



REQUEST FOR PROPOSALS (RFP)
RFP-27-18-CONTSERV-SUBRECIPIENT
Bexar Area Agency on Aging (AAA) Contracted
Services Funding Period: FY 2027 – FY 2030

**Alamo Area Council of
Governments (AACOG)**
Procurement Department

Solicitation Deadlines

RFP Release Date	April 29, 2026 @ 4:00 p.m.
Questions Deadline	May 4, 2026 @ 4:00 p.m.
Q&A Posting	May 11, 2026 @ 4:00 p.m.
Response Deadline	June 30, 2026 @ 5:00 p.m.
Notice of Award	July 7, 2026
Contract Award	Oct 1, 2026

RFP Posting Locations

<https://aacog.gov/member-government-services/procurement/>
<https://www.txsmartbuy.com/esbd>

Notice to Prospective Respondents

Prospective Respondents who obtain this RFP from any source other than the Alamo Area Council of Governments (AACOG) shall promptly contact AACOG and provide their name, company name, and email address. This will ensure receipt of any addenda or official communications related to this RFP. Failure to provide this information shall place the prospective Respondent at full risk of submitting an incomplete or non-compliant Proposal.

Definitions and Acronyms

Acronym	Definition
AACOG	Alamo Area Council of Governments
AAA	Area Agency on Aging
BAAA	Bexar Area Agency on Aging
CFR	Code of Federal Regulations
COI	Certificate of Insurance
D&O	Directors and Officers Liability Insurance
E&O	Errors and Omissions Insurance
HHSC	Texas Health and Human Services Commission
HHS	U.S. Department of Health and Human Services
HUB	Historically Underutilized Business
NSIP	Nutrition Services Incentive Program
OAA	Older Americans Act
RFP	Request for Proposals
SGR	State General Revenue
TAC	Texas Administrative Code
UGMS	Uniform Grant Management Standards

Term	Definition
AACOG (Alamo Area Council of Governments)	A regional planning commission and political subdivision of the State of Texas serving as the Area Agency on Aging (AAA) for the region.
Addendum (Addenda)	A written clarification, revision, or modification to this RFP issued by AACOG and made available to all Respondents.
Area Agency on Aging (AAA)	A public or nonprofit agency designated to administer programs and services for older adults under the Older Americans Act.
BAAA (Bexar Area Agency on Aging)	The designated Area Agency on Aging within AACOG responsible for administering aging services in Bexar County.
Contractor / Subrecipient	The organization selected through this RFP to enter into a contract with AACOG to provide services funded under this program.
Evaluation Committee	A group designated by AACOG to review, evaluate, and score Proposals based on established criteria.
Non-Responsive Proposal	A Proposal that fails to meet mandatory submission requirements or materially deviates from the requirements of this RFP.
OAA (Older Americans Act)	Federal legislation that provides funding and guidance for services supporting older adults.
Proposal / Response	A complete submission from a Respondent in reply to this RFP, including all required documents, forms, and attachments.
Respondent / Proposer / Vendor	An organization or entity submitting a Proposal in response to this RFP.
Scope of Work (SOW)	The detailed description of services, tasks, and deliverables required under this RFP.
Service Area	The geographic area in which services must be delivered, as defined in this RFP (Bexar County).
Subcontractor	An entity engaged by the Contractor to perform a portion of the services under the resulting contract.

PART 1 – SCOPE OF REQUEST & PROGRAM OVERVIEW

This Part outlines the purpose, scope, and structure of this Request for Proposals (RFP), including program requirements and the anticipated delivery of services funded through the Older Americans Act (OAA), the Nutrition Services Incentive Program (NSIP), and State General Revenue (SGR). These services are intended to support older adults within the Bexar Area Agency on Aging (BAAA) Planning and Service Area.

Vendor-Friendly Summary (Non-Scored)

AACOG is seeking qualified providers to deliver nutrition services to older adults within the Bexar Area Agency on Aging (BAAA) service area. This Request for Proposals (RFP) is designed to be clear, accessible, and open to both experienced and new providers.

AACOG encourages applications from organizations of all sizes, including nonprofit organizations, local governments, and community-based providers.

Key Highlights:

- **Total Estimated Funding: \$3,860,000**
- **Services: Congregate Meals (Title III C1) and Home Delivered Meals (Title III C2)**
- **Service Area: Bexar County**
- **Anticipated Contract Start Date: October 1, 2026**
- **Match Requirement: 10% cash match**
- **AACOG processes reimbursements within approximately 30 days of receipt of complete and accurate invoices.**

AACOG values strong partnerships and is committed to supporting providers in delivering high-quality, accessible services to older adults in the region.

1.2 Background Information

1.2.1 Alamo Area Council of Governments (AACOG)

The Alamo Area Council of Governments (AACOG) is a political subdivision of the State of Texas, established in 1967 under Chapter 391 of the Texas Local Government Code as a voluntary association of municipal and county governments and special districts. AACOG serves the Alamo Area / State Planning Region 18, which spans thirteen (13) counties and approximately 12,582 square miles, including Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson counties.

1.2.2 Purpose

Through this Request for Proposals (RFP), AACOG—via the Bexar Area Agency on Aging (BAAA)—is seeking qualified organizations to provide services for older adults in the region.

AACOG encourages applications from nonprofit organizations, local governments, and qualified community-based providers with experience serving older adults.

The goal is to partner with providers who can deliver high-quality, accessible services using effective and reliable service delivery models. Services are funded through the Older Americans Act (OAA), as well as state funding, and support the goals outlined in the BAAA Strategic Plan.

AACOG values collaborative partnerships and will work closely with selected providers to ensure successful service delivery. AACOG may adjust funding priorities based on community needs and available funding.

AACOG encourages applications from new providers and organizations that have not previously contracted with AACOG. All qualified Respondents will be evaluated based on their ability to meet program requirements and deliver high-quality services.

1.2.3 Contract Goals and Objectives

AACOG's goal is to partner with experienced and capable organizations to deliver essential services to older adults. Key objectives include:

1. Selecting qualified providers to deliver services outlined in this RFP and detailed in Appendix A.
2. Ensuring services are accessible, high-quality, and responsive to community needs.
3. Supporting programs that promote health, independence, and well-being for older adults.

The following represents estimated funding available under this RFP:

- Congregate Meals (Title III C1): **\$2,200,000**
- Home Delivered Meals (Title III C2): **\$1,500,000**
- State General Revenue (SGR/HDMRI): **\$160,000**

Total Estimated Funding: \$3,860,000

Funding amounts are estimates and may change based on federal and state allocations.

1.2.4 Implementation of Objectives

Selected providers will work with AACOG to develop a final Work Plan based on the Scope of Services.

Providers should be prepared to:

- Deliver services consistently and on schedule
- Maintain accurate documentation and submit required reports
- Meet all program, nutrition, and service standards
- Communicate regularly and coordinate with AACOG

AACOG will provide clarification through written addenda only. AACOG will not provide individualized technical assistance or proposal development support to any Respondent

1.3 Statement of Work

1.3.1 Service Plan

1. The Alamo Area Council of Governments (AACOG) is designated as the Area Agency on Aging (AAA) under contract with the Texas Health and Human Services Commission (HHSC). The authority for this program is derived from the Older Americans Act of 1965 (OAA), as amended, and its implementing regulations.
2. Funding for services originates from federal appropriations under the OAA and is distributed to states. Within Texas, HHSC allocates these funds to Area Agencies on Aging (AAAs) for local administration.

Funding allocations are based on factors such as the population aged 60 and older, including those living in rural areas and those with lower income levels. The Planning and Service Area (PSA) for the Bexar Area Agency on Aging (BAAA) is Bexar County.

3. The Bexar AAA allocates funding to priority services identified in its approved Area Plan. A significant portion of this funding is awarded to qualified subrecipients who deliver services on behalf of AACOG.

For Fiscal Years 2027–2030, priority services include:

- Congregate Meals
- Home Delivered Meals

Detailed service definitions are provided in **Appendix A**, and a procedural manual will be provided upon contract award.

1.3.2 Target Population and Outreach Requirements

In accordance with the Older Americans Act (OAA), AACOG and its subrecipients are required to implement effective outreach strategies to identify and serve eligible individuals. Special emphasis must be placed on reaching older individuals who are:

- Low income
- Members of minority groups
- Experiencing the greatest economic need
- Experiencing the greatest social need
- Living with severe disabilities
- Limited English proficient
- Living with Alzheimer’s disease or related disorders
- Experiencing neurological or organic brain dysfunction
- Residing in rural areas
- At risk of institutional placement

Providers should demonstrate the ability to reach underserved populations and ensure equitable access to services.

1.3.3 Service Expectations

Selected providers will be responsible for delivering services in a consistent, safe, and high-quality manner. At a minimum,

providers should be prepared to:

- Deliver meals and/or services according to established schedules and service levels
- Ensure all meals meet applicable nutritional guidelines under the Older Americans Act (OAA)
- Maintain proper food safety, sanitation, and handling standards
- Accurately track units of service and maintain required documentation
- Submit timely and accurate reports and invoices as required by AACOG
- Maintain regular communication and coordination with AACOG staff
- Ensure staff and volunteers are properly trained and, where applicable, background checked
- Provide services in a manner that is respectful, culturally appropriate, and responsive to client needs

AACOG will provide program guidance and oversight after contract award. During the procurement process, AACOG will only provide clarification through written addenda.

1.4 Planning Service Area

1. The Planning and Service Area (PSA) for this Request for Proposals (RFP) is **Bexar County (Region 18)**.
2. All services funded under this RFP must be delivered within this geographic area unless otherwise approved by AACOG.

1.5 Project Budget

AACOG has identified estimated funding available for priority services under this RFP. The proposer's budget must reflect all anticipated costs necessary to deliver the proposed services, including the amount of federal and/or state funding requested.

Proposers are required to provide a **minimum 10% cash match** to support the total project cost. In-kind contributions will not be accepted unless otherwise approved by AACOG.

Example: If requesting \$100,000 in funding, the proposer must provide at least \$10,000 in matching funds.

AACOG reserves the right to determine price reasonableness and may reject or adjust pricing that is not fair, reasonable, or reflective of market conditions.

1.5.1 Available Funding

The following represents estimated funding available under this RFP:

- **Title III C1 – Congregate Meals:** \$2,200,000
- **Title III C2 – Home Delivered Meals:** \$1,500,000
- **State General Revenue (SGR/HDMRI):** \$160,000

Total Estimated Funding: \$3,860,000

Funding amounts are estimates and are subject to change based on federal and state allocations.

1.5.2 Financial Capacity Requirements

Proposers must demonstrate sufficient financial capacity to operate on a reimbursement basis, meaning providers will incur costs first and submit for payment after services are delivered and properly documented.

- It is recommended that proposers maintain at least **three (3) months of operating cash flow** to support service delivery prior to reimbursement.
- AACOG processes reimbursements within approximately 30 days of receipt of complete and accurate invoices.
- AACOG may request financial documentation to verify fiscal stability.

1.5.3 Additional Requirements

1. The Bexar Area Agency on Aging (BAAA) must obtain approval from the Texas Health and Human Services Commission (HHSC) prior to contracting with a for-profit entity.
2. AACOG reserves the right to make **full or partial awards** and may fund one or multiple providers per service category.
3. AACOG may require selected applicants to participate in **rate negotiations** and submit revised pricing, technical, or program information as needed during the negotiation process.
4. All proposed costs must be **allowable, reasonable, and necessary** in accordance with applicable federal and state guidelines.

1.5.4 Budget Guidance

To support a strong and competitive proposal, budgets should:

- Clearly align with proposed service levels and activities
- Include only costs directly related to service delivery
- Reflect reasonable and necessary administrative expenses

- Demonstrate cost-effectiveness and efficient use of funds
- Include staffing levels appropriate to the volume of services proposed
- Reflect realistic meal and operational costs based on current market conditions

1.6 Authority

This Request for Proposals (RFP) and any resulting contracts are governed by applicable federal and state laws, regulations, and program requirements, including but not limited to the following:

1. **2 CFR Part 200** – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2. **45 CFR Part 75** – Uniform Administrative Requirements for HHS Awards
3. **45 CFR Part 1321** – Grants to State and Community Programs on Aging
4. **Texas Uniform Grant Management Standards (UGMS)**
5. **Texas Administrative Code (TAC), Title 26, Part 1, Chapter 213**
6. **Texas Local Government Code, Chapter 252**
7. **Texas Government Code, Chapter 2161**
8. **HHSC Area Agency on Aging (AAA) Policies and Procedures Manual**, Chapter F-1000 through F-1800

AACOG will provide guidance and clarification as needed to support compliance with applicable requirements. Respondents are responsible for reviewing and understanding all applicable laws and regulations associated with this funding.

PART 2 – SUBMISSION INFORMATION

This Part outlines the submission requirements, communication rules, schedule information, and public information obligations applicable to this Request for Proposals (RFP).

2.1 Submission Requirements

2.1.1 Submission Deadline

Responses must be received by the Alamo Area Council of Governments (AACOG) no later than **June 30, 2026, at 5:00 p.m. Central Time.**

2.1.2 Solicitation

Deadlines (Anticipated)

AACOG anticipates the following schedule for this procurement. AACOG reserves the right to modify this schedule at its sole discretion by written addendum.

RFP Release Date	April 29, 2026 @ 4:00 p.m.
Questions Deadline	May 4, 2026 @ 4:00 p.m.
Q&A Posting	May 11, 2026 @ 4:00 p.m.
Response Deadline	June 30, 2026 @ 5:00 p.m.
Notice of Award	July 7, 2026
Contract Award	Oct 1, 2026

2.1.3 Submission Format

Proposals and all required attachments must be submitted electronically as **PDF files only**. AACOG prefers that the Proposal be submitted as one combined PDF file whenever possible. If file size limitations require multiple files, Respondents shall clearly label each file. If a Respondent is unable to submit in PDF format due to technical limitations, AACOG may accept an alternate electronic format at its sole discretion. Respondents requesting an alternate format must contact AACOG prior to the submission deadline for approval.

2.1.4 Submission Method

(1) Complete electronic copy of the Proposal shall be submitted via email to jjones@aacog.gov and procurement@aacog.gov with a copy (cc) to dugarte@aacog.gov using the following subject line:

RFP Submission: RFP-27-18-CONSERV-SUBRECIPIENT

File Type	Required File Name Format
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Main Proposal (Preferred single PDF)	XXXXXX –RFP-27-18-CONSERV-SUBRECIPIENT.pdf
AACOG Vendor Packet (Separate PDF Required)	XXXXXX – AACOG Vendor Packet.pdf
Multiple Proposal Files (If needed due to file size)	XXXXXX –RFP-27-18-CONSERV-SUBRECIPIENT (Part X of Y).pdf

2.2 Authorized Points of Contact

2.2.1 Primary Point of Contact

All communications regarding this RFP shall be directed to the primary point of contact identified below.

Isaac Jones III

Senior Procurement Analyst

Email: ijones@aacog.gov

2.2.2 Secondary Point of Contact

Debbie Ugarte

Contracts and Procurement Director

Email: dugarte@aacog.gov

2.3 Communications Restriction

2.3.1 General Restriction

During the period beginning on the date this RFP is issued and ending upon execution of the resulting contract(s), all Respondents and their representatives shall restrict communications related to this RFP. All questions, requests for clarification, or communications regarding this RFP—including questions concerning terms, conditions, or requirements—must be directed only to the AACOG representatives identified in this RFP and in the manner specified herein.

2.3.2 Prohibited Communications

Respondents shall not contact members of the AACOG Board of Directors, AACOG employees, administrators, agents, or evaluation committee members regarding this RFP, except as expressly permitted below. Prohibited communications include, but are not limited to, communications between: Any potential Respondent, service provider, bidder, lobbyist, consultant, or representative and any member of the AACOG Board of Directors;

Any AACOG Board member and any selection or evaluation committee member. Any AACOG Board member and any AACOG administrator or employee regarding this RFP; Any direct or indirect discussion, advocacy, or promotion of a Respondent's Proposal outside the authorized procurement process. Any prohibited contact may result in disqualification at AACOG's sole discretion, depending on the nature and severity of the violation.

2.3.3 Permitted Communications

The communications restriction does not apply to communications with AACOG's designated procurement representatives identified in this RFP, communications expressly requested or authorized in writing by AACOG, communications conducted during officially sanctioned inquiries, briefings, interviews, or presentations, or communications with AACOG's General Counsel when authorized by AACOG. The communications restriction shall terminate upon execution of the contract by AACOG and the selected Respondent(s).

2.3.4 Public Communications and Misrepresentation of AACOG

Funding Respondents and their representatives (including subcontractors and agents) shall not publicly post, publish, or otherwise disclose—including but not limited to social media, websites, marketing materials, or press releases—any information related to AACOG funding, this RFP, or any anticipated or awarded contract without prior written approval from AACOG.

Respondents shall not misrepresent funding amounts, award status, or imply AACOG endorsement or funding prior to official notification. False, misleading, or incomplete statements that may confuse other vendors or the public are strictly prohibited.

If inaccurate or unauthorized information is shared, the Respondent must notify AACOG and remove or correct the information within one (1) business day.

Violation may result in disqualification, contract termination, or other remedies at AACOG's discretion.

2.4 Questions and Addenda

2.4.1 Submission of Questions

AACOG will accept questions submitted via electronic mail in

accordance with the instructions and deadlines stated in this RFP.

2.4.2 Addenda

A written addendum addressing all questions received during the open question period will be issued by AACOG, distributed to all interested parties, and archived on the AACOG website at <https://aacog.gov/member-government-services/procurement/> under the applicable RFP. **Only written addenda issued by AACOG shall be considered official and binding.** Respondents are responsible for reviewing all issued addenda and for incorporating any applicable changes or clarifications into their Proposals.

2.5 Schedule and Changes

2.5.1 Procurement Schedule

All dates and times listed in the Procurement Schedule are stated in Central Standard Time (CST).

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Questions Deadline	May 4, 2026 @ 4:00 p.m.
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2.5.2 Schedule Modifications

Dates provided are subject to change at AACOG's discretion. All material changes to the procurement schedule will be posted on AACOG's procurement webpage at <https://aacog.gov/procurement.gov>. It is the sole responsibility of Respondents to monitor the website for updates.

2.6 Availability of RFP

2.6.1 Public Availability

Nothing contained herein shall prohibit any person or entity from publicly addressing the AACOG Board of Directors during a duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFP or in connection with a presentation specifically requested by AACOG.

2.6.2 Access to RFP Documents

This RFP is available for review during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. Central Time, excluding holidays. Any party that receives this RFP from a source other than AACOG is responsible for notifying AACOG to ensure receipt of all addenda and official communications.

2.7 Proprietary Information and Public Information Act

2.7.1 Public Information Act

All Proposals and related materials submitted in response to this RFP are subject to disclosure under the Texas Public Information Act following contract execution.

2.7.2 Confidential Information

If a Respondent believes that any portion of its Proposal is exempt from disclosure, the Respondent must clearly identify the information claimed to be exempt on a page-by-page and line-by-line basis, cite the applicable statutory exception, and provide a detailed written justification. Information not properly identified and justified will be treated as public information.

2.7.3 Attorney General Review

Determinations regarding confidentiality are made by the Texas Office of the Attorney General (OAG). AACOG must comply with all OAG rulings and assumes no responsibility for asserting confidentiality arguments on behalf of Respondents. Procurement records will be made available for public inspection in accordance with applicable law following contract award.

2.8 Technical Assistance and Support

AACOG will respond to written questions submitted during the open question period to clarify RFP requirements. All responses will be provided through formal written addenda and made

available to all Respondents.

AACOG will not provide individualized guidance, proposal development assistance, or preferential information to any Respondent.

PART 3 –ADMINISTRATIVE REQUIREMENTS/INSURANCE/BONDS

This Part outlines general eligibility requirements, contractual terms, administrative obligations, insurance and bonding requirements, and other conditions applicable to Respondents under this RFP.

3.1 Eligible Providers

3.1.1 General Eligibility

AACOG seeks proposals from qualified and experienced organizations with demonstrated expertise in delivering services outlined in this RFP.

Organizations selected for award will serve as **subrecipients** and will be responsible for eligibility determination, service delivery, and compliance with all applicable program requirements as outlined in the Statement of Work.

AACOG encourages applications from both new and experienced providers.

3.1.2 Historically Underutilized Businesses (HUBs)

AACOG encourages participation by small and Historically Underutilized Businesses (HUBs), as defined in Texas Government Code, Chapter 2161. AACOG's goal is to include HUB participation in at least **ten percent (10%)** of the total value of contracts awarded annually.

3.1.3 Minimum Requirements for Consideration

To be eligible for consideration, proposers must meet the following requirements:

1. Ensure that employees involved in delivering services under this RFP are subject to criminal background checks, as applicable.
2. Verify that all employees are authorized to work in the United States through completion of Form I-9 requirements.

3. Provide proof of the following insurance coverage prior to contract execution:

- **General Liability Insurance:**
\$1,000,000 per occurrence / \$2,000,000 aggregate
- **Professional Liability (Errors and Omissions):**
Minimum \$250,000 coverage
- **Workers' Compensation and Employer's Liability: Statutory limits with a Minimum of \$500,000 per accident**
- **Automobile Liability:**
Minimum \$500,000 per occurrence
- **Additional insurance requirements, including D&O and Cyber Liability, may apply as outlined in Section 3.4.1.**

3.1.4 Debarment and Suspension

AACOG is prohibited from contracting with any entity that is debarred, suspended, or otherwise ineligible to participate in federally funded programs.

Proposers must certify compliance with applicable federal regulations, including **Executive Order 12549 (Debarment and Suspension)**.

By submitting a proposal, the proposer certifies that, to the best of its knowledge and belief, neither the organization nor its principals are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

3.1.5 Regulatory Knowledge and Compliance

Proposers must demonstrate knowledge of applicable federal and state requirements, including:

- U.S. Department of Health and Human Services (HHS) regulations
- Texas Health and Human Services Commission (HHSC) rules, policies, and procedures
- Program requirements outlined in this RFP

Proposers are expected to accurately apply these requirements in both their proposal and service delivery.

3.1.6 Organizational Capacity

Proposers must demonstrate the organizational capacity, experience, and professional expertise necessary to successfully perform the services described in this RFP.

This includes the ability to:

- Deliver services effectively and efficiently
- Maintain compliance with all program and funding requirements
- Exercise sound fiscal management and fiduciary responsibility
- Provide high-quality services that meet the needs of the target population

AACOG may request additional documentation (e.g., financial statements, references, or prior performance information) to assess a proposer's capacity.

3.1.7 Additional Funding

AACOG reserves the right to expand the scope of the contract to include additional tasks or services deemed beneficial to the region, subject to the parties' mutual agreement and the availability of funding.

3.1.8 Reassignment

If a Contractor fails to perform in accordance with the terms of the contract, AACOG reserves the right to terminate the contract, in whole or in part, and reassign the work to a comparably ranked Respondent obtained through this procurement, subject to successful contract negotiations.

3.1.9 Termination for Convenience

Either party may terminate the contract, in whole or in part, for convenience by providing thirty (30) days' written notice to the other party. Upon termination, the Contractor shall satisfactorily complete all work in progress through the effective date of termination, as directed by AACOG.

3.1.10 Termination for Cause

If either party materially breaches the contract and fails to cure such breach within five (5) working days after receipt of written notice specifying the breach, the non-breaching party may terminate the contract by providing ten (10) days' written notice of intent to terminate.

3.3 Contract Information

3.3.1 Type of Contract

This Request for Proposals (RFP) may result in one or more contracts, depending on funding availability and selection outcomes.

AACOG anticipates awarding contracts that may include one or a combination of the following structures:

- **Unit rate (per unit of service)**
- **Performance-based agreements**
- **Cost-reimbursement agreements**

The final contract structure will be determined based on the nature of the services and negotiations with selected providers.

3.3.2 Contract Period

AACOG intends to execute contracts for an initial term beginning on or about **October 1, 2026**, and ending **September 30, 2027**.

Contracts may be renewed annually for additional terms, subject to:

- Availability of funding
- Contractor performance
- Compliance with contract requirements
- Successful negotiation of budgets, units of service, and

performance measures Continuation of funding beyond the initial term is **not guaranteed**.

AACOG reserves the right to extend, modify, or terminate a contract at its sole discretion based on performance, compliance, or program needs.

3.3.3 Additional Funding

AACOG reserves the right to increase funding levels and expand contracted services during the contract term.

This may include awarding additional service units or funding for services identified in the proposer's response that AACOG determines to be beneficial to the service area.

3.3.4 Reassignment

If a selected provider fails to perform in accordance with contract requirements, AACOG reserves the right to:

- Terminate the contract, in whole or in part

- Reassign services to another qualified provider
Reassignment may be made to a comparably ranked proposer from this procurement, subject to successful contract negotiations.

3.3.5 Contract Adjustments and Monitoring

AACOG will monitor contractor performance throughout the contract term to ensure compliance with program requirements and service expectations.

AACOG reserves the right to:

- Adjust service levels, funding, or performance expectations as needed
- Require corrective action plans if performance issues are identified
- Conduct site visits, desk reviews, and audits as necessary

AACOG will work collaboratively with providers to support continuous improvement and successful service delivery.

3.4 Administrative Requirements and Insurance

3.4.1 Insurance Requirements

The selected provider shall maintain insurance coverage sufficient to protect against claims arising from the performance of services under this contract. Coverage must comply with applicable federal and state requirements and AACOG risk management policies.

Coverage Type	Minimum Requirements
General Liability	<ul style="list-style-type: none"> • \$1,000,000 per occurrence • \$2,000,000 aggregate
Professional Liability (Errors and Omissions)	<ul style="list-style-type: none"> • \$250,000 per claim
Workers' Compensation and Employer's Liability	<ul style="list-style-type: none"> • Statutory limits • \$500,000 per accident (bodily injury) • \$500,000 per employee (bodily injury by disease) • \$500,000 policy limit (bodily injury by disease)

Automobile Liability	<ul style="list-style-type: none"> • \$500,000 per occurrence • \$1,000,000 combined single limit (bodily injury & property damage) • Must include owned, hired, and non-owned vehicles
Directors and Officers (D&O) Liability (If Applicable)	<ul style="list-style-type: none"> • May be required based on scope, organizational structure, and risk level • If required: \$1,000,000 per claim
Cyber Liability (If Applicable)	<ul style="list-style-type: none"> • May be required based on scope, data handling, and risk level • If required: \$1,000,000 per occurrence • \$2,000,000 aggregate

Additional Insurance Requirements

Policies must be issued by insurers authorized to do

business in Texas Coverage must be maintained for the

duration of the contract

Proof of insurance (Certificate of Insurance) must be provided prior to

contract execution AACOG reserves the right to require additional coverage or

higher limits based on scope of services

Failure to maintain required insurance may result in suspension or termination of the contract

3.5 GOVERNING PROVISIONS AND LIMITATIONS

Violation of any of the following provisions may result in disqualification of a Proposal and rejection from further consideration.

1. The Proposal, if accepted, shall become part of the contractual scope of work and binding obligations of the Contractor.
2. Respondents must submit a complete and comprehensive Proposal addressing all services solicited. Incomplete Proposals may be deemed non-responsive.
3. This RFP is issued solely for the purpose of soliciting Proposals and does not constitute a contract, agreement, or commitment of any kind. AACOG is not liable for any costs incurred by Respondents prior to the execution of a fully executed contract unless expressly authorized in writing.
4. AACOG reserves the right to accept or reject any or all Proposals, to cancel this RFP in whole or in part, and to reissue the solicitation as deemed necessary.
5. AACOG reserves the right to award contracts in whole or in part, and to multiple Respondents, as determined to be in the best interest of AACOG.
6. AACOG reserves the right to increase, decrease, extend, or otherwise modify any contract resulting from this RFP.
7. AACOG reserves the right to request clarification, additional information, or supporting documentation from any Respondent.
8. AACOG reserves the right to waive minor administrative irregularities, correct errors, and issue addenda or modifications to this RFP. All official changes will be communicated in writing.
9. AACOG reserves the right to negotiate allowable terms, conditions, and pricing with selected Respondents prior to contract execution, as permitted under applicable procurement regulations. Any negotiations will not result in material changes to the scope of services or provide an unfair competitive advantage.
10. AACOG reserves the right to verify all information provided, including contacting references, prior clients, and other entities with knowledge of the Respondent's performance.
11. AACOG reserves the right to conduct pre- and post-award reviews, including on-site visits, financial reviews, and

background checks. Misrepresentation may result in disqualification or contract termination.

12. ACOG reserves the right to reduce, withdraw, or terminate funding due to lack of available funds, legislative changes, or directives from HHSC or other funding authorities.
13. Respondents shall not offer or provide gratuities, favors, or anything of monetary value to any ACOG official, employee, or representative for the purpose of influencing this procurement.
14. Respondents shall not engage in lobbying or attempt to influence ACOG officials, Board members, or evaluators outside of the authorized procurement process.
15. ACOG personnel shall not participate in the selection process where a real or perceived conflict of interest exists.
16. Respondents shall not engage in anti-competitive practices. Any such actions will result in disqualification.
17. The contents of a successful Proposal shall become contractual obligations. Failure to accept these obligations may result in cancellation of the award and recovery of damages by ACOG.
18. ACOG reserves the right to withhold contract award if there are outstanding compliance issues, audit findings, or legal concerns.
19. ACOG is exempt from State Sales Tax and Federal Excise Tax.
20. All Proposals and materials submitted in response to this RFP shall become the property of ACOG and will not be returned.
21. ACOG, HHSC, and authorized federal or state entities reserve the right to audit all financial and programmatic records related to this RFP and any resulting contract.
22. The Contractor shall retain all records related to this contract for a minimum of five (5) years after contract expiration or until all audit findings are resolved.
23. By submitting a Proposal, Respondents certify that their pricing has been independently determined and has not been coordinated with any other vendor. Any evidence of collusion, price-fixing, or anti-competitive behavior may result in disqualification of the Proposal and may be referred

to appropriate authorities.

3.6 ADMINISTRATIVE REQUIREMENTS AND LIMITATIONS

3.6.1 Administrative and Fiscal Capacity

Respondents must demonstrate sufficient administrative and fiscal capability to perform the required services and comply with all applicable federal and state grant requirements.

3.6.2 Compliance with Policies and Procedures

Contractors must comply with all applicable Texas Health and Human Services Commission (HHSC) and Alamo Area Council of Governments (AACOG) policies, procedures, and directives, including any contract modifications.

3.6.3 Program Income Management

Contractors must properly account for and manage program income in accordance with the Uniform Grant Management Standards (UGMS), federal regulations, and HHSC requirements.

3.6.4 Access to Records

AACOG and authorized oversight entities shall have full and timely access to all records, documents, and systems for monitoring, audit, and compliance purposes.

3.6.5 Reporting Requirements

Contractors must submit all required reports in the format, frequency, and timelines specified by AACOG.

3.6.6 Authorization for For-Profit Entities

For-profit entities must provide appropriate authorization documentation demonstrating legal authority to submit a proposal and enter into a contract, if applicable.

3.6.7 Personnel Requirements

AACOG reserves the right to require the removal and

replacement of any contractor employee who fails to meet background check requirements, performance standards, or conduct expectations.

3.6.8 Organizational Capacity

Respondents must demonstrate adequate experience, staffing, infrastructure, and organizational capacity to successfully deliver the proposed services.

3.6.9 Conflict of Interest

Respondents must disclose any actual, potential, or perceived conflicts of interest in accordance with applicable federal and state requirements.

3.6.10 Assignment Restrictions

The Contractor shall not assign, transfer, or subcontract any portion of the contract without prior written approval from AACOG.

3.6.11 Force Majeure

Neither party shall be liable for failure or delay in performance due to events beyond reasonable control, including but not limited to natural disasters, acts of government, labor disputes, or other force majeure events.

3.6.12 Pricing and Cost Reasonableness

AACOG reserves the right to determine price reasonableness regardless of the number of proposals received. Submission of a single proposal does not guarantee acceptance of proposed rates.

AACOG may reject, adjust, or negotiate pricing that is determined to be excessive, unbalanced, or not reflective of fair market value. AACOG may request additional cost justification, conduct cost analysis, or decline to award if adequate competition is not achieved.

Proposers are expected to submit pricing that is fair, reasonable, and competitive based on current market conditions and program requirements.

AACOG reserves the right to re-solicit, delay award, or take other procurement action if pricing is determined to be unreasonable due to lack of competition.

3.7 Contract Administration and Performance Requirements

3.7.1 General Administrative Requirements

The Contractor shall procure and maintain all required insurance and list AACOG and HHSC as additional insured prior to contract commencement.

3.7.2 Invoicing and Reimbursement

Contractors will be reimbursed on a cost-reimbursement basis for allowable, reasonable, and necessary expenses incurred in the performance of services.

AACOG processes reimbursements within approximately 30 days of receipt of complete and accurate invoices.

Invoices must include, at a minimum:

- Units of service delivered
- Dates of service
- Supporting documentation
- Required match documentation (if applicable)

Incomplete or non-compliant invoices may result in delayed or denied payment.

3.7.3 Corrective Action Performance Requirements

Contractors must meet all service delivery, reporting, and compliance requirements established by AACOG.

3.7.4 Corrective Action

If performance deficiencies are identified, AACOG may require the Contractor to submit and implement a corrective action plan.

Failure to improve performance or comply with corrective actions may result in:

- Reduction of funding
- Suspension of services
- Termination of the contract

PART 4 – PROPOSAL REVIEW & SELECTION PROCESS

This Part describes the evaluation methodology, scoring criteria, selection process, and dispute resolution procedures used by AACOG to review and award Proposals under this RFP.

4.1 Evaluation Process

4.1.1 Initial Review for Responsiveness and Eligibility

AACOG personnel will conduct an initial review of all Proposals to determine responsiveness and eligibility in accordance with the requirements set forth in this RFP. Proposals that fail to meet mandatory submission requirements or eligibility criteria may be deemed non-responsive or ineligible and excluded from further consideration.

4.1.2 Evaluation and Scoring

All Proposals determined to be responsive and eligible will be evaluated and scored by an independent evaluation committee. Evaluations will be conducted using a standardized scoring matrix based on the evaluation criteria identified in Section 4.2 of this RFP.

4.1.3 Proposal Classification

Based on the review and evaluation process, Proposals will be classified into one of the following categories: Responsive, Responsible, Non-Responsive, and Ineligible.

4.1.4 Clarifications

AACOG may, at its sole discretion, request written clarifications from one or more Respondents to assist in the evaluation process. Any such clarifications shall not materially alter the content, scope, or substance of the original Proposal.

4.1.5 Proposer's Acceptance of Evaluation Methodology

By submitting a proposal, the proposer acknowledges and agrees to the following:

1. Acceptance of the evaluation process as outlined in this RFP
2. Understanding of the evaluation criteria and scoring methodology
3. Recognition that evaluations may involve professional judgment and may include subjective assessments

4.1.6 Methodology Non-Responsive Proposals

A Proposal may be deemed non-responsive and excluded from further consideration if it fails to meet the requirements of this RFP. This includes, but is not limited to:

- Missing required forms, certifications, or signatures
- Failure to meet the submission deadline
- Failure to meet minimum eligibility requirements
- Incomplete Narrative or Budget information
- Failure to provide required insurance documentation

AACOG reserves the right to determine responsiveness at its sole discretion.

4.1.7 Proposal Organization Requirement

Respondents must organize their Proposal to align directly with the Evaluation Criteria outlined in [Section 4.7](#). Each section of the Proposal shall clearly correspond to the applicable evaluation category and address all required elements.

4.2 Evaluation Criteria

4.2.1 Organizational Capability – 35 Points

1. **Business Organization:** State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.
2. **System Concept and Solution:** Define in detail your understanding of the requirements presented in the Scope of Work of this request for proposal and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your knowledge of HHS regulations, target populations and administering aging programs.
3. **Project Management Structure:** Provide a general explanation and chart which specifies project

leadership and reporting responsibilities; and who will interface with the ACOG project management and team personnel. Provide a detailed description of fiscal controls, reporting capabilities and performance accountability protocol. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.

4. Personnel: Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work task assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide all resumes.

4.2.3 Demonstrated Performance – 20 Points

Prior Experience: Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated. Do not include experience prior to 2011. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished

4.2.4 Service Delivery Plan – 25 Points

- a. Specify services to be provided and fully describe the specific geographic areas that are proposed to be served, identifying any service delivery limitations. Attach maps highlighting the facilities utilized and the areas to be served by each facility.
- b. Fully describe how services are to be provided. Identify services days, hours of operation, locations of service sites, administrative offices, staffing, and service delivery methods. If other services besides those proposed operate at those sites, describe those services and how they impact on the services for which the proposal is submitted. If services are to be offered at locations where more than one organization operates, specify the other organizations, their public/private status, and the nature of the relationship between the organizations (e.g., a contract or MOU) and how that relationship affects the operations of

the proposer and the activities for which funding is sought from AACOG/BAAA.

- c. As a sub-recipient, describe your project's activities resulting in efficiencies or cost savings to the service (e.g. volunteers, bulk purchasing, central kitchens). Describe any other existing efforts being coordinated to enhance service capabilities and/or quality.
- d. As a sub-recipient, provide a written policy statement and staff procedures utilized to inform participants of the opportunity for voluntary contributions, describing the income ranges of eligible older persons to be served by each facility or program, and the method of voluntary contribution collection, counting, and safeguards.
- e. Performance measurement is used to objectively evaluate the accomplishments of a program or service. The goal is to measure the quality of services and the service satisfaction of participants in programs designed for designated beneficiaries in compliance with the OAA. Describe how your project will measure the quality of services and the service satisfaction of participants. Attaching the evaluation forms and reports to be used.
- f. As a sub-recipient, specify how your project will ensure compliance with applicable provisions of federal, state, and local fire, health, sanitation and safety laws and regulations related to the provision of proposed services. Attach policies and procedures that will guide these policies. Include ADA Compliance Reviews, Disability Accommodations and all compliant process procedures.
- g. As a sub-recipient, specify your project's processes to determine client eligibility and initiate service. State if your project maintains a wait list and how your project prioritizes clients if wait lists are implemented. Provide detail regarding the project's reassessment process and timelines for contacting, accessing and reassessing beneficiaries.
- h. As a sub-recipient, describe training provided to the projects staff and/or volunteers.
- i. As a sub-recipient, specify how your project will assure the AAA that services(s) is/are available and accessible to persons outlined in the Americans with

Disabilities Act. Describe in detail how participants would access services who are a) mobility impaired; b) visually impaired; c) hearing impaired.

- j. As a sub-recipient, describe how services will be coordinated with other service providers within the area (identify existing arrangements).
- k. As a sub-recipient, specify how our project will facilitate coordination with the AAA Access and Assistance component with respect to the delivery of community based services i.e. case management, caregiver initiative, benefits counseling, ombudsman, and information, referral, and assistance.
- l. As a sub-recipient, describe your agency's policy and procedures for assuring the AAA that reported units are accurate. Describe your agency's lowest form of support documentation i.e. consumer meal logs/drivers logs.
- m. As a sub-recipient, describe your agency's policy and procedures that ensure information about an older person is not disclosed in a form that identifies the person without the informed consent of the person or his/her legal representative.

2. Nutrition Services (If Applicable)

- a. As a sub-recipient, describe the process of menu development with assurance of compliance with 26 TAC 213.203(e). Identify your dietician, provide dietician license number, and describe frequency of menu cycle. If applicable, describe other duties performed by the dietician.
- b. As a sub-recipient, describe how your project will reasonably Accommodate older persons with particular dietary needs arising from health requirements, religious requirements, or ethnic backgrounds. Refer to 26 TAC 213.203 (e)
- c. As a sub-recipient, describe how your project will assure compliance with 26 TAC 213.203
(r) related meal availability 250 days per year and during weather-related emergencies, fire, and other disasters.
- d. As a sub-recipient, describe your project's efforts for development of a plan for nutrition education in

compliance with 26 TAC 213.203. Describe types of materials used, sources of information presented, and presenter of the required nutrition education plan.

- e. As a sub-recipient, describe your project's processes in the event of a disaster or unforeseen event. Describe the process to provide meals in advance, describing the number of clients impacted and the process to notify the AAA.

3. Older Americans Act Assurances (Required)

- A. The Older Americans Act of 1965, as amended, requires assurances that specific objectives will be met by the AAA and its sub-recipients. Please provide a narrative response for how your organization plans to meet each of the following OAA objectives.
 - a. Provide assurances that the agency will set specific objectives for providing services to older individuals with greatest economic need and older individuals with greatest social need include specific objectives for providing service to low-income minority individuals and older individuals residing in rural areas. The assurance should be in written narrative form and specific to low-income minority and older individuals residing in rural areas individuals rather than a statement covering both criteria, even if the characteristics of the clients are both low-income minority and reside in rural areas.
 - b. Sub-recipients shall provide outreach activities to ensure participation of targeted elderly persons and shall provide training for staff and volunteers to ensure effective and efficient service delivery to the elderly. Specify how your project will identify individuals eligible for services with particular attention to those individual who are the following:
 - I. Low income and in greatest economic need;
 - II. Members of a minority group;
 - III. In greatest social need;
 - IV. Frail with functional impairments and server disabilities;
 - V. Limited in English speaking ability;
 - VI. Victims of Alzheimer's disease or related disorders;
 - VII. At-risk of institutional placement; and
 - VIII. Rural.

Specifically address each target group. Specify what outreach efforts will be implemented by your agency to inform these individuals regarding the availability of service.

- b. Identify the number of low-income minority older individuals and older individuals residing in rural areas who reside in the proposed service area.
- c. Specify how your project will ensure that each activity undertaken by the agency, including planning, advocacy and systems development will include a focus on the needs of low-income minority, older individuals and older individuals residing in rural areas.
- d. Specify how your project will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, with agencies that develop or provide services for individuals with disabilities.
- e. Specify how your project will take into account in connection with matters of general policy arising in the development and administration of the service plan, the views of recipients of services under such plan.
- f. Specify how your project will serve as the advocate and focal point for older individuals within the community by (in cooperation with agencies, organizations, and individuals participating in activities under the service plan) monitoring, evaluating, and commenting upon all policies, programs, hearings, levies, and community actions which will affect older individuals.
- g. Specify how your project will respond to grievances from older individuals who are dissatisfied with or denied services under the OAA program. Describe the grievance procedure.

4.2.5 Budget – 20 Points

Information described in this section is required from each proposer to determine a cost per deliverable. Your method of costing may not contain all elements identified below, but must be described in detail.

- 1. The budget should include separate line items as noted in Appendix B.
- 2. Provide federally audited rates, if applicable
- 3. Agency that approved the rate
- 4. Date the rate was approved
- 5. Personnel. Itemize the following for each category of personnel with separate hourly rates:
 - 6. Manager, senior consultant, analyst, subcontractor, etc.
 - 7. Estimated hours for each category of personnel
 - 8. Rate applied for each category of personnel
 - 9. Total personnel cost
- 10. Itemized cost of supplies and materials
- 11. Other itemized direct costs

12. If applicable, general, and administrative burden. Indicate base used, percentage, and total cost relative to this procurement.
13. Travel expenses.
14. Printing

Total Possible Points: 100

Important Reminder to Respondents

Respondents are strongly encouraged to structure their Proposal in the same order as the Evaluation Criteria below. Proposals that are clearly organized and directly responsive to each criterion will facilitate the evaluation process and may result in more accurate scoring.

4.3 Procurement Dispute Resolution

4.3.1 Appeal Process

4.3.1.1 Eligibility and Deadline for Appeals

Respondents not selected for the award may submit an appeal only for an alleged violation of a law or regulation governing the procurement process. Appeals based solely on disagreement with the evaluation results, scoring, or ranking of Proposals are not permitted. Appeals must be submitted in writing via email within ten (10) calendar days of the Respondent's receipt of AACOG's notification of final action.

Failure to submit an appeal within this timeframe shall constitute a waiver of the right to appeal.

4.3.1.2 Submission Method and Required Content

Appeals shall be submitted by email only to Debbie Ugarte, Contracts and Procurement Director (dugarte@aacog.gov), with a copy to the AACOG Procurement Department (procurement@aacog.gov). Appeals must clearly identify the AACOG action being appealed, the specific law or regulation alleged to have been violated, and the factual and legal basis supporting the appeal. Appeals must be submitted by, or with written authorization from, the Respondent's authorized representative. Appeals submitted by any method other than email, or sent to any individual not identified above, will not be accepted.

4.3.1.3 Limitations and Final Determination

Respondents may not appeal the scoring or ranking of Proposals unless supported by material and relevant facts demonstrating a violation of applicable law or regulation. Appeals based solely on the belief that one Proposal is superior to another will not be considered. Any hearing related to an appeal shall be conducted at the sole discretion of AACOG in accordance with established procedures, and AACOG's determination on any appeal shall be final.

4.3.2 Debriefing Process

4.3.2.1 Eligibility and Request Deadline

Respondents not selected for the award who elect not to file an appeal may request a debriefing to obtain general information regarding the procurement process and evaluation. Requests for debriefing must be submitted in writing via email within ten (10) calendar days of the Respondent's receipt of AACOG's notification of the procurement decision. Failure to submit a timely request shall constitute a waiver of the right to a debriefing.

4.3.2.2 Submission Method and Scheduling

Requests for debriefing shall be submitted by email only to Debbie Ugarte, Contracts and Procurement Director (dugarte@aacog.gov), with a copy to the AACOG Procurement Department (procurement@aacog.gov). AACOG will acknowledge receipt of the request in writing and will provide the date and time of the debriefing. Debriefings shall be scheduled as soon as practicable, and no later than ten (10) calendar days following receipt of the request.

4.3.2.3 Scope and Limitations of Debriefings

Debriefings are provided as a courtesy and are intended to promote transparency, explain the evaluation process, and assist unsuccessful Respondents in understanding the basis for the procurement decision. Debriefings will not include comparisons with other Proposals, disclosure of proprietary or confidential information, or detailed deliberations of the evaluation committee.

PART 5 – RESPONSE REQUIREMENTS

This Part outlines the required Proposal format, submission standards,

page limitations, validity period, and content organization for Respondents submitting Proposals under this RFP.

5.1 Email Submission

One (1) complete electronic copy of the Proposal shall be submitted via email to **ijones@aacog.gov** and **procurement@aacog.gov**, with a copy (cc) to **dugarte@aacog.gov**, using the following subject line: **RFP Submission: RFP-26-18-CONSERV-SUBRECIPIENT**. Hard copy submissions will not be accepted. Proposals received after the submission deadline or that fail to comply with the submission requirements of this RFP may be deemed non-responsive and rejected from further consideration.

5.2 Response Format

Proposals must be typed, single-spaced, and formatted on standard 8½ x 11-inch paper. Font size shall not be less than ten (10) points. Each page of the Proposal, except the Proposal Title Page, shall be sequentially numbered, including all attachments. Proposals must include all required elements and follow the order prescribed in this RFP. Failure to comply with formatting or submission requirements may result in the Proposal being deemed non-responsive.

5.3 Proposal Validity Period

Each Proposal shall remain valid for acceptance by AACOG for a minimum period of thirty (30) calendar days following the Proposal submission deadline to allow sufficient time for evaluation, selection, and Board action.

5.4 Page Limitations

Respondents are encouraged to keep Proposals concise, clear, and focused. The following page limits apply:

- **Executive Summary:** Maximum of three (3) pages
- **Narrative:** Maximum of fifteen (15) pages

Page limits do not include required forms, certifications, or attachments.

5.5 Order of Contents

Proposals must be clearly labeled and compiled in the exact order listed below. Respondents shall include all required forms, certifications, and attachments as part of their submission. Proposals that do not include all required items may be deemed non-responsive and may be rejected at AACOG's sole discretion. The AACOG Vendor Packet is required and must be submitted as a separate PDF file. The Vendor Packet shall not be included in the main Proposal PDF.

A. Main Proposal PDF (Required))

1. Proposal Title Page ([Attachment A](#))
2. Table of Contents
3. Executive Summary
4. Narrative
5. Acknowledgement and Certification Sheet ([Attachment B](#))
6. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion ([Attachment C](#))
7. Non-Discrimination Certification ([Attachment D](#))
8. Certification for Contracts, Grants, Loans, and Cooperative Agreements ([Attachment E](#))
9. Proof of Insurance (COI or letter of insurability)
10. Vendor Compliance Checklist ([Attachment F](#))

B. AACOG Vendor Packet (Separate PDF Required)

The AACOG Vendor Packet is required and must be submitted as a separate PDF file. The Vendor Packet shall not be included in the main Proposal PDF.

5.6 Table of Contents

Each Proposal shall include a Table of Contents listing all Proposal sections, subsections, and attachments with corresponding page numbers. All materials shall be clearly labeled and organized to facilitate ease of review.

5.7 Executive Summary

Respondents shall provide an Executive Summary that

concisely highlights the organization's background, relevant experience, and overall approach to delivering the services solicited under this RFP. The Executive Summary shall demonstrate the Respondent's understanding of the Scope of Work and include a clear commitment to timely, compliant, and high-quality performance.

The Executive Summary should also:

- Summarize key qualifications and organizational strengths
- Highlight experience serving older adults or similar target populations
- Describe the proposed service approach at a high level
- Identify any unique or innovative practices that

enhance service delivery The Executive Summary should be clear, well-organized, and written for a general audience, as it may be used as an overview during the evaluation process.

5.8 Narrative

The Narrative shall be organized to correspond directly with the Evaluation Criteria outlined in Section 4.7. At a minimum, the Narrative must include the following clearly labeled sections:

- 1. Organizational Capability (35 Points)**
- 2. Demonstrated Performance (20 Points)**
- 3. Service Delivery Plan (25 Points)**
- 4. Budget and Cost Effectiveness (20 Points)**

5.9 Narrative Organization

Respondents shall organize the Narrative in the same order as the Evaluation Criteria and clearly label each section and subsection. Responses should be concise, relevant, and directly responsive to the requirements of this RFP.

5.10 How to Organize and Label Your Proposal

Respondents shall organize the Narrative in the same order and structure as the Evaluation Criteria in Section 4.7 and clearly label each section and subsection.

Respondents are strongly encouraged to use the same numbering structure (e.g., 1.1, 1.2, 3.a, 3.b, etc.) to ensure clarity and completeness.

AACOG will evaluate Proposals based solely on the information provided in each section. Failure to clearly respond to each item may result in lower evaluation scores or a determination that the Proposal is non-responsive.

Step 1 – Main Proposal PDF (Required Order)

The Main Proposal must be submitted as one (1) PDF and organized in the following order:

1. Proposal Title
Page
(Attachment A)
(Label as: “1. Proposal Title Page”)
2. Table of Contents
(Label as: “2. Table of Contents”)
 - Include page numbers for all sections
3. Executive Summary
(Maximum 3 pages)
(Label as: “3. Executive Summary”) Include:
 - Organization overview
 - Relevant experience
 - High-level service approach

Step 2 – Narrative (Required and Scored Section)

Label this section as: (“4. Narrative”)

The Narrative must be organized exactly as follows:

4.1 Organizational Capability (35 Points)

1. Business Organization

- Label as: "4.1.1 Business Organization"
- 2. System Concept and Solution
Label as: "4.1.2 System Concept and Solution"
- 3. Project Management Structure
Label as: "4.1.3 Project Management Structure"
- 4. Personnel
Label as: "4.1.4 Personnel"

4.2 Demonstrated Performance (20 Points)

Label as: "4.2 Demonstrated Performance" Include:

- Relevant experience
- References
- Projects from 2011 to present

4.3 Service Delivery Plan (25 Points)

Respondents must address each item below:

1. Service Area and Maps
(Label as: "4.3.a Service Area and Maps")
2. Service Delivery Approach
(Label as: "4.3.b Service Delivery Approach")
3. Cost Efficiency and Coordination
(Label as: "4.3.c Cost Efficiency and Coordination")
4. Voluntary Contributions Policy
(Label as: "4.3.d Voluntary Contributions Policy")
5. Performance Measurement
(Label as: "4.3.e Performance Measurement")
6. Compliance (Health, Safety, ADA)
(Label as: "4.3.f Compliance (Health, Safety, ADA)")
7. Client Eligibility and Intake
(Label as: "4.3.g Client Eligibility and Intake")
8. Training
(Label as: "4.3.h Training")
9. Accessibility (ADA)
(Label as: "4.3.i Accessibility (ADA)")
10. Coordination with Providers
(Label as: "4.3.j Coordination with Providers")
11. Coordination with AAA Services

- (Label as: “4.3.k Coordination with AAA Services”)
- 12. Reporting and Documentation
(Label as: “4.3.l Reporting and Documentation”)
- 13. Confidentiality Policies
(Label as: “4.3.m Confidentiality Policies”)

4.4 Nutrition Services (If Applicable)

Respondents shall include this section only if applicable:

- 1. Menu Development
(Label as: “4.4.a Menu Development”)
- 2. Special Diets
(Label as: “4.4.b Special Diets”)
- 3. Meal Availability Compliance
(Label as: “4.4.c Meal Availability Compliance”)
- 4. Nutrition Education
(Label as: “4.4.d Nutrition Education”)
- 5. Emergency Planning
(Label as: “4.4.e Emergency Planning”)

4.5 Older Americans Act Assurances (Required)

Respondents must address each requirement:

- 1. Economic and Social Need
Label as: “4.5.a Economic and Social Need”
- 2. Outreach to Target Populations
Label as: “4.5.b Outreach to Target Populations”
- 3. Rural and Minority Populations
Label as: “4.5.c Rural and Minority Populations”
- 4. Disability Coordination
Label as: “4.5.d Disability Coordination”
- 5. Participant Input
Label as: “4.5.e Participant Input”)
- 6. Advocacy Role
Label as: “4.5.f Advocacy Role”
- 7. Grievance Procedures
Label as: “4.5.g Grievance Procedures”

4.6 Budget and Cost Effectiveness (20 Points)

Label as: “4.6 Budget and Cost

Effectiveness” Include:

- Budget (Appendix B format)
- Personnel costs
- Supplies and materials
- Travel expenses
- Indirect costs (if applicable)

Step 3 – Required Forms (Include in Main Proposal PDF)

Respondents must include the following documents in the order listed below:

1. Acknowledgement and Certification (Attachment B)
2. (Label as: “5. Acknowledgement and Certification”)
3. Debarment Certification (Attachment C)
4. (Label as: “6. Debarment Certification”)
5. Non-Discrimination Certification (Attachment D)
6. (Label as: “7. Non-Discrimination Certification”)
7. Certification for Contracts, Grants, Loans, and Cooperative Agreements (Attachment E)
8. (Label as: “8. Certification for Contracts/Grants”)
9. Proof of Insurance (Certificate of Insurance or Letter of Insurability)
10. (Label as: “9. Proof of Insurance”)
11. Vendor Compliance Checklist (Attachment F)
12. (Label as: “10. Vendor Compliance Checklist”)

Step 4 – Separate Submission (Required)

The following must be submitted as a separate PDF and not included in the Main Proposal: AACOG Vendor Packet

Final Reminder to Respondents

Proposals must follow this exact structure and labeling format. AACOG will evaluate Proposals based solely on the information provided in each section. Failure to clearly respond to each item may result in lower scores or a determination that the Proposal is non-responsive.

5.11 Email Subject Line

Respondents shall submit Proposals by email using the following subject line:
RFP Submission: RFP-27-18-CONSERV-SUBRECIPIENT

5.12 File Format and Naming

Proposals and all required attachments must be submitted electronically.

AACOG prefers that the Proposal be submitted as one combined PDF file whenever possible. If file size limitations require multiple files, Respondents shall clearly label each file. If a Respondent is unable to submit in PDF format, AACOG may accept an alternate electronic format at its discretion.

File Type	Required File Name Format
Main Proposal (Preferred single PDF)	XXXXXX – RFP-27-18-CONSERV-SUBRECIPIENT.pdf
AACOG Vendor Packet (Separate PDF Required)	XXXXXX – AACOG Vendor Packet.pdf
Multiple Proposal Files (If needed due to file size)	XXXXXX – RFP-27-18-CONSERV-SUBRECIPIENT (Part X of Y).pdf

PART 6 – REQUIRED PROPOSAL FORMS AND ATTACHMENTS

This Part identifies the mandatory and conditional forms, certifications, and attachments that must be completed and submitted as part of a Respondent’s Proposal under this RFP. Respondents are responsible for ensuring that all required items are complete, properly executed, and submitted in accordance with the Proposal organization and

submission requirements set forth in Part 5.

6.1 Required Forms and Certifications (Mandatory Submission)

All required forms and certifications must be completed in full, signed, and dated by an individual authorized to bind the Respondent. Unsigned or incomplete forms may result in the Proposal being deemed non-responsive and excluded from further consideration.

The following required forms and certifications must be included in the Main Proposal PDF at the time of submission:

- Acknowledgement and Certification Sheet ([Attachment B](#))
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion ([Attachment C](#))
- Non-Discrimination Certification ([Attachment D](#))
- Certification for Contracts, Grants, Loans, and Cooperative Agreements ([Attachment E](#))
- Vendor Compliance Checklist ([Attachment F](#))

6.2 Required Proposal Attachments (Mandatory Submission)

The following attachments must be included with the Proposal at the time of submission:

- Proof of Insurance (Certificate of Insurance or letter of insurability)
- Organizational Chart and Key Personnel Information
- Resumes of Key Staff
- Relevant Experience and Past Performance (including references)
- Service Delivery Plan (as outlined in Section 6.4)
- Budget and Budget Narrative (Appendix B)

Failure to include required attachments may result in the Proposal being deemed non-responsive.

6.3 AACOG Vendor Packet (Separate File Requirement)

The AACOG Vendor Packet is required and must be submitted as a separate PDF file. AACOG may provide additional instructions regarding completion and submission of the Vendor Packet. Failure to submit the Vendor Packet as required may result in disqualification from further consideration.

6.4 Insurance Submission Requirement (Pass/Fail)

Proof of insurance (Certificate of Insurance) or a binding letter of insurability issued by a carrier authorized to do business in the State of Texas must be submitted with the Proposal. The documentation must demonstrate the

Respondent's ability to meet all insurance requirements specified in this RFP upon contract award. AACOG reserves the right to request additional documentation or verification from the issuing carrier prior to contract execution.

6.5 Form Execution Requirements

All required forms must be completed in full and signed by an individual authorized to bind the Respondent.

AACOG reserves the right to verify the accuracy, completeness, and authenticity of all submitted forms, certifications, and attachments.

Submission of a proposal constitutes certification by the Respondent that all information provided is true, accurate, and complete to the best of their knowledge.

Appendix B

Budget Form

Uniform Rate Negotiation Budget Workbook

Notice of Pending Addendum

The Uniform Rate Negotiation Budget Workbook is currently under development and will be issued at a later date via addendum.

Respondents are advised that this information may impact proposal preparation. The proposal due date may be extended, if necessary, to allow adequate time for review and incorporation of the addendum.

Respondents are responsible for monitoring all addenda issued for this solicitation.

Proposal Title Page

(Attachment A)

Legal Name of Proposing Entity	
Name of Owner / Director of Entity	
Title	
Mailing Address	
Physical Address (if different from mailing)	
Telephone Number	
E-mail Address	
Contract Signatory Authority & Title	
Federal Tax Identification Number	
Historically Under-Utilized Business (HUB)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(If yes, attach a copy of current certification.)</i>	
Legal / Tax Status of Organization	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Other: _____

Acknowledgement and Certification

(Attachment B)

The undersigned certifies that:

1. All specifications, terms, and conditions of this Solicitation have been read, understood, and accepted.
2. The proposer agrees to comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to **Texas Government Code Chapters 2155, 2251, 2252, and 2261**, as applicable.
3. The information contained in this proposal is true, accurate, and complete to the best of the proposer's knowledge and belief.
4. The undersigned is an authorized representative of the proposing entity and has the authority to bind the organization contractually.
5. The proposer certifies compliance with **Texas Government Code §2252.001-§2252.003 (Residence State Certification)** and acknowledges that failure to comply may result in disqualification or termination of any resulting contract.
6. The proposer further certifies that no gratuities, favors, or inducements have been offered to any officer, employee, or representative of the Alamo Area Council of Governments (AACOG) in connection with this procurement.

By signing below, the proposer further certifies compliance with all applicable provisions of the Texas Government Code and acknowledges that any false statement, misrepresentation, or failure to comply with statutory requirements may result in disqualification, termination of contract, or other legal remedies available to the Alamo Area Council of Governments (AACOG).

AUTHORIZED SIGNATURE

Printed Name

Title

Signature

Date

**CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY, AND
VOLUNTARY EXCLUSION**
(For Contracts and Grants)**

(Attachment C)

VENDOR INFORMATION

	(Please Fill Below)
Name of Individual / Agency / Business / Organization	
Doing Business As (DBA), if applicable	
Address	
Applicable Procurement / Solicitation No.	
Federal Employer Identification Number (FEIN)	

CERTIFICATION STATEMENT

By signing and submitting this certification, the prospective vendor/grantee acknowledges and agrees to the following:

1. This certification is a material representation of fact upon which the **Alamo Area Council of Governments (AACOG)** will rely when entering into this transaction.
2. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, AACOG may pursue available remedies, including but not limited to **contract termination, suspension, or debarment**, in addition to any other remedies available under federal or state law.
3. The prospective vendor/grantee agrees to provide **immediate written notice** to:

Executive Director Alamo Area Council of Governments 2700 NE Loop 410, Suite 101 San Antonio, TX 78217

CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY, AND VOLUNTARY
EXCLUSION** (*For Contracts and Grants*) (Continued)

if at any time it learns that this certification was erroneous when submitted or has become erroneous due to changed circumstances.

4. The terms “covered contract,” “debarred,” “suspended,” “ineligible,” “participant,” “person,” “principal,” and “voluntarily excluded” have the meanings assigned in the federal regulations implementing **Executive Order 12549**.
5. The vendor/grantee agrees that, if awarded a contract or grant, it will **not knowingly enter into any lower-tier covered transaction or subcontract** with any party that is debarred, suspended, or ineligible unless specifically authorized in writing by the appropriate agency or AACOG.

Yes **No**

Do you have or anticipate having sub-vendors or sub-grantees under this agreement?

6. The vendor/grantee agrees to include this certification, without modification, in all lower-tier covered transactions and solicitations.
7. The vendor/grantee acknowledges that AACOG verifies exclusion status through applicable federal and state debarment lists.
8. Nothing herein requires the establishment of a special recordkeeping system beyond that normally maintained in the ordinary course of business.
9. If a vendor knowingly enters into a covered transaction with an ineligible party, AACOG and/or the applicable funding agency may pursue remedies including termination, suspension, or debarment.

CERTIFICATION OF ELIGIBILITY

Option 1 – Certification of Eligibility

The vendor/grantee certifies that neither it nor its principals:

- Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal or state agency;
- Have, within the past three (3) years, been convicted of or had a civil judgment rendered for fraud, criminal offense, or violation of public contract laws;

CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY, AND VOLUNTARY
EXCLUSION** (For Contracts and Grants)
(Continued)

- Are presently indicted or otherwise charged by a governmental entity for such offenses;
- Have had a public contract terminated for cause or default within the past three (3) years.

Option 2 - Unable to Certify

The vendor/grantee cannot certify one or more of the above statements and has attached a **signed and dated explanation** for each applicable item.

AUTHORIZED SIGNATURE

Name of Potential Vendor / Grantee _____

Authorized Representative (Print Name) _____

Title _____

Signature _____

Date _____

NON-DISCRIMINATION CERTIFICATION

(Attachment D)

The undersigned contractor/vendor hereby certifies that it agrees to comply with all applicable federal nondiscrimination laws and regulations, including but not limited to the following:

1. **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. §2000d), which prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance (45 CFR Part 80).
 2. **Section 504 of the Rehabilitation Act of 1973**, as amended (29 U.S.C. §794), which prohibits discrimination against qualified individuals with disabilities in:
 - Programs and activities receiving federal financial assistance (45 CFR Part 84);
 - Programs with fewer than fifteen (15) employees (45 CFR §84.52(d)(2));
 - Admission or treatment of substance abusers with medical conditions (45 CFR §84.53); and
 - Programs or activities conducted by the U.S. Department of Health and Human Services (45 CFR Part 85).
 3. **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. §1681), which prohibits discrimination on the basis of sex in federally assisted education programs (45 CFR Part 86).
 4. **The Age Discrimination Act of 1975**, as amended (42 U.S.C. §6101), which prohibits discrimination on the basis of age in:
 - Programs or activities receiving federal financial assistance (45 CFR Part 90); and
 - Programs or services receiving financial assistance from the U.S. Department of Health and Human Services (45 CFR Part 91).
 5. **Title II of the Americans with Disabilities Act of 1990**, as amended (28 CFR Part 35), which prohibits discrimination on the basis of disability in public services.
-

NON-DISCRIMINATION CERTIFICATION (Continued)

By signing below, the undersigned certifies that the vendor/grantee complies with all applicable nondiscrimination statutes and regulations listed above and agrees to remain in compliance for the duration of any contract or agreement resulting from this procurement.

AUTHORIZED SIGNATURE

Name of Potential Vendor / Grantee	_____
Authorized Representative (Printed Name)	_____
Title	_____
Signature	_____
Date	_____

(Attachment E)

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. **No Federal appropriated funds** have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with:
 - The awarding of any Federal contract;
 - The making of any Federal grant or loan;
 - The entering into of any cooperative agreement; or
 - The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If **any funds other than Federal appropriated funds** have been paid or will be paid for influencing or attempting to influence any of the individuals listed above in connection with this transaction, the undersigned shall complete and submit **Standard Form LLL – Disclosure Form to Report Lobbying**, in accordance with its instructions.
3. The undersigned agrees that the language of this certification shall be included in the award documents for **all subawards at all tiers**, including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements, and that all subrecipients shall certify and disclose accordingly.
4. This certification is a **material representation of fact** upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite imposed by **31 U.S.C. §1352**.
5. Any person who fails to file the required certification shall be subject to a **civil penalty of not less than \$10,000 and not more than \$100,000** for each such failure.

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS
(Continued)**

STATEMENT FOR LOAN GUARANTEES AND LOAN INSURANCE

The undersigned certifies, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or

employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit **Standard Form LLL - Disclosure Form to Report Lobbying**, in accordance with its instructions.

Submission of this statement is a prerequisite for entering into this transaction under **31 U.S.C. §1352**, and failure to comply may result in civil penalties ranging from **\$10,000 to \$100,000** per occurrence.

AUTHORIZED CERTIFICATION

Response

Organization Name

Authorized Representative (Printed Name)

Title

Signature

Date

Vendor Compliance Checklist

(Attachment F)

The Respondent must complete this checklist and include it with the Proposal submission. Failure to include required items may result in the Proposal being deemed non-responsive. This checklist corresponds directly to Section 5.15 "How to Organize and Label Your Proposal" and must be completed to confirm all required elements are included.

Mark each item as **Included (✓)**, **Not Included (X)**, or **N/A**.

A. REQUIRED SUBMISSION DOCUMENTS (MAIN PROPOSAL PDF)

Requirement	✓ / X / N/A
Proposal Title Page (Attachment A)	<input type="checkbox"/>
Table of Contents	<input type="checkbox"/>
Executive Summary (max 3 pages)	<input type="checkbox"/>
Narrative (max 15 pages)	<input type="checkbox"/>
Acknowledgement & Certification (Attachment B)	<input type="checkbox"/>
Debarment Certification (Attachment C)	<input type="checkbox"/>
Non-Discrimination Certification (Attachment D)	<input type="checkbox"/>
Certification for Contracts/Grants (Attachment E)	<input type="checkbox"/>
Vendor Compliance Checklist (Attachment F)	<input type="checkbox"/>
Proof of Insurance (COI or Letter of Insurability)	<input type="checkbox"/>

B. REQUIRED ATTACHMENTS

Requirement	✓ / X / N/A
Organizational Chart	<input type="checkbox"/>
Resumes of Key Staff	<input type="checkbox"/>
Relevant Experience / References	<input type="checkbox"/>
Service Delivery Plan	<input type="checkbox"/>
Budget and Budget Narrative	<input type="checkbox"/>

C. SEPARATE SUBMISSION (REQUIRED)

Requirement	✓ / ✗ / N/A
AACOG Vendor Packet (submitted as separate PDF)	<input type="checkbox"/>

D. ELIGIBILITY & COMPLIANCE REQUIREMENTS

Requirement	✓ / ✗ / N/A
Organization is not debarred or suspended	<input type="checkbox"/>
Staff subject to background checks (if applicable)	<input type="checkbox"/>
Employees authorized to work in U.S. (I-9 compliance)	<input type="checkbox"/>
Ability to meet insurance requirements	<input type="checkbox"/>
Ability to operate on cost-reimbursement basis	<input type="checkbox"/>
Financial capacity (recommended 3 months operating cash)	<input type="checkbox"/>
Compliance with federal/state regulations (OAA, HHSC, 2 CFR 200, etc.)	<input type="checkbox"/>

E. INSURANCE REQUIREMENTS (MANDATORY / CONDITIONAL)

Requirement	✓ / ✗ / N/A
Ability to meet General Liability (\$1M per occurrence / \$2M aggregate)	<input type="checkbox"/>
Ability to meet Professional Liability (E&O) (\$250K per claim)	<input type="checkbox"/>
Ability to meet Workers' Compensation & Employer's Liability (statutory + required limits)	<input type="checkbox"/>
Ability to meet Automobile Liability (including owned, hired, non-owned vehicles)	<input type="checkbox"/>
Directors & Officers (D&O) coverage (if applicable based on scope/risk)	<input type="checkbox"/>
Cyber Liability coverage (if applicable based on data handling/risk)	<input type="checkbox"/>
Insurance issued by carrier authorized in Texas	<input type="checkbox"/>
Ability to provide Certificate of Insurance prior to contract execution	<input type="checkbox"/>
Acknowledgement that additional coverage may be required by AACOG	<input type="checkbox"/>

F. SUBMISSION REQUIREMENTS

Requirement	✓ / X / N/A
Proposal submitted via email	<input type="checkbox"/>
Sent to correct email addresses	<input type="checkbox"/>
Correct subject line used	<input type="checkbox"/>
Submitted before deadline	<input type="checkbox"/>
Files labeled correctly	<input type="checkbox"/>

CERTIFICATION

I certify that all information provided in this Proposal is true, accurate, and complete to the best of my knowledge. I understand that failure to provide required documentation may result in disqualification.

AUTHORIZED REPRESENTATIVE CERTIFICATION

By signing below, the Respondent certifies that the information provided in this Vendor Compliance Checklist is true, complete, and accurate, and that the Respondent acknowledges and agrees to comply with all requirements of this RFP and any resulting contract(s) and task orders issued by AACOG.

Authorized Representative _____

Title _____

Company Name _____

Date _____

AACOG Vendor Packet
(submit as a separate PDF file; do not include in the main Proposal PDF)

The AACOG Vendor Packet is used to register Respondents for contracting and payment purposes.

Submission of the Vendor Packet is not required at the time of Proposal submission; however, Respondents are strongly encouraged to complete and submit the Vendor Packet as soon as possible.

The selected Respondent will be required to submit a completed Vendor Packet prior to contract execution. Failure to submit the Vendor Packet in a timely manner may result in delays in contract processing and payment.

The Vendor Packet must be submitted as a separate PDF file and shall not be included in the Main Proposal PDF, in accordance with the submission instructions outlined in this section.

The Vendor Packet is available at the following link:

https://aacog.gov/wp-content/uploads/2026/04/AACOG_Vendor_Setup_Request_Packet.pdf

Submission of the Vendor Packet does not guarantee award of a contract. Vendors must be registered on the AACOG Vendor List to receive future bid notices and to be eligible for award.