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September 11, 2015

### TO: PROSPECTIVE CONSULTANTS FOR FAMILY CAREGIVER SUPPORTS AND SERVICES STUDY

The North Dakota Legislative Management is seeking proposals for consultation services to assist in the study of family caregiver supports and services for older adults. The Legislative Management has assigned the responsibility to study family caregiver needs to its interim Human Services Committee, Representative Kathy Hogan, Chairman. Your organization is invited to submit a proposal for providing consultation services to the committee by Thursday, October 15, 2015.

The selection of the consultant will be made by the Human Services Committee subject to approval by the Chairman of the Legislative Management.

As provided in Section 1 of 2015 House Bill No. [1279](#) (included in the enclosed [background memorandum](#)), the study is to develop a resource directory of services available to support family caregivers, to identify unmet needs, and prepare recommendations for legislative or administrative consideration. The study must include input from stakeholders, including representatives of hospitals, social and clinical providers, advocacy organizations, veterans' organizations, tribal governments, state and local agencies and institutions, and caregivers in this state.

Specific areas the study is to address include:

1. Identify current public and private resources, services, and supports for family caregivers, both public and private, and by region and/or county.
2. Identify barriers and challenges family caregivers experience, which includes the need for training, respite care services, medical leave policies, and delegation of tasks to family members and nonmedical aides.
3. Identify best practice models for family caregiver support programs from other states.
4. Identify emerging practices and technology that can enhance caregiver and patient home supports.
5. Provide recommendations to the interim committee.

The resulting contract will require a preliminary report to be presented to the Human Services Committee in March 2016 on the status of the project and on tentative findings and recommendations with a final written report due by Tuesday, May 10, 2016.

The proposal should include information on the individuals who would conduct the study, including educational and employment experiences, and the company's experience with evaluating family caregiver

supports and services. The proposal should include representative summaries of similar or related studies conducted and the status of the implementation of any recommendations. The proposal should include references for previous related studies. Proposed contract amounts should be inclusive of all expenses.

The Legislative Management intends to award the contract based on the information contained within the proposals received as well as information received from other sources. The Legislative Management reserves the right to accept or reject any or all proposals and to award a contract which the Legislative Management considers the most advantageous to the state. Consultants under contract for the state should be able to obtain lodging in the state at the rate provided by law for state government officials and employees (currently \$74.70 per night plus tax).

If you are interested in submitting a proposal for providing these services, please submit your proposal to the Legislative Council office at the address below by Thursday, October 15, 2015. The committee plans to meet on Tuesday, November 3, 2015, at the State Capitol, Bismarck, North Dakota, to hear formal presentations from consultants submitting proposals chosen for final consideration.

The Legislative Council is the point of contact for this request for proposal (RFP). All consultant communications regarding this RFP should be directed to the Legislative Council.

Contacts:

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The RFP, any amendments to the RFP, and all questions submitted with responses will be posted on the following website at <http://www.legis.nd.gov/news/rfp-prospective-family-caregiver-supports-and-services-consultants>. Interested consultants are encouraged to check that website periodically for any updates related to this RFP.

Background information is enclosed relating to the state's existing family caregiver supports and services.

Sincerely,



Senator Ray Holmberg  
Chairman

RH/CAH  
Enc.