

REQUEST FOR INFORMATION and QUALIFICATIONS (RFI/Q)
Older Americans Act Services
Titles IIIB, C-1 and C-2
2026

The Agency on Aging for North Florida, Inc., d/b/a Advantage Aging Solutions, is mandated to establish a comprehensive, coordinated system of services for persons aged 60 and older in its planning and service area. The primary goal is to enable older adults to remain within their homes and community environments for as long as possible and to avoid premature or unnecessary institutionalization through the provision of cost-effective, high-quality services.

Advantage Aging Solutions is requesting Letters of Interest including Statements of Qualification and proof of ability to provide required match from established organizations experienced in the provision of supportive and nutrition services to meet identified needs within Washington County. The provision of these services shall be for the period of January 1, 2026 through December 31, 2026. Contracts may be renewed on a yearly basis for five additional years contingent upon satisfactory performance and availability of funds as determined by Advantage Aging Solutions.

The primary goal held in common by all the services identified through this Solicitation is to support aging in place by helping older persons maintain an optimal degree of independent living, with its corresponding quality of life, in a manner that preserves dignity and human connectedness. The common primary objective is to offer older persons and their caregivers access to programs and activities that will prevent unnecessary physical, emotional, health and financial dependence.

For the purposes of this RFI/Q, respondents will be asked to focus their attention on the scope of services allowed under the following Older Americans Act Titles:

- OAA Title III-B Supportive Services
- OAA Title IIIC -1 Congregate Nutrition
- OAA Title IIIC-2 Home-delivered Nutrition

The information received from qualified contractors will be used to determine if a full Request for Proposal (RFP) will be released. If less than two responses are received from qualified vendors, then AAANF will forego issuing a Request for Proposal and institute the Exceptional Purchase provisions provided by Chapter 287, Florida Statutes and negotiate a sole source contract.

The type of contract required for delivery of OAA services shall be a fixed rate (unit cost) contract. Contracts may be amended during the course of the fiscal year to respond to any surplus/deficit to ensure that all funding is fully utilized.

Funding levels for 2025 will be determined at a later date. For reference, current funding levels by county and anticipated allocations are shown in **Table A**.

Respondents will be required to include the following information:

- Corporate name, address, phone number, fax number, web site, e-mail address for your agency/organization, and contact person(s).
- Statement of Qualifications detailing the experience your organization has in delivering programs and services to older adults, age 60+ and caregivers. *[Tip: Please refer to the this link <https://elderaffairs.org/publications-reports/programs-services-handbook/> to access the Department of Elder Affairs Programs and Services Handbook, dated 2023 for references of allowable services related to Older Americans Act (OAA) Title IIIB, OAA Title IIIC-1, and OAA Title IIIC-2 to help ensure you are highlighting relevant programs and services.]*
- Staffing Chart for your agency/organization (list current staff and positions).
- A statement as to your ability to provide the required match and the source of those funds.
 - Older Americans Act (OAA) Title IIIB, OAA Title IIIC-1, and OAA Title IIIC-2 require a 10% match per Title, which can be cash or in-kind.
- A statement as to your ability and history of using volunteers to provide services.
- Statement of Qualifications will include information regarding experience the agency has in the provision of service(s) to elders, as well as the length of time (in years) the agency has worked to meet the needs of elders within the Planning and Service Area. The provider must be a registered not-for-profit business with the State of Florida.

Responses must be completed and required forms uploaded into Submittable at the following link: <https://aaafornorthflorida.submittable.com/submit/53211bd3-356b-4d3a-8c42-62d3e43bf373/request-for-information-and-qualifications-rfi-q-for-older-americans-act-title> no later than 3:00 P.M. (E.D.T) on Wednesday, November 26, 2025. Responses not submitted by this deadline will be considered “not interested” and not be eligible for review.

(Note: An intentional misrepresentation or falsification may result in the rejection of the RFI/Q response.)

Advantage Aging Solutions reserves the right to accept or reject any and all responses, and to waive any minor irregularity in what it believes to be in the best interest of the Area Agency on Aging, the public, and those persons age 60 years or older residing in Washington County.

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All questions or inquiries **must** be submitted in writing through the procurement portal located at: procurement@aaanf.org

TABLE A

PROJECTED¹ 2025 OLDER AMERICANS ACT LEAD AGENCY ALLOCATIONS FOR WASHINGTON COUNTY

COUNTY	OAA IIIB- Client Support Services ALLOCATION	OAA C1- Congregate Meals Program ALLOCATION	OAA C2- Home Delivered Meals Program ALLOCATION	NSIP Per C1 & C2 Meal \$0.72 Incentive ALLOCATION	TOTAL OAA
Washington	\$29,863	\$19,039	\$47,954	\$4,702	\$101,558
TOTAL ALLOCATION	\$29,863	\$19,039	\$47,954	\$4,702	\$101,558

**OAA III-E Funding and Support Is Not Part of the RFP. It is Procured Separately*

ACTIVE CLIENT COUNTS BY COUNTY, BY PROGRAM

COUNTY	Active B Client Count (As of November 2025)	Active C1 Client Count (As of November 2025)	Active C2 Client Count (As of November 2025)
Washington	40	27	31

¹ The projected allocations provided above are estimations and subject to change based on pending contracts and allocations between the Area Agency on Aging for North Florida, Inc. and the Florida Department of Elder Affairs.