



February 27, 2023

Prospective Provider Agencies:

***Aging Ahead*** will accept service and program proposals from qualified providers for these programs:

- Title IIIB In Home Personal Care Services
- Title IIIB In Home Homemaker Services
- Title IIIB Adult Day Services
- Title IIIB Visiting Services

**until 4 PM, Friday, April 7, 2023. Bid applications must be submitted electronically.** The request for proposal forms are available online at [www.agingahead.org](http://www.agingahead.org) . Contracts may be extended to cover a total of three (3) years. Completed proposals must be submitted no later than this deadline in order to be considered for award.

Programs should target the 60+ population of the ***Aging Ahead*** service area, with particular emphasis on those most socially and/or economically needy. **There will be a Bidder's Conference via Zoom on March 6, 2023 at 1:00PM to answer any questions regarding the proposal forms. To attend the Bidder's Conference, please email [chustedde@agingahead.org](mailto:chustedde@agingahead.org).**

Please review the Request for Proposal packet carefully, making sure to address all requirements and specifications applicable to your service.

Thank you for your interest in quality service delivery for the older adult population in Jefferson, Franklin, St. Charles and St. Louis counties.

Sincerely,

Christine Hustedde  
Chief Operating Officer



**CONTENTS OF RFP**

**Part I (General Packet):**

- I. Letter-Contents-Checklist
- II. Overview
- III. Application for Funds
- IV. *Aging Ahead* Service Providers Manual
- V. *Aging Ahead* Proposal Review Evaluation

**Part II (Select Packet for Service You Wish to Bid On):**

- I. Specifications of Service for Which Proposal Will Be Submitted
- II. Sample Report Forms

<b>Monday, FEBRUARY 27, 2023</b>	<b>PROPOSALS AVAILABLE AT NOON</b>
<b>Monday, MARCH 6, 2023</b>	<b>Bidders Conference, 1:00PM via Zoom</b>
<b>Friday, APRIL 7, 2023</b>	<b>PROPOSALS MUST BE SUBMITTED BY 4:00PM (NO EXCEPTIONS)</b>
<b>Monday, APRIL 10, 2023</b>	<b>1:00PM via Zoom</b>

**PROPOSAL CHECK LIST**

**REQUEST FOR PROPOSAL FOR SENIOR SERVICES**

*Aging Ahead*

**CONTRACT PERIOD JULY 1, 2023 - JUNE 30, 2024**

**Failure to include any of the following items may result in the proposal being disqualified.**

- \_\_\_\_\_ Accurate Budget
- \_\_\_\_\_ Identification of non-federal match budget items with an asterisk (\*) or **bold print**
- \_\_\_\_\_ Identification of administrative costs with an “A”
- \_\_\_\_\_ Signed assurances
- \_\_\_\_\_ Copy of current insurance
- \_\_\_\_\_ Affirmative action plan
- \_\_\_\_\_ Demonstration of ability to meet requirements of the Americans With Disabilities Act