



Area Agency on Aging, PSA2
2018 Bid Process
Letter of Intent Guidance
For
Evidence Based Services:

A Matter of Balance Program (MOB)
and
Powerful Tools for Caregivers (PTC)

The Area Agency on Aging, PSA 2 seeks Letters of Intent from service providers who are interested in receiving a contract through a competitive *Request For Proposal* process for provision of evidence-based health promotion programs: A Matter of Balance and Powerful Tools for Caregivers.

The MOB contract is for the period of January 1, 2019 – December 31, 2022. The PTC contract is for the period of January 1, 2019 – December 31, 2022.

The availability of funding is contingent upon the annual funding authority received by the Area Agency from the Ohio Department of Aging and any changes imposed at the State level. Both programs are for the nine-county area of Champaign, Clark, Darke, Greene, Logan, Miami, Montgomery, Preble and Shelby Counties. The contract is awarded on a cost-reimbursement basis — no unit rate is assigned.

The application process is as follows:

1. **An Informational Session to be held at Area Agency office, 40 West Second Street, Dayton, OH on: Friday, July 6, 2018 at 1:30 pm.** The purpose of the Informational Sessions is to review the proposal packets and answer any questions. **Attendance at the Informational Sessions is not required.**
2. Select appropriate Letter of Intent (LOI) form posted on Area Agency Website and complete all the information requested on the LOI. Please refer to the Planned Funding Level posted in this letter of guidance.
3. The Area Agency **must receive the LOI by Monday, July 2, 2018** – emailed, faxed or mailed. **Late LOIs will not be accepted and postmark dates will not be recognized.**
4. **Important: Application packets will be sent electronically only to agencies who submitted an LOI by requested due date of July 2, 2018.**
5. Submit proposal to the Area Agency per proposal packet instructions. The proposal hard copies must be received at the Area Agency office no later than **Monday, August 6 by 5:00 pm. Late proposals will not be accepted and postmark dates will not be recognized.**

Contact: Jeanne Mbagwu, Area Agency on Aging, PSA 2 Community Services Manager, jmbagwu@info4seniors.org.

Planned Funding Level

A Matter of Balance (MOB)

Regional MOB (Nine-County Service only)	PLANNED ANNUAL FUNDING
Nine County area: Champaign, Clark, Darke, Greene, Logan, Miami, Montgomery, Preble, Shelby	\$28,000

A Matter of Balance Summary

A Matter of Balance is an evidence-based health promotion program to help reduce fall risk and fear of falling. The target audience is adults who are 60+, ambulatory, and have restricted their activities because of concerns about falling. The program is a self-management program held in a group setting, which provides activities and strategies to help persons improve flexibility, balance and strength to reduce risk of falls. Applicants must possess a demonstrated history of providing this program to adults 60+ and must administer the program in a nine-county area. Applicants must have staff who are Master Trainers who have received training through an organization that provides master training for A Matter of Balance, and who train Coaches.

Powerful Tools for Caregivers (PTC)

Regional PTC (Nine-County Service only)	PLANNED ANNUAL FUNDING
Nine County area: Champaign, Clark, Darke, Greene, Logan, Miami, Montgomery, Preble, Shelby	\$16,000

Powerful Tools for Caregivers Summary

Powerful Tools for Caregivers is an evidence-based health promotion program to help caregivers to improve self-care management of emotions, self-efficacy, and use of community resources. The target audience is caregivers who are 60+ adults or who care for someone who is a 60+ adult. The program is a self-care education program held in a group setting, which provides tools that can be individualized to meet the challenges of caregiving in a supportive and interactive environment. Applicants must possess a demonstrated history of providing programs to older adults and/or caregivers of 60+ adults and must administer the program in a nine-county area. Applicants must have a plan to license Master Trainers through the national PTC office and then train Class Leaders.

*****See Next Page: Contracting Schedule in 2018*****

Allocation Contracting Schedule in 2018

For

Older Americans Act and Senior Community Services Funding January 2019 – December 2022

Jan. 2018	The AAA Advisory Council and Board of Trustees approve the funding formula and the plan for Competitive Bid Process.
Jan.-March	The AAA announces a draft of planned 2019-2022 service allocations for comments at county council/coalition on aging meetings; mails plan to all providers; and invites comments from public (plan posted on AAA website from February 5, 2018 – March 5, 2018).
March 28	After reviewing public comments, AAA staff develops recommendations for planned 2022 service allocations for 2019-2022 Older Americans Act (OAA) and Senior Community Services (SCS) funding. The AAA Advisory Council reviews them and submits recommendations for Board of Trustees approval. Ad Hoc Unit Rate Committee is formed.
April-May	AAA staff and Unit Rate Committee develop recommendations for service unit rates for the bid process.
May 30	The Advisory Council reviews the Unit Rate Committee unit rate recommendations and submits recommendations for Board of Trustees approval.
May 31	The AAA issues a Request for Letters of Intent Legal Notice for OAA and SCS funds for fiscal years 2019-2022, based on the service allocations.
July 2	Letters of Intent for OAA and SCS funds due at the AAA office.
July 5-6	Informational Sessions on proposal applications for OAA and SCS funds.
July	Ad Hoc Contracting Committee(s) formed if competitive bids received.
August 6	OAA and SCS proposals due at the AAA office.
Aug., Sept., and October	AAA staff reviews and negotiates non-competitive proposals. AAA staff and Contracting Committee(s) review and make recommendations on competitive proposals to the Advisory Council.
October 24	The Advisory Council reviews contract recommendations for OAA and SCS funding and makes recommendations to the Board. The Board of Trustees reviews and approves the contract recommendations.
Nov. 7	The last day for organizations to appeal contracting decisions for OAA and SCS funding.