

PAAA RFP OAA/SFSS FUNDING SFY 2026-2027
RFP NO. 26-06

Overview

Pueblo County on behalf of The Pueblo Area Agency on Aging (PAAA), is soliciting proposals for Senior Services as follows: *Homemaker, Transportation, and Caregiver Respite.*

These services are available to older adults residing in Pueblo County that are 60 years of age or older. No means testing is required to qualify for PAAA services. Caregiver Respite requires eligibilities be met to receive the service.

All items contained in the Request for Proposal (RFP) are required in preparing proposals for the services listed above and covered by this proposal with Pueblo County and PAAA.

- RFP officially opens to the public on **FRIDAY APRIL 3, 2026**, in OAA-SYS software. Linke below.
- o **<https://paaa.oaa-sys.com/paaa/rfp/public/Login.aspx>**
- Electronic submissions of proposals will be accepted until **3:00 p.m. MT, MONDAY APRIL 27, 2026**, by Pueblo County Clock. Electronic submissions must be completed in OAA-SYS Software.
- Hard copy proposals are due by **3:00 p.m. MT (Pueblo County Clock), APRIL 27, 2026**, must be delivered in a sealed envelope/container, clearly marked "Request for Proposal – RFP 26-06, PAAA Senior Services", and addressed to:
 - o Pueblo County Purchasing Department
 - Attn: Terry Robinson
 - 215 W. 10th Street, Room 14
 - Pueblo, CO 81003

This is in addition to the electronic RFP process submission.

A **MANDATORY** pre-proposal and electronic submission conference will be conducted by Zoom and is scheduled for **Tuesday April 7, 2026, at 1pm**. This will cover OAA-SYS software RFP submission and questions regarding services within the RFP. This conference will not be rescheduled.

Zoom

Link: <https://us06web.zoom.us/j/87437249077?pwd=V17b5nKAiae6D6pZQjaECa8SPb3J2H.1>

Meeting ID: 874 3724 9077

Passcode: 454940

Access to RFP and proposal instructions can be requested by email or phone call to Dina Godinez, PAAA Program Coordinator, office number (719) 583- 6318 or via E-mail at Dina.Godinez@pueblocounty.us. Proposal instructions consist of power point slides with instructions on how to navigate OAA-SYS RFP submission.

Only sealed proposals properly received by the Pueblo County Purchasing Department will be accepted. No proposals which are received after the time and date stated above will be

considered, and any proposals received after the scheduled closing time and date mentioned above shall be returned to the submitting agency unopened. Proposals submitted by telephone, telegram, fax, E-mail, or other means of telecommunications will not be accepted. Hard copy submission for RFP must be delivered to the Pueblo County Purchasing Department at the street address shown above.

Pueblo County will award the contract to a company based on the evaluation criteria contained in the request for proposal.

Pueblo County is an Equal Opportunity Employer. Minority, small, disadvantaged & women owned enterprises are encouraged to submit competitive proposals for this service.

The County of Pueblo reserves the right to accept or reject any or all proposals, to waive informalities and to reserve any request for proposals. Pueblo County also reserves the right to award the contract to more than one, all, none, or a portion of funds to applicants as seen fit to service Pueblo County older adults.

If assistance under the Americans with Disabilities Act Amendments Act (ADAAA) is needed to complete any portion of the RFP process please contact the following: **Pueblo County Human Resources, TTY: 800-659-2656 or VOICE: 800-659-3659.**

Terms and Definitions

Applicant agency: Means an entity that is applying for a contract or other funding, or for designation or consideration as an Area Agency on Aging.

Area Agency on Aging (AAA): Means a private nonprofit or public agency designated by the State Unit on Aging (SUA) to administer the Older Americans Act and related programs within a Planning and Service Area (PSA) in the State of Colorado.

Area Agency on Aging Advisory Council: Means a representative body of laypersons and service providers, designated by the AAA to represent the interests of older adults within the boundaries of a Planning and Service Area.

Activities of Daily Living (ADLs): Means activities that are regularly necessary for personal care. These activities include transfers in and out of a bed or chair, toileting, walking, dressing, bathing, hygiene and eating.

Instrumental Activities of Daily Living (IADLs): Means activities necessary for independent living, including meal preparation, shopping, medication management, housework, laundry, appointment management, money management, access resources, transportation and telephone.

Cash Match: Means local cash received from non-Federal and non-State sources, passing to the control of the contracted or sub-contracted or contract agencies, which is used for the payment of allowable costs charged to the contract, and for the satisfaction of requirements for non-Federal/non-State share of program expenses.

Frail: Means an older adult who is determined to be functionally impaired due to a. Inability to perform at least two (2) activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; or b. A cognitive or other mental impairment requires substantial supervision because the individual behaves in a manner that poses a

serious health or safety hazard to self or others.

Funding request: Means the documentation submitted annually by each AAA to the SUA, in a format prescribed that includes updated budgetary information.

Greatest Economic Need: Means the need resulting from an income level at/below the Federal poverty guidelines.

Greatest Social Need: Means the need caused by non-economic factors which include:

- a. Physical and mental disabilities.
- b. Language barriers; and,
- c. Cultural, social or geographical isolation, including isolation caused by:
 1. Racial or ethnic status, that restricts the ability of a person to perform normal daily tasks; or,
 2. that threatens the capacity of a person to live independently.

High Nutrition Risk: Means a score of six (6) or more on the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. Requirements shall not include any later amendments to or editions of the incorporated material. Copies of these materials are available for public inspection by contacting: Manager, State Unit on Aging Colorado Department of Human Services, Division of Aging and Adult Services 1575 Sherman Street, Denver, CO 80203; or any State Publication Depository Library.

In-Kind Match: Means services, goods or property donated by a contracted or third party which are the allowable costs of a contract, for which no cash reimbursement is required, and which are applied to a requirement for the non-federal/non-state share of program expenses.

Instrumental Activities of Daily Living Skills (IADLS): Means activities necessary for independent living, including meal preparation, shopping, medication management, housework, laundry, appointment management, money management, access resources, transportation and telephone.

Low-Income: Means incomes below the Federal poverty guidelines.

Material aid: Means aid in the form of goods or food such as direct distribution of commodities, surplus food, and reminder medication boxes, distribution of clothing, smoke detectors, eyeglasses, hearing aids, dentures, security devices, and medication

Means Test: Means the use of an older adult's income or resources to determine eligibility pursuant to Vol. 10.

Monitoring: Means a review by the contractor agency of one or more contract activities, that may include on-site visits to the contractor agency; and/or data collection activities of contractors and subcontractors, for the purpose of assuring that the contract is being administered in accordance with the Older Americans Act and that the purposes of the contract are being met.

Nutrition Counseling: Means the provision of individualized advice and guidance by a registered dietitian in accordance with Federal or State law and/or policy to individuals or their caregivers for those individuals at nutritional risk because of their health or nutritional history, dietary intake, medication use or chronic illnesses. Nutrition Counseling addresses the options and methods for improving nutrition status.

Nutrition Education: Means a program to promote better health by providing accurate and culturally sensitive nutrition, information and instruction to older adults and caregivers in a group

or individual setting overseen by a dietitian or individual of comparable expertise.

Nutrition Outreach: Means an activity designed to seek out and identify the maximum number of older adults in greatest need of nutrition and supporting social services, such those hard to reach, isolated, withdrawn, low income or a minority.

Nutrition Screening: Means the process of identifying older individuals at nutritional risk or with malnutrition.

Nutrition Services Incentive Program (NSIP): Means a program carried out by the U.S. Department of Health and Human Services to allot cash, commodities or a combination of cash and commodities to States and contracted providing nutrition programs to older adults.

On-site evaluation: Means the process of reviewing direction, compliance with regulations and policies and procedures, efficiency and effectiveness of a program or part of a program through both discussion, and review of documentation with relevant persons by the SUA or AAA.

Wait List: Means a list created when services are not able to be provided when requested for a multitude of reasons.

RFP Schedule

Consideration of responses to this RFP will be governed by the following schedule:

Details

Date

Distribution

RFP is released and available for completion.

Friday, April 3, 2026, 12:00 a.m.

RFP Proposal Conference & RFP System Training

(Mandatory)

A **MANDATORY** Proposal and electronic submission conference will take place online by Zoom. This training will not be rescheduled.

Zoom

Link: <https://us06web.zoom.us/j/83119281120?pwd=hMaZyWoXtaYw5SaHFerJBbdL3mpGrD.1>

Meeting ID: 831 1928 1120

Passcode: 029129

Interested organizations are **required** to participate in training on this RFP web application if they are to be considered for funding. It is recommended that the individual responsible for completing the proposal attend.

Zoom Conference – Tuesday April 7, 2026, at 1 pm.

Submittals Due

Responses to this request must be submitted no later than

Electronic Submission due by Monday April 27, 2026, at 3 pm. Pueblo County Clock

Hard Copy Submission hand carried or mailed (must receive in office by or before date and time) to Pueblo County Purchasing, Attn: Terry Robinson, Address: 215 W 10th St, Rm 14, Pueblo, CO 81003

Monday April 27, 2026, by 3 pm. Pueblo County Clock

Interviews (as needed)

Interviews, if requested, are expected to be held on the listed dates. In lieu of or in addition to interviews, the PAAA staff may contact respondents during the proposal review process to obtain additional information or clarification on information provided.

Friday, May 11, 2026

Time TBD Per Individual Request.

Recommendation/Authorization, Tentative

Following review of responses, a recommendation to proceed to contract with selected respondents will be submitted for approval to the PAAA's Administrative Committee.

Monday May 18, 2026

Contract Finalization

The PAAA staff anticipates finalizing contracts with selected respondents.

Monday, May 25, 2026

If selected for funding, the following trainings will be offered by the PAAA:

AAA - Contractor Training REQUIRED for all respondents approved for funding.

Tuesday, June 2, 2026, at 11 – 12:30 pm by Zoom.

SUDS Training REQUIRED for new contractors, new system users or as deemed appropriate by the PAAA staff. Optional for all others. New users will schedule time with PAAA Coordinator and Assistant...Monday June 8, 2026, time TBD.

Period of Performance

Contracts resulting from this Request for Proposals (RFP) will be effective **July 1, 2026, through June 30, 2027**, subject to the appropriation of funds by Pueblo County.

Statement of Intent & Acknowledgment of Assurance of Compliance

This project plan is submitted for the period **July 1, 2026 – June 30, 2027**. The applicant agency identified will assume full responsibility to develop and administer the annual plan in accordance with the requirements of the Older Americans Act and related State Unit on Aging Policies &

Procedures.

The applicant agency confirms it has received and understands the administrative requirements set forth in the Assurance of Compliance with the Pueblo Area Agency on Aging (PAAA), the State Unit on Aging (SUA), P&P, and Volume 10.

It is understood and agreed by the applicant agency that: (1) Funds contracted as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies, and in accordance with the State of Colorado and the Administration on Aging of the US Department of Health and Human Services; (2) Any proposed changes to this proposal as approved will be submitted in writing by the applicant agency and upon notification of approval by the Pueblo Area Agency on Aging (PAAA) shall become a part of this agreement; and (3) Funds awarded as a result of this application may be terminated at any time for violation of any terms and requirements of this agreement and that applicants may be asked to accept a contract for a reduced amount of services with a proportional reduction in grant award dependent on total Federal and state funds available and passed through the Pueblo Area Agency on Aging (PAAA).

Termination of Contract

TERMINATION OF CONTRACT

1. An initial Agreement with Proposer would commence on or about **July 1, 2026**, unless sooner terminated as provided herein, would terminate **June 30, 2027**, and thereafter, may be renewed for two (2) subsequent one-year renewal(s) by separate written agreements signed by the parties. Any such renewal shall be made subject to the availability of appropriated funds for the County fiscal year corresponding with such renewal dates. There is no guarantee that a renewal will occur after the initial one-year Agreement and does not create any expectation of renewal for Proposer.
2. Pueblo County reserves the right to terminate the Agreement or any extension hereof, at any time and for any reason. Notification of intent of Pueblo County to terminate the Agreement will be provided to the Proposer, in writing, at least ten (10) days before the date of termination.

Written Agreement

All Proposers are hereby notified that the execution of a Contract pursuant to this RFP is dependent upon the negotiation of a mutually acceptable Contract with the successful proposer's agency and subject to appropriation by Pueblo County of the necessary funds on an annual basis.

Signature on the Proposal Cover Sheet shall serve as an acknowledgement that the Proposer is willing to enter into an agreement on the terms and conditions identified in this RFP with the County of Pueblo if their proposal is accepted.

PAAA is utilizing a software platform called OAA-SYS(R) to collect proposals for this RFP. The Proposal Cover Sheet will be made available through this online tool at the point of proposal submission.

Evaluation Criteria and Contract Award

Proposers must complete and return the entire RFP packet that they will build using the OAA-SYS(R) online tool.

No more than six finalists will be selected. The County shall evaluate and select a proposer to provide the required services based on the completed proposal responses. The County shall be the sole judge in determining how the evaluation process shall be conducted and what proposer shall be considered for the award as deemed to be in the best interest of the County.

Preparation of Proposals

The Proposal must be signed by a company representative authorized to bind the Proposer(s) contractually. Failure to read the RFP and these instructions will be at the Proposer(s) own risk. Corrections and/or modifications received after the closing time specified will not be accepted.

Information submitted to the County is subject to the Colorado Open Records Act (Sections 24-72-201, et seq., C.R.S. "CORA"). If Proposer believes that any material it submits constitutes "trade secrets, privileged information and/or confidential, commercial, financial, geological or geophysical data" under C.R.S. 24-72-204(3)(a)(IV), the Proposer shall mark those items as confidential or proprietary. Statements that the entire Proposal is confidential will not be honored and may cause the RFP submission to be rejected. The County is not bound by the Proposer's determination as to whether materials are subject to disclosure under CORA and reserves the right to independently determine whether the materials are required to be made available for inspection or otherwise produced under CORA. Pueblo County will endeavor to keep information that is deemed to be confidential separate and apart from the Proposal subject to the provisions of the Colorado Open Records Act or order of court. The proposer shall indemnify and hold the County harmless from all attorney fees, costs and liability incurred by or awarded against County in connection with any litigation challenging County's determination of whether the materials are required to be made available for inspection or otherwise produced under CORA.

Omissions

Should the County omit information from this Request for Proposal that is necessary for a clear understanding of the work, or should it appear that various instructions are in conflict, then the offeror shall secure written instructions from the Pueblo Area Agency on Aging (PAAA) at least seventy-two (72) hours prior to the time and date of the proposal opening.

Debarment

By submitting this proposal, the proposer certifies that neither the company nor its principals is presently debarred, suspended, in the process of debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

Equal Employment Opportunity

The County of Pueblo adheres to a policy of equal opportunity and non-discrimination and will ensure that all proposers will be treated fairly and equitably throughout the proposal process, including the advertisement, evaluation and selection stages. Minority, small, disadvantaged &

women-owned enterprises are encouraged to submit proposals.

Cost of Developing Proposals

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the proposer. The County assumes no liability for any costs incurred by offerors throughout the entire selection process.

Insurance

Proposer shall, at its sole cost and expense, procure and maintain during the entire period of its performance here under the following coverage and limits of insurance with companies acceptable to the County:

A. Worker's Compensation (including occupational disease), and Employer's Liability insurance in accordance with any applicable worker's compensation laws on all owners, employees, servants and/or agents connected with or engaged in the performance of Proposer's obligations hereunder and shall contain an endorsement waving subrogation against the County of Pueblo.

B. Commercial General Liability insurance with personal injury and property damage limits at a combined single limit of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate and shall add Pueblo County as an additional insured.

C. Automobile liability insurance for all automobiles and vehicles, whether owned or hired, with personal injury and property damage limits at a combined single limit of not less than \$1,000,000.00 per accident.

Coverage enumerated in this insurance provision represents only the minimum insurance required by County, and Proposer should rely on its expertise to obtain any additional insurance coverage needed for the County and Proposer in its performance hereunder. The Proposer's liability insurance must establish Pueblo County as "Additional Insured". If requested by County, Proposer shall provide County with certificates of insurance indicating the Proposer and its subcontractor are covered by insurance as set forth above and a copy of the "Additional Insured" endorsement, establishing such additional insured status. Where requested and furnished, such certificates must be approved by County prior to the commencement of any work hereunder. Each such certificate shall provide that the County shall receive thirty (30) days prior written notice of cancellation of such insurance coverage.

Evaluation Criteria

The County will analyze information provided by all Proposers. Criteria considered by the County in ranking the proposed Pueblo County Senior Services (per service as indicated) will be as follows:

- a) Experience of firm and personnel 20 Points
- b) References from similar programs 10 Points
- c) Demonstrated prior success in program service 20 Points

- d) Demonstrated ability to meet timetable deadlines 10 points
- e) Thoroughness of planning activities and deliverables 20 points
- f) Completeness of proposal 10 Points
- g) Cost of proposed project activities 10 Points

TOTAL 100 Points

Licenses

A. The Proposer must have in its possession all applicable licenses and permits, must file all documents required by law and must request any required inspections in a timely manner as may be required by all authorities. The Proposer must cooperate with all government agencies and must comply with all laws, ordinances, resolutions, rules and regulations including, but not limited to, site assessment requirements.

B. The Proposer may be required to submit copies of all licenses, permits and insurance certificates to the County upon request.

C. The Proposer shall take all reasonable precautions in the performance of the work to protect from all hazards to life and property, and shall comply with all applicable health, safety and fire protection regulations and requirements.

Proposal Ownership

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the County and will not be returned to the offeror.

Independent Contractor

The parties understand and agree that Proposer shall, at all times during the term of the Agreement, be deemed an Independent Contractor and not an employee of the County, and shall be responsible for, and obligated to pay, all withholding taxes, social security, unemployment, worker's compensation, and/or other taxes and shall indemnify and hold the County harmless from and against any and all claims for the same period. The proposer acknowledges and agrees that all of its personnel are its employees only, and not employees or agents of the County for any purpose whatsoever, including for purposes of Worker's Compensation.

No Third-Party Beneficiary

Enforcement of the terms and conditions of the Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the County and the Proposer, and nothing contained in the Agreement shall give or allow any claim or right of action by any other or third person under this Agreement. It shall be the express intention of the County and the Proposer that any person other than the County or the Proposer receiving services or benefits under the Agreement shall be deemed to be an incidental beneficiary only.

Indemnify and Hold Harmless Provision

The Proposer must agree to indemnify, hold harmless and, not excluding the County's right to participate, defend County, its subsidiary, parent, associated and/or affiliated entities, successors, or assigns, its elected officials, trustees, employees, agents, volunteers, and any jurisdiction or agency issuing permits for any work included in the project, hereinafter referred to as indemnitee, from all suits and claims, including attorney's fees and cost of litigation, actions, loss, damage, expense, cost or claims of any character or any nature arising out of the work done in fulfillment of the terms of this Contract or on account of any act, claim or amount arising or recovered under workers' compensation law or arising out of the failure of the Proposer to conform to any statutes, ordinances, regulation, law or court decree. It is agreed that the Proposer will be responsible for primary loss investigation, defense and judgment costs where this contract of indemnity applies. In consideration of the award of a contract, the Proposer agrees to waive all rights of subrogation against the County, its subsidiary, parent, associated and/or affiliated entities, successors, or assigns, its elected officials, trustees, employees, agents, and volunteers for losses arising from the work performed by the Proposer for the County. The proposer shall agree that the indemnify obligations contained herein shall survive termination and/or completion of any contract awarded. By requiring this right to indemnification, the County in no way waives or intends to waive the immunity protections provided to the County and its employees under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq.

The indemnity obligations contained herein shall survive termination and/or completion of the Agreement between County and Proposer.

Subcontracts

Proposer's rights and obligations under the Agreement may not be subcontracted, transferred or assigned without the prior, written consent of Pueblo County. Any attempt at assignment or transfer without such consent shall be considered void. Any assignment or transfer of Contractor's rights and obligations approved by Pueblo County shall be subject to the provisions of the Proposer's Agreement and Request for Proposal.

Compliance with Applicable Law

The Proposer shall at all times during the execution of the Agreement strictly adhere to, and comply with, all applicable federal and state laws, and their implementing regulations, as they currently exist and may hereafter be amended. The Proposer shall also require compliance with applicable federal and state laws in subcontracts and/or subgrants if applicable.