

## ADDENDUM #2

### RFA-25-60-AAA-CONTRACTED SUPPORTIVE SERVICES

#### Contractor Application Checklist

##### *IMPORTANT UPDATE:*

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The first-round application deadline has been extended to **August 15, 2025.**

All questions and application submissions must be directed only to **AACOG Procurement Department.** Please send all inquiries and submissions to both **ijones@aacog.gov** and **procurement@aacog.gov.**

##### *Instructions:*

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Please review the list of required documents below to complete your Aging Services contractor application. While documents may be submitted in any order, all required items must be included for your submission to be considered complete.

##### *Required Documents:*

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- **Application Title Page** (Attachment A – complete and sign)
- **Certification Sheet** (Attachment B – complete and sign)
- **Acknowledgement Form** (Attachment C – complete and sign)
- **Conflict of Interest Questionnaire** (Attachment D – complete and sign)
- **Certification Regarding Debarment** (Attachment E – complete and sign)
- **Non-Discrimination Certification** (Attachment F – complete and sign)
- **Certification Regarding Lobbying** (Attachment G – complete and sign)
- **Request to Be Added to Bidder's/Contractor's List** (complete and sign)
- **Account Payable Direct Deposit/ W-9** (complete and sign)
- **Service and Bidder Information.** (complete)
- **Billing Contact Information** (complete)
- **Application Narrative** – Complete and Submit the following criteria as part of application: *A current Certificate of Liability Insurance must be included with the Application Narrative.*
  - A. Organizational Capacity
  - B. Qualifications of Staff
  - C. Demonstrated Performance
  - D. Financial Stability
  - E. Cost Effectiveness

All other conditions of this RFA remain unchanged.