



**Title III – C2  
Older Americans Act Nutrition Program:  
Home-Delivered Meals Projects**

**Request for Proposal  
For Contracting Period January 1, 2027 – December 31, 2030**

Area Agency on Aging 3  
2423 Allentown Road Lima,  
Ohio 45805

Phone: 419-222-7723

Web: [www.aaa3.org](http://www.aaa3.org)

Serving the counties of:

Allen, Auglaize, Hancock, Hardin, Mercer, Putnam and Van Wert

Date RFP Publicized: April 13, 2026

Requests for Proposals are due by 12:00 pm on May 15, 2026

No proposals will be accepted after this time.

Applicants will be notified in writing of approval or denial of program funding by Friday, July 31, 2026.

For More Information Contact:

[rfp@psa3.org](mailto:rfp@psa3.org)

## INTRODUCTION

In accordance with the Older American's Act of 1965 and Regulations thereto, the Area Agency on Aging 3 (AAA3) is the designated agency serving the Ohio Counties of Allen, Auglaize, Hancock, Hardin, Mercer, Putnam, and Van Wert. AAA3 is responsible for administering federal and state funded programs and services for individuals aged 60 and older within the designated service as noted above. Older Americans Act Programs and Services are designed to assist older persons in leading independent, meaningful and dignified lives in their own homes and communities as long as possible.

## SERVICE PRIORITIES

Services are targeted to those older individuals (age 60 and over) who reside in rural areas, have the greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas), who have the greatest social need, who have severe disabilities, who have limited English proficiency, individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals), and individuals at risk for institutional placement.

## GEOGRAPHIC REGION

The Older Americans Act requires AAA3 to set specific objectives for providing services to older individuals (age 60 and over) with the greatest need. For this service that includes medically underserved, economic need, and the minority population in Allen, Auglaize, Hancock, Hardin, Mercer, Putnam and Van Wert counties.

## MEDICALLY UNDERSERVED AREAS

**Medically Underserved Areas (MUA)** may be a whole county or a group of contiguous counties, a group of county or civil divisions or a group of urban census tracts in which residents have a shortage of personal health services. Those areas include (as set by Health Resources and Services Administration under the U.S. Department of Health and Human Services):

### Allen County

- Southside Lima (MUA/P 07175) (CT 0134, CT 0136, CT 0137, CT 0138)
- North Lima (MUA/P 07665) (CT0110, CT0112, CT0122, CT0124, CT0141)

### Hardin County

- Hardin Service Area (MUA/P 02641)
- Hale Service Area (MUA/P 02693)
- Roundhead Service Area (MUA/P 02694)

### Putnam County

- Putnam Service Area (MUA/P 02624)

### Van Wert County

- Low-income Van Wert County municipality (MUA/P 07731)

## PROGRAM INCOME AND CONSUMER CONTRIBUTIONS

Older Americans Act, Section 374, states that funds may not be used to supplant or replace other sources of funds (maintenance of effort). This means that existing services like those proposed in the Older Americans Act application must be maintained through other sources of funds.

Cost-sharing by the consumer receiving services under Title III is allowed and encouraged, however project income should not be collected by the Provider. Any consumer attempting to cost share for services should be redirected to the Agency.

## **PROVIDER PROPOSAL REVIEW CRITERIA**

Under 45 C.F.R. 74.43 or 45 C.F.R. 92.36, when procuring a service that is reimbursed with Older Americans Act funds, AAA3 shall select the provider by using a competitive bidding process that offers to the maximum extent practical, open and free competition. **To ensure compliance with this rule, AAA3 has developed a competitive bidding process, where more than one provider may be selected to provide services to Home-Delivered Meal individuals.**

Submitted Provider Proposals will be scored utilizing the attached service specific addendum A.

All submitted proposals undergo the following protocol:

1. Eligible proposals are reviewed and scored by a Review Committee of AAA3 team members.
2. Results of the review will be presented to the AAA3 Advisory Council for consideration of award.
3. The provider selection recommendations from the Advisory Council, are then presented and reviewed by the AAA3 Board of Trustees, with a final decision made regarding which providers are awarded contracts.
4. AAA3 staff will notify providers who submitted proposals, whether they were awarded contracts or denied.

## **REVIEW OF EXCLUSIONARY DATABASES**

AAA 3 will not enter into a provider agreement with any provider that the Office of Inspector General or System for Award Management (SAM) database lists as excluded or disqualified from agreements involving federal funds. All providers are required to furnish a copy of a database check as a part of the required elements for your organization's proposal. The databases can be accessed by the public for free at:

Office of Inspector General <https://exclusions.oig.hhs.gov/SearchResults.aspx>  
System for Award Management (SAM) [www.sam.gov](http://www.sam.gov).

## **USE OF FUNDING AND GRANT PERIOD**

Funding for the following services is being awarded through Title III of the Older Americans Act. Funds will be available January 1, 2027 through December 31, 2030.

Award Recipients of per unit services will be required to contribute a match of a minimum of fifteen (15%) percent of the project's total cost. The applicant's match contribution must be from non-federal sources.

Due to the multi-year term of the proposal and subsequent provider agreement, providers may anticipate an annual increase of 2% each year beginning in 2028. In the event funding availability changes, the Area Agency on Aging 3 may amend any funding award to reflect such changes.

If within a multi-year agreement, there is unexpected change in market rate, food costs, etc., that would adversely impact the providers and potentially then affect individuals served, the AAA3 will consider rate increases. Rate increases, however, would be awarded to all contracted service providers under the above-mentioned service based off market analysis specific to reason provided for rate increase. Rate increases would only be considered after the completion of first year of contract.

- 173-4-01 Older Americans Act nutrition program: introduction and definitions.
- 173-4-04 Older Americans Act nutrition program: procuring for person direction.
- 173-4-05 Older Americans Act nutrition program: nutrition projects.
- 173-4-05.2 Older Americans Act nutrition program: home-delivered meals projects.
- 173-4-06 Older Americans Act nutrition program: diet orders.

It is the provider's responsibility to review and meet compliance with OAC. If awarded a bid, the provider will be required to meet compliance with service specifications prior to entering into contract.

Provider selection will fall to consumer preference, providing for individual choice and person-centered methodology. If the individual has no preference, referral will first default to lowest bid-rate, and/or in the event one or more provider's contract at the same rate, the ability to first fulfill the referral request.

## **REPORTING REQUIREMENTS**

Claims for billing should be submitted to AAA3 via invoice as well as unit entry into designated data management platform.

Provider is responsible for completing and documenting the Annual Nutritional Health Screening in data management platform.

At the time of posting, Wellsky is the designated data management platform. Platform is designated by the Ohio Department of Aging and is subject to change.

## **REQUIRED ELEMENTS FOR YOUR ORGANIZATION'S PROPOSAL:**

### **Narrative to include the following:**

- A description of your organization's purpose, mission, operation and submit primary contact, business address, telephone number and e-mail address.
- Indicate if your organization is currently providing the service. Include a description of your current service and the home-delivered meals project your organization plans on providing.
- Describe the method in which your organization implements person direction in your home-delivered meal project? (Questions please reference OAC 173-4-04 and 173-405)
- Please include how you will address consumer opportunities for feedback on current and future menus. (Questions please reference OAC 173-4-05)
- Describe how your agency will offer ingredient information for the meals served. (Questions please reference OAC 173-4-05)
- How will your agency list the serving size for each food item on each production menu. (Questions please reference OAC 173-4-05)
- Please submit your process/plan for determining nutritional adequacy. (Questions please reference OAC 173-4-05)
- Describe your training plan for employees which should include orientation and annual continuing education (Questions please reference OAC 173-4-05).
- Describe your planned meal delivery specific to availability (Questions please reference OAC 173-4-05.2). Please include frequency of meal delivery, projected time from referral to start of service
- Please provide written detail that your type of delivery system meets specifications of OAC 173-4-05.2. Include if a manual or electronic verification system is used as well as the method of delivery verification completed.
- Submit a written contingency procedure for emergency closings due to short-term weather-related emergencies, loss of power, kitchen malfunctions, natural disasters, etc.that supports requirements of rule OAC 173-4-05.2.
- Submit a quality assurance plan that supports rule OAC 173-4-05.2. The plan should include information from your agency's annual plan to evaluate and improve the effectiveness of the program's operations and services to ensure continuous improvement.
- Unit Rate/Cost for Service as described above

- An explanation of how your agency or organization complies with 45 U.S.C. 3026 (B), in providing services to the populations identified under Service Priorities on page 2 of the RFP.
- Identify the counties in our region which your organization can serve.

## **REQUIRED ATTACHMENTS**

- Please attached copies of the following documentation:
  - Completed Narrative
  - Licensure and registration of Dietician
  - Copies of your approved menus, as approved by your employed or contracted dietitian
  - Copies of your current food service licenses
  - All inspection reports from your local Department of Health within the past 12 months prior to the submission of this proposal.
  - Verification your organization is currently registered with the secretary of state as a nonprofit organization, association, or trust, a co-operative, or, a for-profit business, limited liability company, limited partnership, or partnership having limited liability.
  - Written statement of agreement to comply with nondiscrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
  - Evidence of Insurance Coverage
    - a. Evidence of at least one million dollars of commercial liability insurance coverage
      - Evidence of insurance coverage for consumer loss due to theft or property damage
        - i. A written procedure describing the step-by-step instructions a consumer may follow to file a claim.
  - Results of exclusionary databases through Office of Inspector General and System for Award Management.

## **PROPOSAL SUBMISSION:**

A Bidder's Conference will be held April 20, 2026 at 10:00 am at which time the process will be reviewed and questions addressed. This meeting may be accessed through the following link.

<https://meet.goto.com/328181437>

**Proposal deadline is 12:00 PM on May 15, 2026**

All proposals received will receive a Proposal Receipt Notice indicating that AAA3 has received your proposal and the date/time received at our office.

Any proposals received after the deadline, will be sent a proposal receipt notice indication the applicant had missed the deadline, and would not be considered for the funds offered.

Only proposals received through the following link will be accepted. [Complete Submission](#)

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**Provider Proposal Scoring Sheet**  
**Appendix A**

<b>Category</b>	<b>Points Available</b>	<b>Scoring Methodology</b>	<b>Points Awarded</b>
Complete Proposal	15	<i>15=complete 0 = incomplete</i>	
Unit Cost	25	<i>25 = lowest bid or tie w/lowest bid 23= 2<sup>nd</sup> lowest bid 21=3<sup>rd</sup> lowest bid 19= 4<sup>th</sup> lowest bid 17 = 5<sup>th</sup> lowest bid 15 = 6<sup>th</sup> lowest bid 13 = 7<sup>th</sup> lowest bid 11 = 8<sup>th</sup> lowest bid</i>	
Service Area	10	<i>10= All 7 counties 8= 5-6 counties 5= 3-4 counties 3= 2 or fewer counties</i>	
Compliance with OAC 173-4-05 <ul style="list-style-type: none"> <li>• Person Direction</li> <li>• Menus</li> <li>• Nutritional adequacy</li> <li>• Food Safety</li> <li>• Training</li> </ul>	20	<i>20=Supports rule 0 =Does not support</i>	
All ODH Inspection reports within the last 12 months.	10	<i>10 = 0 violations in last 12 months 8 = 1-2 violation in last 12 months 5 = 3-4 violations in last 12 months 3= 5 violations in last 12 months 0 = 6 or more violations in last 12 months.</i>	
Compliance with OAC 173-4-05.2 <ul style="list-style-type: none"> <li>• Delivery</li> <li>• Emergency Closings</li> <li>• Quality Assurance</li> </ul>	20	<i>20=Supports rule 0 =Does not support</i>	
<b>TOTALS</b>	<b>100</b>		