

REQUEST FOR BIDS: TABLETS FOR VIRTUAL SENIOR CENTER
Aging Ahead
CONTRACT PERIOD FY25

Aging Ahead is seeking bids from interested companies for the purpose of providing tablets or similar devices with data plan, internet capabilities, and charger for use in a Virtual Senior Center through Older American Act Title IIIB and Title IIIC funding. *Aging Ahead* is a nonprofit organization serving older adults in the Missouri counties of St. Louis, St. Charles, Jefferson, and Franklin. The Title IIIB supportive services program helps older adults maintain the highest possible level of independence by providing opportunities for socialization, nutrition, and education programming and the Title IIIC nutrition program provides a nutrition meal for participants. Expenditures covered by this agreement are projected to be no more than \$585,000 annually.

Aging Ahead reserves the right to select or reject any proposals in whole or in part. Successful providers may be asked to further define and/or refine their bids as part of contract negotiation.

I. DEFINITIONS

Throughout this request the following abbreviations and definitions will apply:

“ADA”

Americans With Disabilities Act

“Administrative Costs”

Personnel and associated costs that are not directly involved with providing units of service.

“Agency”

Aging Ahead

“Award”

The presentation of a contract to a bidder; the acceptance of a bid or proposal.

“Bid”

An offer, as a price and/or pricing structure, whether for payment or acceptance. A quotation specifically given to a prospective purchaser upon his request, usually in competition with other bidders.

“Bid Opening”

The process through which the contents of bids are revealed for the first time to the Agency, to the other bidders, and to the public.

“Bid Sample”

A sample required by the Invitation for Bids to be furnished as part of the bids to establish a quality level for the products being offered.

“CFR”

Code of Federal Regulations

“CSR”

Code of State Regulations

“Evaluation of Bid”

The process of examining a bid after opening to determine the bidder’s responsibility, responsiveness to requirements and other characteristics of the bid relating to the selection of the winning bid.

“FY 2025”

The fiscal year beginning July 1, 2024 and ending June 30, 2025.

“Guarantee”

To warrant, stand behind, or ensure performance or quality as a vendor in relation to their product.

“Inspection”

Critical examination or testing of items to determine whether they have been received in the proper quantity and in the proper condition, and to verify that they conform to the applicable specifications.

“Must”

Has the same meaning as the word “Shall”.

“No Bid”

A response to an Invitation for Bid stating that the respondent does not wish to submit a bid. It operates as a procedural device to prevent debarment from the bidders’ list for failure to submit bids.

“OAA”

Older Americans Act.

“Performance Record or Monitoring File”

Record to indicate a vendor’s ability to keep delivery promises, reliability, and the consistency of quality of product.

“RFB”

“Request for Bid” means those procurement documents issued by ***Aging Ahead*** for the purchase of services as described in the document. The definition includes all attachments, exhibits, and/or amendments thereto.

“Shall”

Means that the performance of a certain act is a mandatory condition and that there is no choice but to perform the action exactly as described.

“Should”

Means that there is a strong expectation that a certain act will be performed without a mandatory obligation to perform such an act.

II. SERVICE AREA

St. Louis County Franklin County
St. Charles County Jefferson County
Data services must be available within these four counties.

III. SCOPE OF SERVICE/SERVICE DELIVERY SYSTEM – Scope of Service is outlined in Section XI: Service Specifications & Method of Bid below. All service providers are required to adhere to Federal Communications Commission (FCC) and in accordance with federal and state (Missouri) laws for technology devices.

IV. PROGRAM MONITORING AND EVALUATION PROCEDURES

Aging Ahead will review fiscal and programmatic reports as submitted monthly.

Aging Ahead will conduct formal annual monitorings of providers receiving funding through *Aging Ahead*. At a minimum, inventory, fiscal and compliance issues will be assessed. A designated staff member of the provider will be required to participate in the monitoring. A written report stating the monitoring findings will be sent to the provider.

In addition, providers shall have in force adequate procedures for internal monitoring of compliance with service standards.

Reimbursements under this contract will be earned for operable devices with an active data plan.

Aging Ahead reserves the right to impose additional reporting, monitoring and/or evaluation requirements during the term of the contract as deemed appropriate and at the discretion of *Aging Ahead*.

V. BID REVIEW PROCEDURES

Bids will be evaluated by members of the Advisory Council and *Aging Ahead* staff to determine responsiveness or non-responsiveness to the RFB. An evaluation of the bidder's proposal will be based on the following categories and respective weight criteria.

Attachment 1

Critical Qualifying Factors	20 points
Reporting & Specifications	18 points
Services Provided by Vendor	20 points
References	6 points
Pricing	30 points
<u>Lowest Bid</u>	<u>6 points</u>
Total Points	100 points

****Failure to sign Attachment 1 will result in disqualification.***

At a minimum, a responsive proposal must receive a score of seventy (70) points out

of a possible one hundred (100) points from the participating evaluators of the Evaluation Committee to be eligible for contract award. A copy of the Bid Review Evaluation is provided with this bid solicitation.

The *Aging Ahead* Advisory Council and Agency staff will meet to review responsive bids and develop their recommendation for FY 2025 awards.

VI. CONTRACT AWARD/DENIAL PROCEDURE

The *Aging Ahead* Board of Directors will review recommendations and award service contracts for FY 2025. **Notification of funding awards will be made on or before October 1, 2024.** Notice of intent to contract and letters of denial will be issued at the earliest possible time after the *Aging Ahead* Board has approved the funding allocations.

- A. The tablet bid will be awarded on all or none basis by the Agency.
- B. The Agency retains the right to reject any or all incomplete bids.
- C. The Agency retains the right to award a bid on other than the basis of lowest price (awards are made based on “lowest and best”).
- D. Contract award will be based on
 1. Past service, if applicable.
 2. Quality of products and ability to supply devices as specified.
 3. Cost and pricing proposals.
 4. Ability to meet other qualifications as outlined.

VII. STAFF CONTACTS

Questions relating to service delivery, proposal preparation, or specifications should be directed to **Christine Hustedde**, Chief Operating Officer. Questions relating to budget preparation, unit cost determination or other fiscal matters should be directed to **Laura Hogland**, Chief Fiscal Officer. The Central Office phone number is 636-207-0847.

VIII. OFFICIAL QUALIFICATIONS/PROPOSALS CLOSE DATE AND TIME

- A bidder’s conference will be held on **Friday, July 12, at 10:00 a.m. CST via Zoom**, to answer questions regarding the RFB. Please email Christine Hustedde at chustedde@agingahead.org if you would like to attend the bidder’s conference.
- All proposals must be electronically submitted by **4 p.m. CST on Friday, August 2, 2024.**
- A public opening of electronic proposals received will be **Monday, August 5, 2024, at 2:00 p.m. CST via Zoom** (email chustedde@agingahead.org to attend). Any proposals received by *Aging Ahead* after the exact close date and time will not be opened and will not be evaluated regardless of the reasons and/or mitigating circumstances related to its lateness. It is the provider’s sole responsibility to ensure that his or her proposal is physically received and officially clocked in as a sealed document by *Aging Ahead* in its office no later than the official close date and time.

- The proposal documents become the property of *Aging Ahead* once opened at the public opening.

IX. OPTIONAL EXTENSION

Aging Ahead reserves the right to consider extension of the contract on an annual basis up to a total of three years. A provider would be notified prior to the end of the contract year of any offer of extension.

X. RFB QUALIFICATIONS SUBMISSION INFORMATION

Special Instructions to Bidders:

1. A bid submitted by a provider must A) contain all information required by the RFB Attachments 1 and signed agreements and assurances; B) be submitted electronically to *Aging Ahead* **officially date and time stamped no later than 4:00 p.m. CST on August 2, 2024**. Proposals will be submitted through DocuSign. No emailed proposals will be accepted.
2. A separate RFB document is to be completed for each service that a provider is proposing to provide (if applicable).
3. A bidder's RFB may be withdrawn by written notice received prior to the official close date and time specified. An RFB may also be withdrawn or modified in person by the bidder or authorized representative upon presentation of written confirmation of this action, and when proper bidder identification is presented before the official close date and time. Verbal telephone requests to withdraw or modify an RFB will not be considered.
4. RFB's which are determined to be responsive will be considered for possible contract award.
5. After an initial screening process, a technical question/answer conference may be conducted prior to the final evaluation.
6. Applicable to State Agencies and Political Subdivisions Only: In the event that the provider is a state agency or political subdivision which is prohibited by law or court decision from complying with certain provisions of this document, then such provider may submit a qualification containing a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between *Aging Ahead* and the provider, if such provider is a selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order.
7. *Aging Ahead* reserves the right to officially modify or cancel an RFB after issuance up to five calendar days before the deadline for submission. Such a modification will be identified as an amendment and numbered in sequential order as issued. The provider must sign and submit any amendment, including any required documentation, no later than the official close date and time as

acceptance of the conditions stated therein.

8. The bid must be submitted in the same format as received. Should additional pages be needed, insert the additional pages in numerical order, with the same number plus an alphabetical listing (Example: 2a, 2b, etc.). A separate RFB document must be submitted for each service (if applicable).
9. All bids must be complete, with the bid price based on estimated annual usage filled in on **Attachment 1, Section E**, plus additional information if applicable. The current price by purchase unit shall be quoted.
10. Authorization for the bids must be signed by the bidder on “agreements” and “assurances”, giving the full name and business address of the company. The person signing the bid must be authorized to bind their company to the bid and all subsequent terms of a contract.
11. Should a bidder find discrepancies or omissions from the bidding documents or should be in doubt as to their meaning, bidder shall request clarification from the Agency Chief Operating Officer.
12. If you are unable to quote prices on this proposal, please state so on this proposal and return it or notify the Agency in writing so that the Agency is aware that bidder had the opportunity to quote and that bidder will welcome receipt of similar products in the future.
13. Bid prices must be recorded in the spaces provided for this purpose on **Attachment 1, Section E** and the specifications and conditions herein set forth shall remain intact and part of this proposal.
14. Bidders shall not include Federal Excise Tax (as applicable) or State Retail Sales Tax in price quotations, as these are not applicable to Agency programs.
15. Pertinent facts to assist in determining potential vendor costs:

Number of older adults participating (devices needed)	750
Number of video programs (Zoom) per month	5
Estimated data usage per participant per month	2GB

16. The right is reserved to call for demos of any or all products the bidder proposes to furnish on this bid. Samples submitted by the bidder must be plainly marked with the name of the bidder and the item number in the specification to which the sample relates. Samples must be delivered to **Aging Ahead**, 14535 Manchester Rd., Manchester, MO 63011.

XI. SERVICE SPECIFICATIONS & METHOD OF BID

A. Type of Service

The objective is to ensure a cost-effective manner for purchasing tablets with a data plan, internet capabilities, and charger for older adults to use in a Virtual Senior Center, using an

equitable system for determining the successful vendor on an advertised bid basis. Each bidder should review the “Agency Agreements Section” and the “Successful Bidder Agreements Section” of this document in determining quotations.

Attached is a list of *Aging Ahead’s* requirements for products to be delivered as designated. This product list includes specifications and conditions. Bidders are requested to submit bid prices as outlined in **Attachment 1, Section E** which would be in effect for the contract period.

B. Critical Qualifying Factors

All devices must be compliant with FCC regulations and in strict accordance with state (Missouri) and Federal laws. *Aging Ahead* reserves the right to conduct an audit of the winning bidder’s costs at the time of the contract award or at any other time deemed necessary during the course of the bidding period or subsequent contract period.

By responding to the Request for Bids, the bidder agrees to:

1. Provide samples or demos of tablets if the Agency wishes to conduct a product comparison.
2. Conduct a presentation for the *Aging Ahead* staff or Board of Directors, if so desired.
3. Enter into a contract with *Aging Ahead* to provide tablets with cellular data and internet capabilities for the current and potentially upcoming fiscal year (noted above). The contract will be dependent upon the successful bidder’s continual ability to provide satisfactory services, cyber security and internet safety, competitive prices, and quality products.
4. Not direct market to Agency participants or sell participant information to 3rd parties.

In addition, the following guidelines should be met by the company awarded a contract. Bidders should include their response to this section in **Attachment 1** where designated.

1. The bidder will identify key management or key personnel on staff to handle *Aging Ahead’s* account and notify the agency of any changes in writing.
2. The bidder will secure and provide to *Aging Ahead* a current liability insurance policy that is issued by the Missouri Department of Insurance to issue such policies. Policy will name *Aging Ahead* as an additional insured. Policy limits are no less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate, and two million dollars (\$2,000,000) for cyber security.
3. All employees, volunteers, directors or other individuals that will as a result of the performance of this contract, have access to or control over items required for the performance of this contract, have the responsibility for preparing reports and/or invoices, or have access or control over program income collected, shall be bonded in sufficient amounts to cover any potential loss. Such bonding may be in the form(s) of individual or name bonds, position bonds, blanket bonds, and/or employee dishonesty bonds, or employee dishonesty or crime coverage. The cost of such bonding or insurance coverage shall be the vendor’s expense.
4. If a contract is awarded, the bidder will maintain adequate, legible, genuine, current and complete records to verify performance under this contract for seven (7) years after the expiration of any contract. Records will be available to *Aging Ahead* and its funding sources. Documentation shall be considered adequate if the records are kept in such a manner that an orderly examination by a reasonable person is possible and

can be conducted without the use of intrinsic information, and that such an examination can readily determine that the goods or services were delivered in accordance with the terms of the issued contract.

5. All devices and operations shall be made and adhere to Federal Communications Commission (FCC) regulations and be in strict accordance with City, State, and Federal Laws governing personal electronic communications and devices.
6. The bidder has designated an account representative to provide consulting services under the provision of any subsequent contract. The designative individual is available on a daily basis to assist ***Aging Ahead*** staff with respect to the following:
 - a. Interface with problems relating to device usage and quality.
 - b. Maintain a customer support center to handle agency participant questions.
 - c. Continuously conduct a search for product updates to offer better value or enhanced services.
 - d. Promote the introduction of new features.
7. The bidder can organize and conduct training for Agency staff and/or participants using devices.
8. The bidder can respond readily to problems with device, internet connectivity and data usage.
9. The bidder can promptly provide the necessary support for participants using devices, as well as assist participants in accessing programs on the device.
10. The bidder has an online portal of participant usage and reporting that is accessible to Agency staff and meets the required reporting requirements.
11. The bidder has the capacity to ensure an adequate supply of tablets with data plan and internet connectivity.
12. Preference given to minority agencies.

C. Agency Agreements - the following provisions will be adhered to by the Agency.

1. The Agency will pay for the cost of the device and its annual data plan to cover the number of devices needed for participants.
2. Employees of the Agency will not ask for or accept any gifts or favors.
3. Agency staff will communicate with Bidder key staff on points of concern and additional information needed.

D. Payment – after receipt of correct and reconciled invoices, payment will be made within 30 days.

E. Reporting

1. An online portal shall be available to Agency staff that provides, at a minimum:
 - a. Total number of participants using the device.
 - b. A list of participants not using the device.
 - c. Most recent date the device was used
 - d. Most recent date Agency programs were accessed.
 - e. Data usage by participants.
 - f. Agency programs accessed by participants, including program-specific Zoom calls.
 - g. A list of participant names and device-specific email addresses.
 - h. Emergency contact/family member contact information.
 - i. Tracking for preconfigured websites.

- j. Number of calls to customer care, by participant.
- k. Frequency of usage of other device features, by participant (i.e. games, etc).

F. Specifications

1. Device shall include a data plan with at least 2GB of data, as well as WiFi capabilities.
2. Device shall be ADA compliant.
3. Device shall include translation/interpretation services.
4. Bidder maintain electronic inventory system of devices assigned to Agency.
5. Device shall include charging cord or station and stylus.
6. Device shall include video calling and Zoom accessibility.
7. Device shall include method for creating mass email list to all participants.
8. Bidder maintains customer care center for participants using device, ideally open 24 hours/day, seven days/week.
9. Bidder provides assistance to participants on how to safely use the device.
10. Bidder provides internet and cyber security training to participants using the device.
11. Device has capability to limit spam/scam calls.
12. Device has photo sharing capabilities.
13. Device has internet browsing capabilities that may be restricted to safe sites.
14. Device includes games, news, weather (other device features).
15. Device is designed to be safely used by older adults.
16. Device includes medication reminder.
17. Device includes calendar with reminders; both Agency and participant can add events to calendar.

G. Successful Bidder Agreements

1. The established pricing listed in the bid is competitive.
2. Each bidder shall complete **Attachment 1 – Device Survey**. All responses shall be based upon the requirements of this proposal.
3. Each bidder must provide pricing information, which would be in effect for at least the initial contract period.
4. The Bidder will replace lost or damaged devices at cost.
 - a. The successful bidder will accept the liability for the expense of devices damaged or lost during delivery, or any other damage incurred by the vendor’s employees.
5. Penalties for Failure to Perform:
 - a. Termination of Agreement
 - b. Suspension from future bidding
 - c. Appropriate sanctions and legal remedies.

XII. AGREEMENT

The undersigned agrees to comply with all provisions as stated in the General and Special Bid conditions and Project Specifications of *Aging Ahead* if awarded a contract.

Submitted by _____

Address _____

Authorized Company Representative _____

Date _____

XIII. SIGNED ASSURANCES

The undersigned provider, in submitting the foregoing proposal including all attachments and required amendments, hereby makes the following expressed warranties and representation to *Aging Ahead*:

- a. The bidder believes that they are legally qualified to be awarded the contract to which the subject qualifications relate under all applicable State and Federal statutes and regulations;
- b. The bidder (through the bidder's officers or agents) has received all information necessary in order to intelligently respond to the RFB to which this application relates.
- c. To the best of the knowledge and belief and based on all information in the possession of the provider at the time of these qualifications, nothing contained in either the RFB (or any exhibit thereto) or in the qualifications which are hereby made by the provider (including all exhibits thereto) violates any State or Federal statute or regulation.
- d. The bidder has not requested any additional information or assistance from *Aging Ahead* which has been denied or which has not been furnished in sufficient time for the bidder to submit this proposal in the manner desired by the undersigned provider. Furthermore, the bidder believes that the offered possesses all information required to complete this application in the desired manner.
- e. The undersigned bidder understands the manner by which the bidder's qualifications will be judged and evaluated, and does not object to said method of evaluation or the method whereby any contract awarded in connection with the subject RFB will be so awarded (so long as such award conforms to the manner disclosed in the RFB);
- f. The bidder has read and agrees that any contract awarded in response to these qualifications will be subject to all clauses contained in the Agency Agreements and Assurances included in the bid packet.
- g. The understood bidder has read and agrees that in the event this application is accepted by *Aging Ahead*, that the bidder will be bound by all pertinent State and Federal statutes and regulations and that this contract shall be deemed to include, wherever applicable, any pertinent State and Federal statute or regulation. In the event any contractual provision conflicts with any State or Federal statute or regulation, the pertinent provisions of said statutes or regulations shall govern.
- h. The bidder has read and agrees to deliver services in compliance with the scope of service/service delivery system specified in the Request for Bid if a contract is awarded.

- i. The bidder has read and completed in full the RFB and applicable attachments and agrees to the provisions contained therein if a contract is awarded.
- j. The bidder has reviewed the proposal and, at its _____(date) meeting, authorized its submission to *Aging Ahead*.
- k. The bidder has authorized the following person to sign these assurances on its behalf.

NAME

TITLE

- l. If received, this award will be paid for in part with federal funds. If you become the contractor, you are considered to be a SUBRECIPIENT of federal assistance subject to federal audit requirements under Subpart F of the Uniform Guidance – Code of Federal Regulations. A SUBRECIPIENT that expends a total of \$750,000 or more in federal awards during its fiscal year is required to have a Single Audit or Program Specific audit, as applicable, conducted in accordance with Subpart F of the Uniform Guidance. The \$750,000 threshold includes federal awards from all sources plus program income (contributions). The audit shall cover the entire organization and be conducted at the expense of the SUBRECIPIENT within nine months after the end of the SUBRECIPIENT’S fiscal year. A copy of the audit report package, any management letter issued by the auditor, and the corrective action plan addressing all findings and questioned costs shall be submitted to the AGENCY within 30 days after the SUBRECIPIENT receives the audit report, or ten months after the end of the SUBRECIPIENT’S fiscal year, whichever occurs earlier. **The audit report is to segregate all funds reported on the monthly invoices to *Aging Ahead* and each fund type should reconcile with the respective totals reported to *Aging Ahead* for the SUBRECIPIENT’S fiscal year. This may be provided as a part of the audit report or may be a supplemental schedule certified to by the auditor.**
- m. Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction: acknowledge that neither it or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or Agency. Signing assurances certifies no known debarment.
- n. Lobbying and Political Contributions: acknowledge and certify that contractor is currently in compliance with and shall continue to comply with, Title 31 of the United States Code, as amended, as well as all other applicable federal and state laws and regulations addressing lobbying and political contributions.
- o. Reimbursements under this contract will be earned only when the services described within the RFB are provided to eligible recipients during the funding period, and the pro rata match requirement has been met (if applicable). Receipt of funds either through advancement, reimbursement or participant contributions does not constitute earning of these funds. Funds may be subject to recapture by the Agency.

- p. Violation or Breach of contract: all contracts other than those for small purchases are subject to administrative, contractual or legal remedies in instances where contractors violate or breach contract terms. Appropriate sanctions and legal remedies will be pursued by the Agency.
- q. Termination for Cause and Convenience: Contracts in excess of \$10,000 may be terminated within 30 days by either party following the notice of intention to terminate unless governed by the 10-year lease requirement for building improvements. No more than the cumulative monthly pro rata share of the contract may be expended in such a case of termination of contract including the month of termination.
- r. Equal Employment Opportunity: All federally funded construction contracts of contractors and services providers in excess of \$10,000 will be subject to compliance with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967 and as supplemented by Department of Labor regulations (41 CFR Part 60).
- s. Copeland "Anti-Kickback" Act: All federally funded contract and subgrants for construction or repair will comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented by Department of Labor regulations (29 CFR Part 5).
- t. Davis-Bacon Act: All federally funded construction endeavors of service providers in excess of \$2,000 will include comply with the Davis-Bacon Act (40 U.S.C. 276 a to a-7) as supplemented by Department of Labor regulations (29 CFR Part 5).
- u. Contract Work Hours and Safety Standards Act: All federally funded construction endeavors of service providers in excess of \$2,000 and in excess of \$2,500 for other contracts involving employment of mechanics or labors, will comply with Sections 103 and 107 of the contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).
- v. Patents, Copyrights and Rights in Data: Patent rights with respect to any discovery or invention and any copyrights in data which arises or are developed in the course of or under such contract will be negotiated.
- w. Access to Records: Access to any books, documents, papers and records which are directly pertinent to the contract with the Agency will be allowed to Agency, Division of Aging, any federal or state grantor agency, the Comptroller General of the United States, and/or any duly authorized representatives of the aforementioned agencies for the purpose of making audit, examination, excerpts, and transcriptions.
- x. Retention of Records: Contractors will retain all records directly pertinent to the contract with the Agency for a period of seven years following the acceptance by the Agency's audit and all other pending matters are closed. Records are to be maintained for a period of no less than seven years following final payment by the Agency and all other pending matters are closed.
- y. Clean Air Act/Clean Water Act/EPA Regulations: All contracts, subcontracts, and subgrants in excess of \$100,000 shall comply with all applicable standards, order, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857) (h), section

508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR PART 15).

- z. Audit Requirement: All service providers will comply with audit requirements as set forth in the Single Audit Act of 1996 and Subpart F of the Uniform Guidance. An estimate of federal funding will to be provided through the contract will be included in the proposal including Assistance Listing numbers (formerly Catalog of Federal Domestic Assistance (CFDA) number). Program income funds collected by the service provider are included in the determination of the level of federal funding.
- aa. AgingIS (formerly NAPIS) forms must be completed by those services identified as home-delivered meals, adult day care, in-home services, and congregate meals. More services may be added if regulations change. Providers will be notified if changes occur.
- bb. The bidder will comply with the Older Americans Act, 45 CFR Part 74, 45 CFR 1321, various OMB circulars, Missouri Code of State Regulations, including 19 CSR 15-7.010 and other applicable regulations which may be required by the Area Agency on Aging should a contract be awarded.
- cc. The bidder understands that the aforementioned assurances may be subject to some modification and does not necessarily represent all assurances that may be required at the time of possible contract award.
- dd. No Contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

The bidder attests that they have read and will abide by all aforementioned assurances. Should a contract be awarded, bidder understands that all agreements and assurances outlined in this document become effective.

_____	_____
Authorized Representative of Provider	Witness
_____	_____
Title	Title
_____	_____
Date	Date