



FISCAL YEAR 2020  
SPECIAL REQUEST FOR PROPOSAL  
FOR  
AGING SERVICES

SUBMIT TO:

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL  
Operations Office  
301 W. Railroad Street  
Weslaco, Texas 78596  
(956) 682-3481

The Area Agency on Aging is a program of the ***Lower Rio Grande Valley Development Council***  
and funded by the Texas Health and Human Services.  
Serving the Counties of Cameron, Hidalgo, and Willacy Counties.

**REQUEST FOR PROPOSAL UNDER TITLE III OF THE  
OLDER AMERICANS ACT OF 1965 AS AMENDED  
PART I**

**GENERAL INFORMATION**

**I. LOCAL AUTHORITY**

The Lower Rio Grande Valley (LRGV) Area Agency on Aging, a department of the Lower Rio Grande Valley Development Council, is one of twenty-eight designated Area Agencies on Aging in the State. The Lower Rio Grande Valley Area Agency on Aging is also the designated Focal Point for the Region. Its statutory authority is the Older Americans Act of 1965, as amended. The service area encompasses the counties of Cameron, Hidalgo, and Willacy. The target population as designated by the Older Americans Act of 1965, as amended, is to serve those persons 60 years of age and older who are in greatest economic and social need, with particular emphasis on the low income minority elderly.

The purpose of this Special Request For Proposal (SRFP) is to solicit one-time projects for services to persons age 60 and over and family caregivers under Title III-B Support Services and Title III-E Caregiver Services of the Older Americans Act as Amended. Organizations eligible to apply for funding under this Request are private non-profit and local city/county governmental entities that have the capacity to meet the requirements of service delivery as specified according to HHS Service Standards and Older American Act requirements.

- A. Debarred or suspended parties are ineligible to apply for funding under federal regulations.
- B. Conflict-of-Interest: Area Agencies on Aging (AAA) and their governing Boards shall seek to avoid conflict of interests, in fact and perception, and provide proper notification when potential conflict-of-interest does occur.
- C. Secure and maintain maximum independence and dignity for older persons to remain **in their own homes with appropriate support services.**
- D. Organization must adhere to the LRGVDC-AAA service agreement and all client intake and reporting requirements as stipulated by HHS. Must maintain supporting documentation for information reported to Area Agency on Aging.

**II. AREA AGENCY ON AGING CONTACT PERSON:**

JOSE L. GONZALEZ, DIRECTOR  
LRGVDC AREA AGENCY ON AGING  
301 West Railroad Street  
Weslaco, Texas 78596  
956-682-3481

**NEW DUE DATE FOR RFP. SEE SECTION V BELOW**

**PRE-BID CONFERENCE HAS BEEN CANCELLED**

III. PERIOD OF PERFORMANCE:

Title III services contracts will be for a (5) five-month period. The contracts issued by the Lower Rio Grande Valley Development Council shall not exceed September 30, 2020.

IV. FUNDING:

The Lower Rio Grande Valley Development Council was created on March 1967 under authority provided by Article 1011m, V.A.C.S., provided by the 59th Legislature that authorizes counties, cities, and other political subdivisions of the State of Texas to establish regional planning commissions.

The Area Agency on Aging of the Lower Rio Grande Valley (AAA) is designated by the Texas Health and Human Services (HHS) to be the focal point for services to persons 60 or older with the AAA's region. The AAA administers services funded by the Older Americans Act (OAA) with emphasis placed on frail, rural, low income and minority individuals.

V. APPLICATION AND AWARD PROCESS:

Funding proposals must be **typed** and submitted in a form provided by the Lower Rio Grande Valley Area Agency on Aging which may be obtained by accessing the forms on the Lower Rio Grande Valley Development Council website at [www.lrgvdc.org](http://www.lrgvdc.org) under the Procurement section.

**THE PROPOSALS, EITHER MAILED OR HAND-DELIVERED, MUST BE RECEIVED BY THE LRGVDC MAIN OFFICE NO LATER THAN 12:00 noon on Friday, April 17th, 2020.**

**DUE TO CURRENT CIRCUMSTANCES RELATED TO THE CORONAVIRUS-19 PANDEMIC, ELECTRONIC SUBMITTALS WILL BE ALLOWED. SUBMITTALS MUST HAVE A SIGNATURE. ELECTRONIC SIGNATURES WILL SUFFICE UNTIL ACTUAL SIGNATURES ARE REQUIRED UPON ACCEPTANCE OF AN AWARD.**

**ELECTRONIC SUBMITTALS ARE REQUIRED TO BE SUBMITTED VIA EMAIL TO:**  
[lrgvdc@lrgvdc.org](mailto:lrgvdc@lrgvdc.org)

**THE DEADLINE FOR ELECTRONIC SUBMITTALS IS THE SAME FOR DELIVERED OR MAILED COPIES – Friday, April 17<sup>th</sup>, 12:00 noon. NO LATE SUBMITTALS WILL BE CONSIDERED.**

**FAX or Email COPIES WILL NOT BE ACCEPTED.**

Proposals must be properly sealed and should have a notation on the face of the

envelope: ATTENTION: AAA-RFP DO NOT OPEN UNTIL Tuesday, April 21<sup>st</sup>, 2020 at 10:00 AM. The sealed proposals must then be submitted to the following address:

Lower Rio Grande Valley Development Council  
Operations Office  
301 West Railroad Street  
Weslaco, Texas 78596  
Attention: Rick Carrera, Director of Operations

The opening of the proposals will be made at the Lower Rio Grande Valley Development Council office, same address. Funding determinations will not be made at this time and applicant agencies do not have to be present.

Proposals received unsealed or submitted after the time and date specified will be returned to applicant agency and will not be considered for funding. Proposals must also be typewritten, complete and technically accurate at the time of submission. Each proposal will be reviewed as submitted. No modifications or technical corrections to proposals will be allowed after they are submitted. A proposal may be withdrawn from consideration for funding if applicant agency transmits such a request in writing to the Contact Person.

Applicant must submit 1 (one) original and three (3) copies of the proposal. Although all may be photocopies of an original, one (1) copy must have original signatures, and this copy must bear the notation "Original" written in the upper, right-hand corner of the cover sheet. Any difference between the "Original" and the copies are at the liability of the Applicant Agency. Applicant Agency may submit only one (1) copy of all assurances. **Failure to submit the necessary copies will be considered as non-responsive to the Request for Proposal and may affect the score rating.**

Proposals submitted on time become the property of the Area Agency on Aging. None will be returned to the Applicant Agency.

V. REPORTING REQUIREMENTS:

- A. Providers must have established reporting procedures that comply with Area Agency on Aging reporting requirements.
- B. Contractors shall maintain fiscal records and support documents for all program income and expenditures of funds in conformity with federal and state regulations and generally accepted accounting procedures.
- C. Contractors shall submit monthly financial and program performance reports to the Lower Rio Grande Valley Development Council Area Agency on Aging within a specified time and in a format specified by the agency. Failure to submit timely reports may result in appropriate administrative action.
- D. Reporting of Abuse: Contractors shall report suspected cases of abuse,

neglect, and exploitation to the Department of Family Protective and Services Division (1-800-252-5400) within 24 hours of awareness. The APS HOTLINE telephone will be prominently displayed for the information of participants.

## VI. AUDITS

The Contractor shall submit to the Agency an annual audit of the Contractor performed by an independent certified public accounting firm within 30 days after receipt of the auditor's report (s) or nine months after the end of the Contractor's fiscal year. The audit must cover the Contractor's entire organization and be conducted in accordance with generally acceptable auditing standards. Audits performed under this Section are subject to review and resolution by the Agency or its authorized representative.

The audit must be conducted and submitted in accordance with the standards for financial and compliance audits contained in the Standards for Audits of Governmental Organizations, Programs, Activities and Functions, issued by the U.S. General Accounting Office; the Single Audit Act of 1984; OMB Circular A-133 Audits of States, Local Governments, and Nonprofit Organizations; and, the Uniform Grant Management Standards (UGMS).

The Contractor understands and agrees that the Contractor shall be liable to the Agency for any costs disallowed as a result of unresolved questioned costs revealed during audit. All questioned costs relating to Agency program must be resolved within one hundred eighty (180) days following receipt of the Contractor's audit by the Agency, otherwise disallowance of questioned costs shall be implemented, and the Contractor shall be liable to the Agency for such disallowed costs.

The Contractor shall have the right to appeal any such disallowed costs.

## VII. ATTACHMENTS TO BE INCLUDED IN PROPOSAL

The following items will be attached to the original proposal submitted to the Lower Rio Grande Valley Area Agency on Aging.

- A. List of current board members of corporate officers.
- E. Signed Non-Conflict of Interest Certification
- F. Signed Non-debarment Certification
- G. Audit Information Sheet
- H. Signed Assurances

## VIII. Modification of Project Content

Changes in state and/or federal legislation may result in a requirement to re-negotiate contracts at any time prior to or during the contract period. Substantive changes to project content, procedures or budgets during the life of the contract may be accomplished by negotiating these modifications with the Lower Rio Grande Valley Area Agency on Aging. The Area Agency on Aging will pursue any necessary and appropriate contract modifications should legal or other changes occur in the project that significantly alter the original terms of the contract. No further solicitations of proposals will be required in such cases.