**INSTRUCTIONS**

1. Read all applicable portions of the RFP materials, including but not limited to the first six (6) major Sections. The RFP application consists of two parts: a General Application and a Program Specification/Application; both contain fields that must be completed. These Applications are interactive documents that must not be altered (e.g., font size, field size, etc.).
2. Submit a **Mandatory Letter of Interest (LOI) Form by 12:00 Noon (Pacific) on Friday, February 14, 2025,** which lists the service categories for which the Applicant *may* wish to apply for funding. An Applicant that fails to submit a LOI Form will not be eligible to receive funding under this RFP.
3. Participate in the **Mandatory Bidders’ Conference on Thursday, February 20, 2025.** An Applicant that fails to participate will not be eligible to receive funding under this RFP. See Section II for additional information.
4. The primary means of communication throughout the RFP process shall be email. After the Bidders’ Conference, email any additional questions about this RFP to [**rfp@agencyonaging4.org**](mailto:rfp@agencyonaging4.org)with theSubject Line “RFP Question.” Questions will be accepted until 5 p.m. on Wednesday, February 26, 2025; after that time, no questions will receive a response. All questions and responses will be posted in the RFP area of AAA4’s website at <https://www.agencyonaging4.org/funding-opportunities> on or before Friday, February 28, 2025.
5. OPTIONAL: Potential applicants may request an appointment to visit the office in Sacramento to review copies of statutes, regulations, OMB Circulars, or AAA4 policies, bulletins, reporting procedures, evaluation tools, or any other public documents. To schedule an appointment, email [**rfp@agencyonaging4.org**](mailto:rfp@agencyonaging4.org) with the Subject Line “RFP Appointment.”

Agency on Aging Area 4 is located at 1401 El Camino Avenue, Suite #400, Sacramento, CA 95815. Normal office hours: 8:30 a.m. to 4:30 p.m. (Closed 12pm-1pm), Monday thru Friday.

1. Use the checklist at the end of Section VI Contracting with AAA4 to determine which attachments should be submitted as part of the proposal. Only send material specifically requested in the RFP. Additional materials will be discarded.
2. Submit the complete proposal prior to the deadline of **12:00** **Noon (Pacific) on Friday, March 7, 2025**. A complete proposal includes: one General Application, one or more Program Specifications/Applications, and all appropriate attachments. Follow the instructions provided there. Be sure to allow sufficient time for the proposal to be sent via electronic mail (e-mail)before the deadline. Paper copies will not be accepted.

Upon successful submission, an e-mail confirmation that materials have been received will be sent automatically. If an Applicant does not receive email confirmation within 24 hours of submission, they should check their Spam folder first, then contact AAA4’s IT Administrator (Becky Stiles) by telephone at (916) 710-8392. Late applications will not be opened because they are ineligible for funding consideration.

1. Applicants are strongly encouraged to attend both the AAA4 Grants Review Team and Governing Board (GB) meetings (see the Timeline for details). These meetings will be held at AAA4’s Sacramento office with the option to join remotely via Zoom (links to be provided at a later time). Applicants attending those meetings (in person or via Zoom) will be given an opportunity to speak briefly on behalf of their proposals, and they will be allowed to answer any questions the grants reviewers or GB members may have.

**Failure to follow these Instructions may render an application non-responsive and, therefore, ineligible for funding consideration.**

**2024-2025 TIMELINE**

**November 20** Solicit “Invitation to Compete” Letters from Organizations Interested in Offering Services that are Currently Provided Directly by AAA4

**December 20** “Invitation to Compete” Letters due to AAA4 (Required for Consideration)

**January 7** Public Posting of Notice of Intent (NOI) to Issue the RFP

**February 7** Issue the RFP at: <http://agencyonaging4.org>

**February 14** Letter of Interest (LOI) Form due to AAA4 (Mandatory for All Applicants)

**February 20** Bidder’s Conference (Mandatory for All Applicants)

**February 26** Last Day for Applicant’s to Submit RFP Questions to AAA4

**March 7** ALL PROPOSALS DUE to AAA4 by 12:00PM3 (noon)

**April 14-18** Grants Review Teams make funding awards4

**May 9** Governing Board determines fund awards4

**May 16** Last Day for Applicant Appeals (if necessary)

**June** Contract Packets sent to Awardees (tentative)

**July 1** Services Begin

Notes:

3 All times shown are in the Pacific Time Zone.

4 Applicants are strongly encouraged to attend this meeting and may speak on behalf of their proposals.

**FUNDING CYCLES AND ANTICIPATED FUNDING AMOUNT**

The initial contract period for the services included in this RFP is one (1) fiscal year, beginning July 1, 2025, and ending June 30, 2026. Annually, AAA4 reserves the right to extend contract periods for one (1) fiscal year, subject to factors including but not limited to the availability of funds and the Funded Partner’s fulfillment of their contractual responsibilities. In accordance with State law, AAA4 can make only three such consecutive extensions, thus no service contract arising from this RFP may continue beyond June 30, 2029.

The Title III-B (Supportive Services), Title III-C (Nutrition Services), Title III-B & VII (Ombudsman & Elder Abuse Prevention) services included in this RFP begin on a two-year cycle, and they are eligible for renewal for an additional two-year contract cycle, beginning July 1, 2025, and ending June 30, 2027. Such renewal is contingent upon the explicit approval of the Governing Board of AAA4. If renewal is granted, then the affected Funded Partners will not need to reapply or compete for continued funding.

The funding figure shown below represents AAA4’s best estimate of the amount of funds that will be available under this RFP during the initial contract period (July 1, 2025, through June 30, 2026). Funding amounts may change depending upon the availability of federal and State funds. The disbursement of these funds is contingent upon the awarding of funds to AAA4 from the California Department of Aging.

**TITLE III-B SUPPORTIVE SERVICES:**

|  |  |
| --- | --- |
| **Legal Services** | |
| Nevada County | $22,000 |
| Placer County | $123,367 |
| Sacramento County | $139,153 |
| Sierra County | $3,000 |
| Sutter County | $38,500 |
| Yolo County | $28,219 |
| Yuba County | $31,300 |

|  |  |
| --- | --- |
| **Outreach** | |
| Sierra County | $39,793 |

|  |  |
| --- | --- |
| **Senior Information & Assistance** | |
| Nevada County | $47,234 |
| Placer County | $111,853 |
| Sacramento County | $110,000 |
| Sutter County | $21,500 |
| Yolo County | $58,145 |
| Yuba County | $27,399 |

|  |  |
| --- | --- |
| **Transportation** | |
| Nevada County | $32,283 |
| Placer County: |  |
| West County | $60,000 |
| Sacramento County: |  |
| North County | $87,128 |
| South County | $239,128 |
| Sutter County | $14,500 |
| Yolo County: |  |
| Rides | $48,437 |
| Transit Vouchers | $29,475 |
| Yuba County | $17,850 |

|  |  |
| --- | --- |
| **Residential Repairs/**  **Minor Home Modifications** | |
| Placer County | $65,000 |
| Sacramento County | $40,000 |

|  |  |
| --- | --- |
| **Case Management** | |
| All Seven Counties | $205,598 |

**TITLE III-C NUTRITION SERVICES:**

|  |  |
| --- | --- |
| **Congregate Meals**  **(Traditional and/or**  **Non-Traditional)** | |
| Nevada County: |  |
| East County | $47,785 |
| West County | $48,293 |
| Placer County: |  |
| West County | $195,519 |
| Sacramento County | $1,231,524 |
| Sierra County: |  |
| East County | $91,834 |
| Sutter County | $118,330 |
| Yolo County | $188,876 |
| Yuba County | $7,441 |

|  |  |
| --- | --- |
| **Home Delivered Meals** | |
| Nevada County: |  |
| East County | $186,292 |
| West County | $413,102 |
| Placer County: |  |
| East County | $143,989 |
| West County | $695,427 |
| Sacramento County | $3,270,305 |
| Sierra County: |  |
| East County | $121,870 |
| Sutter County | $297,642 |
| Yolo County | $299,751 |
| Yuba County | $285,991 |

**TITLE III-B, TITLE VII and State Funds:**

|  |  |
| --- | --- |
| **Elder Abuse Prevention** | |
| All Seven Counties | $28,209 |

|  |  |
| --- | --- |
| **Long-Term Care Ombudsman** | |
| All Seven Counties | $1,058,042 |

