



Area Agency on Aging, PSA 2
2021 Adult Day Service & General Transportation
(for Clark and Miami Counties) Bid Process
Letter of Intent Instructions

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 Adult Day Services in Clark and Miami Counties, and General Transportation (for ADS) in Miami County.

The contracts are for the period of February 15 2022 – 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.

Adult Day Service Description

Adult Day Service (ADS) is a regularly-scheduled service delivered at an adult day center in a non-institutional, community-based setting. ADS includes recreational and educational programming to support a consumer's health and independence goals; at least one meal, but no more than two meals per day; and sometimes health status monitoring, skilled therapy services, and transportation to and from the center.

Planned Funding Level

<u>Service</u>	<u>Unit Rate</u>	<u>Units</u>	<u>Planned Annual Award</u>
<i>Clark County:</i> Adult Day Service	\$50.19	209	\$10,485
<i>Miami County:</i> Adult Day Service	\$50.19	533	\$26,791
General Transportation (for ADS)	\$ 1.64	10,262	\$16,830

Letter of Intent Submission Process

1. **An Informational Zoom Call will be held on: Monday, November 1, 2021** at 10:30 am. The purpose of the Informational Zoom call is to review the proposal packet and answer any questions. **Participation in the Informational Zoom call is not required.** If attending, please email Jeanne Mbagwu by close-of-business Friday, October 29, 2021, at jmbagwu@info4seniors.org to receive link.
2. To download the Letter of Intent (LOI) form posted on the Area Agency website, obtain the form from the provided link. Email the completed LOI as directed.
3. The Area Agency **must receive the LOI by Monday, November 8, 2021** – emailed to Jeanne Mbagwu, jmbagwu@info4seniors.org, **Late LOIs will not be accepted.**

Proposal Submission Process

1. **Important: Proposal packets will be sent electronically *only* to agencies who submit an LOI by requested due date of November 8, 2021.**
2. Proposal to the Area Agency will include instructions for submission. The completed proposal must be received at the Area Agency office no later than **Wednesday, December 8 by 5:00 pm. Late proposals will not be accepted.**

*****See Next Page: Contracting Schedule in 2021*****

Allocation Contracting Schedule in 2021

**for
Adult Day Services in Clark
and
Adult Day Services and
General Transportation (For ADS) in Miami County
Fiscal Year: February 15, 2022 –December 31, 2022**

- October 27, 2021 The AAA Advisory Council and Board of Trustees approve the Funding plan in Clark and Miami Counties for Adult Day Services and General Transportation Services.
- October 28 The AAA issues a Request for Letters of Intent Legal Notice for Adult Day Services and General Transportation and notice of Virtual Informational Session.
- November 1 Informational Session held on Zoom for interested applicants.
- November 8 Letters of Intent for Adult Day Services and General Transportation due at the AAA office.
- December 8 Adult Day Services and General Transportation proposals due at the AAA office.
- Mid-January, 2022 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.
- January 26 The AAA Advisory Council reviews all contract recommendations and makes recommendations to the AAA Board of Trustees.
- January 26 The AAA Board of Trustees reviews and approves the contract recommendations.
- February 10 The last day for organizations to appeal contracting decisions for Adult Day Services and General Transportation.