

**MID-FLORIDA AREA AGENCY ON AGING, INC.
DBA ELDER OPTIONS**

**REQUEST FOR LETTERS OF INTEREST AND
STATEMENTS OF QUALIFICATION**

FOR 2025 OLDER AMERICANS ACT SERVICES

Elder Options, a designated Area Agency on Aging, is seeking Letters of Interest and Statements of Qualification from qualified agencies interested in providing an array of supportive, nutrition, and caregiver services under the Older Americans Act (OAA) to older persons residing in Putnam County. Interested agencies/organizations are required to have the capability of providing services throughout the entire county of interest effective July 1 through December 31, 2025.

The OAA requires Area Agencies on Aging to enter into contracts with local service providers for the provision of supportive, nutrition, and caregiver services that will result in meeting identified needs within their planning and service area (PSA). The services procured through the OAA must be competitively bid at least every six years.

It is the intent of the Elder Options Board of Directors (BoD) to ensure that services are client centered and delivered in a comprehensive and coordinated system. In keeping with this provision and the priorities set forth by Elder Options' BoD, **an acceptable contractor must be capable of providing the full array of OAA supportive, nutrition, and caregiver services (Titles IIIB, C-1, C-2, and IIIE)** in the specific county of interest.

The Request for Letters of Interest and Statements of Qualification (RFI) process will provide Elder Options with information concerning the availability of qualified contractors for OAA services within Putnam County. The information received from qualified contractors will be used to determine if a full Request for Proposal (RFP) is required (due to interest from two or more qualified service contractors to provide these services in the same county) or if a sole source procurement process will be used.

The projected annual funding levels for July 1 through December 31, 2025 and the services that are planned for 2024 in Putnam County are provided on the following pages. Detailed information on programs and services is contained in the Department of Elder Affairs (DOEA) *Programs and Services Handbook*, which can be accessed through the following link at <https://elderaffairs.org/publications-reports/programs-services-handbook/>

Please note that the funding levels shown on the following pages reflect base level funding for each program, and do not include allowable transfers between titles IIIB, C1, and C2, by the providers selected through this RFI/RFP process. All awards are subject to the availability of funds from the State of Florida Department of Elder Affairs.

A Bidders/Pre-Proposal Conference will be conducted concerning both this OAA and a Community Care for the Elderly (CCE) and related programs proposal process at 3:00 p.m. on December 13, 2024 at the office of Elder Options, located at 100 SW 75 Street, Suite 301, Gainesville, Florida 32607 and via Zoom. The link for the December 13 meeting via Zoom is as follows:

<https://agingresources-org.zoom.us/j/87425367640?pwd=6kJZp2EgcxkbiQKpwyVtaK1FaaaVz.1>

Inquiries regarding the Bidders/Pre-Proposal Conference may be sent to Janet Kreisler at kreislerj@agingresources.org.

Requirements for Letters of Interest and Statements of Qualification for 2025 Older Americans Act Services:

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 margins and ½” right and left margins. Please include the following in your Letter of Interest:

- Corporate name, address, phone number, e-mail address, website address for your agency/organization (if applicable), and contact person(s).
- County of interest and service(s).
- Staffing Chart for the agency/organization (list current staff names and position titles).
- Information on the type of experience the agency has in provision of services to frail elders, as well as the length of time (in years) the agency has worked to meet the needs of elders in the State of Florida. If the agency has not provided services in the State of Florida, service history and references should be submitted as support documentation. References should include: agency names, contact persons, addresses, telephone numbers, and e-mail addresses.

Please do not submit questions concerning this Letters of Interest and Statements of Qualifications RFI process:

The information provided in this RFI should be sufficient to enable agencies/organizations to determine whether or not they are qualified and interested in competitively bidding for these services. Submitting a Letter of Interest and Statement of Qualification does not commit the agency/organization to submit a formal Request for Proposal, if Elder Options determines an RFP process is required.

Letters of Interest and Statements of Qualification must be submitted on or before January 8, 2025, at 4:00 p.m. (ET) according to the following instructions:

- If provided in hardcopy, the letter must be delivered in a sealed envelope and be addressed to:

Janet Kreischer
Director, Office of Program Operations
Elder Options
100 SW 75 Street, Suite 301
Gainesville, FL 32607

If provided via email, the letter must be attached to an email addressed to Janet Kreischer at kreischerj@agingresources.org

- Each submission must have a cover letter signed by an Authorized Representative who shall certify that: “The information submitted is true, accurate and complete”.
- Any intentional misrepresentation or falsification may result in the rejection of the RFI.
- The outer envelope, or email Subject, and the letter must be labeled “RFI Letter of Interest for 2025 Older Americans Act Services”.

- Letters of Interest may be sent via email, by U.S. Mail – Certified – Return Receipt Requested, hand delivered, via courier, or by other source of express delivery.
- Letters of Interest must be received on or before 4:00 p.m. (ET) on January 8, 2025. Hardcopy documents will be date and time stamped upon receipt. Email time of receipt will be documented by Elder Options’ email system.
- Late letters will be returned unopened with the notation, “This Letter of Interest was received after the delivery time designated for receipt and opening in the legal notice.”
- No response by the deadline specified shall constitute a “not interested response”.

Small businesses, minority-owned firms, and women's business enterprises, are encouraged to submit. It is the intent of Elder Options that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.

Elder Options 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 Putnam County. Elder Options does not intend to award a contract on the basis of this request for information or otherwise pay for the information solicited.

Results of the Letters of Interest and Statements of Qualification (RFI) process:

Based on the response to this RFI process, Elder Options will determine if a competitive RFP process is required for the services in the county referenced in this RFI. If an RFP process is required, interested parties will be notified and the relevant material will be posted by 5:00 pm (ET) on January 9, 2025 to the “NEWS” section of the Elder Options website (<https://agingresources.org>).

Current Client Information*

County	Older Americans Act Title							
	IIIB		IIIC-1		IIIC-2		IIIE	
	Active	Waiting	Active	Waiting	Active	Waiting	Active	Waiting
Putnam	140	117	26	0	102	86	17	39

*As of November 18, 2024

Projected Annual Funding and Anticipated Services

County	Total	Services
Putnam		
Older Americans Act Title IIIB	\$41,142	CHO, CM, EAR, HMK, HSUG, MATE, PECA, SCAS, SCSM, TERA
Older Americans Act Title IIIC-1	\$46,417	CNML, NTED, NTSC, OTR
Older Americans Act Title IIIC-2	\$49,762	HDM, NTED, OTR
Older Americans Act Title IIIE	\$8,782	CTSG, RESF, RESP, SCAS, SCSM

DOEA Service Code Key

CHO	Chore	NTED	Nutrition Education
CM	Case Management	NTSC	Congregate Meals (Screening)
CNML	Congregate Meals	OTR	Outreach
CTSG	Caregiver Training/Support – Group	PECA	Personal Care
EAR	Emergency Alert Response	RESF	Respite (Facility-Based)
HDM	Home Delivered Meals	RESP	Respite (In-Home)
HMK	Homemaker	SCAS	Screening/Assessment
HSUG	Health Support – Group	SCSM	Specialized Medical Equipment, Services & Supplies
MATE	Material Aid	TERA	Assurance (Telephone and In-person)