

Request for Qualifications

HUD OLDER ADULT HOME MODIFICATION PROGRAM (OAHMP)

Chester, Fairfield, and Union County, SC



Qualifications Due Date:

May 7, 2025

South Carolina Uplift Community Outreach

Request for Qualifications – Older Adults Home Modification Program (OAHMP)

South Carolina UpLift Community Outreach is a local non-profit organization focused on providing affordable housing throughout the Midlands of South Carolina. Additional Information about the organization can be obtained on the corporation website at www.scuplift.org.

REQUEST FOR QUALIFICATIONS

South Carolina Uplift is seeking Occupational Therapy (OT) Services experienced in providing OT services for older adults (62 and older) for the counties of Chester, Fairfield, and Union. It is expected that an OT Services company will be sub-contracted following the advertisement for competitive qualifications, evaluation of those qualifications and the selection of best proposals. Parties interested in competing for this must submit proposals in accordance with the instructions contained herein.

LOCATION

The sub-contractor shall perform occupational therapy services as shown on the attached Scope of Work on an Owner's property located as listed below:

- Chester County, SC
- Fairfield County, SC
- Union County, SC

Release Date: 04/22/2025

Response Deadline: 05/07/2025

1. Introduction

SC Uplift Community Outreach is seeking qualified and experienced Occupational Therapy (OT) providers to deliver services to enable low-income elderly persons to remain in their homes through low-cost, low barrier, high impact home modifications to reduce older seniors' risk of falling, improve general safety, increase accessibility, and to improve their functional abilities in their home. This will enable seniors to remain in their homes, that is, to "age in place," rather than move to nursing homes or other assisted care facilities. This RFQ aims to identify service providers with the necessary qualifications and experience to meet the needs of eligible low-income senior homeowners and renters who are at least 62 years old for work within their primary residence, ensuring high-quality care and positive outcomes. These services may be rendered as part of HUD's Office of Lead Hazard Control and Healthy Homes, Older Adults Home Modification Program (OAHMP) and therefore, the selected provider will be required to comply with all applicable HUD requirements.

2. Scope of Services

The OAHMP model primarily relies on the expertise of a licensed Occupational Therapist (OT) to ensure that the home modification addresses the client's specific goals and needs and promotes their full participation in daily life activities. Occupational Therapist (OT) is a licensed clinical practitioner who provides client-focused interventions to adapt the environment in order to increase independence, promote health, and prevent further decline or injury. An OT assesses a person's ability to do the things he or she wants and needs to do, and provides personalized recommendations to increase safety, ease, and ability now and in the future. The OT works with the individual to ensure that the recommended changes to the home are consistent with the client's wants and needs, skills, and environment. For the purposes of the OAHMP, to help maximize the breadth of the program, licensed OT Assistants who undertake work to implement the findings of a licensed OT under the licensed OT's oversight, may be used where a provision of the Notice of Funding Opportunity specifies a requirement to be performed by an OT. The OT is trained to evaluate clients' functional abilities and the home environment and has knowledge of the range of low-cost, high-impact environmental modifications and adaptive equipment used to optimize the home environment and increase independence. To help maximize the breadth of the program, the OAHMP also supports using licensed OT Assistants and Certified Aging-in-Place Specialists whose work under the OAHMP grant is overseen by licensed OTs. The OAHMP model also encourages a person-centered approach that motivates and supports older adults as they identify their goals and learn to function safely in their home.

All services are voluntary for the beneficiary of the program. Consent of the client, and/or legal guardian is required before delivery of services. As a Grantees, we are strongly encouraged to work with the client to complete all phases of the program model; however, the client or legal guardian may opt out at any time. The home modifications and other services must be designed to improve general safety, improve accessibility, and improve functional abilities of the client to make tasks easier, reduce accidents and the risk of falls, and lengthen the amount of time the client can continue to safely live in their primary residence

The selected OT provider will be responsible for providing the following services aligning with the OAHMP Program Service Model:

Program Services Model is outlined as follows:

A. Initial Assessments: Initial Interview and In-Home Assessment conducted by a Licensed Occupational Therapist (OT), or a licensed OT Assistant or Certified Aging-in-Place Specialists whose work under with RFQ is overseen by a licensed OT. The OT will conduct the initial interview with the client and care takers (if available) in their home and assess the home for safety and hazards, including the client's fall risk, general mobility, existing adaptive equipment, and/or the client's functional abilities with ADLs and IADLs. During this in-home visit, the OT will conduct a "baseline" evaluation health interview with clients and a home hazard visual assessment of the home using PD&R Evaluation forms.

B. ii. Work Order by the OT, or a licensed OT Assistant or a Certified Aging-in-Place Specialist whose work under the grant is overseen by a licensed OT. (Supervision/oversight by an OT involves guidance in establishing the scope of work, work plan, and approval of any modifications to the established plan in each unit to ensure client-centered service for optimal occupational

outcomes). With the client's consent, the OT will prioritize the necessary home modifications and complete a work order and any additional specifications (e.g., placing tape on walls to indicate position of grab bars).

C. Follow-up Assessment and Inspection - The OT will conduct an in-home follow-up assessment within one month following services, accompanied by appropriate education and training for the client in the safe and proper use of adaptive equipment. The OT will also inspect the work of the licensed contractor to ensure that it meets the requirements and complete a work order for any required adjustments before services are paid in full.

3. Minimum Qualifications

To be considered for this RFQ, the OT provider(s) must meet the following minimum qualifications:

- A valid and current Occupational Therapy license in the state of South Carolina.
- Must hold a Certified Aging in Place Certification by the National Association of Home Builders
- Minimum of 3 years of experience partnering with non-profit agencies to carryout federal, state or local house programs in providing OT services for older adults (62 and older).
- Ability to work with a diverse population, including low-income senior homeowners and renters who are at least 62 years old for work within their primary residence.
- Knowledge of and adherence to applicable federal, state, and local regulations, including U.S. Department of Housing and Urban Development requirements where applicable.
- Strong communication and interpersonal skills.

4. HUD Compliance Requirements

The OT provider(s) must comply with the following HUD-specific requirements:

A. Equal Opportunity and Non-Discrimination: The service provider must comply with HUD's Equal Opportunity provisions, ensuring no discrimination based on race, color, religion, sex, national origin, age, disability, or familial status as outlined in the Fair Housing Act.

B. Section 3 Compliance: If applicable, the OT provider must adhere to Section 3 of the Housing and Urban Development Act of 1968, which requires employment opportunities to be directed to low- or very low-income persons, particularly those residing in the service area of HUD-assisted projects.

C. Lead-Based Paint Regulations: If services are provided in properties built before 1978, the provider must comply with HUD's Lead-Based Paint Poisoning Prevention regulations. This includes the awareness and required actions regarding lead-based paint hazards in the living environment.

D. HUD Financial Assistance Compliance: The provider must ensure compliance with applicable HUD regulations and requirements for record-keeping, billing, and auditing if the OT services are to be funded through HUD grants or housing programs.

E. Conflicts of Interest: The provider must disclose any potential conflicts of interest and comply with HUD's conflict-of-interest regulations as outlined in 24 CFR 570.611 or other applicable HUD directives.

F. Drug-Free Workplace: As part of compliance with HUD and federal regulations, the OT provider must maintain a drug-free workplace, adhering to the Drug-Free Workplace Act of 1988.

G. Fair Housing Compliance: The service provider is required to ensure that their services and operations adhere to HUD's Fair Housing requirements and that no discriminatory practices occur in their treatment of individuals based on the Fair Housing Act.

H. Affirmative Marketing: If the OT provider is involved in any housing-related activities, they must adhere to HUD's affirmative marketing requirements, which include actively promoting equal housing opportunities.

5. Submission Requirements

Interested OT service providers must submit the following documents:

A. Cover Letter: A brief introduction to the provider and their qualifications.

B. Proof of Licensing: A copy of the Occupational Therapy license and other certifications.

C. Experience and References: A summary of relevant experience and at least [two] professional references.

D. Detailed Service Proposal: A description of the proposed approach to OT service delivery, including methods, tools, and techniques.

E. Rates: A breakdown of service rates, including any variable costs, for consideration.

F. Insurance: Proof of professional liability insurance.

G. Background Check Certification: Verification of a completed background check in accordance with applicable laws.

H. Compliance Documentation: Confirmation of adherence to HUD compliance requirements, including Equal Opportunity, Section 3, Lead-Based Paint regulations, and other relevant HUD guidelines.

6. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Demonstrated experience in providing OT services to older adults (62 and older)

- Qualifications and certifications of the OT provider(s).
- Clarity and effectiveness of the proposed approach to service delivery.
- Proposed rates for services.
- Ability to meet deadlines and adhere to required documentation standards.
- References from previous clients or employers.
- Compliance with HUD regulations and standards.

7. Submission Instructions

All RFQ responses must be submitted by 5:00pm on 05/07/2025 to the following:

Contact Name: LaTosha Glover, Procurement Officer

PROCEDURES

Qualifications must be submitted according to the following instructions. Electronic proposals will be received until 5:00pm on 05/07/2025 at the email of **latoshaglover@scuplift.org**.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

All proposals must be submitted with original signatures.

All RFQ submissions must be emailed, then the RFQ must be submitted to **latoshaglover@scuplift.org** with the following:

- A. "RFQ for OT Services for OAHMP Program" in Subject line
- B. *All of Section 5 Submission Requirements must be submitted* - Business name including full address with street, city and zip must be in the body of the email
- C. Proof of Occupational Therapist License and CAPS Certification will need to be attached to email; Also include all staff working under the OT who will work on the grant project
- D. All documents must be in a PDF format. No JPEGs, Word or DOC, or Phone Screenshots will be accepted.

8. Terms and Conditions

Proposals not meeting the stated minimum terms and qualifications may be rejected by the SC Uplift and non-responsive. SC Uplift reserves the right to waive any irregularities, technicalities, or informalities in any proposal, and to reject any or all proposals without cause. Background checks will be run with the eliminating factors of felony, drug related arrests, and violations involving personal injury.

This RFQ does not constitute a contract or commitment of any kind by SC Uplift.

Final selection and award of a contract will be subject to the completion of a successful negotiation and agreement on terms.

9. Questions

Questions regarding this RFQ must be submitted in writing to LaTosha Glover by 5:00pm on 05/06/2025.