



August 3, 2020

Prospective Provider Agencies:

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

- Title IIIB Adult Day Services
- Title IIIB Transportation Services

until 4 PM, Friday, September 4, 2020 at the central office, 14535 Manchester Road, Manchester, MO 63011. The request for proposal forms are available at the *Aging Ahead* central office or on line at www.agingahead.org . Contracts may be extended up to three (3) years. Completed proposals may be mailed or delivered but must arrive 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 Tuesday, August 18, 2020 at 10:00a.m.** Please email Christine Hustedde at chustedde@agingahead.org if you would like to attend the bidder's conference.

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 our senior citizen 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

<p>Monday, August 3, 2020</p>	<p>PROPOSALS AVAILABLE AT NOON</p>
<p>Tuesday, August 18, 2020</p>	<p>Bidders Conference, 10 a.m. via Zoom (email chustedde@agingahead.org if you wish to attend)</p>
<p>Friday, September 4, 2020</p>	<p>PROPOSALS MUST BE PHYSICALLY RECEIVED AT AGING AHEAD OFFICE, 4 P.M. (NO EXCEPTIONS) Must be mailed or hand delivered.</p>
<p>Tuesday, September 8, 2020</p>	<p>Public Opening, 10 a.m. via Zoom (email chustedde@agingahead.org if you wish to attend)</p>

PROPOSAL CHECK LIST

REQUEST FOR PROPOSAL FOR SENIOR SERVICES

Aging Ahead

CONTRACT PERIOD JULY 1, 2020 - JUNE 30, 2021

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