



Area Agency on Aging, PSA2  
2023 Bid Process  
Letter of Intent Guidance  
for  
Alzheimer's Family Support Services

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 Alzheimer's Family Support Services (for persons with Alzheimer's Disease and related dementias and their families).

The contract is for the period of July 1, 2023 – June 30, 2025 for the nine-county area of Champaign, Clark, Darke, Greene, Logan, Miami, Montgomery, Preble and Shelby Counties. Applicants must possess a demonstrated history of providing these services to persons with Alzheimer's Disease and related dementias and their families. **The availability of funding and allowable services is contingent upon the annual funding received by the Area Agency from the Ohio Department of Aging and any changes imposed at the State level in the new biennial budget beginning July 1.** The *planned* funding is \$119,858 per year 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. **Interested applicants may submit questions regarding the proposal application process by email to: [lpope@info4seniors.org](mailto:lpope@info4seniors.org) on Monday, April 3, 2023, between 8:30 a.m. and 5:00 p.m.**
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 April 10, 2023** – 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 April 10, 2023.**
5. Submit proposal to the Area Agency per proposal packet instructions. Proposal must be received at the Area Agency office no later than **May 10, 2023** by 5:00 pm. **Late proposals will not be accepted and postmark dates will not be recognized.**

**Contact:** LeRae Pope, Area Agency on Aging, PSA 2  
Community Services Coordinator  
[lpope@info4seniors.org](mailto:lpope@info4seniors.org).

## Planned Funding Level

### Alzheimer's Family Support Services for State Fiscal Year 2023-2025.

Regional Alzheimer's Family Support Services (Nine-County Service only)	PLANNED ANNUAL FUNDING
Nine County Area: Champaign, Clark, Darke, Greene, Logan, Miami, Montgomery, Preble, Shelby	\$119,858

## Alzheimer's Family Support Services Summary

**Alzheimer's Family Support Services (for persons with Alzheimer's and related dementias and their families)** Alzheimer's Family Support Services are non-administrative core services, including Support Groups, Family Education, Public Education, Safe Return, Care Consultation I and II. **Note: Allowable services are contingent upon Ohio Department of Aging policy for Alzheimer's Respite funds and any changes imposed at the State level in the new biennial budget beginning July 1.** Applicants must possess a demonstrated history of providing these services to person with Alzheimer's disease and related dementias and their families.

\*\*\*\*\*See Next Page: Contracting Schedule in 2023\*\*\*\*\*

## **Allocation and Contracting Schedule in 2023**

**for**

**Alzheimer's Family Support Services  
(for persons with Alzheimer's Disease and  
related dementias and their families)**

**State Fiscal Year July 1, 2023 – June 30, 2025**

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|----------|--|
| March 29 | The AAA Advisory Council and Board of Trustees approve the Alzheimer's Respite Funding plan for Alzheimer's Family Support Services.   |
| March 30 | The AAA issues a Request for Letters of Intent Legal Notice for Alzheimer's Family Support Services and notice of Informational Session.   |
| April 3  | Interested applicants may submit questions on Alzheimer's Family Support Services to Area Agency staff, between 8:30 a.m.-5:00 p.m.  |
| April 10 | Letters of Intent for Alzheimer's Family Support Services due at the AAA office.   |
| May 10   | Alzheimer's Family Support proposals due at the AAA office.  |
| Mid-May  | Ad-Hoc Contracting Committee formed if competitive bids are received; AAA staff and Contracting Committee review and make recommendations on competitive proposals; AAA staff reviews non-competitive bids; recommendations are submitted to the AAA Advisory Council. |
| May 24   | The AAA Advisory Council reviews contract recommendations and makes recommendations to the AAA Board of Trustees.  |
| May 24   | The AAA Board of Trustees reviews and approves the contract recommendations.   |
| June 9   | The last day for organizations to appeal contracting decisions for Alzheimer's Respite Funds.  |