

**2026 Request for Proposal
Older Americans Act/Local Services Program**

Bidder's Conference Questions and Answers/Response to Inquiries

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 III E 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 III E National Family Caregiver Support Program.*

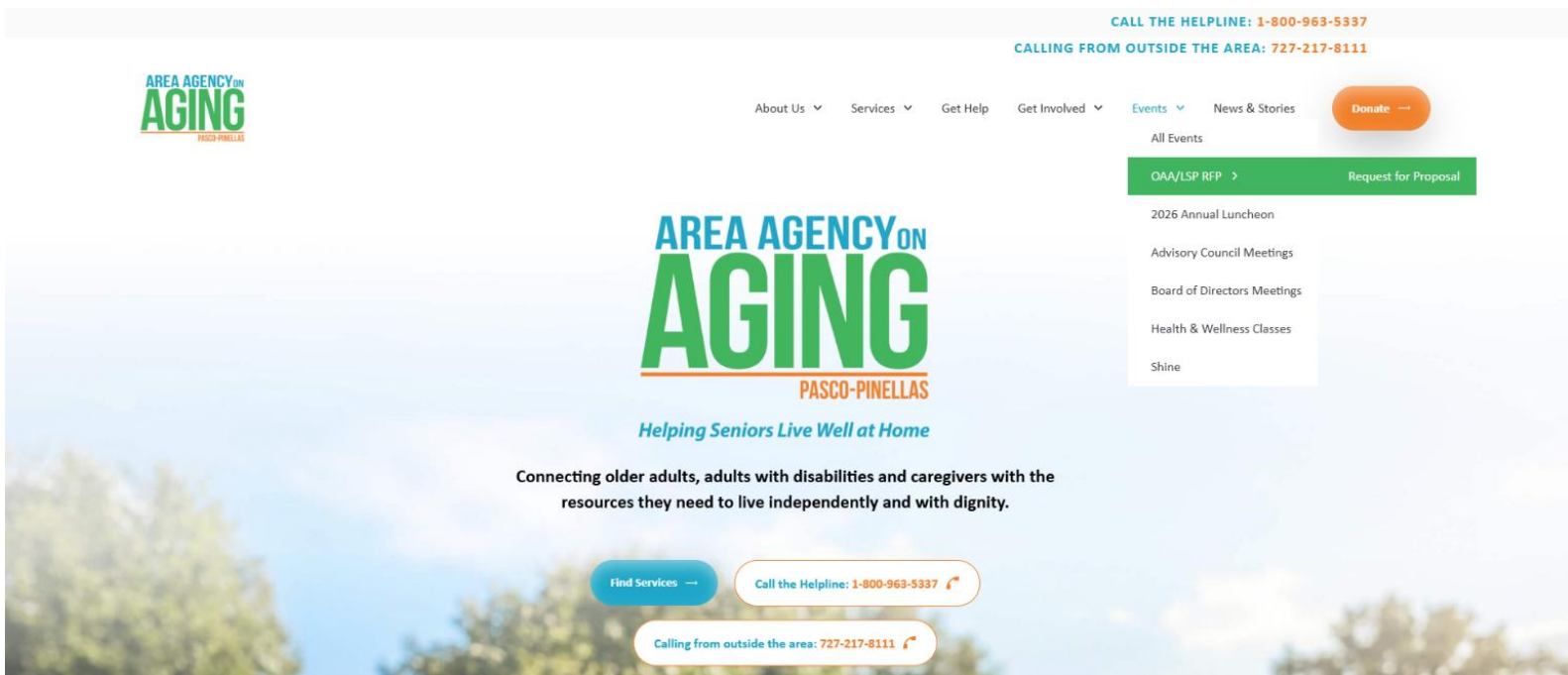
Question: Is this a new process being used by the Area Agency on Aging of Pasco-Pinellas (AAAPP) and is it different from a Continuing Application?

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 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, as they appear on the AAAPP website, is below. Once you are on the RFP page on our 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: *Number of clients served by the Homemaker program in Pasco County was 143 in 2024 and 99 in 2025 through OAA IIIB and LSP funds.*

Number of units of Homemaker service provided in 2024 and 2025 in Pasco County was 9,854.25 hours in 2024 and 5,978.75 in 2025 through OAA IIIB and LSP funds.

The current unit rate for OAA IIIB and LSP funded Homemaker services in Pasco County is \$32.51 / hour.

As of May 1, 2026, there are currently 1,123 seniors on the waitlist for homemaker services in Pasco County.

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.*