

# Public Notice Request for Proposals (RFP)

Request for Senior and Disability Service Providers

South Central TN Area Agency on Aging and Disability (SCAAD)

## Invitation to Submit Proposals for Service Provision

The South-Central Tennessee Area Agency on Aging and Disability, is seeking qualified and reputable service providers to submit proposals for the provision of services in support of our organization's operations. This RFP is issued to promote a comprehensive and coordinated system of community-based services that assist eligible individuals in maintaining independence, health, and dignity in their homes and communities. This public notice serves as an invitation to interested parties to participate in our selection process.

### Contract Period

The anticipated period for services resulting from this RFP is July 1, 2026, through June 30, 2030. Initial contracts may be for one year with options for renewal, contingent upon satisfactory performance, continued need for the service, and availability of federal, state, and local funds.

### Target Population

Services must be targeted primarily to individuals aged 60 and older in the greatest social and economic need, with particular attention to low-income, minority, older adults, and those residing in rural areas. Some services may also be extended to adults with disabilities aged 18 and older, as specified by funding guidelines.

### Scope of Services

The requested services may include, but are not limited to, the following areas:

Program	Funding	Definition/Service
1. Senior Nutrition: Congregate Meals	Title III- C1	(a). Serve a minimum of one meal per day, five or more days per week, meeting, or exceeding 1/3 of the Dietary Reference Intakes for participants 60+ and their eligible spouses. (b) Provide the meal in a

		safe, accessible, and attractive setting. (c) Offer nutrition education and nutrition screenings annually. (d) Provide opportunities for socialization and recreation at the meal site.
2. Senior Nutrition: Home Delivered Meals	Title III- C2	(a) Deliver a minimum of one meal per day, five or more days per week, meeting or exceeding 1/3 of the Dietary Reference Intakes for homebound participants 60+. (b) Deliver meals in a manner that ensures food safety, maintaining correct temperature (hot foods above 135° F and cold foods below 41°F). (c) Conduct in-home wellness check upon delivery and report any changes in client condition or emergency situations to SCAAAD.
3. Senior Centers	Title III – B	The provider shall: (a) Operate a designated facility as a multipurpose senior center for a minimum number of hours per week (as specified in the contract). (b) Offer a balanced schedule of health promotion, educational programs, social/recreational activities, and access to other supportive services. (c) Ensure the facility meets all safety, accessibility, and sanitation standards. (d) Function as a central coordination point for local aging services.
4. Home and Community Based Service Providers (HCBS)	State & Federal funds	(a) Meet all contract requirements set in place by both SCAAAD and Tennessee Dept of Disability and Aging. (b) Availability to serve the 13 counties in South Central or at a minimum of 3. (c) Perform custodial care in the home setting, Respite relief, and grocery/errand service. (d) Maintain steady client flow and acceptance of new clients.
5. Legal Services	Title III- B	(a) Deliver quality legal advice, representation, and education to eligible

		individuals aged 60+ with the greatest social and economic need. (b)Prioritize legal issues related to income security, healthcare, housing, protective services, and long-term care. (c)Ensure services are provided by or under the supervision of a licensed attorney in good standing with the Tennessee Bar. (d)Use non-fee-generating mechanisms, where appropriate, to resolve client problems.
6. Ombudsman	Title III-A/State Funds	(a)Recruit, train, and certify volunteers and staff to serve as long-term care Ombudsman. (b)Investigate and resolve complaints made by or on behalf of residents of nursing homes, residential care facilities, and assisted living facilities. (c)Conduct regular, unannounced visits to all assigned long term care facilities to monitor conditions and provide information on resident rights. (d)Represent the interests of residents before governmental agencies and seek administrative, legal, and other remedies to protect residents.
7. Health Promotion Programs	Title III – D	(a)Implement and deliver evidence-based health promotion and disease prevention programs (i.e. Chronic Disease Self-Management Program, Matter of Balance, SAIL, etc.) approved by the Administration for Community Living (ACL). (b) Ensure program fidelity by utilizing trained and certified leaders/coaches as required by the specific program model. (c) Collect and report program outcome data, including pre-post surveys, to measure impact on participant behavior and health status. (d)target outreach to older adults at high risk for preventable conditions.

## Submission Guidelines

Interested service providers are requested to submit a detailed proposal using the following mandatory sections, addressed to the designated SCAAAD contact person.

- Description of services offered (refer to scope of services)
  - Legal Entity Name, full legal name, business address, and legal structure (i.e. Non-Profit 501(c)(3), For-Profit, Government entity.)
  - Contact Information for person responsible for completing this proposal (i.e email, fax, phone, title, name)
  - Tax Identification Number (TIN)
  - Governing Body: list of current Board of Directors or governing body including their affiliations and terms of office.
  - Service Area: Clearly specify the county or counties in the South-Central area for which the organization is proposing to provide service.

## Required Attachments and Assurances

- Administrative and Legal:
  - Proposal Certification/Signature form provided by SCAAAD affirming that the information contained in the proposal is accurate and that the organization agrees to comply with all terms and conditions.
  - Board Resolution/Authorization: A formal document from the proposer's governing body (Boad of Directors) authorizing the submission of the proposal.
  - Statement of Non-Involvement/Conflict of Interest Certification, certifying that no conflict of interest exists between the Proposer's staff/Board and SCAAAD staff/board, and that no OAA funds were used in the development of the proposal.
  - Certificate regarding Lobbying
  - Certification regarding Unresolved Audit Findings: A statement confirming there are no current, unresolved findings from federal or state audits that would impede the organization's ability to administer federal/state funds.
  - Certification of Compliance with Title VI of the Civil Rights Act
  - Attestation Regarding Personnel used in Contract Performance (specific to Tennessee State contracts).
- Financial and Program Documents:

- Detailed Cost Proposal/Budget spreadsheet: SCAAAD budget form, showing itemized costs (personnel, fringe benefits, travel, equipment, supplies, contractual, and other) for the first year for each proposed service.
- Budget Justification Narrative: Detailed explanation of the necessity and derivation of all cost listed on the budget spreadsheet.
- Non-Federal Match Assurance: Documentation showing the source, type (cash or in-kind), and amount of non-federal match funds that will be committed to the contract, meeting the minimum required percentage for the specific funding source. (i.e. 25% for some Title III-B/C funds).
- Most recent Financial Audit/Review (must be dated within the last 12-24 months).
- Proof of Non-Profit Status (if applicable)
- Proof of Insurance: Current certificates of Insurance for General Liability, Professional Liability (as required), and Worker's Compensation.

## Eligibility Criteria

Service providers must meet the following requirements:

- Organizational Structure:
  - Provide an organizational chart showing lines of authority and staff positions relevant to the proposed services.
  - Detail the current or prosed staffing for each service, including job descriptions, qualifications, and the full-time equivalent allocated to the SCAAAD contract.
- Facilities and Equipment:
  - Describe the physical facilities (i.e. senior centers, kitchen/meal preparation sites, essential equipment, delivery vehicles, computer systems, etc.) that will be used for service delivery.
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- Quality Assurance/Improvement:
  - Comply with all applicable laws and regulations
  - Organization's approach to monitoring service quality, collecting client feedback, and implementing continuous improvement measures.
- Financial:
  - Provide evidence of the organization's financial stability and fiscal management capacity.
  - Submit the most recent two years of audited financial statements including a balance sheet and statement of activities/income.

- Describe the internal controls, accounting systems, and procedures used for managing federal and state funds, including a system for tracking units of service and invoicing.
- Submit a detailed budget for the first year of the contract for each service proposed, using the required SCAAAD Cost proposal format (provided in full RFP packet). This should clearly itemize personnel, operating, and indirect costs.
- Experience:
  - Provide references from previous clients or projects. Demonstrate experience and expertise in the relevant field
  - Describe the organization's plan and experience in serving diverse populations, including low-income, minority, and rural older adults and individuals with disabilities.
  - Relevant Contract Experience:
    - List current and past contracts (specifically Area Agency on Aging and Disability or other government/grant funded programs) within the last 5 years.

All request for applications must be submitted by **02/20/2026** at 4:30 PM CST. Completed proposals must be submitted by 3/16/2026 at 4:30 PM CST. Late submissions will not be accepted.

**Request for Applications Due:** 2/20/2026 at 4:30pm CST

**Completed Proposal Due:** 3/16/2026 at 4:30pm CST

## Contact Information

For inquiries and to submit your proposal, please contact:

**Megan Dugger, Aging Special Projects Manager**

Email: [mdugger@sctdd.org](mailto:mdugger@sctdd.org)

Phone: (931) 379-2937

Address: 101 Sam Watkins Blvd. Mount Pleasant, TN 38474

## **Additional Information**

The organization reserves the right to reject any or all proposals, to negotiate terms, and to request additional information from any service provider. Selection will be based on qualifications, experience, and best value for the organization.

We look forward to receiving your proposals and partnering for quality service delivery.