



March 3, 2025

Prospective Provider Agencies:

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

- Title IIIB Ombudsman Services
- Title IIIB Legal Services
- Title IIIC Multipurpose Senior Centers
- Title IIIC Satellite Centers (congregate only or HD only)

until 4:00 M, Friday, April 4, 2025. Bid applications must be submitted electronically. The request for proposal forms are available on the *Aging Ahead* [website](#). 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 individuals with greatest social and economic need. **There will be a Bidder's Conference via Zoom on Monday, March 10, 2025 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 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. Senior Services Overview – Application for Funds
- III. *Aging Ahead* Service Providers Manual
- IV. *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

Monday, March 3, 2025	PROPOSALS AVAILABLE AT NOON FROM <u>AGING AHEAD WEBSITE</u>
Monday, March 10, 2025	Bidders Conference, 2:00PM via Zoom
Friday, April 4, 2025	PROPOSALS MUST BE SUBMITTED BY 4:00PM (NO EXCEPTIONS)
Monday, April 7, 2025	Public Opening, 2:00PM via Zoom

PROPOSAL CHECK LIST

REQUEST FOR PROPOSAL FOR SENIOR SERVICES

Aging Ahead

CONTRACT PERIOD JULY 1, 2025 - JUNE 30, 2026

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

_____ Internal monitoring plan