



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

**2023 Request for Proposal  
For Contracting Period January 1, 2023 – December 31, 2023**

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 18, 2022

Requests for Proposals are due by 12:00 pm on May 20, 2022  
No proposals will be accepted after this time.

Applicants will be notified in writing of approval or denial of program funding by  
Friday, July 22, 2022

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 PRIORITY**

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 (CT 0134, CT0136, CT0137,CT0138)
- North Lima (CT0110, CT0112, CT0122, CT0124, CT0141)

### Hardin County

- Buck (MCD09848)
- Dudley (MCD 22736)
- Goshen (MCD 31024)
- Lynn (MCD 45598)
- Pleasant township (MCD 63282)
- Hale township (MCD 32837)
- Roundhead township (MCD 32837)

### Putnam County

- Putnam Service Area (02624)

### Van Wert County

- Low income Van Wert County municipality (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 assure compliance with this rule, AAA3 has developed a competitive bidding process, where as one provider will be selected to provide the services. To assure person-centered choice is available to recipients of AAA3 Nutrition Projects, currently contracted nutrition service providers are excluded from submitting a proposal.

Submitted Provider Proposals will be scored utilizing the attached service specific addendum A. AAA3 staff will score all submitted proposals, and the following steps will be taken:

1. All proposals will be reviewed by the AAA3 Needs Assessment and Grants Committee. This committee will select provider and recommend them for grant awards.
2. The provider selection recommendation from the Needs Assessment and Grants Committee, will then be presented and reviewed by the AAA3 Advisory Council, and further recommendations made.
3. The provider selection recommendations from the Advisory Council, will then be 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.

AAA 3 will not enter into a provider agreement with any provider that the System for Award Management (SAM) database lists as excluded or disqualified from agreements involving federal fund. All providers will be required to furnish a copy of a database check as a part of the required elements for your organization's proposal. The database can be accessed by the general public for free on [www.sam.gov](http://www.sam.gov).

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

Funds will be available January 1, 2023 through December 31, 2023. Funding will be approximately \$40,000 allocated to Home Delivered Meals and \$40,000 allocated to the Congregate Dining Projects based in restaurants. Provider is required to provide a 15% cash or in-kind match to the total award. 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 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 344, states that funds may not be used to supplant or replace other sources of funds (maintenance of effort). This means that existing services similar to 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.

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

1. Describe your organization's purpose, mission, operation and submit primary contact, business address, telephone number and e-mail address.
2. An explanation of how your agency or 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.

3. Provider shall submit program narrative outlining comprehensive process for the following:

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.

Verification of meals eligible for payment (OAC 173-4-02) and consumer enrollment (OAC 173-4-03)

Ensure person-directed choice when offering information on all contracted direct service providers of nutrition projects in the region.

Completion of annual re-verification of individuals meeting eligibility

Providing on-going coordination and monitoring of the enrollee's needs, change in condition and services as appropriate.

Notify and collaborate with providers regarding service delivery issues and changes in the caregiver/individual circumstances affecting service delivery.

Emergency response procedures for addressing health and safety concerns

Identifying 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.

4. Provider shall ensure individual has access to services through the following:
  - i. Initiation of home delivered meal service to include submitting referral to requested provider.
  - ii. Initiation of congregate meal service to include issuance of redemption card through designated Senioreline platform.
5. 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
6. Provider will be solely responsible for data entry of all required information into designated reporting software.

## **ORGANIZATIONAL INFORMATION**

- Please attached copies of the following documentation:
  - 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.

- 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.
- 6) Evidence of minimum one million dollars of commercial liability insurance coverage
  - 7) Results of SAM database check

**UNIT COST FOR SERVICE:**

The unit cost for service should reflect the provider's fully-allocated costs. This includes administrative, training and documentation costs. One unit of service is equal to one hour. Provider is required to provide a 15% cash or in-kind match.

**PROPOSAL SUBMISSION:**

Complete proposals should be submitted electronically to [rfp@psa3.org](mailto:rfp@psa3.org). Service Description and Organizational Information should be uploaded as attachments to the original document.

**Proposal deadline is 12:00 PM on May 20, 2022**

Faxed Proposals will not be accepted.

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.

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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	15=complete 0 = incomplete	
Unit Cost	25	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	
Comprehensive process for verification of meals eligible for payment OAC 173-4-02	10	10= comprehensive 5= missing 1-3 elements 0=missing more than 3 elements	
Comprehensive process for determining eligibility based on OAC requirements 173-4-03	10	10= comprehensive 5= missing 1-3 elements 0=missing more than 3 elements	
Comprehensive process for offering person-centered choice	10	10= comprehensive 5= missing 1-3 elements 0=missing more than 3 elements	
Comprehensive process for on-going coordination of enrollee's service needs	10	10= comprehensive 5= missing 1-3 elements 0=missing more than 3 elements	
Comprehensive Emergency response planning for health and safety concerns	10	10= comprehensive 5= missing 1-3 elements 0=missing more than 3 elements	
Comprehensive process for developing and maintaining waiting lists	10	10= comprehensive 5= missing 1-3 elements 0=missing more than 3 elements	
<b>TOTALS</b>	<b>100</b>		