

LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

Occupational Therapy and Home Modification Coordination Services

Contingent upon Award of 2026 Older Adults Home Modification Program Grant Funding

RFP Number:	LCADD-OAHMP-2026-OT
Issue Date:	August 5 th , 2026
Written Questions Due:	August 14 th , 2026 by 4:00 PM Central.
Q&A Posted on Site:	August 17 th , 2026 by 4:00 PM Central.
Proposals Due:	August 21 st , 2026 by 4:00 PM Central
Scoring and Selection:	August 24 th , 2026 by 4:00 PM Central.
Procurement Contact:	Paige Coe, LCADD OAHMP Grant Administrator paige.coe@lcadd.org (Preferred RFP contact method.) 270-866-4200 (Office Hours: Monday-Friday, 8AM - 4PM Central)

01. Invitation and Program Overview

The Lake Cumberland Area Development District (LCADD) invites proposals from qualified, Kentucky-licensed Occupational Therapists (OTs) to support its proposed 2026 Older Adults Home Modification Program (OAHMP) grant through the HUD Office of Lead Hazard Control and Healthy Homes (OLHCHH). If awarded, the program will provide low-cost, high-impact home modifications that help eligible low income (defined as having a household income at or below 80% of Area Median Income) homeowners and renters age 62 or older remain safely and independently at home in Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, and Wayne Counties.

LCADD will manage the program and retain responsibility for compliance, procurement, contracting, fiscal oversight, HUD reporting, and final payment approval. Home Modifiers will be separately procured and placed under contract by LCADD.

02. Funding Contingency

LCADD is conducting this procurement before submitting its application and before HUD announces awards to demonstrate project readiness. LCADD may ask the selected respondent to execute a conditional, nonbinding Memorandum of Understanding (MOU) for inclusion in the grant application. Neither selection nor the MOU authorizes work, obligates funds, guarantees a contract or workload, or entitles the selected respondent to payment.

Any contract will require a HUD award and approval of LCADD's program and budget; required environmental review and grant clearances; verification of licensure, insurance, exclusions, conflicts, background-check results, and responsibility; incorporation of the accepted proposed hourly and mileage rates; agreement on the final scope, standards, contract ceiling, and other contract terms; a signed Personal Services Contract; and LCADD's written Notice to Proceed.

LCADD may cancel this RFP or end negotiations without liability if conditions are not met or proceeding is no longer in its best interest.

03. Scope of Services

Under the direction of LCADD's OAHMP Program Manager, the selected OT will:

Conduct assessments. Interview clients and complete standardized in-home assessments of functional needs, mobility and fall risks, daily activities, equipment, home hazards, client priorities, and caregiver input when appropriate.

Prepare work orders. Develop prioritized, client-centered work orders identifying modifications, equipment, materials, quantities, specifications, and placement. Consult with LCADD's contracted Home Modifiers on feasibility and pricing to ensure work orders comply with program rules and per-unit budgets. If an unexpected condition discovered after work begins could affect client or home eligibility, safety, scope, cost, or federal compliance, direct the Home Modifier to pause the affected work, immediately notify the Program Manager, and ensure work does not resume until LCADD provides written authorization.

Assign and coordinate work. Assign approved work orders only among LCADD's procured and contracted Home Modifier pool, following LCADD's written assignment procedures. Clarify requirements, monitor progress, communicate with the client and project team, and promptly report safety, budget, compliance, consent, or performance concerns.

Review completed work. Inspect completed modifications; document deficiencies; order or recommend corrections; verify and document completion of all work order items with photos; conduct the required follow-up assessment within one month after services; and submit the completed unit file to LCADD.

Screen invoices. Compare Home Modifier labor and material invoices with approved work orders and changes. Identify missing support, discrepancies, duplicate or unapproved charges, or unsatisfactory work, then forward complete invoices and a recommendation to LCADD for final review and payment approval.

Education. Teach clients and caregivers, when appropriate, how to safely use installed equipment and modifications and document concerns or follow-up needs. Complete required forms, protect confidential information, and support LCADD monitoring and reporting.

04. Authority and Oversight

The OT will report directly to LCADD's OAHMP Program Manager.

Within written LCADD procedures and the final contract, the OT may prepare and revise work orders, obtain feasibility and pricing input, assign work orders among LCADD's contracted Home Modifiers, clarify approved work, require or recommend corrections, and recommend unit completion and payment.

The OT may not procure or add contractors; execute, amend, or terminate contracts; negotiate rates outside approved procedures; obligate funds beyond delegated limits; waive program requirements; or grant final payment approval. Final administrative, contractual, compliance, fiscal, and payment authority remains with LCADD.

05. Minimum and Preferred Qualifications

To be considered responsive, the proposer must meet the following minimum thresholds:

- (1) Must hold a current, active, unrestricted Kentucky OT license;
- (2) Must be able/willing to travel throughout all ten counties in LCADD's service area; and..
- (3) Must have, during a typical week, a period of availability on at least one weekday for scheduled, real-time communication with LCADD staff during regular business hours. The specific weekday and time may vary, and reasonable exceptions for leave or temporary scheduling conflicts are permitted; availability limited to evenings and weekends does not qualify.

Failure to meet any of these three requirements will make the proposal nonresponsive. The selected proposer must also be able to conduct in-home functional and environmental assessments, maintain electronic records and confidentiality, communicate reliably, complete required training, and maintain required insurance.

Preferred experience includes working with older adults, fall prevention, aging in place, adaptive equipment, accessibility, home modification, contractor coordination, work orders, quality review, invoice screening, rural service delivery, and government-funded programs.

The required Kentucky OT license is evaluated pass/fail and earns no points. Up to 10 points will be awarded in the Professional Qualifications category for respondents who hold additional certifications, credentials, or specialized training relevant to the OAHMP.

06. Contract and Payment

The OT will be retained as an independent contractor through a Personal Services Contract and will be solely and personally responsible for reporting and payment of applicable federal, state, and local taxes and other such obligations arising from compensation paid under the contract.

HUD estimates a 36-month performance period from November 2, 2026, through November 1, 2029. The actual contract start date will depend on funding, required clearances, contract execution, and LCADD's written Notice to Proceed. The accepted hourly and mileage rates will remain fixed throughout the original three-year contract term, with no automatic adjustment for inflation, fuel costs, changes in standard mileage-reimbursement rates, or other operating-cost increases. Any continuation or rate adjustment beyond the original term will require availability of funding, HUD approval of a budget amendment, and an executed contract amendment; neither an extension nor a rate adjustment is guaranteed.

No minimum number of referrals, hours, miles, or compensation is guaranteed. LCADD will pay the accepted hourly rate for authorized program work, including authorized travel time required to perform program duties, and the accepted per-mile rate for authorized program travel. The hourly rate must include all ordinary costs of performance, including labor, administration, equipment, supplies, communications, insurance, overhead, and profit. No separate travel-time rate, fee, surcharge, minimum charge, or other cost will be paid beyond the accepted hourly and mileage rates. The contract will establish a maximum or not-to-exceed amount, and any increase must be approved by LCADD in writing and, when applicable, by HUD.

The OT will be paid monthly. An itemized timesheet and mileage report showing dates, clients/units or activities, work performed, hours, travel purpose, origin, destination, miles, and totals must be submitted promptly after each month. Each mileage entry must be supported by Google Maps or comparable route documentation acceptable to LCADD. LCADD will not pay unsupported, unauthorized, pre-Notice-to-Proceed, or above-ceiling charges.

07. Response Requirements

Respondents are not expected to prepare a separately formatted proposal. Complete and sign LCADD's OAHMP OT RFP Response Packet and attach:

- (1) A professional resume of no more than three pages;
- (2) A copy of the current Kentucky OT license or a license-verification record; and...
- (3) Documentation supporting each certification, credential, or specialized training claimed.

An emailed response must also include a scanned copy of the hand-signed signature page.

The Response Forms request contact information, qualifications, relevant experience, service approach, availability and regional coverage, hourly and mileage rates, references, disclosures, and certifications. Responses should be clear, concise, and relevant.

08. Evaluation and Selection

LCADD will first determine whether each proposal is timely, complete, responsive, and submitted by a responsible proposer.

Minimum Thresholds. The required Kentucky OT license, minimum weekday availability, and ability to travel as needed throughout the full ten-county service area are evaluated pass/fail; failure to meet any one of them makes the proposal nonresponsive.

Evaluation Criteria. Sections 1 and 7 of the Response Packet are administrative and will not be scored. Responsive proposals will be scored out of 100 total possible points as follows:

Professional Qualifications	10 points
Relevant Experience	25 points
Written Interview	30 points
Capacity, Availability, and Regional Coverage	15 points
Cost Effectiveness	20 points

Price Evaluation Method. Based on LCADD's experience administering its previous OAHMP award, OT services averaged approximately 10 billable hours and 115 reimbursable miles per client. LCADD will calculate each respondent's Evaluated Cost per Typical Client (ECTC) as:

$$(\text{Proposed Hourly Rate} \times 10 \text{ Hours}) + (\text{Proposed Mileage Rate} \times 115 \text{ Miles}).$$

Cost Effectiveness Score. The responsive respondent with the lowest Evaluated Cost per Typical Client will receive all 20 points. Other respondents' scores will be calculated as:

$$(\text{Lowest Responsive ECTC} / \text{Respondent's ECTC}) \times 20 \text{ Points}.$$

LCADD may reject nominal, unbalanced, conditional, or otherwise unreasonable rates.

Evaluation Assumptions. The 10-hour and 115-mile quantities are uniform comparison assumptions only. They do not guarantee any number of clients, billable hours, reimbursable miles, assignments, or amount of compensation. Payment will be based on actual authorized services and travel performed under the contract.

Responsibility Review. Professional references and the Section 7 past performance disclosure will inform LCADD's separate contractor responsibility determination rather than earn points. Disclosure of a past performance issue does not automatically disqualify a respondent.

LCADD expects to select the highest scoring responsible proposer. It may verify information, contact references, request clarification, and consider documented past performance; however, prior experience working with LCADD is not required. If only one proposal is received, LCADD may

evaluate it, document price reasonableness, request clarification, resolicit, or cancel the RFP.

09. Questions, Schedule, and Submission

Questions about this RFP must be submitted in writing to the RFP Point-of-Contact by the date and time listed on Page One of this RFP. Oral explanations are not binding.

LCADD will post written answers and any addenda at www.lcadd.org no later than August 17, 2026, at 4:00 p.m. Central. Respondents are responsible for checking the website through that deadline and acknowledging the posted written answers and addenda as instructed in the Response Packet. Oral explanations do not modify the RFP; only written addenda may do so.

Submit the completed response packet using one of the following methods:

Email: Paige Coe (paige.coe@lcadd.org).
Subject: OAHMP OT RFP - *RESPONDENT NAME*
Mail: LCADD, Attn: Paige Coe, P.O. Box 1570, Russell Springs, KY 42642.
Hand Delivery: LCADD, Attn: Paige Coe, 2384 Lakeway Drive, Russell Springs, KY 42642.

Proposals must be received and be in LCADD's possession by the deadline. LCADD may reject late, incomplete, unsigned, or materially nonresponsive submissions. Proposals must remain valid for at least 120 days after the due date.

LCADD will score all responsive submissions and make a selection, if any, on August 24th, 2026 by 4:00 PM Central. All respondents will receive a notification of selection or non-selection.

10. General Conditions

LCADD will not reimburse proposal or negotiation costs. Proposals may be subject to the Kentucky Open Records Act; respondents should identify information claimed as protected and cite the legal basis. Respondents must disclose all actual, potential, or perceived conflicts of interest and direct procurement communications to the designated contact. Satisfactory completion of LCADD's background check and contractor-responsibility review is a condition of contract award. Any contract will include applicable federal, HUD, OAHMP, civil-rights, privacy, records, and LCADD requirements, including applicable provisions of 2 CFR part 200 and Appendix II. Material duties may not be assigned or subcontracted without LCADD approval. Consistent with applicable requirements, LCADD may reject proposals, waive minor informalities, seek clarification, verify information, negotiate permitted non-price contract details, revise the scope, proceed to the next-ranked proposer, resolicit, or cancel. Addenda control over conflicting RFP language; the executed contract controls the parties' obligations.