

# **REQUEST FOR INTEREST (RFI) and STATEMENT OF QUALIFICATION 2022-2028**

The Area Agency on Aging for North Florida, Inc., dba 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 caregiver support services to meet identified needs of African-American caregivers within Bay, Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla and Washington Counties. The provision of these services shall be for the period January 1, 2023 through December 31, 2028. 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.

Allowable services to caregivers under Title III-E are detailed in the Department of Elder Affairs (DOEA) 2020 Programs and Services Handbook, which can be accessed at: <https://elderaffairs.org/newsroom/notices-of-instruction-2021/notices-of-instruction-2020/>,

The Letters of Interest, Statements of Qualification and proof of being able to provide match will provide Advantage Aging Solutions with information concerning the availability of qualified contractors for OAA services in the Planning and Service Area (PSA). The information received from qualified contractors will be used negotiate contracts for specialized programming across the planning and services area.

In addition to meeting standards, Advantage Aging Solutions will require each bidder to address, at a minimum, the following issues in their response to the RFP:

- Targeting – The OAA requires targeting of the following:
  - ✓ Older individuals with greatest economic need.
  - ✓ Older individuals with greatest social need.
  - ✓ Older individuals at risk of institutional placement
  - ✓ Low-income minority older individuals.

- ✓ Older individuals with limited English proficiency.
  - ✓ Older individuals residing in rural areas.
- Addressing the mental health needs of clients and caregivers.
  - The ability and willingness of staff to be culturally sensitive in the provision of services to a diverse population.
  - Ability to provide services in coordination with and in support of the Aging and Disability Resource Center.
  - If applying to perform services utilizing Title IIIIE funds, a statement must be included detailing which services you intend to provide, description of experience in delivering services to caregivers and which counties within the Planning and Service Area you will be serving with these programs.

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.

Letters of Interest should be limited to a maximum of two (2) pages, each page shall be a single-sided 8 ½” by 11” sheet with at least 1” top and bottom margins and 1” right and left margins. Please include the following in your Letter of Interest:

- 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 African-American caregivers of individuals age 60+.
- County (or Counties) of interest and service(s).
- Staffing Chart for your agency/organization (list current staff and positions).
- A statement as to your ability to provide the required 10% matching funds and the source of those funds.
- 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 African-American caregivers, as well as the length of time (in years) the agency has worked to meet the needs of caregivers within the Planning and Service Area.

**Letters of Interest must be submitted as follows (Deadline for August 16, 2022, at 5:00 pm, Eastern):**

The outer envelope and letters must be marked “Letter of Interest for Older Americans Act Title III-E: Caregiver Support

- Letters of Interest may be sent by U.S. Mail – Certified – Return Receipt Requested; hand delivered; via courier or other source of express delivery, ATTN:

Heather Kirwan  
Director, Planning and Programs  
Advantage Aging Solutions, the Area Agency on Aging for North  
Florida  
2414 Mahan Drive  
Tallahassee, Florida 32308

- Faxed and e-mailed Letters of Interest **will not be accepted.**

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 the Planning and Service Area. Advantage Aging Solutions does not intend to award a contract on the basis of this request for information or otherwise pay for the information solicited.

All questions or inquiries must be submitted in writing to Heather Kirwan, Director of Planning and Programs, [heatherw@aaanf.org](mailto:heatherw@aaanf.org)