



March 4, 2024

Prospective Vendor Agencies:

Aging Ahead will accept service and program proposals from qualified vendors for Title III C Primary Vendor **until 4 PM, Friday, April 5**. The request for bid forms are available on the ***Aging Ahead*** [website](#) and must be submitted electronically. 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 at risk. **There will be a Bidder's Conference via Zoom on Monday, March 11, 2024, at 2:00PM to answer any questions regarding the proposal forms. To attend the Bidder's Conference, please email chustedde@agingahead.org.**

Please review the Request for Bid 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 RFB

Part I (General Packet):

- I. Letter-Contents-Checklist
- II. FY25 Prime Vendor Bid and Specifications
- III. Attachments 1-3
- IV. *Aging Ahead* Bid Review Evaluation

Part II

- I. Specifications of Service
- II. Include Attachments 2-3

Monday, March 4, 2024	PROPOSALS AVAILABLE AT NOON
Monday, March 11, 2024	Bidders Conference, 2:00PM via Zoom
Friday, April 5, 2024	PROPOSALS MUST BE SUBMITTED BY 4:00PM (NO EXCEPTIONS)
Monday, April 8, 2024	Public Opening, 2:00PM via Zoom

BID CHECK LIST

REQUEST FOR PRIMARY VENDOR

Aging Ahead

CONTRACT PERIOD JULY 1, 2024 - JUNE 30, 2025

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

_____ Completed Survey of Available Food Service Goods (attachment 2)

_____ Accurate Budget with noted variations in brand, pack size, or purchase unit; noted variations in grade or quality (attachment 3)

_____ Signed agreements and assurances

_____ Copy of current insurance

_____ Demonstration of ability to meet requirements of the Americans With Disabilities Act