



Fiscal Years 2016-2019

**Nutrition Services
Congregate Meals
Rich Township ONLY
Request for Proposals
October 2015**

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RFP Materials available on
<http://ageoptions.org/gallery/nutritionrfp/>**

STATEMENT OF NON-DISCRIMINATION

AgeOptions does not discriminate in admission to programs or treatment of employment in programs or activities in compliance with the Illinois Human Rights Act; the U.S. Civil Rights Act; Section 504 of the Rehabilitation Act; The Age Discrimination Act; the Age Discrimination in Employment Act; and the U.S. and Illinois Constitution. If you feel you have been discriminated against, you have the right to file a complaint with the Illinois Department on Aging. For information, call (800)252-8966 (Voice and TTY) or contact AgeOptions at (708)383-0258

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In addition, these materials are part of this Request for Proposal and are available at <http://ageoptions.org/gallery/nutritionrfp/>: Requirements for Recipients of Older Americans Act Title III funds, Service definitions and standards, menu standards, appendices, applications and scoring tools

I. INTRODUCTION

A. AgeOptions

In accordance with the Older American's Act of 1965 and associated Regulations, AgeOptions is designated by the Illinois Department on Aging as the Area Agency on Aging for suburban Cook County, Illinois. AgeOptions is responsible for administering federal and state-funded programs and services for individuals age 60 and older in suburban Cook County.

AgeOptions was established in 1974 as a 501(C) (3) not-for-profit corporation to serve the older adults of suburban Cook County. Governed by a volunteer Board of Directors and counseled by an Advisory Council comprised of older adults and community representatives, AgeOptions identifies the concerns of older adults and those who care for them, develops and implements programs to meet their needs, and advocates for necessary resources.

AgeOptions develops a three year comprehensive plan (Area Plan on Aging), which is reviewed annually. The Area Plan provides detailed information about the growing population aged 60 years and over in suburban Cook County and establishes service needs and funding priorities. AgeOptions is guided by the Area Plan to fund a network of more than 70 local community-based service providers, working to bring resources and service options to older adults and their caregivers throughout the Cook County suburbs. The current Area Plan is for FY 2016 through FY 2018.

B. Purpose

The purpose of this Request for Proposals is to solicit grant applications for the site management of nutrition services to older persons age 60 and over for the following services:

Title III-C1 of the Older Americans Act, Congregate Meal Services in Rich Township, Illinois

Applicants may either propose to make the meals at the nutrition site OR work with the regional caterer, Georgis Catering.

Funds are available from the Federal Older Americans Act and federal Nutrition Services Incentive Program (NSIP). These funds are referred to as "AgeOptions Funds" in the application materials and this RFP.

C. Goals for Delivery of Services

As outlined in the Older Americans Act, the purpose of the Nutrition Program (OAA Section 330) is to:

- a. Reduce hunger and food insecurity.
- b. Promote socialization of older adults.
- c. Promote the health and well-being of older adults by assisting them to access nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

In keeping with the intent of the Older Americans Act, the Illinois Act on Aging and the mission of AgeOptions, funds will be awarded in accordance with the following goals and objectives:

1. To promote independence and dignity for older persons capable of remaining in their own homes, with appropriate help.
2. To develop and implement comprehensive, coordinated systems, for home and community based services. This may be accomplished by collaborating, coordinating and consulting with other agencies responsible for formulating, implementing and administering long-term care programs.
3. To remove social, economic, and personal barriers to independence for older individuals.
4. To provide services for the most vulnerable older adults that meet their individual needs.
5. To provide assistance to the caregiver to help maintain the older person at home.
6. To target services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement. Greater priority is given to low-income individuals who are members of diverse populations, and/or have limited English proficiency.

D. Available Funds

AgeOptions awards will be based on revenue projections for FY 2016. These estimates include funding from the Federal Government and the State of Illinois to suburban Cook County. Annual Federal and State appropriations and any changes in the Illinois Department on Aging funding formula for the distribution of funds may decrease or increase available revenues for Fiscal Year 2016. AgeOptions reserves the right to revise any or all projections and awards based upon the actual award and receipt of sufficient funds to meet legislative, administrative, or judicial rule/order or regulation requiring and/or necessitating a revision or reconsideration of funding decisions. AgeOptions will not support an applicant with funds under this request when another funding source is

supporting the total costs of the same service in the proposed service area.

AgeOptions will use a grant system to reimburse the successful applicant. A grant will promote partnership, collaboration, and place emphasis on the program being “more than just a meal”. Grantee costs will be budgeted by the categories of Personnel/Fringe, Equipment and Supplies, Travel, Other, Delivery and Food. During the grant period, agency may request a revision to re-allocate costs between line items, with the exception of Food and Delivery costs that cannot be moved to a different expense.

Any reference to “grantee” responsibilities will be binding on the applicant organization upon the award of the grant.

Grantee must have a minimum match of 15% in local cash and/or in-kind services. Grantee will also be required to solicit voluntary contributions (project income) from participants with a suggested donation per meal. Applicants should budget the “project income” for their food costs.

The Earned Federal Share is “earned” only when the organization obtains and reports both local cash and in-kind match to meet expenses. The AgeOptions share is based on net expenses (expenses minus project income) and the extent the grantee has met the budgeted local match.

The provisions include in this RFP and associated documents will be incorporated into the Notification of Grant Award (NGA) for nutrition services that result from this competitive procurement process. The grant will contain service delivery, administrative, and financial terms and conditions, and provisions which, when taken together, define the services that the Grantee will provide. The accepted proposal will become a binding part of the grant and the Grantee will be monitored to ensure compliance with the proposal in accordance with AgeOptions requirements and policies set forth in: AgeOptions Fiscal Year 2016-2019 Definitions and Standards, FY 2016-19 Title III Requirements, AgeOptions, FY 2016-19 Request for Proposals, AgeOptions 2016 Conditions of Award and Performance Deficiencies for Grantees Policy.

E. Eligible Agencies

AgeOptions invites applications from public, governmental, private not-for-profit or proprietary organizations. Funding of proprietary organizations must be pre-approved by the Illinois Department on Aging. Grantees are prohibited from receiving a profit from the grant award.

All requirements included in this document are authorized in actual legislative language included in the 1992, 2000 and 2006 amendments of the Older Americans Act and the August 31, 1988 Federal Register Rules

and Regulations pertaining to Grants for State and Community Programs on Aging for the implementation of this law. Any further amendments to the law, actions required by other Federal or State laws, court order, and/or administrative/executive directives, will be binding on all applicants. AgeOptions has adopted as policy all requirements stated in this document and will enforce the same during the grant period, except as directed by the Federal and State governments, or Court of Law.

AgeOptions does not discriminate based on race, color, national origin, sex, religion, age, disability, sexual orientation or familial status in employment or the provision of services.

Agency is not permitted to subcontract or assign any part of the work covered under the scope of the agreement without prior written consent of AgeOptions.

II. AWARDS AVAILABLE

AgeOptions will only fund one Congregate Meal site in the Rich Township area. Please refer to the Definitions and Standards for a complete description of each service.

A. Background

Nutrition plays a very important role in our lives. What we eat significantly affects our health, quality of life and longevity. Good nutrition is essential in maintaining cognitive and physical functioning. For older adults, proper and balanced nutrition is particularly critical for the maintenance of health, wellness and independence. Unfortunately, studies show many older adults are not meeting their nutritional needs on a regular basis. Inadequate diets can contribute to chronic health conditions, quicken the advance of age-related degenerative disease, and delay recovery from illness. For minority older adults who tend to have a higher incidence of chronic disease, inadequate diets can be even more detrimental.

Nutrition Programs under Title III-C of the Older Americans Act are proven effective in improving the lives of older adults. For many of the participants, the meal provided by the Nutrition Program may be their primary source of food for the day. Participants of nutrition services have higher daily intakes of key nutrients than similar non-participants and have more social contacts, as reported in a congressional evaluation of the Nutrition Program, released in Fiscal Year 1996. This information was corroborated in 2004 and again in 2006 with the federal Administration on Aging's findings of its First and Second National Survey of recipients of Older Americans Act Title III Services (*available at www.GPRA.net*).

B. Congregate Meals: Funded by the Older Americans Act Title III-C1¹ and federal Nutrition Services Incentive Program (NSIP).

Congregate Meals programs traditionally operate to serve older adults, aged 60 and over, a spouse, or child with disabilities under the age of 60, a high quality nutritious lunchtime meal in a group setting, five days per week. Participants receive much more than a meal. Besides providing numerous volunteer opportunities, the Congregate Meals program offers social support, companionship and relief from loneliness, isolation and depression. It also helps educate participants about nutrition, health and provides linkages to a wide range of services and benefits programs. While successful for those who partake in the program, AgeOptions has seen a decline in program utilization.

AgeOptions is committed to reversing the trend of decreasing participation at Congregate Meal sites.

1. Program Design Options

- a) Applicants may propose a “traditional” dining site, which would serve meals five days per week, typically at lunch, but other times will be considered.
- b) Applicants may operate a program at **multiple locations** in Rich Township (rotating sites) to increase access to the service. If using multiple locations, the total program may not operate more than seven (7) days per week. All program criteria for Congregate Meal Programs must be met and participants must be made aware of meals options at all locations.
- c) Applicants may propose congregate meals in a **restaurant setting**. However, in order to promote socialization, restaurant programs should designate set gathering times, assign staff or volunteers present to welcome guests, provide programs and ideally have a separate dining area.
- d) AgeOptions may consider **restaurant voucher programs** (programs that do not require set times of service and staffing at participating restaurants) on a limited basis if a compelling rationale and a high level of local match are provided.

2. Productivity

Applicants should aim to serve at least twenty-five (25) meals to

older adults daily at each site. For sites that propose or have a history of serving less than 25 meals per day, AgeOptions may choose not to fund the site or may work with the applicant to develop a cost effective option.

3. Distribution of Congregate Sites

AgeOptions seeks to fund a Congregate Nutrition site in Rich Township, Illinois. There was a site in Rich Township that closed on October 2, 2015.

4. Connection with Health Promotion

AgeOptions recognizes the connection between Nutrition services and Health Promotion (Title III-D). AgeOptions will continue to require congregate nutrition sites to host health promotion sessions provided under the Title III-D program.

D. Catering/Food Preparation Costs

Applicants may propose one of the following methods for preparing food:

1. Catered by Georgis Catering (\$4.45 per meal)
2. On-site preparation by applicant, or
3. Central Kitchen (food is prepared off-site by applicant)

III. AWARD TERMS

A. Period of Award

The period of this agreement is for the last eight (8) months of Fiscal Year 2016, February 1, 2016, through September 30, 2016. AgeOptions has the option of offering the successful applicant a one (1), two (2), or three (3) one- year extensions for FY 17, FY 18 and FY 19 as specified in this document.

B. Renewal Considerations

A renewal may be granted providing the following conditions are met:

1. Acceptable performance of grantee
2. The continuing availability of Older Americans Act Title III-C funds,
3. The mutual agreement on grant terms between AgeOptions and the applicant.
4. There are no changes in program mandates and/or requirements by AgeOptions funding bodies that

would result in a revision of the plan for funding allocations.

Additional extensions will be considered if a Request for Proposal is postponed by AgeOptions in the best interest of the program.

C. Funding for Extension Years

AgeOptions will try to maintain funding at the original levels for extension years and will determine allowable increases or decreases in Federal unit cost based on the Consumer Price Index (CPI).

Increase in Funding - If there is an increase in available funding between extension years for Congregate Meals, AgeOptions will determine the amount of funds to be made available either by area, by service and/or for targeted populations, using one of the following options/combination of options in awarding those funds:

1. Eliminate or prevent waiting lists
2. Expand special diets, weekend and/or second meals.
3. Award funds to applicants whose applications were approved through this process but not funded due to insufficient funds.
4. Allow Grantees to submit formal requests and rationale to expand current services within the amounts determined available by AgeOptions. Decisions regarding increases shall be made after considering the rationale, overall performance and support provided to the community by the Grantee.
5. Develop a Request for Proposal for distribution of increased funds.

Reductions in Funding: If funding to the suburban Cook County region is reduced, and it is necessary to reduce Grantee award levels, AgeOptions will take a multi-pronged approach:

1. Reduce grants which may have under budgeted productivity levels. If there is an unmet need in the area, AgeOptions may fund another grantee to meet the need.
2. Reduce meals in the following order - second meals, weekend meals and/or special diets.
3. Review each grant based on service levels and/or other performance factors to assure that there will be cost effective service provision that best meets the needs of older adults.

D. Termination of Grant

AgeOptions reserves the right to terminate a grant with an applicant:

1. As outlined in the "AgeOptions Performance Deficiency Policy".

2. For circumstances beyond the control of the applicant such as natural disasters and fires that prevent complying with the terms of the grant.
3. The grant/contract/designation may be terminated by either party upon sixty (60) days written notice and explanation to the other party.

Upon termination, the grantee shall be paid for work satisfactorily completed prior to the date of termination if funds are available.

IV. APPLICATION PROCESS

AgeOptions will widely advertise this Request for Proposals. Interested organizations must register with AgeOptions. Application packets must include:

- **Application including budget justification:** One electronic copy (in WORD or PDF format) to RFP@ageoptions.org; in addition, three hard copies with original signatures.
- **Budget:** One electronic copy (in Excel format) to RFP@ageoptions.org; in addition, three hard copies.
- **Attachments:** One electronic copy (in WORD or PDF format) to RFP@ageoptions.org; in addition, one hard copy.
- **NOTE:** For scoring the application, AgeOptions will use the hard copy submitted by the applicant. The electronic versions are for AgeOptions reference only. If there is a discrepancy in hard copy and electronic data, AgeOptions will rely on the hard copy information

A. Submission of Applications

All proposals must be submitted on AgeOptions Fiscal Year 2016 application forms. Applications must be complete and typed. Budgets or other parts of applications prepared on a computer must replicate Area Agency forms exactly (i.e. exact order of information, wording, spacing, and page numbers). Applications with any changes in the forms will not be accepted. Electronic versions of the application and all other forms are available on the AgeOptions website (<http://ageoptions.org/gallery/nutritionrfp/>).

Before submitting a proposal, the applicant shall, carefully examine this document (RFP) and specifications. If the proposal is accepted, the applicant will be responsible for all errors and costs associated with the proposal resulting from failure or neglect to comply with instructions and specifications. AgeOptions will in no case be responsible for any of the errors resulting from such failure or neglect.

AgeOptions is not responsible for the costs of preparing an application by an applicant and will not reimburse applicants for these costs.

AgeOptions reserves the right to accept or reject any application, in whole or in part, submitted in response to this Request for Proposals. In addition, AgeOptions reserves the right to reject proposals that are determined by AgeOptions to be proposing insufficient costs to cover all or any necessary service components.

The competitive application process is governed by laws and regulations enforced by Federal, State, and local law enforcement agencies. If there is an indication of any formal or informal effort by competing applicants to influence proposed costs of services and/or service areas, AgeOptions shall ask appropriate agencies to investigate.

B. Technical Assistance

Application forms and instructions, standards, assurances, and the scoring criteria are a part of this Request for Proposals. All requirements of this request are binding with successful applicants. AgeOptions reserves the right to issue clarifications and/or changes to any part of this Request for Proposals. These will be published on AgeOptions website. Clarifications and changes will be binding on successful applicants.

All questions regarding this Request for Proposal should be directed to RFP@ageoptions.org. Written questions should include the inquirer's name, organization, phone number, and email address.

AgeOptions will publish, at <http://ageoptions.org/gallery/nutritionrfp/>, a summary of the questions and responses each week to all potential applicants. These summaries will be published up to one week before the submission deadline. After that point, AgeOptions will respond to questions to the inquiring agency as needed and as time permits.

Applications will not be reviewed prior to submission, but reasonable questions on applications, service criteria, standards and service areas will be addressed by an Area Agency staff member upon request and as time permits.

C. Due Date for Applications

The proposal, whether mailed or hand-delivered, must arrive at AgeOptions office no later than January 5, 2016. The electronic version of the proposal must be emailed to RFP@ageoptions.org; and the hard copies of the proposals must be mailed or hand delivered to the address below. Both must be physically received by close of business 4:45 p.m. AgeOptions does not accept a "postmarked" date but rather requires that the submission be received by the deadline date. Please submit applications to:

Jonathan Lavin, Chief Executive Officer
AgeOptions
1048 Lake Street, Third Floor
Oak Park, Illinois 60301

Late responses shall not be accepted and shall automatically be disqualified from consideration and will be promptly returned. The method of delivery shall be at the discretion of the applicant, at the applicant's sole risk.

V. EVALUATION OF APPLICATIONS

The evaluation of applications will be based on, but not limited to, the funding considerations, summary of technical criteria, application format and evaluation, and competition.

A. Funding Considerations

AgeOptions will consider applications requesting funding for services based upon proof of need, community support, availability of funds, and assurance of equitable access by older adults residing in the service area. Actual funding levels and unit rates will be based on several factors, including but not limited to, the available funding, the strength of the applicant's rationale for the proposed service, cost effectiveness, reasonableness of proposed costs, level of match proposed, proposed unit rate and when applicable the applicant's prior AgeOptions unit rates. AgeOptions will only fund services identified in this Request for Proposals. Please refer to the Service Standards for a complete description of the allowable services.

AgeOptions reserves the right to decrease or increase funding levels based upon available funding and/or utilization of resources as identified by AgeOptions prior to and during the grant period. The effective date for such actions shall be the date of notification by AgeOptions. The grantee shall be required to act on such notification immediately. AgeOptions reserves the right to award the grant for a particular site to a new provider if the current Grantee does not accept a grant revision to increase/decrease meals.

AgeOptions reserves the right to delay reimbursements to grantee agencies during the grant/contract period in the event payment to AgeOptions is delayed by its funding agencies.

Our priority is to assure that program efforts and funding are appropriately targeted to those with greatest social and economic need. AgeOptions requires that proposals target older adults who face barriers to receiving services due to racial, cultural, economic or other reasons documented by the applicant.

The following circumstances may influence AgeOptions decisions regarding the award of funds:

1. AgeOptions may respond to community needs or established service provider relationships to justify granting/contracting for a service at variance to some standards.
2. AgeOptions may identify methods for providing services to meet the needs of communities, especially for the low-income racially/ethnically diverse population, and limited English speaking population.
3. AgeOptions may set aside funds until an appropriate application is received.
4. AgeOptions may negotiate with an applicant to increase or narrow the scope, geographic area, or purpose of a proposed program as needed.
5. AgeOptions reserves the right to transfer funds between Federal Older Americans Act funding sources as permitted under the law, which may increase or decrease the total funding available.

AgeOptions will evaluate proposals. Awards will be made to the highest scoring applicants proposing services that meet the criteria outlined in this Request for Proposal and Service Definitions and Standards. Note: Even if an applicant is successful, there is no guarantee that they will receive the full funding requested. In some situations, there may not be sufficient resources to initiate the grant and it would be held until funding becomes available. A non-federal match of local resources (15% of the net cost must be local cash and/or in-kind) is required.

B. Summary of Technical Criteria

Technical criteria and planning principles outlined in this Request for Proposals will also be considered in determining grant awards/contract levels. Applications will be reviewed to determine if they:

1. Meet the “Requirements for Recipients of Older Americans Act Title III Funds” and Service Definitions and Standards
2. Provide a clear, complete, and accurate portrayal of the applicant organization including work plan, budget, staff costs, and non-Area Agency funding sources. AgeOptions will consider if an agency has made similar commitments in the past but not achieved them in other grant periods.
3. Demonstrate the following:
 - a. Evidence of the need for the services requested for funding
 - b. Ability to provide the proposed service(s) in a manner consistent with AgeOptions requirements and service standards
 - c. Assurance that Federal funds will not be used to assume costs previously accrued by the local agency or other funding source
 - d. Provide a local share of costs which meets cash match and in-kind requirements of AgeOptions
 - e. Reasonable unit rates compared to the applicant’s history as well as the average for the area

C. Application Format and Evaluation

Applicant’s proposals will be evaluated in the following categories:

1. Needs Statement
2. Program Plan and Design (Quality)
3. Outreach, Target Group, Community Support (Access)
4. Innovation
5. Performance History, Overall Organization (Capacity)
6. Performance History, Specific to proposed service (Capacity)
7. Budget

Personnel from AgeOptions will individually review each application and a “consensus” score will be determined for each question. Each question will receive a numerical score. These scores will be totaled. The proportional points for each category of the application are displayed in the following tables:

Summary – Scoring Tool (Congregate Meals)

Section	Possible points	% of total points
Needs Statement	4	5.41%
Program Plan & Design	20	27.03%
Outreach, Target Group, Community Support (Access)	8	10.81%
Innovation	4	5.41%
Performance History, Overall Organization (Capacity) ¹	11	14.86%
Performance History, Specific to Proposed Services (Capacity) ¹	11	14.86%
Budget	16	21.62%
Total	74	100%

¹ An Agency on Corrective Action Plan or Notice of Deficiency at the time applications are scored loses maximum 6 possible points for this section; An Agency on Notice of Probation or Notice of Suspension at the time applications are scored loses maximum 8 possible points for this section.

Applications that do not meet minimum requirements will be deemed unresponsive and will not be considered. Appeals will not be considered for unresponsive applications.

1. The application and all accompanying documents are typed, legible, complete, and on AgeOptions application forms or a reasonable facsimile.
2. The applicant demonstrates the ability to administer programs in compliance with AgeOptions requirements as described in the Request for Proposal (RFP). Consideration will be given to all of the following items:

- a. Proposed service activities are allowable (see service standards, definitions, and basic requirements).
- b. Match (Local Cash and In-Kind) is identified and allowable.
- c. Match is, at a minimum, 15% of the applicant's cost less project income.
- d. The application includes a budget justification.

D. Rejection of Proposals

AgeOptions reserves the right to accept or reject any and all proposals, to waive technical defects, and to accept or reject any part of any proposal submitted in response to this RFP.

Proposals must be presented in the format and sequence detailed in this RFP. Failure to do so, and/or to respond to specific questions or requirements is sufficient for a proposal's automatic disqualification.

In order to be considered, all proposals must be submitted independently and without collusion with any other contractor.

E. All Applications

Prior to a funding decision, AgeOptions staff may:

- Request a special presentation by the applicant(s)
- Conduct a site visit
- Request references
- Assess community support, additional level of match, infrastructure, and history of providing client centered services, etc.
- Consider AgeOptions experience with the provider, including, but not limited to, history of monitoring and compliance
- Request additional clarification of information

F. Competitive Applications

AgeOptions will avoid duplicate provision of Title III-C services in the award of funds. **Applicants for this proposal will be considered to be in competition.** The grant will be awarded to the applicant receiving the highest score. In the event of a tie, AgeOptions will make the final decision. Special presentations by applicants or site visits may be required prior to the final decision. Award of funds will be contingent upon availability.

G. Notification and Appeal Process

Decisions on applications will be mailed to the applicant on or around January 22, 2016. An applicant not satisfied with the application process may file a written appeal as outlined in the "AgeOptions Appeal Procedures."

An appeal hearing may be arranged with the applicant if questions arise that call for further information to assist the AgeOptions Board of Directors in considering the appeal.

H. Agreements

Please note that successful applicants may be asked to submit an additional or revised work plan, further clarifying certain components of their program(s). Final approval will take the official form of a notification of grant award with AgeOptions. A Notification of Grant Award for signature by the project and AgeOptions will be issued prior to February 1, 2016, subject to AgeOptions receipt of an award from the Illinois Department on Aging. Service shall begin on February 1, 2016. AgeOptions may issue Letters to Proceed prior to final execution of the Notice of Grant Awards.

Questions or concerns should be directed to **RFP@ageoptions.org**

Written questions should include the inquirer's name, organization, phone number, and email address.