



Title III-B

Older Americans Act: Care Coordination Services

Adult Day Service, Home Maintenance and Chore, Home Medical Equipment and Supplies, Home Modification, Homemaker, Personal Care Services and Personal Emergency Response Systems

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

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

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.

Services provided under Title III Older Americans Act is part of the essential core of Area Agency on Aging 3's programs to individuals age 60 and older. The purpose of Title III is to encourage and concentrate resources to develop greater capacity and foster the development and implementation of comprehensive and coordinated systems to serve older individuals by entering into agreements with community agencies for the planning, and for the provision of supportive services, to—

- (A) Secure and maintain maximum independence and dignity in a home environment for older individuals capable of self-care with appropriate supportive services;
- (B) Remove individual and social barriers to economic and personal independence for older individuals;
- (C) Provide a continuum of care for vulnerable older individuals; and
- (D) Secure the opportunity for older individuals to receive managed in-home and community based long-term care services.

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 a limited number of providers will be selected to provide services to 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.

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 ten (10%) 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.

REPORTING REQUIREMENTS

Provider will utilize the database assigned to the service provided. Data entered will be utilized to generate provider reimbursement.

Definitions for the following services and requirements are in the corresponding sections of the Ohio Administrative Code (OAC) and may be opened through the following link:

[Ohio Administrative Code](#)

Adult Day Service as outlined in OAC 173-3-06.1

- Your organization's ability to provide enhanced and intensive ADS?
- Are transportation services provided by a certified provider? ○
- What is the turnaround time from referral to service start?
- Indicate unit of service for each as applicable:
 - One-half unit is less than 4 hours of ADS per day.
 - One unit is 4-8 hours of ADS per day.
 - A fifteen-minute unit is each fifteen-minute period over eight hours up to, and including, a maximum of twelve hours of ADS per day.
- A unit of ADS does not include transportation service, as defined by rule [173-3-06.6](#) of the Administrative Code, even if the transportation service is provided to transport the consumer to or from the ADS center.

• **Home Maintenance and Chore as outlined in OAC 173-3-06.2**

- Does your organization have the ability to provide **Chore** services such as?
 - Heavy Household cleaning, shampooing of carpets or furniture, window washing, Seasonal outdoor maintenance such as cleaning gutters and downspouts, removing leaves, snow, trimming shrubs, etc.
- Does your organization have the ability to provide **Home Maintenance** services such as?
 - Inspecting HVAC equipment, water heater, or water pump. Repairing damaged, malfunctioning, or unsafe HVAC equipment, plumbing, electrical systems, roofing, stairs, or floors.
 - Organizations providing Home Maintenance services should specify current licensure/credentials to complete HVAC, electrical and/or plumbing repairs?
- Does your organization have the ability to provide **Pest Control** services?
 - Unit of Service = cost per job bid

• **Home Modification as outlined in OAC 173-3-06.3**

- Your company's ability to complete simple modifications such as the installation of grab bars or other devices.
- Your company's ability to modify the interior or exterior of the consumer's home to improve the consumer's health and safety. ○ Your company's ability to install a wheelchair ramp to a doorway or another modification to improve the consumer's accessibility.
- Unit of Service = cost per job bid

- **Home Medical Equipment and Supplies**
 - For the purpose of this RFP, the award will be based on the organization's ability to meet the service as outlined in OAC 173-39-02.
- **Homemaker Service as outlined in OAC 173-3-06.4**
 - Is there homemaker service coverage to individuals on employee sick days and vacation days?
 - Does your organization have a minimum amount of scheduled time for a shift, i.e. minimum shift is 2 hours?
 - What is the turnaround time from referral to service start?
 - Unit of service: A unit of homemaker is one hour of homemaker. Providers may report partial hours to two decimal places (e.g., "0.25 hours")
- **Personal Care Service as outlined in OAC 173-3-06.5**
 - Is there personal care service coverage to individuals on holidays, employee sick days and vacations, evenings, and on weekends?
 - Does your organization have a minimum amount of scheduled time for a shift, i.e. minimum shift is 2 hours?
 - What is the turnaround time from referral to service start?
 - Unit of service: A unit of personal care is one hour of personal care. Providers may report partial hours to two decimal places (e.g., "0.25 hours")
- **Personal Emergency Response System**
 - For the purpose of this RFP, the award will be based on the organization's ability to meet the service as outlined in OAC 5160-44-16.

PROPOSAL SUBMISSION & REQUIRED ATTACHMENTS

SERVICE NARRATIVE

Narrative to include the following:

1. A description of your organization's purpose, mission, including primary contact, business address, telephone number and e-mail address.
2. For each of the following services for which you are applying:
 - Indicate if your organization is currently providing the service, include a description of your current service and a description of the service you are requesting funding to provide.
 - Include in the description how your organization will meet each component for that service outlined below.

- Describe your organization’s staff that will be working directly with individuals to provide this service. Include their background, training and/or credentialing. Are they employees of your agency or participating in a subcontracting relationship with another agency?
 - Identify the counties within our region which your organization can serve. Describe any barriers your organization has in serving any part of the region.
 - Identify any cooperative relationships fostered to increase or expand the services.
1. Complete Service Narrative.
 2. Proof that your organization is currently registered with the secretary of state as a nonprofit organization, association, trust, a co-operative, or, a for-profit business, limited liability company, limited partnership, or partnership having limited liability.
 3. Submit a 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.
 4. Evidence of Insurance Coverage
 - a. Evidence of at least one million dollars of commercial liability insurance coverage
 - b. 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.
 - 5 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:

Category	Points Available	Scoring Methodology	Points Awarded
Complete Proposal including all required attachments	20	20=complete 0=incomplete	
Unit Cost	15	15 = lowest bid or tie w/lowest bid 13= 2 nd lowest bid 10=3 rd lowest bid 8 = 4 th lowest bid 5 = 5 th lowest bid 3 = 6 th lowest bid 1 = 7 th lowest bid	
Service Area	10	10= All 7 counties 8= 5-6 counties 5= 3-4 counties 3= 2 or fewer counties	
Capacity	15		
Components of service	15	15 = evidence of ability to provide all components of service 10 = evidence of ability to provide more than one component of service 5 = evidence of ability to provide one component of service 0= evidence of ability to provide components of service not provided	
Turnaround time from referral to service start	10	10 = less than 24 hours 8 = 1-2 days 6 = 3-4 days 4 = 5-7 days 2 = 1 week or more	
TOTALS	85		