksville

1-660-665-4682

1-800-664-6338

www.nemoaaa.com

6. Aging Best - Columbia

1-573-443-5823

1-800-369-5211

www.agingbest.org

7. MARC - Kansas City

1-816-421-4980

1-800-593-7948

www.marc.org

8. Aging Ahead - St. Louis Metro

1-636-207-084

1-800-243-6060

www.agingahead.org

9. St. Louis AAA - St. Louis City

1-314-612-5918

1-877-612-5918

www.slaaa.org

10. Region X AAA - Joplin

1-417-781-7562

www.aaaregionx.org