



Area Agency on Aging, PSA 2

40 W. Second Street, Suite 400, Dayton, OH 45402

937-341-3000 or 1-800-258-7277

FAX 937-341-3005 www.info4seniors.org

Douglas McGarry, Executive Director

PUBLIC NOTICE

TO: Interested Parties
FROM: Pat Mayer, Assistant Director
SUBJECT: Request for Bid Proposal
DATE: December 9, 2021

The Area Agency on Aging, PSA 2 is an independent, non-profit corporation assisting older adults in a nine-county region in west-central Ohio. We have federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding available for education of family caregivers.

The goal of these trainings is to provide education to family caregivers to help them better understand their role, when and how to access assistance, how to utilize services/information to decrease stress, and how to better care for their loved ones and themselves. Agency staff will be responsible for scheduling and promotion of each event. Most and possibly all 2022 workshops are expected to take place online via Zoom.

Interested applicants should submit a bid proposal that 1) describes their experience and qualifications for the project, 2) provides all information requested in the proposal, and 3) complies with the project specifications.

The Agency will award the bid(s) based on speaker expertise and availability, proposed topics, regional coverage, cost, and compliance with specifications. The Agency is not bound to commit to any bid proposal and reserves the right to reject any or all proposals.

Proposals are due at the Agency by 5:00 PM on Friday, January 28, 2022. Selection will be made by February 25, 2022, and all bidders will be notified by mail. The mailing address is as follows:

Area Agency on Aging, PSA 2
Attn: Kelsey Haus
40 W. Second Street, Suite 400
Dayton, OH 45402

Questions regarding the bid process may be addressed to Kelsey Haus at 937-341-3020 or khaus@info4seniors.org.

**AREA AGENCY ON AGING, PSA 2
PROPOSAL FOR FAMILY CAREGIVER EDUCATION**

Name of Educator:
Address:
Telephone:
Email:

I. Project Specifications

Presentations will be scheduled during the 2022 calendar year, with mutually agreed upon dates/times/locations to be determined later. Agency staff will be responsible for scheduling and promotion of each event.

Presentations will be 60 minutes in length to an audience of family caregivers; this is not a professional continuing education presentation.

Presentations will be offered online and promoted throughout our nine-county region: Champaign, Clark, Darke, Greene, Logan, Miami, Montgomery, Preble, and Shelby. Your proposal should be applicable to residents in all nine counties.

Educator will provide title and brief synopsis of each proposed presentation. Multiple titles are encouraged to allow flexibility in review/selection by Agency and their site partners.

II. Applicant Qualifications

Please describe your qualifications for this project.

III. Proposal

A. Availability – circle all that apply.

Weekdays Weekends Evenings

Additional notes about availability: _____

B. Topics – attach separate sheet of proposed titles with brief synopsis of content for each.

C. Online Support Requirements _____

E. Fee per 60-Minute Presentation \$ _____

Please consider and include any necessary expenses in your fee.

IV. Authorization

I certify that I will comply with the Agency project specifications and the proposal as submitted above.

Signature _____ Date _____

Print Name _____

Title _____

Submit by **January 28, 2022** to the Area Agency on Aging, PSA 2, Attn: Kelsey Haus, 40 W. Second Street, Suite 400, Dayton, OH 45402. (or khaus@info4seniors.org, 937-341-3020 voicemail). Fax 937-341-3005.