



**Title III – C1 and C2
Older Americans Act Nutrition Program:
Administrative Functions**

**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 area 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

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.

MEDICALLY UNDERSERVED AREAS (MUA)

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)

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 as one provider will be selected to provide the services.**

In order to support person-centered choice is available to recipients of AAA3 Nutrition Projects, currently contracted nutrition service providers are not eligible to provide the administration of the program.

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

Funds will be available January 1, 2027 through December 31, 2030. Annual funding will be approximately \$45,000 allocated to Home Delivered Meals and \$45,000 allocated to the Congregate Dining Projects based in restaurants.

Award Recipient 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.

Chapter 173-4 of the Ohio Administrative Code (OAC) governs nutrition programs paid, in whole or in part, with Older Americans Act funds.

AAA3 is procuring requests for proposals from interested applicants to perform administrative duties associated with Older Americans Act Nutrition Projects. Responsibilities include activities associated with enrollment, utilization and linkage with direct service providers of Older Americans Act Title III Nutrition Projects. Applicants should have the ability to provide these activities for the counties of Allen, Auglaize, Hancock, Hardin, Mercer, Putnam, and Van Wert.

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

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.

REPORTING REQUIREMENTS

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

REQUIRED ELEMENTS TO BE INCLUDED IN PROPOSAL:

Narrative to include the following:

1. Description of organization's purpose, mission, operation and submit primary contact, business address, telephone number and e-mail address.
2. Provider shall submit program narrative outlining comprehensive process for the following:

- a. Determining applicants meet eligibility criteria outlined in Ohio Administrative Code (OAC) 173-4, Older Americans Act Home Delivered Meals and Congregate Dining Projects based in restaurants.
 - b. Verification of meals eligible for payment (OAC 173-4-02) and consumer enrollment (OAC 173-4-03)
 - c. Ensure person-directed choice when offering information on all contracted direct service providers of nutrition projects in the region.
 - d. Providing on-going coordination and monitoring of the enrollee's needs,
 - e. change in condition and services as appropriate.

 - f. Notify and collaborate with providers regarding service delivery issues and
 - g. changes in the caregiver/individual circumstances affecting service delivery.
 - h. Emergency response procedures for addressing health and safety concerns
 - i. Identify appropriate disaster risk level of Low, Medium, and High. Risk level should be identified at initial enrollment, annual re-verification and times of significant change of individual's condition.
3. Provider shall ensure individual has access to services through the following:
- a. Initiation of home delivered meal service to include submitting referral to requested provider.
 - b. Initiation of congregate meal service to include issuance of redemption card through designated SeniorDine platform.
4. Provider shall maintain formal waiting lists if requests for services exceed enrollment limits. Individuals on the waitlists shall be contacted every 6 months to determine continued need as well as to provide linkage to community resources for additional needs.

Waitlists shall be prioritized by the following:

- Home Delivered Meals
 - A. Greatest economic need (low-income)
 - B. Nutrition Risk Score
 - C. Greatest social need (isolation/lives alone)
 - D. Minority status
 - E. Disability status
 - F. Activities of Daily Living/Instrumental Activities of Daily Living Score (ADL/IADL)

- Congregate Dining Project based in restaurants
 - A. Greatest economic need (low-income)
 - B. Greatest social need (isolation/lives alone)

- C. Minority status
- D. Disability status
- E. Employment status

5. Provider will be solely responsible for data entry of all required information into designated reporting software.
6. An explanation of how the organization intends to comply with 45 U.S.C. 3026 (B), in providing services to the populations identified under Service Priorities on page 2 of the RFP.
 - a. Specify how your organization intends to satisfy those persons' service needs.
 - b. How your organization will provide services to those persons; and
 - c. How your organization will meet AAA3's specific objectives for providing services to those persons.

ORGANIZATIONAL INFORMATION

□ Please attach copies of the following documentation:

1. Verification your organization is currently registered with the secretary of state as a non-profit organization, association, or trust, a co-operative, or, a for-profit business, limited liability company, limited partnership, or partnership having limited liability.
2. 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.
3. Evidence of minimum one million dollars of commercial liability insurance coverage
4. 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 indicating 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	15	15= <i>complete</i> 0 = <i>incomplete</i>	
Unit Cost	25	25 = <i>lowest bid or tie w/lowest bid</i> 23= <i>2nd lowest bid</i> 21= <i>3rd lowest bid</i> 19= <i>4th lowest bid</i> 17 = <i>5th lowest bid</i> 15 = <i>6th lowest bid</i> 13 = <i>7th lowest bid</i> 11 = <i>8th lowest bid</i>	
Comprehensive process for verification of meals eligible for payment OAC 173-4-02	10	10= <i>comprehensive</i> 5= <i>missing 1-3 elements</i> 0= <i>missing more than 3 elements</i>	
Comprehensive process for determining eligibility based on OAC requirements 173-4-03	10	10= <i>comprehensive</i> 5= <i>missing 1-3 elements</i> 0= <i>missing more than 3 elements</i>	
Comprehensive process for offering person-centered choice	10	10= <i>comprehensive</i> 5= <i>missing 1-3 elements</i> 0= <i>missing more than 3 elements</i>	
Comprehensive process for ongoing coordination of enrollee's service needs	10	10= <i>comprehensive</i> 5= <i>missing 1-3 elements</i> 0= <i>missing more than 3 elements</i>	
Comprehensive Emergency response planning for health and safety concerns	10	10= <i>comprehensive</i> 5= <i>missing 1-3 elements</i> 0= <i>missing more than 3 elements</i>	
Comprehensive process for developing and maintaining waiting lists	10	10= <i>comprehensive</i> 5= <i>missing 1-3 elements</i> 0= <i>missing more than 3 elements</i>	
TOTALS	100		