



SODA

**SOUTHERN OKLAHOMA
DEVELOPMENT ASSOCIATION**

AREA AGENCY ON AGING

Request for Proposal SFY - 2022 Sections I - II

**Nutrition Services
Health Promotion (Tai Chi)
Outreach Services (Chore and Homemaker)
Legal Services
Family Caregiver Support Program Services
Transportation Services**

**Serving
Atoka, Bryan, Carter, Coal, Garvin, Johnston, Love,
Marshall, Murray, and Pontotoc Counties**

**SODA AREA AGENCY ON AGING
STATE FISCAL YEAR 2022
RFP DEVELOPMENT TIMETABLE
(Reference OAC policy 340:105-10-101)**

Monday, March 15, 2021 thru Wednesday, March 31, 2021	RFP packet available for pick up at SODA AAA office, via e-mail or copy mailed upon request.
Wednesday, March 31, 2021 @ 2:00 p.m. SODA AAA Office, 2704 N 1st, Durant, OK. 74701	<u>Mandatory Proposers' Conference</u> Also, the deadline date for requesting and/or pick-up of RFP.
Monday, March 15, 2021 thru Friday, March 31, 2021	Technical assistance is available to contractors in writing via e-mail only to ajudd@soda-ok.org . From 2:00 p.m. on March 1, 2021 until 2:00 p.m. on March 26, 2021.
Monday, April 19, 2021	All completed proposals shall be received in the SODA AAA office by 4:00 p.m.
Friday, April 30, 2021	Presentation of Proposals to SODA Board of Directors
On or Before Friday, April 30, 2021	Notices of Proposal Award (NPA) or Denial sent to RFP Proposers
On or Before Friday, April 30, 2021	Submit to OK DHS: Aging Services Division: All AAA Board-approved Title III Awards for SFY 2022.
July 1, 2021	Service commences for contractors SFY 2022

**SODA AREA AGENCY ON AGING
STATE FISCAL YEAR (SFY) 2022
REQUEST FOR PROPOSAL GUIDE**

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PART I. INTRODUCTION

A. BACKGROUND

The Older Americans Act of 1965, as amended, provides proposal funding for the development of comprehensive and coordinated service systems for older individuals. The SODA Area Agency on Aging administers Older Americans Act funding in the counties of **Atoka, Bryan, Carter, Coal, Garvin, Johnston, Love, Marshall, Murray, and Pontotoc**. It is the responsibility of the Area Agency on Aging to advocate and assess the needs of older individuals in the planning and service area and to fund services to meet the identified needs. Older individuals are defined as all persons 60 years of age and over. Services must be targeted to older individuals who are in greatest social and economic need, with particular attention to low-income minority individuals and older individuals residing in rural areas.

The purpose of this guide is to identify potential, quality providers of services to older individuals. The Proposal references but does not outline in detail each responsibility associated with the acceptance of Older Americans Act funding. All responsibilities will be discussed, and copies of relevant policy/statute will be available for review during the proposers' conference. See Technical Assistance section.

B. ELIGIBILITY

Organizations eligible to submit a request for proposal (RFP) include non-profit agencies, private for-profit agencies, and local city/county governmental entities who have the capacity to meet the requirements for service delivery as outlined in the Older Americans Act as amended by OK DHS Aging Services Division and applicable regulations/policy. OK DHS Aging Services Division must approve proposals by for-profit entities prior to awarding funding. Debarred/suspended parties are not eligible to submit a proposal.

C. PROPOSAL/CONTRACT PERIOD

For SFY 22 Older Americans Act funding is proposed for up to 12 months. The maximum project proposal period for SFY 22 will be from the dates of **July 1, 2021**, through **June 30, 2022**. **SFY 22 is year 1 of a 1-year contract.**

Oklahoma statute does not allow funding to be awarded beyond a one-year period. However, Aging Services has been authorized to allow an initial award with the possible renewal of that award in succeeding years if the contractor complies with contract requirements. This information came from the SUOA Informative Memo 09-02 from Lance Robertson on February 4, 2009 and included in your packet.

AAAs will need to ensure that contractors who fail to comply with contract requirements are placed on probation for the following fiscal year. A contractor on probation is not eligible for more than a one-year contract period until removed from probation. AAAs must inform Aging Services when a contractor has been placed on probation and when removed from probation.

D. TECHNICAL ASSISTANCE

Prospective providers and current recipients shall attend the proposers' conference to be considered for future and/or continued funding. Conference to be held at SODA AAA Offices, 2704 North 1st Ave., Durant, OK 74701, Conference discussion will include an outline of all responsibilities related to the receipt of funding. Applicable standards and policies are available on the OKDHS website at: <https://oklahoma.gov/okdhs/library/policy.html> select "OAC 340" under the heading "policy", then "Chapter 105 Aging Services", and then "Chapter 10, Policies and Procedures Manual for Title III of the Older Americans Act of 1965, as Amended" to review individual policies. ***Proposers may not solicit current Title III projects, sites, or their staff for information.***

SODA Area Agency on Aging provides technical assistance to proposers who **request assistance, in writing**, no later than seven calendar days prior to the closing of the proposal period. To request technical assistance, please submit your request to Amie Judd **via e-mail** at ajudd@soda-ok.org and include subject line **Technical Assistance Request for RFP SFY 2022**.

E. PROPOSAL SUBMITTAL and CRITERIA

This guide is applicable for funds allocated under Title III of the Older Americans Act, Parts III-B, III-C1 and III-C2, III-D, and III-E. Each section of the proposal should be completed in accordance with outlined instructions. Please follow all submittal instructions entirely.

- Proposals shall be submitted in Microsoft Office Word and/or Excel 2003 or a higher version;
- Responses shall to be typed and double spaced;
- Responses shall not use all capital letters;
- Proposals shall be typed using Times New Roman, 12 point font;
- Proposal Cover Page shall be complete with all appropriate information;
- Where indicated, Proposals shall include forms provided in the RFP packet;
- Submit one Proposal per service including for those being offered by county.

The original, signed proposal and three (3) paper copies must be delivered to the following address by 4:00 p.m., April 19, 2021: 2704 North 1st Avenue, Durant, OK 74701. Please do not permanently bind your proposals as this makes it difficult to forward to OK DHS AS. Three ring binders, staples, folders, folders with brads, and binder clips are alternative options for binding. Please include the budget documents as a separate file if applicable. Please address postal mailed proposals to Amie Judd using PO BOX 709, Durant, OK 74702-0709.

The following Criteria must be included within the Proposal or be considered incomplete and not accepted by SODA AAA. Criteria basis for determination of Award has many factors including but not limited to scores from a point system on their basis of proposal either supplied fixed cost or non-supplied fixed cost, history of the proposer with the AAA, SODA Board and OK DHS AS, your service delivery to cover entire area in each county not just specifics locations, and more.

CRITERION	SUPPLIED FIXED COST	NON- SUPPLIED
One Proposal Cover Page covers all Counties you are submitting proposals per service/bundle	20	20
Scope of work Justification for each service proposing in Title III	50	50
Scope of work Justification for each service provided in Non OAA	50	50
Your service Implementation	50	50
Characteristics of the Project Area	40	40
Project Advisory Council	0	0
Project Board of Directors	0	0
Targeting	30	30
Capacity of Project Service Provider	40	40
Evaluation/Quality Assurance	30	30
Assurances/Certifications of Compliance	30	30
Budget Justification	Included in Scope of Work	Part III, Form K
Unit Cost Computation and Service Cost Methodology	N/A	Part III, Form L

F. SCOPE OF WORK

Refer to “SFY 2022 Minimum Unduplicated Count” (Part IV. Appendix D), “SFY 2022 Minimum Units of Service” (Part IV. Appendix E), and “Tentative SFY 2022 Funding” (Part IV. Appendix F) for information on minimum number of persons that must be served, minimum service output, available funding, bundled services, and counties to be served. See Part IV. Appendix A, “Taxonomy of Older Americans Act Title III Services”, for service definitions and service unit descriptions and Part IV Appendix C for definitions of units of service. The activities listed on each Scope of Work are required and cannot be removed or changed.

G. FUNDING AWARD

The Area Agency on Aging is not obligated to award a contract if, in the opinion of the SODA Board of Directors, no proposals are received which meet the specifications of this RFP. The SODA Board of Directors will award a contract for services listed in the RFP Packet for SFY 22 in Part IV, Appendix A, Taxonomy of Older Americans Act Title III Services, *up to* the indicated Older Americans Act Title III amounts, tentatively provided in the RFP Packet for SFY 22 in Part IV, Appendix F, Tentative SFY 2022 Title III Funding Award for the period of July 1, 2021 through June 30, 2022 based on availability of funds. Execution of Contract and Notification of Proposal Award will be required prior to receiving funding.

Please note, contractors will only be paid up to one-twelfth of the proposal award for the first month of the contract fiscal year. The payment will be subsequently adjusted each month based on the remaining balance of the proposal award divided by the remaining months of the contract fiscal year.

H. APPEAL PROCEDURES

Sited from Oklahoma Human Services website library for Oklahoma Administrative Code 340

340:105-10-102. Appeal procedures for Title III service providers

Revised 6-1-11.

- (a) **Policy.** The Area Agency on Aging (AAA) grants an appeal opportunity to existing or potential grantee or contractor when an application for Older Americans Act funds is denied or when a grant or contract is suspended or terminated prior to the approved budget year-end.
- (b) **Authority.** The authority for this Section is Part 1321.11 of the Code of Federal Regulations.
- (c) **Procedures.** The requirements for implementing this Section are outlined in this subsection.
 - (1) Within 30 days of the complainant's receipt of notice of the adverse action, the complainant submits a written request for hearing to the AAA board of directors. The written request includes a detailed explanation of the complainant's grievance.
 - (2) The AAA:
 - (A) schedules a hearing within 20 days of the AAA receipt of the request for the hearing and notifies the complainant of the date, time, and location of the hearing; and
 - (B) prepares written testimony for the hearing outlining the appealed action and the data on which it is based. Eight calendar days prior to the hearing a copy of this written testimony is provided to the complainant and submitted during the hearing as evidence.
 - (3) board of directors, or a committee appointed by the board of directors, conducts the hearing within 30 days of the AAA receipt of the complainant's request. The hearing includes:
 - (A) an opportunity for the complainant to:
 - (i) review all pertinent evidence relating to the appealed action.
 - (ii) present written and verbal testimony.
 - (iii) be represented by counsel.
 - (iv) present witnesses and documentary evidence; and
 - (v) cross-examine witnesses.
 - (B) a presiding officer appointed by the board of directors who conducts the hearing and has had no part in the appealed action; and
 - (C) a record of the hearing proceedings, taken by the presiding officer appointed by the board of directors, and maintained on file for public viewing.
 - (4) Within 60 days of the completion of the hearing the AAA board of directors issues a written hearing decision to the complainant.
 - (A) The decision letter includes:

- (i) a notice of the complainant's right to appeal the decision to the Aging Services Division (ASD); and
 - (ii) instructions on how to initiate the appeal.
- (B) Within 30 days after the complainant receives notice of an adverse AAA decision the complainant submits a written request for a hearing to ASD.
- (5) When the appeal process is not resolved prior to the start of the new project year, the AAA, through its board of directors, may enter into a temporary grant with a service provider to avoid cessation of those services affected by the appeal.
- (d) **Cross references.** Refer to OAC 340:105-10-101(c)(3)(D) and OAC 340:2-5-44.

**SODA AREA AGENCY ON AGING
STATE FISCAL YEAR (SFY) 2022
REQUEST FOR PROPOSAL GUIDE**

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PART II - PROPOSAL INSTRUCTIONS

All Proposals will be evaluated by SODA AAA Advisory Committee and SODA Board Subcommittee. Forms are provided in RFP Packet SFY 22, Part III Proposal Forms, use these forms where indicated.

A. PROPOSAL COVER PAGE (*RFP Packet SFY 22, Part III A*)

1. **Short Title of Project:** Enter a brief name, descriptive of your project, not exceeding one typed line.
2. **Type of Proposal:** Check the appropriate box indicating the type of Proposal; public, private non-profit, or private profit-making.
3. **Official Proposer:** Enter the legal name, mailing address, and telephone number of the local organization or agency that will fulfill the proposal. If proposer receives mail at a post office box, also include street address of proposer.
4. **Project Physical Location:** This is the actual physical location of the project to be conducted with proposal funds. Enter the street, city, state, zip code, county, and telephone number, if known at the time the proposal is submitted. Do not show a post office box unless a street address is not available.
Include the corporate physical location here if proposer has multiple locations, and mark see attachment including the attachment behind the cover page. Included attachment page in Part III A.
5. **Financial Officer:** Enter the name, telephone and email of the individual who will be responsible for completing and reporting all fiscal matters relating to the proposal.
6. **Project Director:** Enter the name, telephone and email of the individual who will directly oversee all activities relating to the proposal.
7. **Cost of Project:** Enter the cost of your proposed project. Include Older Americans Act Title III tentative funds, contributions (suggested donations from clients), local donation cash and/or in-kind from Cities, Counties and Municipalities (an example of in-kind lowered rent/utilities), Non OAA Funds including outside contracts and grants (for example include contracts with Walmart, Meals on Wheels, and Advantage).
8. Space reserved for Area Agency on Aging use.
9. **Project Year:** Enter Title III services to be proposed for the SFY 22 (one year). Enter each service.
10. **Project Duration:** July 1, 2021-June 30, 2021.
11. **Project Summary:** Briefly and specifically summarize the proposed project the proposer will be providing for Older Americans in the Title III programs.
12. **Official Authorized to Sign Proposal:** Enter the name of the official authorized to enter into binding contracts/proposals on behalf of the proposer. This will normally be the chief executive officer of the agency or organization, e.g., president of the board of directors. Proposals signed by anyone other than the chief executive officer must be accompanied by a written statement signed by the chief executive officer giving the signing party authority to commit the proposer to the terms and conditions of the proposal. The authorized official must sign and date the proposal cover page in blue ink.

** Once funded, ALL proposed proposal revisions must be submitted with a proposal cover page signed and dated by an authorized official. Signatures must be original with current dates.*

B. SCOPE OF WORK JUSTIFICATION (*RFP Packet SFY 22, Part III B1 and B2*)

Instructions:

1. Complete a Scope of Work Justification for each OAA Title III Form B1 service funding requested, listing the following information. There will be a scope of work provided for every service. Please note that bundled services require only one proposal/budget. Single services and submitting proposal for various services that are not bundled, require a separate proposal/budget for each service.
 - Legal name of provider.
 - Each county where services are to be provided.
 - Name of service (*See Part IV. Appendix A. "Taxonomy of Older Americans Act Title III Services" for service titles and definitions*).
 - (A) Projected number of unduplicated persons to be served, if required.
 - Total Funding for each service – Total funding is Title III, Contributions, Local Donation and Non OAA entirely.
 - Projected Service Units to be provided.
 - Service unit costs – Unless otherwise provided you may, Enter the unit cost provided in Part. from Part III. L. Unit Cost Computation and Service Cost Methodology; and
 - Minimal required activities to meet the scope of work are listed as set by SODA. No modifications or additional information should be added here.
2. Non-OAA Service Commercial or Contractual Form B2
 - Projects engaged in public or private commercial or contractual activities such as Advantage meals, Meals on Wheels etc. must complete a separate Scope of Work Justification for each contracted activity. When Unit Cost is set within the RFP information your reimbursement rate to Title III must be equal to that Unit Cost for Title III Scope of Work.
 - Complete a form for each contracted activity.
 - Name of Service provided and include the definition of that unit of service (1 meal = 1 unit)
 - Projected number of units to be provided in the contract.
 - Projected number of Program Income Funding provided in the contract.
 - Unit Cost
 - Title III Unit Cost
 - Attach a copy of each contract as well once they are signed and dated annually by both parties.

C. SERVICE IMPLEMENTATION (*RFP Packet SFY 22, Part III C*)

1. Provide a detailed description of how each service will be implemented using the activities listed in the scope of work justification. Include information such as:
 - Staff to be utilized, the positions necessary to fulfill the proposal and how each qualify to complete their tasks given daily. provide a job description for each category of staff including nutrition consultant, etc..
 - Persons to be served (number of persons to be served and service units provided, in each county and location); and
 - How services are to be delivered to the clientele to fulfill the proposal including where the service is administered from a primary site, in-home, rotating sites, established routes, or on-demand, etc.
 - Provide timeframe about conducting all activities: e.g., assessments: how often, when, and how long to complete these types of activities.
 - What types of activities including assessments, advertisements, senior fairs etc.?

- How are you acquiring “Volunteers” what do you require of them, what tasks do they assist with, etc.
 - All projects including nutrition projects have extensive mandates related to service delivery from Federal, State and SODA AAA. See OAC 340:105-10 related policies for your projects program service standards from the State.
 - AAA requires background checks on Staff and Volunteers that interact personally with clients and a complete copy must be delivered to the AAA from a local, state, or municipal level such as OSBI or an alike agency. Safety of our clientele is a priority.
2. Provide a description of the project’s plan for “*Emergency Preparedness.*”
 3. Describe how the program will handle in the event of inclement weather, or crisis of any kind including but not limited to on site shooter, pandemic such as COVID-19, or for any unforeseen occurrence in which services are halted or interrupted. The OKDHS will approve all meals distributed on an emergency basis
 4. Projects that have clients that congregate daily on site should include statements of coordination with Health Agencies for vaccinations for the clientele including but not limited to influenza etc. AAA requires if you do have such coordinated events you report full information to them prior to the event.
 5. Projects must disclose any public or private commercial or contractual activities which may impact Older Americans Act (OAA) services by detailing the nature of services and completing Scope of Work Justification Part III. B. 1 (*See OAC Policy 340:105-10-105.1*).

D. CHARACTERISTICS OF PROJECT SERVICE AREA (*RFP Packet SFY 22, Part III D*)

The following information is provided by SODA Area Agency on Aging. Refer to Part III. D to be included with your proposal.

1. A chart that outlines the geographic service area for the proposed project is provided.
2. A chart describing the composition of older individuals in the proposed service area is provided, including the number and geographic concentrations of older individuals in the greatest economic and social need, with particular attention to low-income minority individuals and older individuals residing in rural areas as outlined in the “Targeting” section of this guide (Item G).

E. PROJECT ADVISORY COUNCIL (*RFP Packet SFY 22, Part III E*)

Outline the purpose of the advisory council, list the membership and provide dates for Advisory Council meetings for SFY 2022. A project advisory council is mandatory for all projects and the council guidelines are specifically listed in the policy noted below. *Form is provided as Part III. E. (See OAC Policy 340:105-10-52, Title III Project Advisory Council).* **New proposers upon notice of award will have up to 60 days to follow said policy and turn required council information into the SODA AAA.**

F. PROJECT BOARD OF DIRECTORS (*RFP Packet SFY 22, Part III F*)

1. Outline the role of the board of directors and list the membership on provided form.
2. Provide projected dates for Board of Directors meetings, location, and time for SFY 22.
3. The Board of Directors may not be composed of:
 - (i) State Agency staff or governing board members.
 - (ii) Area Agencies on Aging (AAA) staff or governing board members.
 - (iii) any other individuals who may give an appearance of a potential conflict of interest.

G. TARGETING (*RFP Packet SFY 22, Part III G*)

The Area Agency on Aging (AAA) takes a leadership role in assisting communities throughout the planning and service area (PSA) to target resources from all appropriate sources to meet the needs of older persons with greatest economic or social need, with particular attention to *low-income minority* individuals. In addition to low-income minority older persons, the groups of older persons targeted for special consideration under this section include older (*See OAC 340:105-10-38 Targeting resources to older persons in greatest economic or social need*):

- Persons residing in rural or isolated areas.
- Persons with severe disabilities.
- Persons with limited English proficiency.
- Persons at risk for institutional placement.
- Persons with Alzheimer's disease and related disorders with neurological and organic brain dysfunction and the caretakers of such persons; and 6. Native Americans

Describe how each of the targeted populations along with each specific minority group (African American, Asian American, Native American, and Hispanic/Latino) will be targeted in SFY 2022.

The priorities listed below should be used to in determining recipients of in-home services, including Home-Delivered Meals, Homemaker services, Respite services, and to assist in the management of waiting lists.

Economic Need – As outlined in the current federal “Poverty guidelines” as being *above* or *below* the poverty line. For example, in 2020, the poverty guideline for a one-person household is \$12,760 gross income. Add \$4,480 for each additional person living in the household. Please keep in mind that Older Americans Act programs are not means tested, however, inquiry is made as to whether the participant is above or below the poverty level.

Social Need – Based on Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL) Impairment count as determined by the OKDHSAS Title III Assessment tool.

Current providers must review, through use of the AIM OKN501 Estimated Clients and Units Breakdown/RFP, AIM OKC151 Clients by Race and Ethnicity report, the number of minorities that are being served by the OAA programs. The goal is for each project to serve more minorities in the previous funding year. Monthly tracking and comparison of SFY 2020 to SFY 2021 will help to guide current providers on whether the education and outreach efforts being made are successful in increasing services to minority populations. New providers should provide a plan for outreaching and serving minority and targeted populations.

H. COORDINATION (*RFP Packet SFY 22, Part III H*)

1. Describe the activities to be undertaken with other community service agencies to assure maximum utilization of other public and private resources in support of the project, e.g., joint planning, training, and public relations. Use specific examples when possible.
2. Describe specific efforts that will be undertaken to coordinate with the focal points (*See OAC 340:105-42 Designation of Community Focal Points*).

I. CAPACITY OF PROPOSER (*RFP Packet SFY 22, Part III I*)

1. Give a *brief* history of the proposers organization including date of incorporation. Include copies of Certificate of Incorporation, Articles of Incorporation, Bylaws, and Certificate of Non-Profit Status, if applicable.
2. Describe the proposer's agency's capacity to administer the proposed project, including licenses, certifications, physical facilities and health and safety programs. Registered Dietitian must provide a copy of their license and/or certification. Nutrition providers must provide a legible copy of the most recent fire and health inspection reports for each central kitchen/cook site and nutrition site. Please note that the annual fire extinguisher inspection report will not suffice as a facility fire inspection.
3. Describe the proposer agency's experience in the provision of services to older individuals with specific reference to experience serving the groups listed in the targeting section of this RFP.
4. New Proposers are to describe how services will be provided to existing clients without interruption of services.

J. EVALUATION/QUALITY ASSURANCE (*RFP Packet SFY 22, Part III J*)

1. Describe methods that will be used to assure that quality services are provided in the PSA proposed. At a minimum, some type of customer satisfaction survey must be utilized at least once during the fiscal year. A copy of the survey must be included in the proposal. Where applicable State of Oklahoma surveys must be used by service providers during SFY 22. If a current SODA AAA provider include the aggregated data reflecting the outcome of the survey with the total surveys released and number of surveys returned.
2. Describe for each service your project's performance of past service provision (where applicable) to required minimum goals of service units and unduplicated persons for SFY21, as they relate to the SFY 22 RFP units and persons outlined in the guide.
3. Projects engaged in public or private commercial or contractual activities such as Advantage meals must address each of the additional assurances for the following:
 - Assure the quality or quantity of Older Americans Act (OAA) services performed by the Project will not be diminished and will be enhanced by performing commercial or contractual activities;
 - Disclose the identity of each entity with which the Project has a contract or commercial relationship detailing the nature of the services being provided to older individuals;
 - Assure the Project maintains the integrity and public purpose of the OAA services while performing commercial or contractual activities;
 - Assure that OAA funds are not used to pay any part of a cost, including an administrative cost such as computerized billing fees, incurred to carry out such commercial or contractual activities;
 - Assure that preference in receiving Title III services will not be given to particular older individuals as a result of contract or commercial activities;
 - Assure the Project will account for the funds generated through commercial or contractual activities according to generally accepted accounting and auditing practices; and
 - Assure the Project will make available the accounting and auditing practices of the contractual or commercial activities for review by the AAA.

K. BUDGET JUSTIFICATION (*RFP Packet SFY 22, Part III K*)

If a proposer is submitting a proposal but is under Unit Cost, they do not complete this section.

All other proposers must develop a budget justification that lists all budget items and costs associated with the project using Excel spreadsheets for accurate calculation totals and utilizing columns listed in Part III. K. Note that all expenses the project will claim reimbursement for should be listed in the budget as a yearly expense.

“Indirect Cost” entries must include an attached copy of the negotiated agreement. The negotiated agreement must include indirect cost allocation methodology for each itemized cost.

“Other Cost” entries must include specific descriptions as to what the expense being budgeted is.

“Grantee Cash and/or Program Income” entries of projected grantee cash funding or program income must also be included on monthly invoices if awarded the RFP contract.

NOTE: OAC Policy 340:105-10-121 states the total administration costs charged to the Title III grant may not exceed the maximum provided in Federal law. SODA also chooses to limit your Administration costs in some cases, and they are noted in the RFP on Part IV. F. if so.

L. UNIT COST COMPUTATION AND SERVICE COST METHODOLOGY

Provide the unit cost and service cost. Form is provided in Part III. L. (See OAC Policy 340:105-10-50, Title III Services Taxonomy.)

M. ASSURANCES/CERTIFICATIONS OF COMPLIANCE/CONTRACT

All proposers must demonstrate their willingness to comply with applicable State and Federal Statute by signing each assurance and certification in this Part.

NOTE: PROPOSERS ARE ADVISED TO CAREFULLY READ EACH ASSURANCE AND CERTIFICATION BEFORE SIGNING OR INITIALING TO DETERMINE THAT COMPLIANCE CAN AND WILL BE MAINTAINED BY YOUR ORGANIZATION.

Please keep a copy of all assurances and certifications for your records.

Contracts are attached for proposers to carefully read contract to determine that compliance can and will be maintained by your organization if a Notice of Award is received. This document is for review only no signatures are needed at this time.