



January 4, 2010

Potential Applicant:

Area 4 Agency on Aging (A4AA) is accepting proposals for services funded through the Older Americans Act. This Request for Proposals (RFP) covers programs under Title III-B Supportive Services, Title III-C-1 Congregate Nutrition, Title III-C-2 Home Delivered Meals, Title III-D Health Promotion and Medication Management, and Title III-E Caregiver Services.

Programs funded by this RFP will provide vital services to older adults (60 years of age and older) who live within A4AA's seven county service area: Nevada, Placer, Sacramento, Sierra, Sutter, Yolo and Yuba.

Funding amounts contained in this RFP represent A4AA's best estimate of available funding. Proposals and subsequent Contract Agreements may be subject to modification by A4AA if estimates change. Available funds may supplement, but not replace other funds.

The initial Agreement period from this RFP is July 1, 2010 through June 30, 2011. Contract Agreements will be eligible for renewal in each of the subsequent two years (July 2011 through June 2013) subject to funding availability and service provider's fulfillment of contractual responsibilities.

A Notice of Intent to issue this RFP was issued December 14, 2009. In order to save on paper interested parties were asked to submit their Letter of Intent electronically. A4AA will continue to conduct as much of the RFP process as possible electronically. Notice of Intent responders shall receive their RFP information in the following manner:

- Open and download all the attachment(s) included with this e-mail to receive the specifications for the category(s) of funding which were indicated in your Letter of Intent.
- Visit A4AA's website, a4aa.com to download the rest of the RFP, including general instructions, funding chart, timeline, narrative application and budget questions and instructions.
- Reply to this e-mail and submit the completed form to indicate who will be attending the Bidders' Conference.

Hard copies of proposals **must** be received and time/date stamped by A4AA no later than **4:30 p.m.** on **Friday, February 5, 2010**. Proposals submitted after the due date and/or time **will not be considered for funding**. Faxes and e-mailed copies are not acceptable.

Applicants must submit two complete proposals (including all attachments) and 12 copies in accordance with the instructions in the RFP.

A Bidders' Conference will be held on January 14 at 10:00 a.m. at Senior Nutrition Services in West Sacramento. It is strongly encouraged that potential applicants attend this workshop as it will be the only opportunity to ask questions about the RFP. Directions are included in the RFP.

Questions about the RFP process should be directed to Pat McVicar, Assistant Director at (916) 486-1876 extension 128 or David Soto, Senior Program Manager at extension 131.

Sincerely,

A handwritten signature in black ink, appearing to read "Deanna Lea". The signature is fluid and cursive, with a large initial "D" and a stylized "L".

Deanna Lea
Executive Director

Serving Nevada, Placer, Sacramento, Sierra, Sutter, Yolo & Yuba Counties

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