



## REQUEST FOR PROPOSAL (RFP)

### OAA Title IIIC-2 Home Delivered Meals Services

**Issued by:** Jayhawk Area Agency on Aging, Inc. (JAAA)

**RFP Release Date:** February 3, 2026

**Pre Bid Meeting:** February 10, 2026, 2:30 PM Central Standard Time  
Join Zoom Meeting

<https://us02web.zoom.us/j/87586651767>

**Deadline to Submit Questions:** February 17, 2026, 12:00 noon,  
Central Standard Time

Responses to questions will be posted on February 23, 2026

**Proposal Due Date:** March 13, 2026, 12:00 noon, Central Standard  
Time

**Contract Period:** October 1, 2026 – September 30, 2027

## **Jayhawk Area Agency on Aging, Inc. Standard Terms and Conditions**

### **1. Terminology / Definitions**

Whenever the following words and expressions appear in this solicitation or any amendment thereto, the definition below applies:

- **Agency / Department:** Jayhawk Area Agency on Aging, Inc., the entity purchasing equipment, supplies, and/or services.
- **Amendment:** A written, official modification to a solicitation or contract.
- **Attachment:** Forms included with a solicitation that provide informational data or requirements related to performance.
- **Bidder:** A person or organization submitting a proposal/bid to provide equipment, supplies, or services.
- **Buyer:** The contact person referenced in the solicitation.
- **Contract:** A legal, binding agreement between parties for procurement of equipment, supplies, or services.
- **Contractor:** A successful bidder who enters into a contract.
- **Exhibit:** Forms included with a bid/proposal that must be completed and returned.
- **Request for Proposal (RFP):** Procurement document issued by the Agency. Includes these Terms and Conditions, Pricing Pages, Exhibits, Attachments, and Amendments.
- **May:** Optional features, components, or action.
- **Must / Shall:** Mandatory requirement; non-compliance renders bid non-responsive.
- **Should:** Desirable but not mandatory features, components, or action.
- **Meal 225 Report:** The KDADS-required monthly meal service reporting form (or successor form/report name).
- **HMEI:** Home Delivered Meals services under Title III-C2
- **AUAI:** Abbreviated Uniform Assessment Instrument
- **UAI:** Uniform Assessment Instrument
- **NOA:** Notice of Action
- **KAMIS:** Kansas Aging Management Information System
- **NSIP:** Nutrition Services Incentive Program

### **2. Open Competition**

- Bidders must submit questions or requests for clarification in writing to the Buyer by the deadline specified.
- Official Agency positions are only those stated in writing in the solicitation or amendments.
- Agency monitors procurement for anti-competitive behavior and may refer violations to the Kansas Attorney General.
- Agency reserves the right to modify or cancel a solicitation via amendment.

### **3. Preparation of Bid / Proposal**

- Bidders must examine the entire solicitation carefully.
- Specifications are minimum requirements; bids must meet or exceed them.
- Proposed unit rates/cost per meal shall include all costs associated with the completion of required eligibility assessments (AUAI/UAI as applicable), meal preparation, packaging, and delivery, as well as all administrative and reporting requirements, unless otherwise specified in this RFP.
- Proposed costs must reflect the total funding requested and shall remain unchanged throughout the proposal evaluation period.

#### **4. Submission of Bids / Proposals**

- Bids must be signed by an authorized representative; include all required information and be submitted by the official closing date/time.
- Proposals must be submitted electronically. Proposals must be submitted electronically in PDF format to reporting@jhawkaaa.org no later than 12:00 p.m. (noon) Central Standard Time on March 13, 2026. Late submissions or proposals sent by any other method will not be accepted or considered.
- Modifications or withdrawals must be in writing or in person with proper identification before the proposal's due date.

#### **5. Evaluation / Award**

- Bids are evaluated based on compliance with specifications, price, responsiveness, and other stated criteria.
- Agency may request clarification, consider references or other sources, and award by item, group, or entirety.
- Unit price prevails over extended totals in case of discrepancy.
- Awards are made by written notification.
- All submitted bids are subject to Kansas open records law.

#### **6. Contract / Purchase Order**

- Contract includes the solicitation, bidder response, and Agency acceptance.
- Any modifications must be executed via formal amendment.

#### **7. Invoicing and Payment**

- Contractor must submit accurate monthly reports as required.
- Payments will be made on a reimbursement basis and must correspond to the number of eligible meals served as reported. No advance payments will be issued.
- Meals provided in excess of authorized quantities or not in accordance with contract requirements will not be reimbursed.

#### **8. Performance Deadlines**

- Time is of the essence. All required deliverables, including completion of eligibility assessments (AUAI/UAI as applicable), meal preparation and delivery, and submission of required reports, must be completed by the dates specified in the contract and/or within the timeframes established by the KDADS Field Support Manual (FSM), or within a period otherwise deemed reasonable by the Agency.

#### **9. Inspection and Acceptance**

- The Agency reserves the right to monitor, review, and inspect all services provided under this RFP, including eligibility assessments (AUAI/UAI as applicable), meal preparation and delivery, and reporting, to ensure compliance with program requirements and contract specifications.
- Meals or services that do not meet the requirements, including nutritional standards, delivery schedules, or reporting obligations, may be rejected and will not be reimbursed.
- Rejection of non-compliant meals or services does not limit the Agency's right to pursue other legal or contractual remedies.

#### **10. Warranty or Services**

The Contractor warrants that all services provided under this RFP, including eligibility assessments (AUAI/UAI as applicable), meal preparation and delivery, and reporting, will:

- Conform to all specifications and requirements outlined in this RFP and the resulting contract.
- Be appropriate and safe for the intended recipients, meeting all nutritional and program standards.

- Be performed with high-quality standards and professional care, ensuring accuracy, timeliness, and reliability.
- Be free from defects or deficiencies in preparation, delivery, or reporting.

#### **11. Conflict of Interest**

- The Contractor hereby covenants that, at the time of submission of this proposal, it has no contractual relationships or other obligations that would create an actual, perceived, or potential conflict of interest with the provision of home-delivered meals, eligibility assessments (AUAI/UAI as applicable), or reporting services under this RFP.
- The Contractor further agrees that during the term of any resulting contract, neither the Contractor nor any of its employees shall enter into or maintain any contractual relationships or engagements that would create an actual, perceived or potential conflict of interest with the delivery of services funded under the Older Americans Act through this Agency.

#### **12. Cancellation / Termination of Contract**

- **Material Breach**

In the event of a material breach of contractual obligations by the Contractor, Jayhawk Area Agency on Aging, Inc. (the Agency) may terminate the contract. At the Agency's sole discretion, the Contractor may be given an opportunity to cure the breach or provide a written plan detailing how the breach will be remedied. The cure must be completed within 10 working days from receipt of the Agency's notification.

- **Immediate Termination**

If the Contractor fails to cure the breach within the specified timeframe, or if circumstances require immediate action, the Agency may terminate the contract immediately by written notice.

- **Agency Remedies**

If the contract is terminated for breach, the Agency reserves the right to obtain home-delivered meals, assessments (AUAI/UAI as applicable), and related services from alternative sources.

- **Termination for Convenience**

The Agency may terminate the contract at any time for its convenience, without penalty, by providing 30 calendar days' written notice. The Contractor will be entitled to equitable compensation for services satisfactorily performed up to the effective date of termination.

#### **13. Communications and Notices**

- Notices are valid if mailed, hand-delivered, or emailed to the authorized contractor contact.

#### **14. Non-Discrimination in Employment**

- Contractors and subcontractors shall not discriminate against employees, applicants, or service recipients.
- Violations may result in contract cancellation, removal from bidder lists, or referral to Attorney General's Office as deemed appropriate.

#### **15. Americans with Disabilities Act (ADA)**

- Contractors must comply with ADA requirements and provisions.

#### **16. Title VI of the Civil Rights Act of 1964**

- Contractors and subcontractors must comply with Title VI requirements and provisions.

#### **17. Older Americans Act (OAA)**

- Contractors and subcontractors must comply with OAA requirements and provisions.

#### **18. Governing Law**

- All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas

## **19. Titles / Headings**

- Paragraph titles are for reference only and do not affect contractual interpretation.

## **20. Right to Examine and Audit Records**

The Contractor agrees that Jayhawk Area Agency on Aging, Inc. (the Agency), or its authorized representatives, shall have access to and the right to examine and audit any and all books, records, documents, and data related to the Contractor's performance under this contract, including:

- Home-delivered meal provision
- Eligibility assessments (AUAI/UAI as applicable)
- Reporting and administrative activities

Such records may include hard copy documents and electronic data.

The Contractor shall require that all subcontractors, suppliers, or other payees comply with this clause by including similar requirements in their written agreements.

The Contractor further agrees to fully cooperate with the Agency in providing or making available any such records, and to ensure that all related parties and payees cooperate as well.

## **21. HIPAA Compliance**

- The Contractor and any subcontractors agree to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), including all applicable Administrative Simplification provisions and related regulations issued by the U.S. Department of Health and Human Services.
- The Contractor shall implement all necessary safeguards to protect the privacy and security of any protected health information (PHI) obtained in connection with providing home-delivered meals, eligibility assessments (AUAI/UAI as applicable), or related services.
- If required, the Contractor agrees to execute any addenda, agreements, or memoranda of understanding necessary to ensure compliance with HIPAA and related regulations.

## **Jayhawk Area Agency on Aging, Inc. Special Conditions Governing Responses and Subsequent Contracts**

### **1. Compliance Requirements**

Contracts resulting from this RFP must comply with:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act (ADA)
- 45 CFR 74, 45 CFR Part 92, and EO 12549, as applicable
- 45 CFR Part 1321, as revised
- Federal, state, and local health, safety, fire, and sanitation requirements
- Older Americans Act of 1965, as amended.
- KDADS Field Service Manual policies and procedures, including HIPAA.

Note: A signed statement of assurances, included in the RFP, is required.

### **2. Insurance Requirements**

- All bidders (except local government units) must provide a Certificate of Liability Insurance and maintain coverage for the duration of the contract:
- Commercial General Liability
  - Minimum \$1,000,000 per occurrence (bodily injury, personal injury, property damage)
  - Minimum \$2,000,000 aggregate
- Workers' Compensation & Employer's Liability
  - Workers' Compensation: statutory (all states endorsement)

- Employer's Liability: \$100,000 per occurrence
- Additional Requirements:
  - Jayhawk Area Agency on Aging, Inc., its Board of Directors, officers, commissions, agents, and employees must be named as additional insureds.
  - This does not create a partnership or joint venture.
  - Certificate Holder:  
Jayhawk Area Agency on Aging, Inc.  
2910 SW Topeka Blvd., Topeka, KS 66611
  - 30-day advance written notice required for material changes or cancellations

### **3. Submission Timeline for Supporting Documents**

- 10 calendar days after notification to enter the contract.
- Failure to provide required insurance or bonds may result in withdrawal of award.

### **4. Contract Period**

- Effective: October 1, 2026 – September 30, 2027
- Written agreements with all contractors must be secured by August 31, 2026

### **5. Option to Renew**

- Jayhawk Area Agency on Aging, Inc. reserves the sole right to renew annually.

### **6. Contract Pricing**

- Reimbursement at a cost per meal
- Rates remain firm during the contract period.
- Funding sources: Title III-C2 funds (Older Americans Act), program income, USDA, and other matching resources.

### **7. Accounting Policies**

- Contractors must follow Generally Accepted Accounting Principles (GAAP)
- Maintain accounting records supported by source documents.
- Reference: KDADS FSM 4.1.5.G

### **8. Licenses and Permits**

- Contractors must obtain all necessary licenses and permits.
- No expense to Jayhawk Area Agency on Aging, Inc.

### **9. Codes and Regulations**

- All work must comply with current prevailing codes and regulations.

### **10. Additional Services**

- Jayhawk Area Agency on Aging, Inc. may add services with mutual consent during the contract period.

### **11. Negotiations**

- Agency reserves the right to negotiate any and all elements of the contract.

### **12. Publicity Clause**

- All publicity materials must acknowledge support from:
  - Jayhawk Area Agency on Aging, Inc.
  - Kansas Department for Aging and Disability Services

### **13. Ownership of Work Product**

- Any reports, data, or other deliverables provided to the Jayhawk Area Agency on Aging, Inc. as a result of services performed under this contract, including eligibility assessments (AUAI/UAI as applicable), meal records, and related reporting, shall be the property of the Agency.
- The Agency may use, reproduce, or distribute such materials as it deems appropriate.

**14. Electronic Version of RFP**

- Available upon request (Word for Microsoft Windows)
- Agency does not guarantee accuracy.
- Hard copy governs in case of discrepancies.

**15. Technical Assistance**

- Agency staff will provide assistance as requested.
- Contact:  
2910 SW Topeka Blvd., Topeka, KS 66611  
Phone: (785) 235-1367  
[reporting@jhawkaaa.org](mailto:reporting@jhawkaaa.org)

**16. Conflicts of Interest**

- All applicants and any subcontractors must remain free from actual, perceived or potential conflicts of interest in the provision of services under this RFP. Conflicts of interest include, but are not limited to, any personal, financial, or organizational relationships that could influence or appear to influence the delivery of home-delivered meals, eligibility assessments (AUAI/UAI as applicable), or related services.
- Applicants must comply with the following applicable regulations:
  - Kansas Administrative Regulations (K.A.R.) 26-3-1(1)(B) – prohibiting conflicts of interest in the provision of aging services.
  - Older Americans Act (OAA), Title III and 45 CFR 1321.67 – including conflict-of-interest requirements as they flow down to funded programs.
  - 45 CFR Part 75 – federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS awards, including conflict-of-interest standards for federally funded programs.
- Disclosure Requirement: Applicants must disclose any actual, perceived, or potential conflicts of interest at the time of proposal submission. Failure to disclose may result in disqualification from consideration or termination of award.
- Subcontractor Compliance: Applicants must ensure that any subcontractors, vendors, or other payees comply with these conflict-of-interest requirements.

**17. Eligible Organizations**

- Eligible organizations: public agencies, not-for-profit, or for-profit

## **REQUEST FOR PROPOSAL (RFP)**

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## **PROCUREMENT REQUIREMENTS AND SUBMISSION STANDARDS**

### **Governing Authority**

- This Request for Proposals (RFP) is issued in accordance with the Older Americans Act of 1965, as amended; applicable federal regulations; Kansas Department for Aging and Disability Services (KDADS) requirements; and the KDADS Field Support Manual (FSM). The Jayhawk Area Agency on Aging (JAAA) is required to conduct this procurement in a manner that ensures open and fair competition and the uniform application of all solicitation requirements.
- This RFP is issued consistent with the Jayhawk Area Agency on Aging's Pre-Procurement Notice Regarding Procurement Standards dated January 16, 2026, which is incorporated herein by reference.

### **Notice of Procurement Standards**

- Providers are advised that this RFP is issued consistent with the Pre-Procurement Notice Regarding Procurement Standards distributed by the Jayhawk Area Agency on Aging on January 16, 2026.
- The requirements set forth in that notice, including provider responsibility for timely and complete submissions and the statement that late or incomplete proposals will be deemed non-responsive with no exceptions, are fully incorporated into this RFP by reference and apply to this procurement in their entirety

### **Provider Responsibility**

- The responsibility for submitting a complete, accurate, timely, and responsive proposal rests solely with the responding provider.
- By submitting a proposal, the provider affirms that it has:
  - Read and understands all RFP instructions, requirements, and deadlines.
  - Reviewed all forms, certifications, assurances, and attachments required for submission.
  - Ensured that the proposal is complete and responsive at the time of submission.

- JAAA is not permitted to provide individualized assistance, reminders, or guidance to ensure provider compliance with procurement requirements, nor to remedy deficiencies in a proposal after the submission deadline, as doing so would compromise the integrity of the procurement process and violate procurement requirements.

### **Submission Deadline and Method**

- Proposals must be submitted in the manner, format, and by the deadline specified in this RFP. It is the provider's responsibility to ensure timely receipt by JAAA.
- Failure to comply with the submission deadline or submission method specified in this RFP shall result in the proposal being deemed non-responsive.

### **Late, Incomplete, or Non-Compliant Proposals — Non-Responsive**

- In accordance with KDADS Field Support Manual procurement requirements, proposals that are late, incomplete, or fail to strictly comply with the instructions and requirements of this RFP are considered non-responsive and must not be accepted, reviewed, or evaluated. No exceptions will be made.
- This includes, but is not limited to:
  - Proposals received after the stated deadline;
  - Proposals missing required forms, certifications, assurances, or signatures;
  - Proposals submitted using a method or format not specified in this RFP; and
  - Any materials submitted after the deadline for the purpose of correcting, clarifying, or completing a proposal.
- JAAA is prohibited from accepting or considering non-responsive proposals. A determination of non-responsiveness under this section is not subject to protest.

### **Questions and Communications**

- All questions regarding this RFP must be submitted in writing and within the timeframe identified in this solicitation. Responses, if provided, will be issued in writing and shared in a manner consistent with KDADS FSM procurement standards.
- Verbal, informal, or unauthorized communications outside the established procurement process are not binding and must not be relied upon by providers.

### **No Guarantee of Award**

- Submission of a proposal does not guarantee contract award or continuation of funding. Contract awards will be made based solely on responsiveness to this RFP, the evaluation criteria identified herein, availability of funds, and compliance with KDADS FSM and OAA requirements.

### **Procurement Protest Limitations**

- Any protest related to this procurement must be submitted in writing and in accordance with the procedures and timelines specified in this RFP and applicable Kansas Department for Aging and Disability Services (KDADS) Field Support Manual (FSM) requirements.
- Protests shall be limited to allegations that the Jayhawk Area Agency on Aging (JAAA) failed to follow the procurement procedures identified in this solicitation or applicable KDADS FSM requirements.
- Protests based on a provider's failure to submit a timely, complete, or responsive proposal, including but not limited to late submissions, missing documents, incorrect submission methods, or failure to follow RFP instructions, shall not be considered.
- JAAA shall not consider protests requesting exceptions to stated submission deadlines, requirements, or evaluation procedures. Allowing such exceptions is prohibited under KDADS FSM procurement requirements and would compromise fair and open competition.
- The decision of JAAA regarding the responsiveness of a proposal and compliance with procurement requirements shall be final.

## **1. INTRODUCTION & STATEMENT OF NEED**

Jayhawk Area Agency on Aging, Inc. (JAAA) seeks proposals from qualified providers to furnish Home Delivered Meals (HME) services funded under Title IIIC-2 of the Older Americans Act (OAA).

The purpose of the HME Program is to promote the health, independence, and well-being of older adults (aged 60+) and eligible spouses residing in Douglas, Jefferson, and Shawnee Counties.

This will be achieved through:

- Delivery of nutritious, hot meals to eligible participants' homes, up to five (5) days per week, Monday through Friday, during the noon hour.
- Targeted outreach to older adults with the greatest economic and social needs, including low-income, minority, limited English proficiency, and rural populations.
- Provision of nutrition education to promote healthy dietary practices and enhance quality of life.
- Completion and maintenance of eligibility assessments (AUAI/UAI as applicable) in accordance with the Kansas Department for Aging and Disability Services (KDADS) Field Service Manual (FSM) and OAA.
- Ensuring OAA-funded meals are managed to provide uninterrupted OAA-funded meal service to eligible clients for the full contract period.

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## **2. STATEMENT OF PURPOSE**

The purpose of this RFP is to:

- Deliver hot, nutritious meals to eligible participants' homes, meeting one-third (1/3) of current Recommended Dietary Allowances (RDA), for a minimum of 249 service days a year.
- Implement an Outreach Plan to engage older adults with the greatest economic or social needs.
- Implement a Nutrition Education Plan that promotes healthy eating and chronic disease prevention. Nutrition education may be provided through written materials, group presentations, individual counseling, or other methods consistent with KDADS FSM requirements and must be documented.
- Conduct and maintain eligibility assessments (AUAI) for all participants, ensuring compliance with KDADS FSM and OAA criteria.
- Ensure that OAA-funded Home Delivered Meals are allocated and managed to provide uninterrupted service to eligible participants for the full contract period, preventing early exhaustion of allocated funds. Allocated funds must last the entirety of the fiscal year.

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## **3. SCOPE OF SERVICES**

### **Meal Service Requirements**

- Deliver hot, nutritious meals that meet KDADS FSM requirements, up to five (5) days per week, Monday through Friday, for a minimum of 249 service days a year.  
*(KDADS FSM 4.3.2.B.1)*
- One (1) unit of Home Delivered Meal service is defined as one (1) complete, nutritionally adequate meal delivered to an eligible participant in their residence on a scheduled service day. *(KDADS Program Service Taxonomy – Home Delivered Meals)*
- Employ or contract a registered/licensed dietitian to develop and certify menus utilizing the Kansas Menu Approval Sheet.  
*(KDADS FSM 4.1.7.F)*
  - Submit dietitian license to JAAA at signing of contract.
  - Submit certified menus and Kansas Menu Approval Sheet to JAAA when menus change based upon provider menu cycle, at least 10 days prior to start of menu.
- Incorporate customer input into menu planning. *(KDADS FSM 4.1.7.D)*

- Maintain compliance with all applicable food preparation, handling, and delivery regulations and display all licenses/permits prominently. (*KDADS FSM 4.1.6*)
- The Contractor must notify JAAA within 24 hours of any suspected foodborne illness, contamination event, or food safety incident related to meal preparation or delivery. (*KDADS FSM § 4.1.6; applicable state and local public health reporting requirements*)
- The Contractor remains fully responsible for compliance with all contract and requirements when utilizing subcontractors or third-party vendors. (*45 CFR § 75.351–352*)
- In the event of emergency conditions (weather, power outage, supply disruption), the Contractor must follow KDADS/JAAA guidance regarding shelf-stable or alternative meal delivery and document substitutions. Contractor shall maintain written emergency meal procedures and provide them to JAAA upon request. (*KDADS FSM §§ 4.3.2.B.2*)
- The Contractor shall inform all HMEL participants of the opportunity to make voluntary contributions toward the cost of meals; establish and communicate a suggested voluntary contribution amount; protect participant privacy regarding contributions; and treat contributions as program income used to expand or enhance nutrition services in accordance with OAA and KDADS requirements. No eligible participant may be denied service due to failure or inability to contribute. (*OAA § 315(b); 45 CFR § 1321.67; KDADS FSM § 4.1.11.D*)

### **OAA Funding Allocation and Meal Continuity**

- The Contractor shall ensure that OAA-funded Home Delivered Meals are provided to eligible clients for the entire contract period, from the first to the last day of the contract. Allocated OAA Title III-C(2) funds must be managed to support uninterrupted service throughout the entire fiscal year.  
(*Older Americans Act §§ 304(d)(1), 306(a); 45 CFR § 1321.13*)
- The Contractor is responsible for managing allocated OAA funds to prevent over-service and ensure that OAA-funded meals can be delivered through the contract end date without exhausting available funds, and that the total allocation covers the entirety of the fiscal year.
- Monthly monitoring and reporting of meal counts and fund usage shall be conducted to maintain compliance with funding limits while ensuring uninterrupted OAA-funded service to all eligible clients.
- Any adjustments to service provision due to funding availability, projected shortfalls, or changes in service levels must be coordinated with and approved by

Jayhawk Area Agency on Aging, Inc. prior to implementation.

### **Monthly Reimbursement Limitation**

- For reimbursement and cash-flow management purposes, monthly reimbursement for OAA Title III-C(2) Home Delivered Meals is expected not to exceed approximately one-twelfth (1/12) of the Contractor's total annual OAA Title III-C(2) allocation per month, unless otherwise approved in advance and in writing by Jayhawk Area Agency on Aging, Inc. Exceptions may be requested in writing with justification and are subject to JAAA approval at its discretion.
- This reimbursement pacing is intended to support prudent fiscal management and to ensure that allocated OAA funds remain available to provide uninterrupted OAA-funded Home Delivered Meals to eligible participants throughout the entire contract period and fiscal year.  
*(Older Americans Act §§ 304(d)(1), 306(a); 45 CFR § 1321.13)*
- Meals provided in excess of the allowable monthly reimbursement amount may be delivered at the Contractor's discretion; however, such meals shall not be reimbursed with OAA Title III-C(2) funds unless prior written authorization is obtained from Jayhawk Area Agency on Aging, Inc.

### **Eligibility**

Eligible participants for OAA Title III-C(2) Home Delivered Meals include the following, in accordance with KDADS Field Support Manual § 4.3.1:

- Individuals age sixty (60) or older who are homebound or geographically isolated.
- Spouses of eligible individuals, regardless of age.
- Individuals with a disability who reside with an eligible participant.
- Caregivers age sixty (60) or older when provision of Home Delivered Meals is in the best interest of the eligible participant.
- Individuals currently enrolled in OAA Title III-C(1) Congregate Meals who are temporarily homebound, for a period not to exceed thirty (30) consecutive days per year, when consistent with KDADS policy.

*(KDADS FSM § 4.3.1; Older Americans Act § 339)*

### **Assessments**

- The Contractor shall complete, maintain, and update Abbreviated Uniform Assessment Instruments (AUAI) for each OAA Title III-C(2) Home Delivered Meals (HMDL) participant in accordance with KDADS Field Support Manual requirements.  
*(KDADS FSM §§ 2.6, 2.7.3, 2.6.2.L.3-4)*

- The Contractor shall not authorize, deliver, or bill OAA-funded Home Delivered Meals for any participant without a valid AUAI or Uniform Assessment Instrument (UAI) and a corresponding Notice of Action (NOA), unless otherwise permitted by KDADS policy.
- The Contractor shall establish procedures to prevent duplicative eligibility assessments. If a valid UAI already exists in KAMIS, the Contractor shall not complete a new AUAI and shall coordinate with Jayhawk Area Agency on Aging, Inc. (JAAA) to ensure continuity of eligibility documentation and required Notices of Action. *(KDADS FSM 2.6.2. Note and 2.6.2.E-G)*  
Eligibility assessments (AUAI) are valid for three hundred sixty-five (365) days and must be reviewed and updated sooner if the participant's condition or circumstances change. *(KDADS FSM § 2.6.2.L.3)*
- For new HMEP participants, the AUAI must be completed within six (6) calendar days of service initiation unless a valid UAI already exists. *(KDADS FSM §§ 2.6.2.L.1-2)*
- When a valid UAI exists, the Contractor shall ensure that Jayhawk Area Agency on Aging, Inc. (JAAA) receives copies of all associated Notices of Action (NOA) so that JAAA's case records accurately reflect eligibility determinations and service authorization status.

### **Notice of Action (NOA) Requirements**

- The Contractor shall prepare and distribute a Notice of Action (NOA) for all eligibility determinations, changes in services, denials, reductions, terminations, or other actions affecting OAA Title III-C(2) Home Delivered Meals services, in accordance with KDADS Field Support Manual requirements. Failure to issue timely and compliant Notices of Action may result in corrective action, disallowed claims, or other remedies as determined by JAAA. *(KDADS FSM §§ 1.3.2 and 1.3.5)*
- Each NOA must include, at a minimum:
  - Client name
  - Clear description of the action being taken
  - Effective date of the action
  - Citation(s) of the applicable rule, policy, or statute supporting the action
  - Date the NOA was issued
  - Identification of all recipients copied on the notice
  - Client Rights and Responsibilities form (KDADS Form SS-12)
- The Contractor shall issue NOAs within ten (10) calendar days for all adverse actions, including but not limited to:

- Determination of ineligibility
  - Denial of requested services
  - Reduction or termination of services
  - Case closure
- The Contractor shall also issue NOAs for the following circumstances, as applicable:
  - Non-adverse service changes (e.g., customer-requested changes, plan-of-care updates, service transfers)
  - Temporary service interruptions or unavailability (e.g., hospitalization, nursing facility placement), including documented start and end dates
  - Notification to the client's legal representative and relevant providers in the event of a client's death
  - Determinations related to OAA customer grievances once resolved
  - A Notice of Action (NOA) must be issued whenever a participant's Home Delivered Meals service is initiated, reduced, suspended, terminated, or otherwise changed due to funding availability, funding source, or allocation limits, including but not limited to:
    - Transition from OAA-funded meals to non-OAA funded meals
    - Placement on or removal from an OAA-funded waitlist due to funding constraints
    - Reduction in meal frequency attributable to funding limitations
    - Termination of OAA-funded meals due to exhaustion of allocated funds
- All such NOAs shall be issued in accordance with KDADS Field Support Manual requirements for content, notice timelines, and appeal rights.
- If a valid Uniform Assessment Instrument (UAI) already exists for a participant, the Contractor shall ensure that Jayhawk Area Agency on Aging, Inc. (JAAA) receives copies of all associated Notices of Action so that JAAA's case records accurately reflect eligibility determinations and service authorization status.

### **Provision of Rights & Responsibilities Information**

- The Contractor shall ensure full compliance with KDADS Field Support Manual requirements governing participant rights and grievance procedures for OAA Title III-C(2) Home Delivered Meals programs. (*KDADS FSM §§ 1.3.3.B and 1.3.4*)
- The Contractor shall provide each client with the OAA Grievance Rights & Responsibilities (KDADS Form SS-12) at all required points, including:
  - At the time of service initiation
  - Upon any change to services

- Whenever a Notice of Action (NOA) is issued
- The Contractor shall document the provision of the SS-12 form in the client record.

### **Grievance Management**

The Contractor shall ensure full compliance with KDADS Field Support Manual requirements governing participant rights and grievance procedures for OAA Title III-C(2) Home Delivered Meals programs.

The Contractor shall provide each client with the OAA Grievance Rights & Responsibilities (KDADS Form SS-12) at all required points, including:

- At the time of service initiation
- Upon any change to services
- Whenever a Notice of Action (NOA) is issued

The Contractor shall document the provision of the SS-12 form in the client record.

Failure to comply with grievance and client rights requirements may result in corrective action, disallowed claims, or other remedies as determined by JAAA.

### **Documentation and Recordkeeping**

- The Contractor shall maintain complete and accurate client case files for all Home Delivered Meals participants. At a minimum, each client case file shall include:
  - Abbreviated Uniform Assessment Instruments (AUAI), if applicable
  - Notices of Action (NOA)
  - OAA Grievance Rights & Responsibilities forms (KDADS Form SS-12)
- The Contractor shall ensure that all clients are informed of their rights and have access to grievance procedures in accordance with the Older Americans Act and KDADS Field Support Manual requirements. (*KDADS FSM §§ 1.3.3.B and 1.3.4*)
- The Contractor shall track the date of referral for each Home Delivered Meals client.
- The Contractor is responsible for developing and maintaining a referral tracking system that ensures accurate, timely, and auditable documentation. This system shall be made available to Jayhawk Area Agency on Aging, Inc. (JAAA) during quality assurance monitoring or upon request.

### **Data Entry and Reporting**

- The Contractor shall accurately and timely enter all required client and service data into the Kansas Aging Management Information System (KAMIS) in accordance with KDADS FSM requirements. (*KDADS FSM §§ 2.6.2.L.3-4*)

This includes, but is not limited to:

- Timely entry of all Home Delivered Meals service delivery information
- Ensuring all data is complete, accurate, and reflects current client status, service units, and plan of care

- Compliance with all KDADS data entry standards, deadlines, and correction requirements

## **Coordination and Quality Assurance**

- The Contractor shall coordinate with Jayhawk Area Agency on Aging, Inc. (JAAA) and other service providers to support a comprehensive and coordinated system of care for older adults.
- The Contractor shall:
  - Permit annual monitoring by JAAA, including facility, programmatic, and record reviews
  - Conduct annual customer satisfaction surveys and submit full survey results to JAAA
  - Participate in JAAA's quarterly Quality Assurance (QA) reviews to mitigate actual, perceived, or potential conflicts of interest in eligibility determinations.
    - Quality Assurance activities may include, but are not limited to:
      - Verification of eligibility assessments (AUAI)
      - Documentation and case file reviews
      - Resolution of identified conflicts of interest
      - Direct customer contact, if needed
      - Corrective action plans and follow-up documentation

JAAA may review the Contractor's referral tracking system during routine QA visits to verify timely service initiation, compliance with eligibility procedures, and completeness of client records.

## **Reporting and Recordkeeping**

Failure to comply with documentation, reporting, or record retention requirements may result in corrective action, disallowed costs, or other remedies as determined by JAAA. All reporting requirements must be submitted to [reporting@jhawkaaa.org](mailto:reporting@jhawkaaa.org).

### **• Monthly Program and Financial Reports**

Submit by the 10th calendar day of the following month (or the preceding Friday if the 10th falls on a weekend). Reports shall include client names and the number of meals served, using the JAAA-provided Excel reporting format.

### **• NSIP-Eligible Non-OAA Meals**

Submit monthly totals of NSIP-eligible, non-OAA funded meals concurrently with OAA reports. Meals must meet KDADS FSM eligibility requirements.

*(KDADS FSM § 4.1.4)*

- **Monthly Waitlist Numbers**

Submit by the last business day of each month. For purposes of this RFP, HMEL waitlist reporting shall include:

1. OAA-eligible individuals approved and waiting to begin OAA-funded HMEL due to capacity or funding limits; and
2. OAA-eligible individuals receiving non-OAA funded meals who would otherwise receive OAA-funded HMEL if funding or capacity were available.

- **KAMIS Data Entry**

Enter all AUAI assessments and Meal 225 reports (or successor KDADS reporting forms) into KAMIS by the 10th calendar day of the month for the prior service month.

- **Final Financial Report**

Submit by October 30th for the prior fiscal year.

- **Record Retention**

Maintain all program and financial records for five (5) years following the end of the contract period. Records shall be made available for audit, monitoring, or evaluation by JAAA, KDADS, or federal oversight agencies.

- **Program Budget Submissions**

All program budgets and budget revisions must be submitted to and approved by JAAA prior to implementation.

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## **4. CONTRACT PERIOD AND PERFORMANCE**

- Contract Term: October 1, 2026 – September 30, 2027
- Service Continuity: Maintain uninterrupted OAA-funded home delivered meal service in all contracted areas. The Contractor must manage OAA-funded meals to ensure eligible clients receive OAA-funded service for the entire contract period, preventing exhaustion of allocated OAA funds before the contract end date and that the allocated amount covers the entirety of the fiscal year.
  - Monthly reimbursement payments shall not exceed one-twelfth (1/12) of the Contractor's total annual OAA Title III-C2 award amount, unless otherwise authorized in advance and in writing by JAAA.
- Payment: JAAA pays within 30 days after verifying invoices with KAMIS data.
- Monitoring: JAAA reserves the right to monitor compliance with all KDADS FSM requirements, contract deliverables, and OAA fund continuity.

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## **5. NONDISCRIMINATION**

The Contractor shall not deny service or discriminate against any individual on the basis of race, color, religion, sex, age, sexual orientation, national origin, ancestry, disability, or income status, in the provision of services funded under this contract.

Services must comply with, at a minimum:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.; 45 CFR Part 80)
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794; 45 CFR Part 84)
- Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. § 12101 et seq.; 28 CFR Parts 35 and 36, as applicable)
- Older Americans Act of 1965, as amended (42 U.S.C. § 3001 et seq.; 45 CFR Part 1321)

The Contractor shall:

- Provide reasonable accommodations to individuals with disabilities to ensure equal access to services, in compliance with Section 504 of the Rehabilitation Act and the ADA.
- Provide meaningful access to services for individuals with Limited English Proficiency (LEP) in accordance with Title VI of the Civil Rights Act, Executive Order 13166, and HHS LEP Guidance.
- Ensure that no individual is intimidated, threatened, coerced, or retaliated against for filing a discrimination complaint, participating in an investigation, or exercising rights protected under applicable civil rights laws.

Participants may report discrimination concerns to Jayhawk Area Agency on Aging, Inc. (JAAA), the Kansas Department for Aging and Disability Services (KDADS), or appropriate federal or state oversight agencies

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## **6. PROPOSAL SUBMISSION REQUIREMENTS**

Each proposal must include the following components. Proposers should use this as a guide to ensure all required information is provided:

- **Organizational Information**
  - Legal Name Address and contact information.
  - Brief overview of the organization, history, and experience delivering Home Delivered Meals or similar services.
  - Staff information for all staff directly and indirectly related to home delivered meal service.
  - Listing of authorized signers
- **Service Delivery Plan**

- What is your plan for providing hot, nutritious meals up to five days per week, meeting KDADS FSM requirements?
- Describe the food preparation method used (central kitchen, caterer, on-site preparation).
- Describe procedures and schedules for transporting food, supplies, and equipment.
- Describe written emergency meal procedures to ensure meal availability during emergencies
- Explain your menu planning and certification process, including how participant input is obtained.
- Describe your participant management practices and how you will ensure uninterrupted OAA-funded service for the entirety of the contract period for participants funded through OAA funds and that the allocated amount covers the entirety of the fiscal year.
- Describe how the contractor will track, prioritize, and report HMEL waitlist/unmet demand, including (1) eligible individuals waiting to begin OAA-funded HMEL and (2) eligible individuals receiving non-OAA meals due to limited OAA capacity/funding, including participant notification procedures when OAA service becomes available.
- Describe holiday service availability, including a list of days when home delivered meals will not be provided.
- Describe whether frozen or shelf-stable meals are offered and the procedures used to prepare, store, and distribute them.
- Describe procedures for unplanned service interruptions (e.g., inclement weather, staffing shortages), including participant notification and documentation.
- Describe the geographic area served.
  - List the county or counties where service will take place.
  - Are services available county-wide? If not, describe service boundaries.
  - Describe how urban areas will be served.
  - Describe how remote or rural areas will be served.

- **Volunteer Plan**
  - Proposals must include a Volunteer Plan that addresses:
    - Positions to be filled by volunteers
    - Volunteer recruitment procedures
    - Screening procedures, including background checks and references
    - Training provided to volunteers
    - Volunteer recognition activities

- Number of volunteers and estimated volunteer hours
- **Eligibility, Assessment, and Client Rights Plan**
  - Describe process for completing and maintaining the Abbreviated Uniform Assessment Instrument and coordinating with existing Uniform Assessment Instruments for participants?
  - Explain procedures for timely completion of new AUAI assessments and reassessments to remain in compliance with KDADS FSM.
  - Describe plan for issuing NOAs with required elements within required timeframes to remain in compliance with KDADS FSM.
  - Describe the procedure for providing OAA Grievance Rights & Responsibilities forms (KDADS form SS-12) to participants and your process for managing filed grievances including documentation, staff training, and reporting to JAAA.
- **Outreach and Nutrition Education Plan**
  - Discuss strategies to reach older adults with economic or social needs (low-income, minority, limited English proficiency, rural).
  - Provide information related to the provision of nutrition education promoting healthy dietary practices and chronic disease prevention to participants.
  - Describe how the public, older individuals, agencies, and community leaders are informed about the availability of Home Delivered Meals services.
  - Describe any requirements, if applicable, for an individual to participate in the service
- **Data Management and Reporting Plan**
  - Explain plan for:
    - Timely and accurate entry of service and client data in KAMIS.
    - Submission plan for monthly program and financial reports.
    - Tracking and reporting on OAA funded meals and clients and NSIP-eligible non-OAA funded meals.
- **Coordination and Quality Assurance**
  - Describe bidders' coordination with other community service providers and JAAA.
  - Describe bidders process for customer satisfaction survey(s), and how those results will be provided to JAAA upon completion of the survey(s).

- **Budget and Financial Plan**

Proposers must submit a comprehensive Budget and Financial Plan demonstrating fiscal capacity, cost reasonableness, and the ability to manage OAA Title III-C2 funds to ensure uninterrupted service for the entire contract period.

The proposal must include the following financial documentation and information:

- Financial Attachments (Required):
  - The most recent complete year Profit and Loss Statement for the specific service for which OAA Title III-C2 funding is being requested.
  - The most recent complete year Profit and Loss Statement for the full agency.
  - The most recent complete year Balance Sheet for the full agency.
  - The total number of service units provided during the same period, including all funding sources (not limited to JAAA-funded units).
  - A calculated cost per unit, using the following formula:  
Total expenses ÷ Total units provided = Cost per unit
- Proposers must also describe:
  - All other funding sources that support bidders Home Delivered Meals program, including:
    - The type of funding (federal, state, local, private donations, grants, in-kind contributions, etc.)
    - The typical amount received from each source annually.
    - The timing or schedule of when funds are received throughout the year.
    - Any restrictions or requirements attached to the funding.
    - Strategies used to obtain or secure these funds and any plans for sustainability.
  - Describe bidders fund management practices and how bidder will ensure uninterrupted OAA-funded service for the entirety of the contract period and that the allocated amount covers the entirety of the fiscal year.
    - Proposers must demonstrate how monthly meal production and invoices will be managed to remain within a reimbursement limit of approximately one-twelfth (1/12) of the total annual OAA Title III-C2 allocation per month, ensuring uninterrupted service throughout the entire contract period.
  - Suggested Donation and Program Income Management
    - Describe the step-by-step procedure for offering participants the opportunity to make voluntary contributions.
    - Describe how participant privacy and confidentiality are protected during the contribution process.

- Describe how contributions are safeguarded, accounted for, and reported as program income in compliance with OAA and KDADS FSM requirements.
- **Formatting Guidelines:**
  - Electronic submissions should be in PDF format.
  - Proposals should be clear, concise, and complete; no page limit is required, but brevity is encouraged.
- **Submission Instructions:**
  - Submit electronically:  
Jayhawk Area Agency on Aging, Inc.  
Attn: [reporting@jhawkaaa.org](mailto:reporting@jhawkaaa.org)

Proposal Due Date: March 13 2026 12:00 noon, Central Standard Time

- **Important Notes:**
  - Proposals must address all evaluation criteria outlined in this RFP.
  - Late or incomplete submissions may not be considered.

Proposers are encouraged to respond fully to any specific questions or requirements identified in the RFP.

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## 7.EVALUATION CRITERIA

Proposals will be evaluated by the Jayhawk Area Agency on Aging, Inc. (JAAA) Review Committee based on the following weighted criteria. Evaluation will focus on the proposer's capacity, experience, program quality, and compliance with KDADS FSM and Older Americans Act (OAA) requirements.

Each proposal must address all criteria outlined below to be considered complete.

### **Organizational Capacity (15 points)**

- Demonstrated history and experience in providing Home Delivered Meals or comparable nutrition services.
- Qualifications and experience of key personnel and staff involved in meal production, delivery, assessment, and data management.
- Adequate staffing levels and organizational structure to ensure continuity of service.
- Clear identification of authorized signers and responsible parties.

- Volunteer capacity, including recruitment, screening, training, supervision, and utilization of volunteers to support Home Delivered Meals service delivery.

### **Service Delivery Plan (20 points)**

- Clarity and feasibility of the plan to deliver hot, nutritious meals up to five days per week, meeting KDADS FSM standards, including food preparation methods, packaging, and service logistics.
- Strength of menu development and certification process, including participant input methods.
- Emergency and service interruption planning, including written emergency meal procedures and procedures for unplanned interruptions (e.g., weather, staffing shortages), and communication/documentation practices.
- Demonstrated ability to ensure uninterrupted OAA-funded service throughout the contract period and that the allocated amount covers the entirety of the fiscal year.
- Effective approach for identifying, documenting, and reporting HMEL waitlist and unmet demand, including (1) OAA-eligible individuals waiting to begin OAA-funded Home Delivered Meals and (2) OAA-eligible individuals receiving non-OAA-funded meals due to limited OAA funding capacity, including procedures for participant notification when OAA-funded service becomes available.
- Service area coverage plan, including geographic area served and approach for serving urban and remote/rural areas.

### **Eligibility, Assessment, and Client Rights (15 points)**

- Compliance with KDADS FSM for completing and maintaining AUAIUs/UAI.
- Procedures for timely completion of new AUAI assessments and reassessments.
- Thorough plan for issuing Notices of Action (NOAs) with required elements and within required timeframes.
- Effective procedures for providing OAA Grievance Rights & Responsibilities (SS-12) forms, documenting grievances, and ensuring staff training and reporting to JAAA.

### **Outreach and Nutrition Education (10 points)**

- Effective strategies for outreach to older adults with the greatest economic or social need, including low-income, minority, rural, and limited English proficiency populations.
- Quality and frequency of nutrition education activities promoting healthy eating and chronic disease prevention.

### **Data Management and Reporting (10 points)**

- Accuracy, timeliness, and completeness of KAMIS data entry procedures.
- Plan for timely submission of monthly reports, meal counts, and financial data.
- Demonstrated ability to track and report both OAA-funded and NSIP-only meal counts.

### **Coordination and Quality Assurance (10 points)**

- Strength of coordination with JAAA and other community-based organizations.
- Approach to quality assurance, including customer satisfaction surveys, performance monitoring, and corrective action.
- Evidence of internal quality control systems to ensure KDADS FSM compliance.

### **Budget and Financial Management (20 points)**

- Clear and realistic program budget that aligns with proposed service levels and funding limits.
- Complete description of all additional funding sources (federal, state, local, private, etc.), including timing, restrictions, and sustainability strategies.
- Demonstrated ability to manage funds responsibly to ensure uninterrupted OAA-funded service for the entire contract period and that the allocated amount covers the entirety of the fiscal year.
- Demonstrated ability to manage monthly meal production and invoices consistent with reimbursement limits (e.g., approximately one-twelfth (1/12) of the annual allocation per month unless otherwise authorized), ensuring uninterrupted service throughout the entire contract period.
- Program income/contribution management practices, including procedures for offering contributions, protecting privacy, safeguarding funds, and reporting program income consistent with OAA and KDADS requirements.
- Evidence of sound fiscal management, financial stability, and internal controls.

### **Evaluation Method**

- Each criterion will be scored on a 0–5 scale by the evaluation committee and weighted according to point values listed above.
- JAAA reserves the right to request clarification, conduct interviews, or seek additional documentation during the review process.
- Final selection will be based on total score, completeness of proposal, cost-effectiveness, and the proposer's demonstrated ability to meet the needs of the service area.

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## **8. RIGHTS AND RESERVATIONS**

Jayhawk Area Agency on Aging, Inc. (JAAA) reserves the right to:

- Reject any and all proposals received or waive any minor irregularities or informalities in proposals.
- Request additional information, clarification, or revisions from proposers.
- Negotiate modifications to proposals prior to final selection.
- Impose additional conditions based on programmatic, financial, or administrative risk.
- Make awards contingent upon the availability of federal, state, or local funds.
- Amend or cancel this RFP at any time, or extend proposal submission deadlines, at its sole discretion.
- Determine, at its sole discretion, the final evaluation and selection of proposals.
- Retain all proposals and related materials submitted, using them solely for evaluation purposes.

Issuance of this RFP does not commit JAAA to award a contract or pay any costs incurred in the preparation of proposals.

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## **9. CONTACT INFORMATION**

All inquiries regarding this Request for Proposal must be submitted in writing to:

Stefanie Goodwin

Jayhawk Area Agency on Aging, Inc.

2910 SW Topeka Blvd.

Topeka, KS 66611

Email: [sgoodwin@jhawkaaa.org](mailto:sgoodwin@jhawkaaa.org)

Phone: 785-2356-1367

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## **10. Attachments**

- RFP Response Template HMEL
- Compliance Acknowledgment Form for Title VI, Section 504, ADA, and Other Relevant Regulations
- HMEL Budget Form
- OAA IIIC2 HMEL Score Sheet
- JAAA OAA Home Delivered Meals Wait List Tracking Policy and Procedures

**JAYHAWK AREA AGENCY ON AGING, INC.**

**OLDER AMERICANS ACT**

**TITLE IIIC-2 Home Delivered Meals APPLICATION**

**FISCAL YEAR 2027 (October 1, 2026, through September 30, 2027)**

**COVER SHEET**

**ORGANIZATION**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**DIRECTOR'S NAME:** \_\_\_\_\_

**TOTAL IIIB FUNDS REQUESTED:** \$ \_\_\_\_\_

**TOTAL IIIB RIDES PROPOSED:** \_\_\_\_\_

**CALCULATED PER RIDE RATE:** \$ \_\_\_\_\_

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**SIGNATURE OF AUTHORIZED OFFICIAL**

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**DATE**

**Compliance Acknowledgment Form For Title VI, Section 504, ADA, and Other Relevant Regulations**

**Organization Name:** \_\_\_\_\_

**Acknowledgment of Legal Compliance**

Please read and acknowledge the following regulations and standards.

**Title VI of the Civil Rights Act of 1964**

I hereby acknowledge that my organization complies with Title VI, prohibiting discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

**Section 504 of the Rehabilitation Act (ADA)**

I hereby acknowledge that my organization complies with Section 504 and the Americans with Disabilities Act (ADA), ensuring equal access to services for individuals with disabilities.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

**45 CFR 74, 45 CFR Part 92, and EO 12549**

I acknowledge that my organization complies with the regulations outlined in 45 CFR 74, 45 CFR Part 92, and EO 12549 as applicable to the administration of federal grants and contracts.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

**45 CFR Part 1321 (as revised)**

I acknowledge that my organization complies with the provisions of 45 CFR Part 1321, as revised, which pertains to the administration of services for older individuals.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

**Federal, State, and Local Health, Safety, Fire, and Sanitation Requirements**

I acknowledge that my organization meets all applicable health, safety, fire, and sanitation requirements as stipulated by federal, state, and local regulations.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

**Older Americans Act of 1965, as amended**

I acknowledge that my organization complies with the Older Americans Act of 1965, as amended, to provide services for older adults.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

**KDADS Field Service Manual Policies and Procedures, Including HIPAA**

I acknowledge that my organization complies with the policies and procedures of the Kansas Department for Aging and Disability Services (KDADS), including Health Insurance Portability and Accountability Act (HIPAA) regulations regarding privacy and security of health information.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

By signing below, I certify that the information provided is true and accurate to the best of my knowledge. I understand that failure to comply with the regulations listed above may result in penalties, including suspension or termination of funding or services.

- **Name of Authorized Representative:** \_\_\_\_\_
- **Title:** \_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

## **RFP Response Template**

### **OAA Title III-C2 Home Delivered Meals Services**

Jayhawk Area Agency on Aging, Inc. (JAAA)

#### **Instructions to Proposers**

- Respond to **each section and subsection exactly as labeled below**.
- **Do not reorder, rename, or omit headings.**
- If an item does not apply, state **“Not Applicable”** and explain why.
- Attach all required financial documents where indicated.
- Responses should be clear, concise, and complete.

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#### **1. Organizational Information**

##### **1.1 Organizational Overview**

Provide a brief overview of your organization, including:

- Year established
- Mission and primary services
- Experience providing Home Delivered Meals or comparable nutrition services
- Attach a current list of the Governing Board of Directors, including leadership positions
- Authorized Signer(s) (name and title)

##### **1.2 Staffing**

Describe staffing for Home Delivered Meals, including:

- Key management staff
- Kitchen/food service staff
- Delivery staff
- Assessment staff (AUAI/UAI)
- Administrative and data/reporting staff

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## **2. Service Delivery Plan**

### **2.1 Meal Provision**

Describe your plan for providing hot, nutritious meals up to five (5) days per week, including:

- Days and hours of meal delivery
- Average number of meals delivered daily
- Procedures to ensure meals meet KDADS FSM nutrition standards
- Describe how meal delivery operations ensure ongoing compliance with KDADS Field Service Manual requirements

### **2.2 Food Preparation Method**

Describe:

- Food preparation method (central kitchen, caterer, on-site preparation)
- Location(s) where meals are prepared

### **2.3 Transportation and Logistics**

Describe:

- Procedures and schedules for transporting food, supplies, and equipment
- Temperature control and food safety measures

### **2.4 Emergency Meal Procedures**

Describe written procedures to ensure meal availability during emergencies, including:

- Inclement weather
- Power outages
- Staffing disruptions
- Use of shelf-stable or frozen meals

### **2.5 Menu Planning and Certification**

Describe:

- Menu development process
- Role of the registered/licensed dietitian

- How participant input is incorporated
- Menu certification and submission timelines

## **2.6 Participant Management and Service Continuity**

Describe how you will:

- Manage participant enrollment
- Ensure uninterrupted OAA-funded service for the full contract period
- Monitor monthly meal counts to remain within funding limits
- Describe how meal production and funding will be managed to ensure the allocated OAA Title III-C2 amount covers the entire fiscal year and does not exhaust early

## **2.7 Wait List Management**

For purposes of this proposal, wait lists include OAA-eligible individuals waiting for OAA-funded meals and OAA-eligible individuals receiving non-OAA funded meals due to funding limitations.

Describe:

- How wait lists are maintained and prioritized
- Notification procedures when services become available
- Strategies to prevent gaps in service or overallocation of funds

## **2.8 Holiday and Special Meal Service**

Describe:

- Holiday service availability
- Days when meals will not be provided
- Use of frozen or shelf-stable meals (if applicable)

## **2.9 Unplanned Service Interruptions**

Describe procedures for:

- Participant notification
- Documentation
- Resumption of service

## **2.10 Geographic Service Area**

Describe:

- Counties served
- Whether services are available county-wide
- Service boundaries (if applicable)
- How urban areas are served
- How remote or rural areas are served

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## **3. Volunteer Plan**

Describe your Volunteer Plan, including:

### **3.1 Volunteer Roles**

- Positions filled by volunteers

### **3.2 Recruitment**

- Recruitment strategies and sources

### **3.3 Screening**

- Background checks
- Reference checks

### **3.4 Volunteer Training**

- Initial and ongoing training provided

### **3.5 Volunteer Recognition**

- Methods used to recognize and retain volunteers

### **3.6 Volunteer Capacity**

- Number of volunteers
- Estimated annual volunteer hours

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## **4. Eligibility, Assessment, and Client Rights Plan**

## **4.1 Eligibility and Assessments**

Describe:

- Procedures for completing and maintaining AUAs
- Procedures to avoid duplicative assessments when a valid UAI already exists in KAMIS
- Timelines for new assessments and reassessments

## **4.2 Notices of Action (NOA)**

Describe:

- Procedures for issuing NOAs
- Compliance with KDADS FSM timelines and content requirements

## **4.3 Client Rights and Grievances**

Describe:

- Distribution of OAA Grievance Rights & Responsibilities (SS-12)
- Grievance handling procedures
- Staff training related to client rights

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# **5. Outreach and Nutrition Education Plan**

## **5.1 Outreach**

Describe strategies to reach:

- Low-income older adults
- Minority populations
- Rural communities
- Individuals with limited English proficiency

## **5.2 Public Awareness**

Describe how the following are informed of services:

- General public

- Older individuals
- Community agencies
- Community leaders

### **5.3 Participation Requirements**

Describe any requirements for participation in Home Delivered Meals services.

### **5.4 Nutrition Education**

Describe:

- Personnel responsible for nutrition education
- How education is delivered
- Estimated number of participants who will receive nutrition education annually
- Examples of nutrition education topics or materials provided

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## **6. Data Management and Reporting Plan**

Describe your plan for:

- Accurate and timely KAMIS data entry
- Monthly program and financial reporting
- Tracking and reporting OAA-funded meals and NSIP-eligible non-OAA meals

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## **7. Coordination and Quality Assurance**

### **7.1 Coordination**

Describe coordination with:

- Jayhawk Area Agency on Aging
- Other community service providers

### **7.2 Quality Assurance**

Describe:

- Internal quality assurance processes

- Customer satisfaction survey administration
- How survey results are reviewed and used for improvement

Attachment: Most recent customer satisfaction survey instrument and the most recent available survey results or summary.

---

## **8. Budget and Financial Plan**

### **8.1 Financial Attachments (Required)**

Attach the following:

- Most recent complete year Profit and Loss Statement (service-specific)
- Most recent complete year Profit and Loss Statement (full agency)
- Most recent complete year Balance Sheet (full agency)
- Total number of service units provided during the same period (all funding sources)

### **8.2 Cost per Unit Calculation**

Provide:

- Total expenses: \$\_\_\_\_\_
- Total units provided: \_\_\_\_\_
- Cost per unit: \$\_\_\_\_\_

### **8.3 Other Funding Sources**

Describe:

- Funding types and amounts
- Timing of funds
- Restrictions
- Sustainability strategies

### **8.4 Fund Management**

Describe how you will:

- Manage OAA Title III-C2 funds
- Ensure uninterrupted service

- Maintain monthly reimbursement within approximately one-twelfth (1/12) of the annual allocation

### **8.5 Suggested Donation and Program Income Management**

Describe:

- Step-by-step process for offering voluntary contributions
- How participant privacy is protected
- How contributions are safeguarded, tracked, and reported

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### **Certification**

I certify that the information provided in this proposal is true, complete, and accurate.

Authorized Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Compliance Acknowledgment Form For Title VI, Section 504, ADA, and Other Relevant Regulations**

**Organization Name:** \_\_\_\_\_

### **Acknowledgment of Legal Compliance**

Please read and acknowledge the following regulations and standards.

#### **Title VI of the Civil Rights Act of 1964**

I hereby acknowledge that my organization complies with Title VI, prohibiting discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

#### **Section 504 of the Rehabilitation Act (ADA)**

I hereby acknowledge that my organization complies with Section 504 and the Americans with Disabilities Act (ADA), ensuring equal access to services for individuals with disabilities.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

#### **45 CFR 74, 45 CFR Part 92, and EO 12549**

I acknowledge that my organization complies with the regulations outlined in 45 CFR 74, 45 CFR Part 92, and EO 12549 as applicable to the administration of federal grants and contracts.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

#### **45 CFR Part 1321 (as revised)**

I acknowledge that my organization complies with the provisions of 45 CFR Part 1321, as revised, which pertains to the administration of services for older individuals.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

#### **Federal, State, and Local Health, Safety, Fire, and Sanitation Requirements**

I acknowledge that my organization meets all applicable health, safety, fire, and sanitation requirements as stipulated by federal, state, and local regulations.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

#### **Older Americans Act of 1965, as amended**

I acknowledge that my organization complies with the Older Americans Act of 1965, as amended, to provide services for older adults.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

**KDADS Field Service Manual Policies and Procedures, Including HIPAA**

I acknowledge that my organization complies with the policies and procedures of the Kansas Department for Aging and Disability Services (KDADS), including Health Insurance Portability and Accountability Act (HIPAA) regulations regarding privacy and security of health information.

Yes  No *If "No," provide explanation:* \_\_\_\_\_

By signing below, I certify that the information provided is true and accurate to the best of my knowledge. I understand that failure to comply with the regulations listed above may result in penalties, including suspension or termination of funding or services.

- **Name of Authorized Representative:** \_\_\_\_\_
- **Title:** \_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

## TITLE III -C(2) HOME - DELIVERED MEAL PROJECT BUDGET

## SCHEDULE 1 RESOURCE JUSTIFICATION

Date  
Page 1 of 2

Budget Period January 1, \_\_\_\_ to September 30, \_\_\_\_

PROVIDER NAME: \_\_\_\_\_

RESOURCE	NAME OF DONOR	PROGRAM CATEGORY	AMOUNT
A Cash	(Name of Donor)	Primary & Associated Meal Delivery Program Management	
		sub-total	0
B Third Party In-Kind			
	Volunteer Drivers	Meal Delivery	0
		sub-total	0
C Other Resources			
O Program Income	Participants	Primary & Associated Meal Delivery	
N Program Income	Participants	Program Management	
M Program Income	Participants	Primary & Associated	
NSIP	USDA	Primary & Associated	
A Mill Levy	(Name of County)	Primary & Associated	
T Mill Levy	(Name of County)	Meal Delivery	
C Mill Levy	(Name of County)	Program Management	
H		sub-total	0
Have you included all non-Title III Resources?		GRAND TOTAL	

SCHEDULE 1 RESOURCE JUSTIFICATION FOR

1/0/1900

Date

Budget Period January 1, \_\_\_\_ to September 30, \_\_\_\_

Page 2 of 2

PROVIDER NAME: \_\_\_\_\_ 0

RESOURCE	NAME OF DONOR	PROGRAM CATEGORY	AMOUNT
A Cash			0
			0
			0
		sub-total	0
B Third Party In-Kind			
			0
			0
			0
		sub-total	0
C Other Resources			
O			
N			
M			
A			
T			
C			
H			
	United Way	Primary & Associated	0
	United Way	Meal Delivery	0
	United Way	Program Management	0
		sub-total	0
Have you included all non-Title III Resources?		GRAND TOTAL	0

BUDGET LINE ITEMS		(1) PRIMARY & ASSOCIATED	(2) MEAL DELIVERY	(3) PROGRAM MANAGEMENT	(4) NUTRITION EDUCATION	(5) NUTRITION OUTREACH	(6) TOTAL SUM OF COLUMNS (1) THROUGH (5)
1. PERSONNEL			0	0	0	0	0
2. CAPITAL			0	0	0	0	0
3. EQUIPMENT			0	0	0	0	0
4. TRAINING			0	0	0	0	0
5. STAFF TRAVEL			0	0	0	0	0
6. CONTRACTUAL			0	0	0	0	0
7. EDUCATIONABLE SUPPLIES			0	0	0	0	0
8. OTHER COST			0	0	0	0	0
9. TOTAL COST			0	0	0	0	0

CARRY TOTAL COSTS FORWARD TO PAGE 2, LINE 10

TOTAL MEALS BUDGETED

\_\_\_\_\_

DATE: 01/00/00

SCHEDULE 2  
(rev 10/25)

TITLE III-C(2) HOME - DELIVERED MEAL PROJECT BUDGET

PROVIDER NAME: 0

BUDGET YEAR: JANUARY 1. TO SEPTEMBER 30.

PAGE 2 OF 2

BUDGET RESOURCES		(1) PRIMARY & ASSOCIATED	(2) MEAL DELIVERY	(3) PROGRAM MANAGEMENT	(4) NUTRITION EDUCATION	(5) NUTRITION OUTREACH	(6) TOTAL SUM OF COLUMNS (1) THROUGH (5)
TOTAL COSTS FORWARD			0	0	0	0	0
10. (PAGE 1, LINE 9)			0	0	0	0	0
11A. USDA REIMB. COMMUNITIES			0	0	0	0	0
11B. USDA REIMB. CAMPUS			0	0	0	0	0
12. STATE FUNDING (NON-MATCH)			0	0	0	0	0
13A. MILL. LEVY (NON-MATCH)			0	0	0	0	0
13B. OTHER RESOURCES(NON-MATCH)			0	0	0	0	0
14. PROGRAM INCOME(NON-MATCH)			0	0	0	0	0
15. OTHER			0	0	0	0	0
16. THIRD PARTY IN-KIND (MATCH)			0	0	0	0	0
17A. MILL. LEVY (MATCH)			0	0	0	0	0
17B. LOCAL MATCH			0	0	0	0	0
18. PROGRAM INCOME MATCH		N/A	N/A	N/A	N/A	N/A	0
19. STATE FUNDS MATCH		0	0	0	0	0	0
20. TITLE III-C(1)		0	0	0	0	0	0
21. TITLE III-C(2)		0	0	0	0	0	0

SCHEDULE EE  
(rev 10/25)

TITLE III-C(2) HOME - DELIVERED MEAL PROJECT BUDGET

PROVIDER NAME: 0

BUDGET YEAR: JANUARY 1. TO SEPTEMBER 30.

DATE: 01/00/00

PSA # 04

# 1 Personnel		(1) PRIMARY & ASSOCIATED	(2) MEAL DELIVERY	(3) PROGRAM MANAGEMENT	(4) NUTRITION EDUCATION	(5) NUTRITION OUTREACH	(6) TOTAL SUM OF COLUMNS (1) THROUGH (5)
BUDGET LINE ITEMS							0
Volunteer In-Kind							0
Total			0	0	0	0	0

SCHEDULE EE  
(rev 10/25)

TITLE III-C(2) HOME - DELIVERED MEAL PROJECT BUDGET

PROVIDER NAME: 0

BUDGET YEAR: JANUARY 1. TO SEPTEMBER 30.

DATE: 01/00/00

PSA # 04

# 2 Food		(1) PRIMARY & ASSOCIATED	(2) MEAL DELIVERY	(3) PROGRAM MANAGEMENT	(4) NUTRITION EDUCATION	(5) NUTRITION OUTREACH	(6) TOTAL SUM OF COLUMNS (1) THROUGH (5)
BUDGET LINE ITEMS							0
Caterer							0
Total			0	0	0	0	0

SCHEDULE EE  
(rev 10/25)

TITLE III-C(2) HOME - DELIVERED MEAL PROJECT BUDGET

PROVIDER NAME: 0

BUDGET YEAR: JANUARY 1. TO SEPTEMBER 30.

DATE: 01/00/00

PSA # 04

# 3 Food		(1) PRIMARY & ASSOCIATED	(2) MEAL DELIVERY	(3) PROGRAM MANAGEMENT	(4) NUTRITION EDUCATION	(5) NUTRITION OUTREACH	(6) TOTAL SUM OF COLUMNS (1) THROUGH (5)
BUDGET LINE ITEMS							0
Total			0	0	0	0	0

SCHEDULE EE  
(rev 10/25)

TITLE III-C(2) HOME - DELIVERED MEAL PROJECT BUDGET

PROVIDER NAME: 0

BUDGET YEAR: JANUARY 1. TO SEPTEMBER 30.

DATE: 01/00/00

PSA # 04

# 4 Training		(1) PRIMARY & ASSOCIATED	(2) MEAL DELIVERY	(3) PROGRAM MANAGEMENT	(4) NUTRITION EDUCATION	(5) NUTRITION OUTREACH	(6) TOTAL SUM OF COLUMNS (1) THROUGH (5)
BUDGET LINE ITEMS							0
Total			0	0	0	0	0

SCHEDULE EE  
(rev 10/25)

TITLE III-C(2) HOME - DELIVERED MEAL PROJECT BUDGET

PROVIDER NAME: 0

BUDGET YEAR: JANUARY 1. TO SEPTEMBER 30.

DATE: 01/00/00

PSA # 04

# 5 Travel		(1) PRIMARY & ASSOCIATED	(2) MEAL DELIVERY	(3) PROGRAM MANAGEMENT	(4) NUTRITION EDUCATION	(5) NUTRITION OUTREACH	(6) TOTAL SUM OF COLUMNS (1) THROUGH (5)
BUDGET LINE ITEMS							0
Total			0	0	0	0	0

SCHEDULE EE  
(rev 10/25)

TITLE III-C(2) HOME - DELIVERED MEAL PROJECT BUDGET

PROVIDER NAME: 0

BUDGET YEAR: JANUARY 1. TO SEPTEMBER 30.

DATE: 01/00/00

PSA # 04

# 6 Contractual		(1) PRIMARY & ASSOCIATED	(2) MEAL DELIVERY	(3) PROGRAM MANAGEMENT	(4) NUTRITION EDUCATION	(5) NUTRITION OUTREACH	(6) TOTAL SUM OF COLUMNS (1) THROUGH (5)
BUDGET LINE ITEMS							0
Total			0	0	0	0	0

SCHEDULE EE  
(rev 10/25)

TITLE III-C(2) HOME - DELIVERED MEAL PROJECT BUDGET

PROVIDER NAME: 0

BUDGET YEAR: JANUARY 1. TO SEPTEMBER 30.

DATE: 01/00/00

PSA # 04

# PROGRAM CHARACTERISTICS (MEAL OUTPUTS) - NUTRITION

Nutrition Provider: \_\_\_\_\_

0

Page 1 of 2  
Date: 1/0/1900

## Annual (FFY Grant Period) Home Delivered C(2) ELIGIBLE PARTICIPANTS ONLY

Co. Abbr	Nutrition Center	Type	Target area	Food Service	Annual # Week Days Served	Standard Weekday Meals	Annual # Weekend Days Served	Standard Weekend Meals	Annual # 2nd Meal Days Served	2nd Meals
a.	b.	c.	d.	e.	f.	g.	h.	i.	j.	k.
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										

Meal Total \* Note these are not column totals

m. Meal Totals from other pages

n. Meal Grand Total (enter on last page only)

0  
0  
0

0  
0  
0

0  
0  
0

o. C(2) Total Cost

0

p. C(2) Unit Cost

0.00

Annual Number of Unduplicated Customers

q. Home-Delivered

Page 2 of 2  
Date: 1/0/1900

## PROGRAM CHARACTERISTICS (MEAL OUTPUTS) - NUTRITION

Nutrition Provider: \_\_\_\_\_

0

## Annual (FFY Grant Period) Home Delivered C(2) ELIGIBLE PARTICIPANTS ONLY

Co. Abbr	Nutrition Center	Type	Target area	Food Service	Annual # Week Days Served	Standard Weekday Meals	Annual # Weekend Days Served	Standard Weekend Meals	Annual # 2nd Meal Days Served	2nd Meals
a.	b.	c.	d.	e.	f.	g.	h.	i.	j.	k.
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										

Meal Total \* Note these are not column totals

m. Meal Totals from other pages

n. Meal Grand Total (enter on last page only)

0  
0  
0

0  
0  
0

0  
0  
0

o. C(2) Total Cost

0

p. C(2) Unit Cost

0.00

Annual Number of Unduplicated Customers

q. Home-Delivered

## OAA TITLE III-C(1) CONGREGATE MEALS – REVIEWER SCORE SHEET

Bidder Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewers shall assign a raw score from 0–5 for each evaluation category. The raw score will be converted to a weighted score by dividing the raw score by 5 and multiplying by the maximum points available for that category. The final proposal score is the sum of all weighted category scores.

### **SCORING SCALE**

- 0 = Not addressed / Non-responsive
- 1 = Poor – Significant deficiencies
- 2 = Fair – Partially meets requirements
- 3 = Acceptable – Meets minimum requirements
- 4 = Good – Exceeds requirements
- 5 = Excellent – Fully exceeds requirements

Reviewers must score each criterion independently.

Comments are required for any score of 0–2 and strongly encouraged for all scores.

### **SECTION 1 – ORGANIZATIONAL CAPACITY (15 Points Total)**

The criteria listed below are provided to guide the reviewer's assessment and comments.

Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
Experience providing home delivered meals or similar services	
Qualifications of key staff	
Staffing levels and organizational structure	
Identification of authorized signers	

Required Element	Reviewer Comments
Volunteer capacity (recruitment, screening, training, utilization)	

Section Raw Score (0–5): \_\_\_\_\_ Section Weighted Score (Max 15): \_\_\_\_\_ (raw score divided by 5 then multiplied by max points)

### **SECTION 2 – SERVICE DELIVERY PLAN (20 Points Total)**

The criteria listed below are provided to guide the reviewer’s assessment and comments.

Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
Meal service plan & compliance with KDADS FSM	
Menu planning & dietitian certification	
Meal continuity & fund management	
Identification, documentation, and reporting of waitlisted or unserved demand	
Emergency, holiday, frozen/shelf-stable meal procedures	

Section Raw Score (0–5): \_\_\_\_\_ Section Weighted Score (Max 20): \_\_\_\_\_ (raw score divided by 5 then multiplied by max points)

### **SECTION 3 – ELIGIBILITY, ASSESSMENT & CLIENT RIGHTS (15 Points Total)**

The criteria listed below are provided to guide the reviewer’s assessment and comments.

Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
AUAI/UAI assessment procedures	
Timeliness of assessments, reassessments, and updates	
Notice of Action (NOA) compliance	

Required Element	Reviewer Comments
Rights & Responsibilities (SS-12) distribution	
Grievance management & documentation	

Section Raw Score (0–5): \_\_\_\_\_ Section Weighted Score (Max 15): \_\_\_\_\_ (raw score divided by 5 then multiplied by max points)

#### **SECTION 4 – OUTREACH & NUTRITION EDUCATION (10 Points Total)**

The criteria listed below are provided to guide the reviewer’s assessment and comments.

Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
Outreach to older adults with greatest economic and social need	
Nutrition education content, delivery & frequency	

Section Raw Score (0–5): \_\_\_\_\_ Section Weighted Score (Max 10): \_\_\_\_\_ (raw score divided by 5 then multiplied by max points)

#### **SECTION 5 – DATA MANAGEMENT & REPORTING (10 Points Total)**

The criteria listed below are provided to guide the reviewer’s assessment and comments.

Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
KAMIS data entry accuracy & timeliness	
Monthly program, financial, and NSIP reporting accuracy & timeliness	

Section Raw Score (0–5): \_\_\_\_\_ Section Weighted Score (Max 10): \_\_\_\_\_ (raw score divided by 5 then multiplied by max points)

#### **SECTION 6 – COORDINATION & QUALITY ASSURANCE (10 Points Total)**

The criteria listed below are provided to guide the reviewer's assessment and comments.

Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
Coordination with JAAA & community partners	
Quality assurance, monitoring, & customer satisfaction surveys	

Section Raw Score (0–5): \_\_\_\_\_ Section Weighted Score (Max 10): \_\_\_\_\_ (raw score divided by 5 then multiplied by max points)

### **SECTION 7 – BUDGET & FINANCIAL MANAGEMENT (20 Points Total)**

The criteria listed below are provided to guide the reviewer's assessment and comments.

Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
Financial statements & documentation	
Cost per unit calculation	
Fund management & sustainability	
Monthly reimbursement control (1/12 allocation compliance)	
Program income & contribution procedures	

Section Raw Score (0–5): \_\_\_\_\_ Section Weighted Score (Max 20): \_\_\_\_\_ (raw score divided by 5 then multiplied by max points)

### **TOTAL SCORE**

Category	Points
Organizational Capacity	_____ / 15
Service Delivery Plan	_____ / 20
Eligibility, Assessment & Client Rights	_____ / 15

Category	Points
Outreach and Nutrition Education	____ / 10
Data Management & Reporting	____ / 10
Coordination and Quality Assurance	____ / 10
Budget & Financial Management	____ / 20
<b>TOTAL SCORE</b>	<b>____ / 100</b>

#### **ADDITIONAL REVIEWER COMMENTS**

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#### **Reviewer Recommendation**

Recommend for Award  Recommend with Conditions  Do Not Recommend

#### **Summary Comments / Conditions (if any):**

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#### **REVIEWER CERTIFICATION**

By signing below, I certify that I have reviewed and scored this proposal independently, objectively, and in accordance with the evaluation criteria and scoring methodology published in the Request for Proposal. I affirm that I have no actual, perceived, or potential conflict of interest with the proposer and that my scoring reflects my independent judgment.

Reviewer Name (Printed): \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **OAA TITLE III-C(2) HOME DELIVERED MEALS**

### **REVIEWER INSTRUCTIONS FOR PROPOSAL SCORING**

#### **Purpose**

These instructions guide reviewers in evaluating proposals submitted in response to the OAA Title III-C(2) Home Delivered Meals RFP. Scores must be based solely on the content provided in each proposal and must align with the evaluation criteria and point values established in the RFP.

---

#### **1. General Scoring Guidance**

- Reviewers must read the entire proposal before assigning scores.
- Scores must reflect:
  - Responsiveness to Section 6 – Proposal Submission Requirements
  - Alignment with Section 3 – Scope of Services
  - Demonstrated capacity to meet KDADS Field Support Manual (FSM) and Older Americans Act (OAA) requirements.
- Do not assume compliance or capacity if it is not clearly described.
- All scoring must be supported by written reviewer comments.

---

#### **2. Scoring Scale**

Each criterion is scored using the following 0–5 scale, then multiplied by the assigned weight for that section:

##### **Score Description**

<b>5</b>	Excellent – Fully addresses all requirements with strong detail and clarity
<b>4</b>	Good – Addresses requirements with minor gaps or limited detail
<b>3</b>	Adequate – Addresses requirements at a basic level
<b>2</b>	Limited – Partially addresses requirements; notable gaps
<b>1</b>	Poor – Minimally addresses requirements
<b>0</b>	Non-responsive – Does not address the requirement

---

#### **3. Using the Score Sheet Tables**

- Each section of the score sheet contains:
  - Required elements to be reviewed
  - Maximum points available
  - Score entry
  - Reviewer comments field
- Reviewers must:

- Enter a numeric score for each section
- Provide comments explaining the score
- Comments should reference specific strengths or deficiencies in the proposal.
- Reviewers shall assign a raw score from 0–5 for each evaluation category. The raw score will be converted to a weighted score by dividing the raw score by 5 and multiplying by the maximum points available for that category. The final proposal score is the sum of all weighted category scores.

---

#### **4. Key Evaluation Notes by Section**

##### **Organizational Capacity**

Evaluate staffing, volunteer support, organizational structure, and experience delivering Home Delivered Meals or comparable in-home nutrition services.

##### **Service Delivery Plan**

Evaluate:

- Meal production, packaging, and delivery operations
- Delivery routes, schedules, and geographic coverage
- Menu planning and dietitian certification
- Emergency, holiday, frozen, and shelf-stable meal procedures
- Service continuity and fiscal year coverage, including management of OAA-funded meal allocations
- Procedures for managing and documenting waitlists and unserved demand for Home Delivered Meals

##### **Eligibility, Registration, and Client Rights**

Evaluate procedures for:

- Abbreviated Uniform Assessment Instrument (AUAI) / Uniform Assessment Instrument (UAI)
- Notice of Action
- Client rights notification
- Grievance handling and documentation

##### **Outreach and Nutrition Education**

Evaluate outreach to individuals with greatest economic and social need and the quality of nutrition education activities.

##### **Data Management and Reporting**

Evaluate KAMIS data entry practices, reporting timeliness, and internal data quality controls.

### **Coordination and Quality Assurance**

Evaluate coordination with JAAA, customer satisfaction surveys, corrective action processes and coordination with JAAA and other service providers.

### **Budget and Financial Management**

Evaluate:

- Financial stability and controls
- Funding sources and sustainability
- Fund management practices ensuring full-year service
- Match documentation and program income handling
- ensuring full-year service within the monthly reimbursement limitation (approximately 1/12 of annual allocation)

---

### **5. Weighted Scoring and Totals**

- Reviewers shall assign a raw score from 0–5 for each evaluation category. The raw score will be converted to a weighted score by dividing the raw score by 5 and multiplying by the maximum points available for that category. The final proposal score is the sum of all weighted category scores.
- Each section has a maximum weighted point value.
- Section scores are totaled to determine the final proposal score.
- Reviewers must verify:
  - All sections are scored
  - Totals are calculated correctly

---

### **6. Reviewer Certification**

Each reviewer must complete the Reviewer Certification and Signature section attesting that:

- The proposal was reviewed objectively
- Scores were based solely on proposal content
- No conflict of interest exists

Unsigned score sheets may be considered incomplete.

---

### **7. Important Reminders**

- Do not compare proposals to each other — score each independently.
- Do not adjust scoring criteria or point values.

- Do not request or consider information not included in the proposal.
- All score sheets are subject to audit and open records review.

---

### **Worked Scoring Example — OAA Title III-C(2) Home Delivered Meals**

Example Section: Service Delivery Plan (20 Points Maximum)

Scenario:

The proposer clearly describes how home delivered meals will be provided up to five (5) days per week to eligible participants across the service area, including food preparation methods, delivery routes and schedules, menu planning with a registered dietitian, and holiday delivery adjustments. The proposal explains how meal production levels and funding will be managed to ensure OAA-funded Home Delivered Meals remain available for the full contract period and that allocated funds cover the entire fiscal year.

However:

- The description of how wait lists and unmet demand for Home Delivered Meals (including eligible individuals waiting for OAA-funded meals or receiving non-OAA funded meals) will be tracked and reported is brief.
- Procedures for unplanned service interruptions (e.g., weather, staffing shortages) are mentioned but lack operational detail.

---

#### **Step 1: Assign Raw Score (0–5 Scale)**

Score Consideration	Assessment
Meal service operations	Fully addressed
Site operations & staffing	Adequately addressed
Menu planning & certification	Fully addressed
Service continuity (full fiscal year)	Addressed
Unserved/underserved demand reporting	Limited detail
Service interruption procedures	Limited detail

Raw Score Assigned: 4 out of 5

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#### **Step 2: Apply Section Weight**

- Section Weight: 20 points
- Raw Score: 4 / 5

Calculated Score:

$$(4 \div 5) \times 20 = 16 \text{ points}$$

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#### **Step 3: Document Reviewer Comments**

**Example Reviewer Comments:**

The proposal provides a clear and feasible plan for delivering Home Delivered Meals, including meal preparation, delivery logistics, menu certification, and service continuity throughout the contract period. The proposer demonstrates an understanding of fiscal year coverage for OAA-funded meals. Additional detail is needed regarding procedures for tracking and reporting Home Delivered Meals wait lists and for managing unplanned service interruptions.

---

**Final Score for This Section:**

16 / 20 points

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**Reviewer Tip**

When scoring Home Delivered Meals proposals:

- Focus on meal delivery logistics, service continuity, and fiscal year funding coverage.
- Evaluate how wait lists are tracked, including both:
  - OAA-eligible individuals waiting for OAA-funded meals, and
  - OAA-eligible individuals receiving non-OAA funded meals.
- Look for clear procedures for emergency, weather-related, or staffing-related service disruptions.

## **Jayhawk Area Agency on Aging (JAAA)**

### **Older Americans Act (OAA) Home Delivered Meals Wait List Tracking Policy and Procedure**

**Approved by JAAA Advisory Council 12/9/2025**

**Approved by JAAA Board of Directors 12/11/2025**

#### **Purpose**

The Jayhawk Area Agency on Aging (JAAA) is required to track and report Home Delivered Meal (HDM) wait lists to the Kansas Department for Aging and Disability Services (KDADS). This process ensures that JAAA can identify both *unserved* and *underserved* individuals in need of meal services and accurately assess service delivery and funding needs across the region.

#### **Definitions**

##### **Unserved:**

Individuals who need a Home Delivered Meal but are **not currently receiving any meal** under any funding source, including OAA, local government funds, donations, or self-pay.

##### **Underserved:**

Individuals who are receiving some meal service, but that service does **not fully meet their nutritional needs**. This includes:

- Individuals who need more meals than can be provided under the OAA HDM contract (e.g., receiving 5 meals per week but require 7, or need 2 meals per day).
- Individuals receiving a meal funded **through another source**, such as private pay, city or county funding, community donations, or other non-OAA programs (excluding PACE or HCBS Medicaid paid meals).

#### **Reporting Requirements**

- Each Home Delivered Meal provider must submit the wait list information to JAAA by the **last business day of each month**.
- JAAA will compile and report totals to KDADS by the **3rd of each month**.
- Reports must be submitted via email to:  
 [reporting@jhawkaaa.org](mailto:reporting@jhawkaaa.org)
- Reports should be submitted in the format provided by JAAA (Excel or PDF).

## Reporting Format

Service	Number of Persons <b>UNSERVED</b> (definition above)	Number of Persons <b>UNDERSERVED</b> (definition above)	Comments regarding service delivery problems or funding problems
HMEL OAA C32			

## Documentation

Providers must maintain documentation supporting reported numbers, including:

- Intake assessments and eligibility forms
- Service delivery records
- Communication logs for individuals on the wait list

This documentation should be retained in accordance with JAAA and KDADS recordkeeping requirements and made available for review upon request.

## Wait List Management Procedures

1. **Eligibility Review:** Confirm that each individual on the wait list meets OAA eligibility criteria for Home Delivered Meals.
2. **Prioritization:** Identify if the individual qualifies under priority categories (e.g., low-income, isolated, or frail).
3. **Follow-Up:** Providers should contact individuals on the wait list bi-annually based on when customer was placed on the wait list to confirm continued need and interest in service.
4. **Resolution:** Once service becomes available, update the wait list to reflect the individual's start date and remove them from the *unserved* or *underserved* count.

## Contact for Questions

For questions regarding this policy, reporting requirements, or data submission, contact: Jayhawk Area Agency on Aging (JAAA) [reporting@jhawkaaa.org](mailto:reporting@jhawkaaa.org).

## Notes

- Ensure consistent use of the *unserved* and *underserved* definitions across all providers.
- Clearly document changes in service status (unserved → served → underserved) to maintain data accuracy.
- Providers are encouraged to communicate any ongoing service delivery or funding barriers in the “Comments” section of their report.