



**2024
REQUEST FOR PROPOSAL
FOR
OLDER AMERICANS ACT (OAA)
SERVICES & LOCAL SERVICE PROGRAMS (LSP)
Adult Day Care, Chore, Homemaking Services – Pasco County Only**

FOR THE PERIOD OF
September 01, 2024 to December 31, 2026

Table of Contents

Section A.	Introduction	2
a.	Overview of Federal OAA and Aging Network	2-3
b.	Statement of Purpose	3
Section B.	Request for Proposals Specifications	4
a.	Services	4
b.	Targeting/Outreach	4-6
c.	Client Confidentiality	6-7
d.	eCIRTS	7-8
e.	Aging and Disability Resource Center (ADRC) Partnership	8
f.	Personnel	8-9
g.	Client Complaints and Grievances	9
h.	Board of Directors Involvement	9
i.	CEMP Plan and Continuity of Operations Plan	9-10
j.	Revisions to Approved Proposals	10
k.	Transition Plan	10-11
Section C.	General Information	11
a.	Contact Person	11
b.	Funding	11-12
c.	Match	12
d.	Type of Contract	12
e.	Method of Payment	12
f.	Funding Award Selection Process	12-13
g.	Proposal Deadlines	14
h.	Bidders Conference	15
i.	Inquiries/Conc of Silence	15
j.	Acceptance of Proposals	16
k.	Number of Copies Required	16
l.	How to Submit a Proposal	16-17
m.	Notice of Contract Award	17
n.	Hearing Procedures	17
o.	Cost of Preparation of Proposal	17
p.	Trade Secrets	17-18
Section D.	Responding to the Request for Proposal	18
Exhibit A.	Prioritization Procedures	19-20
Exhibit B.	Service Provider Application	21-52
Exhibit C.	Bidder Hearing Procedures	53-60
Exhibit D.	Proposal Evaluation Tool (for Title IIIB)	61-65
Exhibit E.	Client Grievance Procedures	66-70
Exhibit F.	Sample OAA/LSP Contract	71-147
Exhibit G.	DOEA Service Definitions	148-154
Exhibit H.	OAA/LSP RFP Contract Module	Excel Workbook

SECTION A. INTRODUCTION

a. OVERVIEW OF THE FEDERAL OLDER AMERICANS ACT AND FLORIDA'S AGING NETWORK

In an effort to meet the diverse needs of the growing numbers of older persons in the United States, Congress passed the Older Americans Act of 1965. The Act has been amended several times since the original passage, most recently reauthorized in 2020, but it is still the primary vehicle for organizing, coordinating, and funding a system of community-based long-term care services to older adults 60 years of age and older. Age is the primary eligibility factor for older adults receiving services (60 years and older); however, priority is given to those with the greatest social and economic need, low-income minority individuals, individuals residing in rural areas, older individuals at risk of institutional placement, and older individuals with limited English proficiency.

Unique to the Act is its creation of Area Agencies on Aging (AAA). An Area Agency on Aging is a public or a private non-profit agency designated by the state to address the needs and concerns of older individuals within their PSA. With leadership provided by a State Unit on Aging (SUA), these entities are charged with the following:

1. Creating multi-year plans for the development of comprehensive, community-based services which meet the needs of older persons within their communities;
2. Providing information on available services, programs and policies that affect older persons;
3. Advocating for the improvement of services and rights of older persons and their caregivers; and
4. Contracting, coordinating, and monitoring federal, state, and local funding which support the operation of these community-based long-term care services which assist older persons to remain independent within their own homes and communities.

In Florida, the Department of Elder Affairs (DOEA) serves as the SUA and provides oversight to eleven AAAs. The Area Agency on Aging of Pasco-Pinellas, Inc. serves Planning and Service Area 5 which is comprised of Pinellas and Pasco Counties. F.S. 20.41 (8) states that area agencies on aging are subject F.S. 119, relating to public records, and when considering any contracts requiring the expenditure of funds are subject to ss. 286.011-286.012 relating to public meetings.

One of the primary features of the OAA, Title III program is county and community involvement in the planning and funding of the system of services for older persons. Each service provider must seek to expand the sense of community participation by expanding the use of volunteers, by involving qualified local persons in both policy making or advisory capacities, by collecting and analyzing information on the needs,

opinions and preferences of older persons, by employing qualified staff from local sources, and by securing the required non-federal financial share (local match).

PASCO COUNTY PROFILE

Pasco, one of the top 100 fastest growing counties in the U.S., has 170,768 persons over the age of sixty. This represents 30.72 percent of the county population. The 85+ population accounts for 3 percent of the total population, and 10 percent of the 60+ population. Of the total 60+ population residing in Pasco County, 13 percent have incomes below poverty level. There are 10,140 minority residents over the age of 60 who are low income.

Source: 2022 Florida County Profile Projections, Florida Department of Elder Affairs

b. STATEMENT OF PURPOSE

The purpose of this Request for Proposals (RFP) is to secure providers for the provision of Adult Day Care, Chore, and/or Homemaking services funded by the Older Americans Act services/Local Services Program to be delivered to persons sixty years and older within the geographic area of Pasco County only.

Pursuant to s. 287.057, F.S., all financial assistance awards and contracts more than \$35,000 shall be competitively bid at least every six years. A Request for Proposal was completed in 2020 for contract years 2021-2026 and an applicant was named as the successful provider of Adult Day Care, Chore, and Homemaking services under the Older Americans Act. In May of 2024, the selected provider gave notification that they would be terminating their contract and would no longer be providing Adult Day Care, Chore, and Homemaking services any further in Pasco County. The goal of this RFP is to define the scope of work to be accomplished and convey the requirements and expectations of a provider under the Older Americans Act. The Older Americans Act contract procured through this RFP process is for the period of September 1, 2024 – December 31, 2024 and January 1, 2025 – December 31, 2025. This contract may be renewed on a yearly basis for up to one additional year (January 1, 2026 – December 31, 2026), contingent upon satisfactory performance, appropriate renewed application, and the availability of funds. The proposed unit rate for each year of the contract (three years) must be provided. The contract amount and service levels will be negotiated prior to the renewal of the contract.

Older Americans Act providers have the responsibility for outreach, targeting and prioritization, establishing eligibility, completing assessments for registered Older Americans Act services, as applicable, having the ability to maintain the Enterprise Client Information Registration and Tracking System (eCIRTS) database, or any statewide database that may be implemented during the contract period, including records, and receiving referrals from the Aging and Disability Resource Center.

B. REQUEST FOR PROPOSAL SPECIFICATIONS

a. Bids are being accepted for the following services:

OAA Title IIIB/LSP – Chore: One Provider to provide Chore services in Pasco County for September 1, 2024 – December 31, 2026. The services provided must meet the Service Standards located in Exhibit G.

OAA Title IIIB/LSP/LSP Respite – Adult Day Care: One or more Provider, to provide adult day services and respite care for Pasco County. The service provided must meet the Service Standards located in Exhibit G.

OAA Title IIIB/LSP – Homemaker: One or more Provider to provide homemaker services for Pasco County. The services provided must meet the Service Standards located in Appendix A. of the most current DOEA Program and Services Handbook.

Appendix A. of the DOEA Program and Services Handbook may be found at: <https://elderaffairs.org/wp-content/uploads/2023-Appendix-A-Service-Descriptions.pdf>.

b. Targeting/Outreach

Procedure

- A. Each Request for Proposal released for Older Americans Act Services will require each potential provider to assure activities are aimed at the following targeted groups:

Older Americans Act Section 306(a)(4)

- I. Providers will set specific objectives for providing services to:
- a. older individuals with greatest economic need (BPL = 100% of the Federal Poverty Level & Low-Income = 125% of the Federal Poverty Level).
 - b. older individuals with greatest social need,
 - c. older individuals at risk for institutional placement,
 - d. low-income minority older individuals,
 - e. older individuals with limited English proficiency,
 - f. older individuals residing in rural areas.
- II. Include in each OAA Service Provider Application how the provider intends to meet the service needs of targeted populations.

In order to comply with the above requirements of the Older Americans Act and the Department of Elder Affairs, and to continue targeting efforts of previous years, service providers are required to include, in the Service Provider Application, the following information regarding services to each of the targeted categories using the below Target Numbers grid format. Although “Minority” category is no longer included in the targeting criteria, it is recommended service provider tracks and addresses “Minority” targeting

goals.

September 1, 2024 – December 31, 2024 TARGET NUMBERS	
OAA Funds	
Economic Need (100%)	#(%)
Social Need	#(%)
At Risk	#(%)
LI, MIN (125%)	#(%)
LEP	#(%)
Rural	#(%)
Minority	#(%)

January 1, 2025 – December 31, 2025 TARGET NUMBERS			
OAA Funds		LSP Funds	
Economic Need (100%)	#(%)	Economic Need (100%)	#(%)
Social Need	#(%)	Social Need	#(%)
At Risk	#(%)	At Risk	#(%)
LI, MIN (125%)	#(%)	LI, MIN (125%)	#(%)
LEP	#(%)	LEP	#(%)
Rural	#(%)	Rural	#(%)
Minority	#(%)	Minority	#(%)

1. Describe in detail the extent to which individuals in each of the 7 categories in section B.b.A.II are served within the program, including number of persons served and the percentage of total clients specified for each category.
2. Develop a specific, measurable plan of action to satisfy the service needs of individuals in each of the same 7 categories in accordance with their need. Include specific activities.
3. Specify the proposed number of individuals to be served in the remainder of 2024 (September 1, 2024 – December 31, 2024). Additionally, specify the proposed number of individuals to be served in the 2025 contract year. Both tables should specify the number of clients for each of the 7 categories and the percentage of total clients this number represents for each category.

Definitions

Greatest Economic Need: means the need resulting from an income level at or below the poverty level established by the U.S. Department of Health and Human Services.

Greatest Social Need: means the need caused by non-economic factors, which restricts an individual's ability to perform normal daily tasks or threatens his/her capacity to live independently. The needs include the following:

- (A) physical and mental disabilities;
- (B) language barriers;
- (C) cultural, social, or geographical isolation; and
- (D) isolation caused by racial or ethnic status.

Low-income: is defined as 125% of the Federal Poverty Level which refers to the official poverty line as established by the Department of Health and Human Services.

Rural: is defined by the Department of Elder Affairs as residing in an area with a population density of less than 100 individuals per square mile or an area defined by the most recent U.S. Census as rural.

Limited English Proficiency: is defined as having limited ability to read, write, or speak in the English language, or to understand spoken English. This can be due to the client's primary language being other than English, literacy issues, or physical impairments.

Risk of Institutional Placement: is defined as, with respect to an older individual, that such individual is unable to perform at least 2 Activities of Daily Living without substantial assistance (including verbal reminding, physical cuing, or supervision) and determined by the State involved to be in need of placement in a long-term care facility.

- B. The Provider will use outreach efforts that: identify individuals eligible for assistance under OAA with special emphasis on:
 - a. older individuals residing in rural areas;
 - b. older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
 - c. older individuals with the greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
 - d. older individuals with severe disabilities;
 - e. older individuals with limited English proficiency;
 - f. older individuals with Alzheimer's disease or related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and
 - g. older individuals at risk of institutional placement

c. Client Confidentiality

Service providers are responsible for maintaining confidentiality of information obtained in the delivery of services. No information about an older person or

obtained from an older person by a service provider, area agency, or the state agency may be disclosed in a form that identifies the person, without the informed consent of the person or of his or her legal representative, unless disclosure is required by court order, or for program monitoring by authorized federal, state, or local monitoring agencies. It should be understood by older persons that failure to provide informed consent may preclude referral to another service agency.

Specific policies regarding confidentiality include:

1. Informed consent is to be obtained prior to referring an individual to another agency for services. Such consent may be written or oral; however, written consent is preferred, if feasible.
2. No individual will be denied services or access to services for refusal to provide such consent.
3. Information contained in the DOEA Enterprise Client Information and Registration Tracking System (eCIRTS) will be disclosed only in accordance with established DOEA procedures.
4. Neither the state, nor a state agency, may require any provider of legal assistance under Title IIIB to reveal any information that is protected by the attorney-client privilege.
5. Information may be disclosed to the public by the state agency or the state only if such information could be disclosed under section 652 of title 5, United States Code, by an agency of the United States.
6. Lists of older persons in need of services or lists of older persons receiving services are to be used only for the purpose of providing services and may not be disclosed without the informed consent of each individual on the list and then only to those with a verified need to know the information.
7. The minimum requirement for safeguarding paper files and records is a locked cabinet or file.
8. The minimum requirement for the safeguarding of electronic files and records includes valid backups of all data and systems and appropriate safeguarding, including email encryption and compliance with e- PHI requirements.

All client information is confidential and shall only be disclosed with the written consent of the client or his/her guardian. Procedures shall be established to meet HIPAA and the HITECH Act requirements and protect confidentiality of records and to obtain the individual's informed consent prior to release of confidential information.

d. Enterprise Client Information Registration Tracking System (eCIRTS)

- Each Older Americans Act Provider must enter applicable and required data in eCIRTS prior to receiving payment for services.

- Each service performed shall be recorded as specified in the service definition.
- Supporting documentation of services must be adequate to permit fiscal and programmatic evaluation as well as internal management. The Area Agency on Aging will not approve or pay any Request for Payment that is not supported by eCIRTS documentation. Requests for Payment must be reconciled to eCIRTS prior to submission to the Area Agency on Aging. A dated Invoice for Services and Contributions Report must be signed and submitted, with the service provider's Request for Payment, to the Area Agency on Aging of Pasco-Pinellas, Inc. Failure to ensure the collection and maintenance of eCIRTS data may result in non-payment or suspension of contract.
- The cost for every service includes eCIRTS data entry, invoicing, and other necessary administrative activities related to providing that service.

e. Partnership with the Aging and Disability Resource Center

The Area Agency on Aging of Pasco-Pinellas, Inc. is a designated Aging and Disability Resource Center. This involves a partnership to offer multiple access points to a coordinated system of information regarding access to services in the areas of aging, long term care, mental/behavioral health resources, and developmental disabilities. All Older Americans Act providers must participate as partners and attend the stakeholder workgroup meetings as requested.

f. Personnel

Each service provider must develop written personnel policies explaining the benefits and privileges available to employees while ensuring service availability during holidays. The following considerations are also expected:

Persons and/or agencies providing services shall:

- have appropriate training for the program and service being delivered;
- be licensed, if service description requires and not exempt;
- be registered if required;
- comply with applicable background screening as set forth in F.S. 430.0402 and F.S. 435 for all persons who meet the definition of a direct service provider who are not exempt pursuant to FS. 430.0402(2)-(3)
- comply with continuing education requirements;
- obtain any required state or local permit;
- meet building codes and standards; and,
- obtain any required insurance.

All persons in direct contact with clients shall:

- only handle the client's money if permitted by the service provided;
- not disclose confidential information; and,
- not accept monetary or tangible gifts from clients or their family members.

Paid staff and volunteers who have direct contact with clients shall receive basic

orientation covering but not limited to the following topics, before providing services on a regular basis:

- overview of the aging process;
- overview of the aging network;
- communication techniques with elders;
- abuse, neglect, exploitation and incident reporting;
- local agency procedures and protocols;
- client confidentiality; and,
- client grievance procedures.

Procedures shall be established to recruit, train, and schedule paid and volunteer staff. Procedures will include an annual evaluation of paid staff and documentation maintained in agency or personnel files.

Providers shall update and provide in-service training as needed. Any documented pre-service training of a particular staff person may be substituted for all or part of required annual training. Unless stated otherwise in law or rule, the number of hours, training methods, and training materials and determined by the provider.

g. Client Complaints and Grievances

- Separate procedures shall be established that provide for handling client complaints and for processing grievances/appeals regarding denial, reduction, or termination of services to clients. These separate procedures must provide for informing all clients of the grievance/appeals process, including prior written notification to client of activities related to client grievance/appeal and providing assistance to clients desiring to file a grievance/appeal. See **Exhibit E**.
- Separate procedures must be in compliance with requirements identified in the Standard Contract and the Area Agency on Aging's Grievance Procedure. See **Exhibit E and Exhibit F**.
- Procedures shall be established to report to supervisory staff and the Area Agency, as appropriate, unusual incidents related to clients and service delivery. Incident Reports, Complaint Logs and Grievance Logs shall be kept on file at the provider agency.

h. Board of Directors Involvement

Providers are expected to involve their governing Board of Directors in the oversight of services provided through contract with the Area Agency on Aging of Pasco-Pinellas, Inc. All providers must provide the Area Agency on Aging of Pasco-Pinellas with copies of all minutes from Board of Director meetings detailing items and/or business discussed, within 30 days following the meeting.

i. Comprehensive Emergency Management Plan and Continuity of Operation Plan

All providers are required to develop and have in place at all times an agency Continuity of Operation Plan (COOP) and Comprehensive Emergency Management Plan (CEMP), describing how the agency will function in the event of an emergency. The agency disaster plan shall be implemented in cooperation with the County plan when an emergency situation is imminent or has occurred.

j. Revisions to Approved Proposals

Once the contract is awarded to the successful bidder; the information and details of the proposal application may not be changed unless during the critique process and at the request of the AAAPP. In the event a provider deems that an adjustment is necessary, the provider must submit a written request to the AAAPP Director of Programs detailing the nature and purpose of the change. The AAAPP will issue a written approval or disapproval of the request. Until such time, the content of the proposal and expectations of the provider will remain unchanged.

k. Transition Plan

To be completed by agencies applying for a service which they do not currently provide through Older Americans Act and/or LSP funding. The plan must include start-up activities, an implementation schedule, and an estimate of the number of consumers to be served initially. This format must address the “phase in” process and capacity to enroll waitlisted clients.

Note: To promote a seamless transition, new providers must assure continuation of service to clients of record as of August 31, 2024. Services must be initiated on the first business day of September 2024 without adverse impact on clients.

Approximate number of active consumers, by service, as of May 2024 appear below:

Adult Day Care: 18

Chore: 12. *As chore is a short-term service, this number is subject to change each month.*

Homemaker: 126

Approximate number of waitlisted consumers, by service, as of May 2024 appear below:

Adult Day Care: 110

Chore: 857

Homemaker: 1,353

SECTION C. GENERAL INFORMATION

a. Contact Person

Christine Didion, Director of Programs
 Area Agency on Aging of Pasco-Pinellas, Inc.
 9549 Koger Boulevard, Suite 100, Gadsden Building
 St. Petersburg, FL 33702
 Email: Christine.Didion@aaapp.org
 Telephone: (727) 570-9696 x 212

b. Funding

This program, entitled the Older Americans Act (OAA), is federally funded to serve older adults aged 60 and older. The Area Agency on Aging will enter into contracts with service providers to deliver services. Older Americans Act clients cannot solely be determined eligible for services based on income criteria. LSP funds are general revenue funds that may be allocated to provide further support to Older Americans Act services in Pinellas and Pasco Counties. The Area Agency on Aging expects services to be provided for the length of the executed contract, generally twelve months. Therefore, funding must be managed accordingly. Any deviations in expenditures must be explained in writing by the provider and approved by the Area Agency on Aging. The proposed funding listed below is based on prior year funding allocations. Funding for the Older Americans Act Program is contingent upon an annual appropriation from the Legislature and is therefore subject to reduction or elimination from the federal budget. The amount of the award maybe increased or decreased at any time during the contract period when additional dollars become available through federal or state funded sources.

FY 2024 OAA/LSP Allocations

Service	County	OAA
Adult Day Care	Pasco	\$37,705
Chore	Pasco	\$11,836
Homemaker	Pasco	\$86,662.07

FY 2025 OAA/LSP Allocations

Service	County	LSP	OAA
Adult Day Care	Pasco	\$45,489	\$135,534
Adult Day Care - Respite	Pasco	\$33,436	n/a
Chore	Pasco	\$3,728.34	\$44,740
Homemaker	Pasco	\$48,423.66	234,836

c. Match

Match of 10 percent is required for Older Americans Act funds. If applicable, no match is necessary for the LSP portion of the total funding. To determine the amount of match required for the proposed services, divide the total allocation of the funds by point nine (.9). For example, if the program allocation is \$30,000, divide by point nine (.9) equaling \$3,333.33 then multiply by .1. In this case, the required match is \$3,333 which is equal to 10 percent of the total funding. The match requirement may be satisfied by in-kind contributions including materials, commodities, transportation, office space, other types of facilities, or personal services, and contributions of money or services from functionally impaired elderly persons. The appropriateness of all match is determined through evaluation by the Area Agency on Aging. Federal dollars may not be used as match.

d. Type of Contract

The Contract for Older Americans Act & LSP services will be a fixed unit rate agreement. The provider shall be reimbursed for units of service as reported in eCIRTS not to exceed the total award. All services must be provided within the parameters of the standard contract and approved Service Provider Application. Refer to **Exhibit F** for Sample OAA contract.

e. Method of Payment

Payment will be made to the contracted provider in accordance with the regulations and conditions in the standard contract.

f. Funding Award Selection Process

The timetable and description of the Area Agency on Aging of Pasco-Pinellas (AAAPP) requirements under the Older Americans Act for applicant agency contract funding shall be as follows:

- AAAPP develops a written timetable for the contract review process which establishes the date for advertisement of the public hearing(s), advertisement of Request for Proposal (RFP) notices, due date for applications, the date by which selection of competitive and/or non-

- competitive applicants for funding is made, and the funded implementation date. The established timetable is made available to all potential applicants and the public.
- A Bidders Conference shall be held in accordance with the established timetable for those service contracts up for bid.
 - Applicant agencies shall submit their applications to the AAAPP in accordance with the established timetable. Notice of receipt of application shall be confirmed in writing within 30 days of submission.
 - If more than one application is received per service type, a Selection Team shall review all submitted applications in accordance with the established timetable. The rating scale will be used to assess the degree to which the applicant's response meets the criteria. Verbal presentations may be required of applicants prior to the Selection Team finalizing their recommendation.
 - Any proposals not submitted by the deadline or missing any of the fatal criteria identified in the Evaluation Tool will be rejected.
 - The AAAPP reserves the right to reject any or all proposals or waive minor irregularities when to do so would be in the best interest of the AAAPP and the State of Florida. Minor irregularities are those which will not have a significant adverse effect on overall competition, cost, or performance.
 - The Selection Team shall submit a ranked list of the top bidders and make recommendations regarding specific bidder(s) for contract award(s) to the Program Planning Committee of the AAA Board of Directors.
 - The Program Planning Committee will review the Selection Team's recommendations and make recommendations to the AAAPP Board of Directors. If only one application is received, staff will review the application and submit recommendations to The Program Planning Committee.
 - AAAPP Board of Directors will award contracts based upon the recommendation made by the Program Planning Committee and on which bidder's or bidders' offer(s) is/are most advantageous to the AAAPP and the State of Florida. The decision to award a contract(s) by the AAAPP Board of Directors shall be final and be made in accordance with the established timetable. Failure by an adversely affected applicant to file with the AAAPP a written notice of protest within 72 hours after posted notice of contract award shall constitute a waiver of hearing procedures and shall not be considered.
 - After a final decision is made, AAAPP shall conduct optional Critique Meetings with selected applicant(s) in accordance with the established timetable. Written critiques will be provided to selected applicant(s) at that time.
 - The selected applicant(s) shall submit a revised application pursuant to critique requirements. In certain circumstances, special provisions to the contract may be required by AAAPP.

Signed contracts are required prior to contract service implementation.

g. Proposal Deadlines

Below is the timetable covering major facets in the Older Americans Act Request for Proposal process. Proposals must be complete and received by 3:00 P.M. on July 12, 2024. Proposals will **NOT** be accepted after this time. (All specific times of day refer to Eastern Standard/Daylight Time.)

June 7, 2024	AAAPP Board of Directors Meeting Review of Emergency OAA/LSP Competitive Procurement Timetable for Adult Day Care, Chore, and Homemaking services in Pasco County Interested parties memo distributed Request for Proposal Legal Notice posted on AAAPP website.
June 10, 2024	Request for Proposal Legal Notice posted on Florida Administrative Register
June 12, 2024	Request for Proposal Legal Notice published in Tampa Bay Times
June 14, 2024	RFP available online at: https://www.agingcarefl.org
June 20, 2024 at 10:00 a.m.	Bidders Conference via Web Conference: https://teams.microsoft.com/l/meetup-join/19%3ameeting_Njc2YjdmNjYtMGQ3Yi00YjMwLWFINGltZjVmMzQyMDcxMdBm%40thread.v2/0?context=%7b%22Tid%22%3a%2283b3093f-a5ce-4e92-b5ee-ad14342917db%22%2c%22Oid%22%3a%226c601bf5-ca52-464b-ac31-bcd481b11923%22%7d *No inquiries accepted after completion of Bidder’s Conference*
June 21, 2024	Response to inquiries and RFP addenda available online at: Agingcarefl.org
June 25, 2024	Letter of Intent Due (Mandatory) to be submitted electronically to programs@aaapp.org .
July 12, 2024 at 3:00 p.m.	OAA/LSP Service Provider Applications Due to be submitted at: Area Agency on Aging of Pasco-Pinellas, Inc. 9549 Koger Blvd, Suite 100 St. Petersburg, FL 33702 *Opening of Request for Proposals immediately following
July 15, 2024	AAAPP Advisory Council Meeting Review of Emergency OAA/LSP Competitive Procurement Timetable for Adult Day Care, Chore, and Homemaking services in Pasco County
TBA	Selection Team Meeting
TBA	Program Planning and Development Committee Meeting
August 19, 2024	AAAPP Board of Directors Meeting – Approval of Proposed Applicant Agencies and Final Allocations
August 20, 2024	Notice of Intent to Award Legal Notice posted on AAAPP website and Florida Administrative Register
August 21, 2024	Notice of Intent to Award Legal Notice published in Tampa Bay Times
September 1, 2024	Services Initiated

h. Bidders Conference

Certified Minority Business Enterprises are encouraged to participate in any bidders' conferences, pre-solicitation or pre-bid meetings that are scheduled. **Attendance at the bidders conference on June 20, 2024 is not mandatory and attendance by a bidder is not a prerequisite for acceptance of a proposal by the Area Agency on Aging.** All interested parties and potential bidders, however, are strongly urged to attend the Bidders Conference.

i. Inquiries/Cone of Silence

No inquiries about the contents of the Request for Proposal or Service Provider Application will be accepted after completion of the Bidder's Conference. Verbal and written inquiries will be accepted before and at the pre-proposal Bidder's Conference on June 20, 2024.

Respondents to this RFP, or persons acting on their behalf, may not discuss information specifically related to this RFP, between the release of this RFP and deadline for submission of written appeals, with any employee or officer of the Area Agency on Aging, any individual involved in evaluating proposals submitted in response to the RFP, or any employee or officer of the State of Florida concerning any aspect of this solicitation, except in writing to the contact person identified below. Violation of this provision may be grounds for rejecting a proposal. No interpretation of the meaning of the RFP documents will be made to any proposer orally. Oral statements made by Area on Agency representatives in the pre-proposal conference may not be relied on by proposers unless such statements are included in the written summary of the conference or addendum. Failure of a proposer to receive any such addendum or summary shall not relieve said proposer from complying with the RFP documents as clarified or revised in writing.

Written inquiries will be accepted prior to the pre-proposal bidder's conference on June 20, 2024 at 10:00 a.m. No written inquiries will be accepted after the pre-proposal Bidder's Conference. Written inquiries may be emailed or mailed to the contact person in charge of this solicitation process:

Christine Didion, Director of Programs
Area Agency on Aging of Pasco-Pinellas, Inc.
9549 Koger Boulevard, Suite 100, Gadsden Building
St. Petersburg, FL 33702
Email: Christine.Didion@aaapp.org

Written responses from the Area Agency on Aging to questions regarding the Request for Proposal during the Bidders Conference will be posted to the Area Agency on Aging website, following the conference, at <https://www.agingcarefl.org/request-for-proposal.html>.

j Acceptance of Proposals

A public proposal opening will take place immediately following the deadline specified for receipt of proposals. Proposals received by the AAAPP pursuant to a Request for Proposal in accordance with F.S. 119.071(1)(b) are exempt from public inspection and examination until such time as the Area Agency on Aging of Pasco-Pinellas, Inc. provides notice of decision or within 30 days after proposal opening, whichever is earlier. Information that is confidential and/or exempt from public records disclosure will not be produced provided that it is legally required that it not be produced or a specific exemption from disclosure exists as determined solely by AAAPP. If you believe you are submitting anything that is confidential and/or exempt from disclosure, you must clearly mark it as set forth in the instructions in section p below. However, the determination of whether something is confidential and/or exempt from disclosure remains in AAAPP's sole discretion.

Sealed proposals will be accepted at the front desk of the Area Agency on Aging of Pasco-Pinellas, Inc., St. Petersburg Office, during normal office hours between 8:00 A.M. and 5:00 P.M., Monday through Friday. All proposals **MUST** be received by July 12, 2024, at 3:00 P.M. EST. Proposals will not be accepted after 3:00 P.M.

k. Number of Copies Required

The Area Agency on Aging of Pasco-Pinellas, Inc. requires three **(3) bound** copies of each Request for Proposal response **and an electronic copy stored on a flash drive** be submitted. At least one (1) of the copies **must** contain original signatures, in blue ink, of an official of the potential provider agency who is authorized to bind the provider to the agency's proposal. This copy should be labeled "Original" and reflect the name and address of the bidder organization. Each page of the proposal should be sequentially numbered and indexed.

The remaining bound copies must be a complete photocopy (or original). All copies must be submitted at the same time in one or more sealed envelopes marked "Response to OAA Request for Proposal" on the outside.

l. How to Submit a Proposal

Proposals must include all components of Exhibit B of the Service Provider Application. Proposals sent through the U.S. Mail must be sent Certified - Return Receipt Requested. All proposals, whether sent by U.S. Mail, hand delivered, via courier or other source of express delivery, must be addressed to:

Christine Didion, Director of Programs
Area Agency on Aging of Pasco-Pinellas, Inc.
9549 Koger Boulevard, Suite 100

Gadsden Building
St. Petersburg, FL 33702

m. Notice of Contract Award

Contracts for services listed in this RFP will be awarded to the bidder(s) which present the best offer of services being sought. Written notice of the contract award will be sent to all bidders who submitted a Proposal and will be posted on the AAAPP's website.

n. Hearing Procedures for Bid Protests Regarding Procurement of Contractual Services Issues Causing Protest.

Any person or firm who has been affected adversely by a decision or intended decision concerning a bid solicitation or by a notice of contract award may file a written notice of protest with the contact person listed in the solicitation. See **Exhibit C**.

o. Cost of Preparation of Proposal

The Area Agency on Aging of Pasco-Pinellas, Inc. assumes no liability for any cost incurred by the respondent in responding to this Request for Proposal, nor for any other pre-contract costs. Cost of preparation of proposal is solely that of respondent.

p. Trade Secrets

All Proposals submitted become public records as set forth above. Unless a specific exemption exists from disclosure, all documents submitted will be released in response to a public records request. If the Proposal includes material which is deemed a trade secret, as defined by Section 688.002, F.S., the following statement should be included in the Proposal "Trade Secrets as defined by Section 688.002, F.S. are contained in this Proposal and shall not be used or disclosed except for the purpose of evaluating this Proposal." In addition, each and every page that contains information that the Proposer contends contains information that is a Trade Secret as defined by Section 688.002, F.S. or is confidential and/or exempt from disclosure requirements of F.S. 119, must be clearly marked and cite the specific statute language that applies to/justifies the legal exclusion, by the Proposer prior to submission.

The Area Agency on Aging of Pasco-Pinellas, Inc. also assumes no liability for disclosure or use of unmarked material containing trade secrets or other confidential/exempt material and may use or disclose the data for any purpose and may consider that the information was not submitted in confidence and therefore is a public record pursuant to Chapter 119, Florida Statutes.

Proposers are strongly discouraged from submitting any information that the Proposer feels is confidential and/or exempt from public records disclosure as AAAPP will comply with the public records law and will make the determination within its sole discretion as to whether information submitted by a Proposer that a Proposer claim is exempt from disclosure is in fact, exempt from disclosure. By submitting this Proposal, the Proposer submits all information at its own risk and covenants not to sue AAAPP and waives any claim against AAAPP in connection with or as a result of any disclosures by AAAPP of any information contained in the Proposal. By submitting the Proposal, the Proposer agrees that AAAPP may use and disclose all information submitted for any purpose AAAPP sees fit, and that it is within AAAPP's sole discretion to determine if any information submitted is confidential and/or exempt from disclosure.

SECTION D. RESPONDING TO THE REQUEST FOR PROPOSAL

Proposals must include an accurate and completed Service Provider Application (SPA), **Exhibit B**, including but not limited to the following:

1. Complete and accurate responses to the Program Module
2. Complete and accurate responses to the Contract Module **(Electronic Formats for all required contract module sections can be found on the Area Agency on Aging Website at <https://www.agingcarefl.org> on June 14, 2024.**
3. Signature Statements
4. Supportive attachments as necessary.

END OF DOCUMENT