

**2022-2025
AREA AGENCY ON AGING
REQUEST FOR PROPOSALS TIMELINE**

December 2021

Dec 8 Availability of Funds and Letter of Intent Notice released

January 2022

Jan 5 Deadline for receipt of Letter of Intent – 12 noon

Jan 19 **AAA Advisory Council** reviews staff recommendations regarding LOI's received and makes final recommendations to RFP text, criteria, and weighting. AC appoints Proposal Review Panel representatives (*public meeting*)

Jan 20 **Board of Directors** reviews staff recommendations regarding LOI's received, and gives final approval to RFP text, criteria, weighting. Board makes final appointments of Proposal Review Panel members. (*public meeting*)

Jan 25 Staff issues Request for Proposals (RFP), containing approved proposal review timeline & proposal review criteria. Proposals distributed to interested applicants. (Tuesday)

February 2022

Feb 1 Bidders Conference held. (Tuesday, 1 p.m.)

Feb 22 Proposals due to Seniors Council Office by 4 p.m. (Tuesday)

Feb 24 Staff checks all references included in proposals. Proposal Review Panel members read proposals & prepare draft individual evaluations, using established criteria.

2-28 – 3-10 Proposal Review Panel meets to discuss content of proposals. (*closed session*)

Proposal Review Panel conducts question-and-answer session with applicant agencies.

Proposal Review Panel meets to make preliminary recommendations for award of contracts & funding levels. (*closed session*)

March 2022

- Mar 14** Staff issues notice to all applicants regarding panel recommendations.
- Mar 16** **AAA Advisory Council** certifies process to date & reviews recommendations) (*public meeting*)
- Mar 17** **Board of Directors** reviews recommendations of Proposal Review Panel & Advisory Council.
Board receives comments from the public.
Board hears any inquiry, protest, objection or complaint about proposal review process.
Board makes preliminary decision regarding contracts & funding.
(*public meeting*)
- Mar 21** Staff issues notice to all applicants regarding Board's preliminary decision & advises applicants of opportunity to appeal decisions.
- March 31** Any appeal of Board decisions must be received in writing by 4 p.m.

April 2022

- Staff finishes draft 2022-23 Area Plan Update, based on Planning Committee recommendations, preliminary funding decision of Board, & community input
 - Staff compiles all data for Area Plan Update submittal to CDA
- April 1-17** Appeals Review Panel meets to hear any appeals.
- April 20** **AAA Advisory Council** reviews & approves funding recommendations & draft Area Plan objectives & certifies process to date. (*public meeting*)
- April 21** **Board of Directors** makes final decision on services to be funded, award of four-year contracts, including conditionally-approved contracts, subsequent RFP in the event of unacceptable proposals, adopts contingency plans, internal budget. (*public meeting*)

April 30 2017-2018 Area Plan Update on Aging submitted to CDA.

May 2022

May 2 date to submit any appeal to CDA.

May 18 **AAA Advisory Council** reviews contract terms & specifications. (*public meeting*)

May 19 **Board of Directors** gives final approval to service contracts, including terms & specifications. (*public meeting*)

May 23 Staff issues notice to all applicants regarding Board's final action.

June 2022

Seniors Council staff issues contracts for service

Updated 12-22-21