

Caregiver Respite and Support Services RFP

Answers to Questions Posed during Bidders Conference of 3/27/18 and Submitted in Writing to MCOA up through 3/30/18.

Date: 4.3.18

Q1: What are the most challenging program management aspects?

1. Ensuring local project partners also consistently educate their members about the needs of caregivers and the way individuals within each social group may help caregivers with regular respite or other types of support. The partners who are leaders of large membership groups have a unique ability to inform others so they begin to understand that caregivers need consistent help from their social circle of friends, families, social acquaintances in their membership groups, and community volunteers.
2. Reaching Hispanic and Latino caregivers - that is why we emphasize establishing an inclusive collaboration of organizations in your service area and hiring a bilingual Family Support Volunteer.
3. Joining voices with your local partners to influence others to create new social norms for how we welcome people into our social lives and activities. Caregivers and people living with dementia need to feel welcome when they go out to eat, or attend a school play or religious ceremony, even when they may need to walk about or depart early.
4. The role of a weekly respite companion is new – so we do not yet know if it will be easy or potentially challenging to retain respite companion volunteers over a long period of time. Or, if they will be willing to provide regular weekly 2-3 hour visits to more than 1 person.

Your thoughts and recommendations for addressing these components of the project will be important considerations.

Q2: How should I respond in the application if we do not know yet who we will hire for the project coordinator position?

- The first 90 days of the project are a critical time sensitive period for ramping up the project, so someone in the lead agency must be ready to start work immediately. In your response,
 - Identify who will be assigned to and responsible for all tasks during the first 90-day period.
 - Also, include the written job description of the temporary project leader in your application.

Q3: May we employ 2 people to perform the duties of respite companion program coordinator and memory café coordinator?

- Yes.

Q4: Is it okay to add this 10 hour a week role to another part time job we already fund?

- Absolutely. In fact, this is what will be most practical for bidders. We welcome this staffing plan as you will have better capacity to immediately start work on the project ramp up tasks of respite companion and FSV recruitment and arranging for and publicizing the new memory café. Also, your project coordinator would be more available to respond to questions from respite companions and caregivers.

Q5: May we recruit social work students to serve as program assistants to the project coordinator?

- Yes, this project is a wonderful work opportunity for a social work student. They would learn about how to organize direct services as well as how to influence SoCal movement in terms of building community awareness of and response to the needs of caregivers for people living with dementia.

Q6: May the FSV also be able to provide mentorship to the Respite Companions?

- Yes! They will be a great source of information. The content of their caregiver education programs will broaden and reinforce the respite

companions understanding of how to support and interact effectively with someone living with dementia.

Q7: Who will train and mentor the FSVs?

- The Alzheimer's Association, MA/NH Chapter, employs 4 regional managers in MA. They will be responsible for training and mentoring the FSVs to lead support groups, deliver trainings focused on caregiver issues, skills, and needs, organize AlzMeetUps, and provide information and referral.

Q8. Who will recruit the two FSVs for my pilot area?

- The lead agencies and the Alzheimer's Association will work together to recruit and select individuals to work as FSVs. The parties will mutually agree upon the final candidates selected for training and placement. The lead agency will be the organization that hires and pays the bilingual Spanish / English FSV who will be able to focus their services on Hispanic and Latino family caregivers and people living with dementia.

Q9: If we have a small number of Latino or Hispanic families in our service area, should we still apply?

- Yes, please do apply. Your area will still be considered a viable service area
- Latinos and Hispanics and Blacks have the highest rate for developing dementia than any other social groups. In your response, described how you will make special efforts to reach Latino, Hispanic and Black families in your service area.

Q10: How frequently must the Social Outings Listing be updated and published and when should the first edition is released?

- The listing should be updated and distributed every 2-3 months so that new community events can be added and the concept of welcoming people living with dementia into community events can be restated frequently. Printed posters and flyers should include a website where additional events can be uploaded as you learn of them.

- The first Social Outings Listing should come out in August, with your new Memory Café prominently highlighted.

Q11: How many organizations are required, at a minimum, as partners in our local project- 6 or 8? (The RFP used both numbers).

- The answer is at least 8.

Q12: If we engage more than 8 partners, what would you recommend we use as a guide in terms of the ratio of religious organizations to all partner organizations?

- The bigger your team of partners, the larger impact you will have in terms of getting the message out about the needs of caregivers and what friends and acquaintances can do to help. So we encourage you to form a large coalition of partners to work across your community/service area. In addition to leaders of religious groups, strive to include cultural associations, men's and women's groups, neighborhood associations, retiree associations of local employers, alumni groups of local colleges, housing sites, athletic league captains, etc. The ratio requirements in the RFP are there to ensure your team links with leaders of large membership groups who have a platform for educating their members about the needs of caregivers and encouraging their members to take action as volunteers to help a caregiver needing respite. Religious leaders are unique in their roles as educators. Focus upon sustaining the same ratio of 3 out of 8 (e.g. 6 out of 16).