

AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
OAA BIDDER'S CONFERENCE
MEETING MINUTES
HELD VIA TEAMS
May 14, 2026 / 10:00 A.M.

AAAPP Staff Present

Ann Marie Winter, Executive Director
Kristina Jalazo, CFO
Tawnya Martino, COO
Christine Didion, Director of Programs
Yessie Rivera, OAA Program Manager
Edita Aly, Grant Accountant

Others Present on Teams

Douglas W. Steiger, Pasco County Public Transportation
Erica Dartsch, Alert Medical Alarms
Jena Blair, Bay Area Legal Services
Michelle Furan-Sullivan, Gulfcoast Legal Services
Rick Nelson, Neighborly Care Network
Summer Cruff, YMCA of the Suncoast
Tess Benham, Gulf Coast Jewish Family & Community Services
Veronica Ignat, Pasco County Senior Services
Nicole Guincho, Gulf Coast Jewish Family & Community Services
Keeley Washel, QMedic
Melissa House, Guardian Medical Monitoring & VRI
Alex Chamberlain, EasyLiving Home Care
John Cook, Empath Personal Care
Scott George, Etairos Health
Katie Wright, Guardian Medical Monitoring
James Dodd, Summitt Home Healthcare Products
Keeley Washel, QMedic
Stephanie Zaragoza, YMCA of the Suncoast
Eliza McCall-Horne, Gulf Coast Jewish Family & Community Services
Ed Scott, Mom's Meals
Tom Snee, Pasco County Senior Services
Gabrielle Holland, GulfCoast Legal Services
Maribeth Braden, Neighborly Care Network
Mark Hanid, First Light Home Care Pasco County
Libby Moench, Mom's Meals
JR Gifford, Alert Medical Alarms
Emily Conklin, YMCA of Greater St. Petersburg
Jody Smith, Bath Fitter
Gabrielle Holland, Gulf Coast Legal Services

Anita Frankhauser Cihalar, Neighborly Care Network
Christine Krohn, Gulf Coast Jewish Family & Community Services

Agenda Item #1 – Housekeeping

The Area Agency on Aging of Pasco-Pinellas, Inc. OAA Bidder’s Conference was held via Teams on Thursday, May 14, 2026. The meeting started at 10:05 a.m. Christine Didion asked all those present on Teams to write their name and agency they are with in the chat for attendance purposes. An overview of the meeting was provided.

Agenda Item #2 – Introduction of AAAPP Staff

Christine Didion invited the AAAPP staff to introduce themselves.

Agenda Item #3 – Overview of Request for Proposal for OAA/LSP Services for 2027-2032

Christine Didion reviewed the RFP purpose, overview of timeline, materials and exhibits.

1. Request for Proposal Purpose

- The purpose of this Request for Proposal (RFP) is to secure providers for the provision of Older Americans Act and Local Services Program services to be delivered to persons sixty years and older, unless otherwise defined by the Department of Elder Affairs and/or the Older Americans Act, within the geographic area of Planning and Service Area 5, which includes the counties of Pinellas and Pasco.
- Pursuant to Florida Department of Elder Affairs’ requirements and Florida Statutes 287.057 and 287.017, all financial assistance awards and contracts in excess of \$35,000 shall be competitively bid, at least every six years. The unit rate for each year of the contract (6 years) must be provided.
- This Request for Proposals (RFP) process occurring in calendar year 2026 for the contract years of 2027, 2028, 2029, 2030, 2031, and 2032 complies with this requirement.
- Case Management is not funded through the Older Americans Act nor the Local Services Program in PSA 5. Therefore, Older Americans Act providers in PSA 5 have a responsibility for outreach, targeting and prioritization, establishing eligibility, completing assessments for registered Older Americans Act services, maintaining the Enterprise Client Information Registration and Tracking System (eCIRTS) database, or any statewide database that may be implemented during the contract period, client records and/or forms, and receiving referrals from the Aging and Disability Resource Center in addition to providing or performing the specified service.
- Older Americans Act contracts procured through this Request for Proposals process may be renewed on a yearly basis for up to five additional years, after 2027, through 2032, contingent upon satisfactory performance and the availability of funds. The contract amount and service levels will be negotiated, prior to the renewal of the contract, each year.
- Proposals are being accepted for the following services:

- OAA Title IIIB/LSP/LSP Respite – Adult Day Care: One or more Providers to provide adult day services for Pasco and/or Pinellas County.
- OAA Title IIIB/LSP – Homemaker: One or more Providers to provide homemaker services for Pasco and/or Pinellas County.
- OAA Title IIIB/LSP – Legal: One or more Providers to provide legal services for Pasco and/or Pinellas County.
- OAA Title IIIB/LSP – Transportation: One or more Providers to provide transportation services for Pasco and/or Pinellas County.
- OAA Title IIIB/LSP – Emergency Alert Response: One Provider to provide Emergency Alert Response services in both Pasco and Pinellas Counties.
- Title IIIC1, IIIC2, LSP, and Nutrition Services Incentive Program (NSIP) Nutrition Services: Two Providers, one per county, to provide both Title IIIC1 and Title IIIC2 Nutrition Services for Pasco or Pinellas Counties. Title IIIC1 Services include: Congregate Meals, Nutrition Counseling, Nutrition Education, and Outreach. Title IIIC2 Services include: Home Delivered Meals, Nutrition Counseling, Nutrition Education, and Outreach.
- OAA Title IIID – Disease Prevention and Health Promotion, Enhance Fitness: One Provider to provide the Evidence-Based Health and Wellness program of Enhance Fitness in both Pasco and Pinellas Counties.
- OAA Title IIIEG – Legal: One or more providers to provide legal services for Pasco and/or Pinellas County.

2. Overview of timeline

- The timeline is available on the AAAPP website, on the Request for Proposal page.
- After the Bidders Conference ends today, May 14, 2026, the AAAPP will enter into a cone of silence. AAAPP Staff will not be able to answer any questions or discuss any details related to this procurement process with any outside parties or entities after this Bidders Conference ends today.
- All questions and answers discussed during this conference will be typed and posted to the AAAPP Request for Proposal webpage by end of day tomorrow, May 15, 2026.
- A mandatory Letter of Intent is due by May 21, 2026, at 5:00pm. The Letter of Intent must be sent via email to Christine Didion, Director of Programs. The email address where Letters of Intent should be provided is Christine.Didion@aaapp.org.
 - A Letter of Intent is mandatory and must be received by the AAAPP Contact Person for this RFP process: Christine Didion. All entities who intend to submit a Proposal in response to this RFP are required to submit a Letter of Intent by May 21, 2026, at 5:00pm.

- There is no specified format for this Letter of Intent; however, Proposer must include the following information in their Letter of Intent:
 - Name or entity submitting proposal
 - Service or services that will be proposed to be provided
 - County or counties where services are proposed to be provided
 - Name, title, phone number, physical address, and email address of person who can respond to Proposal inquiries
 - Any submitted Proposals that did not submit a Letter of Intent by the specified due date of May 21, 2026, at 5:00pm, will not be reviewed or considered.
- Proposals will be accepted by the AAAPP beginning May 22, 2026, through June 18, 2026, at 3:00pm. Proposals must be submitted by June 18, 2026, at 3:00pm.
- Proposals may be hand delivered to the AAAPP office located at 9549 Koger Blvd, Suite 100, St. Petersburg, FL 33702, during normal office hours of 8am-5pm Monday-Friday. Proposals may also be sent through US Mail, Certified – Return Receipt Requested.
- All proposals, whether sent by US mail, hand delivered, via courier, or other source of delivery must be sealed and addressed to: Ann Marie Winter, Executive Director; Area Agency on Aging of Pasco-Pinellas, Inc. 9549 Koger Blvd, Suite 100; St. Petersburg, FL 33702. The sealed boxes/containers/envelopes must also be marked with “Response to OAA Request for Proposal” on the outside.
- The following information is listed in the “OAA & LSP RFP Overview and Directions” document, Section C, available on the AAAPP website.
 - Proposals not received at the AAAPP Office located at 9549 Koger Blvd, Suite 100, St. Petersburg, FL 33702 or by June 18, 2026, at 3:00pm, by the AAAPP clock, will be rejected and returned, unopened to the proposer. Notice of receipt will be confirmed in writing via email. You will also receive a written receipt upon submission, if hand delivered.
 - Proposals must be service, county, and title specific. Separate Proposals must be submitted if Proposer is intending to provide the same service in more than one county, or provide multiple different services, or provide the same service under a different OAA title. OAA Title IIIB or OAA Title IIIC and LSP funding sources may be submitted in the same Proposal as long as the same service and the same county is being proposed.
 - Bidders must submit 3 bound copies of the application and 1 electronic submission – provided either by Flash Drive or via the electronic upload link provided by the AAAPP within this Document. The entire proposal, including all attachments or exhibits must be included in the electronic submission. The electronic copy shall have the contract module, contained in Exhibit B, uploaded in Excel format.

- If a Proposer will be submitting their electronic version of their Proposal via the upload link provided by the AAAPP, it must be submitted and received by the AAAPP by the due date of June 18, 2026, at 3:00pm. A submission of 3 bound copies without an electronic submission, by either flash drive or uploaded through the link, will be considered an incomplete submission and the Proposal will not be reviewed any further.
 - At least 1 of the physical bound copies must contain original signatures, in blue ink, of an official of the proposer agency authorized to bind the provider to the agency's proposal. This original must be labeled "original".
 - AAAPP Staff will open proposals at exactly 3:05pm on June 18, 2026, to review the fatal criteria has been met. The fatal criteria can be found in Exhibit C: Proposal Opening – Fatal Criteria.
 - Notice of receipt of application will be confirmed in writing within 30 days of submission.
 - If more than one Proposal is received proposing to provide the same service and for the same County, a Selection Team will be convened to review the applicable submitted applications in accordance with the established timetable. The rating scale will be used to assess the degree to which the applicant's response meets the criteria. Verbal presentations may be required of applicants prior to the Selection Team finalizing their recommendation.
 - The AAAPP BOD Program Planning and Development SubCommittee will then meet to review selection committee recommendations, if competition occurs. If no competition occurs, the Program Planning and Development SubCommittee will review staff recommendations of applications received and reviewed.
 - The AAAPP BODs will hold a regularly scheduled meeting on August 17, 2026, where the Board of Directors will review proposals received, Program Planning and Development Committee recommendations, and will vote to approve of proposed applicant agencies and final allocations.
 - Notice of Intent to Award will be published on the AAAPP website and in the Florida Administrative Register following the BOD meeting and approval. The Cone of Silence will extend until 72 hours after intent to award is posted to follow dispute resolution statutes and rules.
 - Services will initiate with the successful applicants on January 1, 2027.
- 3. Overview of materials
 - 00. OAA & LSP RFP Overview and Directions
 - Section A: Provides an overview of the Federal OAA and local Aging Network along with the Statement of Purpose for this RFP.
 - Section B: Defines the scope of work
 - Section C: Provides general information on this RFP process, submission requirements, and the timeline of this process.

- Section D: Provides brief information that a complete application or proposal must contain responses to the Program Module, contained in Exhibit A, and complete and accurate responses to the Contract Module, contained in Exhibit A and B. Supportive attachments or exhibits are allowed.
 - Submissions must contain a Table of Contents and page numbers, including any attachments or exhibits submitted.
 - Exhibit A: Service Provider Application
 - Contains instructions and the prompts that Proposers must respond to for the Program Module and Contract Module. The Contract Module is further contained in Exhibit B.
 - If a specific format is required for the application, it is notated as such in this Exhibit.
 - When no format is specified or prescribed, the applicant may use plain paper with a heading on each page to identify the application section.
 - Applications must include all information requested and each page must be numbered – this includes any attachments utilized. Please ensure to include a Table of Contents.
 - Three physical bound copies and one electronic copy of this Application must be submitted. At least one of the physical bound copies must be labeled as original and must contain original signatures, in blue ink, of an official of the provider agency authorized to bind the provider to the agency’s proposal.
 - Exhibit B: Contract Module
 - Instructions on how to complete this workbook can be found in Exhibit A.
 - The completed Contract Module must be printed and submitted in the three bound physical copies. The completed Contract Module must be submitted as an Excel file in the Electronic submission.
 - Exhibit C: Proposal Opening: Fatal Criteria
 - The essential criteria listed in this document must be fully met for the Proposal to be considered for further evaluation. This criteria will be reviewed for every sealed proposal received immediately following the submission due date of June 18, 2026, at 3:00pm. Failure to receive a “Yes” response on any of the items will result in an automatic rejection of the Proposal and no further review will be conducted.
 - The fatal criteria is listed as follows:
 - Proposer submitted a Letter of Intent by May 21, 2026, at 5:00pm to Christine Didion, AAAPP, Director of Programs, at Christine.Didion@aaapp.org.
 - Proposal was received by 3:00 P.M. on June 18, 2026, at the Area Agency on Aging of Pasco-Pinellas, Inc. office.

- Proposer has submitted the required three (3) bound physical copies and one (1) electronic copy either stored on a flash drive OR submitted via the provided link.
 - Proposer has enclosed a completed, original, and signed *Statement of Request for Proposal and Contract Terms and Conditions* in blue ink.
 - Proposer has enclosed a completed, original, and signed *Statement of No Involvement* in blue ink.
- Exhibit D: Proposal Evaluation Tool
 - This tool will be completed by evaluators who will review the responses provided by Bidders and score each response. If more than one application is received and accepted proposing to provide the same service in the same county, a selection team will be convened, and the selection team will review and score each application. The selection team is comprised of AAAPP staff, a Director from the AAAPP Board of Director and a member of the AAAPP Advisory Council. Any and all Selection Team Meetings to review and score applications will be publicly noticed.
 - If only one application is received and accepted for a service and county, AAAPP staff will review and score the Proposal.
- Exhibit E: AAAPP OAA Prioritization Policy and Procedure
 - All service providers funded under the Older Americans Act will prioritize clients to ensure services are provided to older individuals with greatest economic need and older individuals with greatest social need. To the maximum extent feasible, services are to be provided to low-income minority individuals, older individuals residing in rural areas, older individuals with limited English proficiency, and elders at risk of institutional placement, per the Older Americans Act.
 - The need for service will be prioritized for all eligible individuals prior to service and at annual reassessment. All service providers, with the exception of information and referral, will use these priority procedures as approved by the Area Agency on Aging Board of Directors.
 - Providers do have the option to add additional prioritization features or targets in addition to the four mandated targets.
- Exhibit F: AAAPP Client grievance procedure
 - This Procedure must be followed to provide notice to service recipients of their right to an explanation and grievance of changes and denial of services. A client has a right to appeal an adverse decision when they have received notification of adverse action regarding termination, suspension, or reduction of service under any federal or state program administered by the Area Agency on Aging (AAA), and have followed the grievance procedures of the Service Provider and wish to appeal an adverse action of a Service Provider to the AAAPP.

- Exhibit G: OAA and LSP Sample Contracts
 - These are samples only. Sections, requirements, and statements are subject to change prior to and up to execution of a final contract.
- Exhibit H: Department of Elder Affairs Programs and Services Handbook (2023) Service Descriptions
 - These are the required service criteria that must be followed for each of the services available for proposal. These selections are taken from the Department of Elder Affairs Programs and Services Handbook (2023) Appendix A.
 - All service providers must be able to adhere to the entirety of the DOEA Programs and Services Handbook, including these service requirements.
- Exhibit I: Bidder Hearing Procedures
 - AAAPP Board of Directors' Procedures for bid protests regarding procurement of contractual services.
 - Any person or firm whose substantial interests have been affected adversely by a decision or intended decision concerning a procurement solicitation or by a notice of contract award may file a written notice of protest with the contact person listed in the solicitation and this procedure shall be followed.

Agenda Item #4 – Questions and Answers

Christine Didion reviewed all Questions and Answers received to date regarding the RFP and opened up the meeting for any participant to ask any additional questions. Attendees were reminded to review the sample OAA and LSP contracts contained in Exhibit G. Attendees were reminded that once the Bidder's Conference concludes, the AAAPP will be in a Cone of Silence which prohibits AAAPP staff from answering any questions related to or discussing the RFP with any outside parties or entities.

Question: Can you advise on how this process differs from current service provision in the General Revenue Programs of Community Care for the Elderly, Alzheimer's Disease Initiative, and Home Care for the Elderly and Older Americans Act Title IIIIE National Family Caregiver Support Program and if Vendors providing services under these programs must participate in this Proposal?

Answer: *This Procurement is only related to the Older Americans Act, a federally funded program that only provides the specific direct services outlined in this Request for Proposal. This process is separate from and does not impact any current involvement as a vendor under the state funded programs of Community Care for the Elderly, Alzheimer's Disease Initiative, and Home Care for the Elderly and/or involvement as a vendor under the Older Americans Act Title IIIIE National Family Caregiver Support Program.*

Question: Is this a new process being used by the Area Agency on Aging of Pasco-Pinellas (AAAPP) and is it different from a Continuing Application?

Answer: *The Older Americans Act and State of Florida requires AAAs to complete a competitive procurement to secure OAA Providers every 6 years. In between those competitive procurements, AAAs are able to solicit Continuing Applications or Provider Service Applications from current procured providers each year for the remaining 5 years. The last procurement of all OAA/LSP services in PSA 5 occurred in 2020 for Contract Years 2021-2026. We must now complete this formal procurement process for Contract Years 2027-2032. If an entity intends to continue providing Older Americans Act services beyond 2026, they should participate in this process.*

Question: Where can one find the RFP materials online?

Answer: *All materials can be obtained through the Area Agency on Aging of Pasco-Pinellas, Inc. (AAAPP) website at agingcarefl.org. From the home page, hover the mouse over the "Events" tab, then hover the mouse over "OAA/LSP RFP". A drop-down will then appear that is labeled "Request for Proposal". This should be clicked and it will direct any and all interested parties to the correct page. A screenshot of these headings will be made available on the posted Questions and Answers on the AAAPP website on May 15, 2026. Once you are on the RFP page on the AAAPP website, the Request for Proposal documents, including a comprehensive overview and directions along with the Provider application, are towards the bottom of this page.*

Question: Where can I find information about the Letter of Intent?

Answer: *Information about the Letter of Intent can be found in the document entitled "OAA & LSP RFP Overview and Directions", pages 19-20. This document is available on the AAAPP website: AgingCareFL.org.*

Question: Can you please clarify whether there is a mandatory Letter of Intent or any other required step prior to the June 18, 2026, proposal deadline?

Answer: *A Letter of Intent is required and must be submitted to the Area Agency on Aging of Pasco-Pinellas by May 21, 2026, at 5:00pm and following requirements set forth in the RFP directions. Directions on the Letter of Intent are located in the document titled "OAA & LSP RFP Overview and Directions", pg. 19-20.*

Question: Is there a format that must be used for the Letter of Intent or other information an entity should follow when submitting a Letter of Intent?

Answer: *There is no specific format for the Letter of Intent; however, the Letter of Intent must include the following information: Name of entity submitting proposal, Service or Services that will be proposed to be provided, the County or Counties where Service(s) are proposed to be provided, and the name, title, phone number, physical address, and email address of person who can respond to Proposal inquiries. The Letter of Intent shall be submitted via email*

to Christine Didion, Director of Programs, at Christine.Didion@aaapp.org. The Letter of Intent is mandatory and must be submitted to the above email address by May 21, 2026, at 5:00pm.

Question: Is there an estimated number of participants currently being served under the existing contract for Emergency Alert Response Services?

Answer: *Currently, there are approximately 130 seniors being served under the existing OAA/LSP contract for Emergency Alert Response Services.*

Question: Are bidders located outside the State of Florida eligible to submit proposals for this RFP?

Answer: *Yes; however, the successful proposer must be able to adhere to all requirements of the contract, including, but not limited to, performing outreach to seniors in the Planning and Service Area of Pasco and Pinellas Counties in Florida and the successful proposer must meet State of Florida requirements and laws to perform the proposed service in Florida.*

Question: The funding tables on pages 14-15 in the "OAA & LSP RFP Overview and Directions" list allocated Emergency Alert Response funding in the amount of \$21,931 for both counties. Does this amount represent the combined totals for both counties or is \$21,931 allocated separately for each county?

Answer: *The funding is listed by county in these tables, so the total award for both counties for the successful proposal is \$43,862 in OAA Title IIIB funding and \$14,512 in LSP funding.*

Question: Will the AAAPP accept reviewed tax returns in place of a financial audit as requested in Section I.B.1 of the Provider Application?

Answer: *The AAAPP will accept reviewed tax returns in place of a financial audit only for for-profit, private entities.*

Question: Is there a target number of agencies AAAPP will accept for the OAA IIIB/LSP Homemaker program in Pasco County?

Answer: *Per the posted Request for Proposal specifications, the AAAPP is soliciting one or more Providers to provide homemaker services for Pasco and/or Pinellas County. There is no target number, only a goal of ensuring appropriate coverage of the proposed services for Pasco and Pinellas County.*

Question: Is the process of vetting the same as in previous years' procurements solicited by the AAAPP?

Answer: *All documents related to this RFP including directions, applications, and worksheets are available for download and review at the AAAPP website: agingcarefl.org. The AAAPP's procurement and funding*

award selection process is defined on pg. 16-17 of the document titled "OAA & LSP RFP Overview and Directions" available on the AAAPP's website. This process includes the below:

- 1. AAAPP develops a written timetable for the contract review process which establishes the date for advertisement of the public hearing(s), advertisement of Request for Proposal (RFP) notices, due date for applications, the date by which selection of competitive and/or non-competitive applicants for funding is made, and the funded implementation date. The established timetable is made available to all potential applicants and the public.*
- 2. A Bidders Conference shall be held in accordance with the established timetable for those service contracts up for bid.*
- 3. Applicant agencies shall submit their applications to the AAAPP in accordance with the established timetable. Notice of receipt of application shall be confirmed in writing within 30 days of submission.*
- 4. If more than one application is received for the same County AND the same service type, a Selection Team shall review all submitted applications in accordance with the established timetable. The rating scale will be used to assess the degree to which the applicant's response meets the criteria. Verbal presentations may be required of applicants prior to the Selection Team finalizing their recommendation.*
- 5. Any proposals not submitted by the deadline or missing any of the fatal criteria identified in Exhibit C will be rejected. Proposals that miss any of the fatal criteria will not be reviewed or considered any further.*
- 6. The AAAPP reserves the right to reject any or all proposals or waive minor irregularities when to do so would be in the best interest of the AAAPP and the State of Florida. Minor irregularities are those which will not have a significant adverse effect on overall competition, cost, or performance.*
- 7. The Selection Team shall submit a ranked list of the top bidders and make recommendations regarding specific bidder(s) for contract award(s) to the Program Planning and Development Committee of the AAAPP Board of Directors.*
- 8. The Program Planning and Development Committee will review the Selection Team's recommendations and make recommendations to the AAAPP Board of Directors. If only one application is received for a specific service AND county, staff will review the application and submit recommendations to The Program Planning and Development Committee.*
- 9. AAAPP Board of Directors will award contracts based upon the recommendation made by the Program Planning and Development Committee and on which bidder's or bidders' offer(s) is/are most advantageous to the AAAPP and the State of Florida. The decision to award a contract(s) by the AAAPP Board of Directors shall be final and be made in accordance with the established timetable. Failure by an adversely affected applicant to file a written notice of protest within 72 hours after posted*

notice of contract award with the AAAPP shall constitute a waiver of hearing procedures, as outlined in Exhibit I.

10. After a final decision is made, AAAPP shall conduct optional critique meetings with selected applicants in accordance with the established timetable. Written critiques will be provided to all awarded proposers.

11. The selected applicant shall submit a revised application pursuant to critique requirements no later than August 31, 2026, at 3:00pm. Signed contracts are required prior to contract service implementation.

Question: Per the RFP packet, it states that one proposal is required for each service. Does this same requirement apply to the Letter of Intent, or are we able to include multiple OAA services, multiple counties, and/or multiple titles within a single Letter of Intent?

Answer: *If intending to apply for more than one OAA service, more than one county, and/or provide a service under more than one title, one Letter of Intent may be submitted with a clear indication of all services, counties, and titles that proposals will be submitted for.*

Question: If we are only proposing Emergency Alert Response services for Title IIIB/LSP, would two separate proposals still be required, or may Title IIIB and LSP be combined into a single proposal submission?

Answer: *Title IIIB/LSP may be combined together in the same proposal as long as the same service and the same county is being proposed. If proposing to provide a service in Pasco and Pinellas County, two separate proposals must be submitted specific to each county, but each one may combine Title IIIB and LSP together.*

Question: Will the Bidder's Conference be recorded and made available?

Answer: *No, the Bidder's Conference is not being recorded; however, any and all questions received up to and during the Bidder's Conference related to this RFP and the AAAPP's corresponding answers, in writing, will be made available on the AAAPP's website on May 15, 2026.*

Question: Are startup funds available for new providers or new providers in a county not previously served?

Answer: *No, there are no additional or specified funds allocated for startup activities. The estimated allocations, by service and county, are available in the document titled "OAA & LSP RFP Overview and Directions", pg. 19-20. Only the services specified in this RFP are eligible for reimbursement with this listed funding.*

Question: You mentioned that Case Management is not funded and therefore each contractor should be prepared to handle Outreach, targeting, prioritization, establishing eligibility, etc. Is that new or has AAAPP ever handled those responsibilities?

Answer: *No, this is not new. Case Management is not funded by OAA/LSP funds in PSA 5. All Older Americans Act providers in PSA 5 have a responsibility for outreach, targeting and prioritization, establishing eligibility, completing assessments for registered Older Americans Act services, maintaining the Enterprise client Information Registration and Tracking System (eCIRTS) database, or any statewide database that may be implemented during the contract period, client records and/or forms, and receiving referrals from the Aging and Disability Resource Center in addition to providing or performing the specified service.*

Question: Just for clarification's sake, an agency that is seeking to provide homemaking services in both Pinellas and Pasco will need to submit (6) copies of the RFP?

Answer: *Correct. Applications submitted must be specific to the county that is proposed to be served. An agency who intends to serve both counties must submit three (3) bound copies and one (1) electronic copy of the application specific to Pasco County and three (3) bound copies and one (1) electronic copy of the application specific to Pinellas County.*

Question: Is it possible to obtain following data for current OAA IIIB Homemaker Services in Pasco County: Number of clients served by the Homemaker Program in 2024 and 2025; number of units of Homemaker service provided in 2024 and 2025 in Pasco County; current unit rate for homemaker services in Pasco County; and number of homemaker individuals on waitlist in Pasco County.

Answer: *This data will be provided in the posted Questions and Answers on the RFP page of the AAAPP website on May 15, 2026.*

Question: Is there a cap or maximum allowable unit rate for Homemaker services? Is there a maximum rate of increase allowable between unit costs proposed for year 2 - year 6?

Answer: *The State of Florida Unit on Aging, the Department of Elder Affairs, prescribes a maximum allowable unit rate for Homemaker services for the State of Florida each year. The current maximum unit rate in the State of Florida for Homemaker services under OAA is \$40.08 / hour. Years 2-6 will require a Continuing Application submission that will include a Supporting Budget Schedule. The AAAPP may award up to a 4.99% increase in the unit rate each year based on the appropriate documentation contained in the Supporting Budget Schedule. Any annual increases in excess of 4.99% require approval by the Florida Department of Elder Affairs. Additional comprehensive documentation for any increases in excess of 4.99% must be submitted by the Provider. The AAAPP has been successful in these types of requests in the past.*

Question: How many seniors are being served under the Enhance Fitness funding currently? Are you able to do just Pinellas or does it have to be both Pasco and Pinellas County where services are provided?

What is the estimated amount available for the Enhance Fitness funding? Is it correct that there is only one provider funded for Enhance Fitness?

Answer: *Because the Enhance Fitness program is an evidence-based program, it is a requirement that no more than 25 seniors may be in a class within the 16-week program. How many total seniors to be served in a contract year will be dependent on the unit rate proposed by the applicant. This RFP is soliciting only one Provider to provide the evidence-based program of Enhance Fitness in both Pasco and Pinellas Counties. The estimated allocations, by service and county, are available in the document titled "OAA & LSP RFP Overview and Directions", pg. 19-20. The estimated allocation for the service of Enhance Fitness is \$17,500 for Pasco County and \$17,500 for Pinellas County.*

Question: Do you have to serve both low income and minority or one or the other?

Answer: *The Older Americans Act prescribes that services will be targeted to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas. Seniors outside of these targeted categories may be served but targeting and prioritization for services must be completed for seniors falling in one or more of these categories. The category of "minority" on its own is no longer included in the OAA's targeting criteria; however, the AAAPP continues to request Providers track and address the minority targeting category.*

Question: Will technical questions be answered moving forward?

Answer: *No, at the conclusion of the Bidder's Conference on May 14, 2026, the AAAPP will enter into a Cone of Silence. No member of AAAPP staff may discuss this RFP or answer any questions related to this RFP with any outside parties or entities.*

Question: Does the RFP open in all browsers such as Firefox?

Answer: *Yes, any browser will be able to download and access all RFP documents available on the AAAPP website at agingcarefl.org. Documents posted as Microsoft Word or Microsoft Excel will automatically download to the user's computer when clicked on. Documents posted as Adobe PDFs will open in a new window using an Adobe application that is accessible to anyone. The PDF will then be able to be downloaded to the user's computer. If Adobe documents from the AAAPP's website do not open, it is recommended you contact your organization's IT department as it's possible organizations will block the PDF link.*

Question: Can you review the match requirements for the OAA Program?

Answer: *Match of 10 percent is required for Older Americans Act funds. If applicable, no match is necessary for the LSP portion of the total*

funding. To determine the amount of match required for the proposed services, divide the total allocation of the funds by 0.9 and then multiply by 0.1. The resulting number is the required match. The match requirement may be satisfied by one or more types of in-kind or monetary contributions, and different types of match may be combined. In-kind contributions can include materials, commodities, transportation, office space, other types of facilities, or personal services, and contributions of money or services from functionally impaired elderly persons. The appropriateness of all match is determined through evaluation by the Area Agency on Aging. Federal dollars may not be used as match.

Question: Are you able to disclose the current unit rate for Emergency Alert Response?

Answer: *\$1.08 / day is the current rate.*

Agenda Item #5 – Adjourn

There being no other items for discussion Christine Didion adjourned the meeting at 11:10 a.m.

Respectfully Submitted,

Yessie Rivera

Yessie Rivera

Approved, if signed.

Christine Didion

Christine Didion

Date 5/14/2026






2026.05.14 Bidders Conference Minutes_FINAL

Final Audit Report

2026-05-15

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