



Area Agency on Aging, Inc.

S P E C I A L I S T S I N A G I N G

Region IV Area Agency on Aging
Request for Proposal (RFP)
Contract Compliance Director Services
RFP No.: RIVAAA-2025-CCD
Issue Date: June 13, 2025

1. Introduction

Region IV Area Agency on Aging (RIV AAA) is seeking proposals from qualified individuals or firms to provide **Contract Compliance Director Services** on an interim basis for a period of three (3) to six (6) months. The primary focus of this role will be ensuring compliance with the **Mi Choice Waiver Program**, while also fulfilling broader corporate compliance responsibilities during the agency's recruitment of a permanent Compliance Director.

2. Background

RIV AAA is a nonprofit organization dedicated to supporting older adults and individuals with disabilities through a variety of programs and services. The agency is currently undergoing a leadership transition and requires interim compliance leadership to maintain regulatory integrity and operational continuity.

3. Scope of Work

The contracted Compliance Director will:

- Lead and oversee the implementation of the Corporate Compliance Plan.
 - Ensure compliance with all applicable State and Federal regulations, including Medicaid and Medicare.
 - Focus on Mi Choice Waiver Program compliance, including documentation, billing, and service delivery standards.
 - Serve as the agency's HIPAA Officer.
 - Chair the Internal Compliance Committee and Special Investigation Unit.
 - Respond to and manage internal and external audits.
 - Develop and implement corrective action plans.
 - Provide compliance training and education to staff and board members.
 - Coordinate and update compliance policies and procedures.
 - Collaborate with leadership to identify and mitigate compliance risks.
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4. Deliverables

- Monthly compliance status reports to the CEO and Board Regulatory Committee.
 - Updated compliance policies and procedures.
 - Documentation of training sessions and attendance.
 - Audit response documentation and corrective action plans.
 - Final report summarizing activities, findings, and recommendations.
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5. Qualifications

- Bachelor's degree in business, healthcare, or human services (Master's preferred).
 - Minimum five years of administrative experience in compliance roles.
 - Demonstrated knowledge of Medicaid managed care programs, especially Mi Choice.
 - Experience in healthcare or aging services compliance.
 - Strong communication, analytical, and leadership skills.
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6. Contract Term

- **Duration:** Three (3) to Six (6) months from the date of contract execution.
 - **Start Date:** estimated July 7, 2025
 - **End Date TBD:** October 1, 2025 - January 30, 2025
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7. Proposal Requirements

Proposals must include:

- Cover letter and executive summary.
 - Resume or organizational profile.
 - Description of relevant experience.
 - Proposed approach and timeline.
 - Fee structure and total cost.
 - Three professional references.
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8. Submission Instructions

- **Deadline:** June 27, 2025
 - **Submit to:** Christine Vanlandingham at cvanlandingham@areaagencyonaging.org
 - **Format:** PDF or Word document
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9. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications (30%)
- Understanding of Mi Choice Waiver compliance (25%)

- Proposed approach and methodology (20%)
 - Cost-effectiveness (15%)
 - References and past performance (10%)
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10. Contact Information

For questions or clarifications, contact:

Christine Vanlandingham, CEO

Region IV Area Agency on Aging

cvanlandingham@areaagencyonaging.org

269-983-0177
