

## Request for Proposal

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**Purpose** The purpose of this procedure is to establish written procedures for the development and implementation of all Request for Proposal processes within the AAA PSA 26.

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**Policy** It is the policy of AAA PSA 26 to fully comply with California Department of Aging regulations and Lake County Procedure in the procurement of any AAA services included in the CDA contract with Lake and Mendocino Counties AAA.

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**Process** The AAA Director will ensure that the AAA complies with the above stated State and County regulatory and policy and procedures regarding any and all AAA RFP or procurement processes. It is the policy of AAA to ensure that outreach and publicity for invitation for Bid (IFB) or Request for Proposal (RFP) processes include requirements for bidders to demonstrate service to those senior citizens with “greatest economic need”, per title 22, Section 7127, as well as minority populations, per Title 22, Section 7130, residing in Lake and Mendocino Counties. In addition, all publicity requirements in Title 22, Section 7356 and 7358 shall be followed.

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## Request for Proposal, Continued

**Procedure**      The following is the Request for Proposal procedure:

Step	Action												
1	<p><b>Develop RFP/IFB or letter of interest:</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Stage</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td>In fulfillment of the Area Plan Development process, all contracted services shall be identified for the upcoming fiscal year in ample time for the AAA to perform any necessary Letter of Interest or RFP processes so that contracts can be in place by July 1.</td> </tr> <tr> <td style="text-align: center;">B</td> <td>In keeping with Lake County Policy and Procedure, in the procurement of human services, the RFP process will be utilized, when necessary, rather than the IFB process. However, per Title 22, Section 7352(c), an IFB shall be used accordingly to secure “audit or consultation services or a specific product or piece of equipment”.</td> </tr> <tr> <td style="text-align: center;">C</td> <td>In the case of small contracts, not over \$100,000 in the aggregate, the AAA will obtain price or rate quotations from a number of qualified sources and informally select the source with which to contract or obtain the purchase (allowance in Title 22, Section 7352 (g)).</td> </tr> <tr> <td style="text-align: center;">D</td> <td> <p>In addition, noncompetitive awards will potentially be used by the AAA when the award of the contract is infeasible for competitive bid because one of the following conditions exist:</p> <ul style="list-style-type: none"> <li>(1) The item or service is available only from a single source.</li> <li>(2) There is a public exigency or emergency that will not permit a delay resulting from competitive solicitation.</li> <li>(3) After solicitation of a number of sources, competition is determined inadequate in accordance with (c).</li> <li>(4) The awarding agency as defined in 45 CFR 92.3 authorizes noncompetitive proposals. (Title 22, Section 7360 (a)).</li> </ul> </td> </tr> <tr> <td style="text-align: center;">E</td> <td>In the case that AAA utilizes any of the above exceptions for a RFP process all regulatory requirements within Title 22 shall be followed.</td> </tr> </tbody> </table>	Stage	Description	A	In fulfillment of the Area Plan Development process, all contracted services shall be identified for the upcoming fiscal year in ample time for the AAA to perform any necessary Letter of Interest or RFP processes so that contracts can be in place by July 1.	B	In keeping with Lake County Policy and Procedure, in the procurement of human services, the RFP process will be utilized, when necessary, rather than the IFB process. However, per Title 22, Section 7352(c), an IFB shall be used accordingly to secure “audit or consultation services or a specific product or piece of equipment”.	C	In the case of small contracts, not over \$100,000 in the aggregate, the AAA will obtain price or rate quotations from a number of qualified sources and informally select the source with which to contract or obtain the purchase (allowance in Title 22, Section 7352 (g)).	D	<p>In addition, noncompetitive awards will potentially be used by the AAA when the award of the contract is infeasible for competitive bid because one of the following conditions exist:</p> <ul style="list-style-type: none"> <li>(1) The item or service is available only from a single source.</li> <li>(2) There is a public exigency or emergency that will not permit a delay resulting from competitive solicitation.</li> <li>(3) After solicitation of a number of sources, competition is determined inadequate in accordance with (c).</li> <li>(4) The awarding agency as defined in 45 CFR 92.3 authorizes noncompetitive proposals. (Title 22, Section 7360 (a)).</li> </ul>	E	In the case that AAA utilizes any of the above exceptions for a RFP process all regulatory requirements within Title 22 shall be followed.
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## Request for Proposal, Continued

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**Procedure,**  
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		Policy and Procedure regarding such actions.
	H	Should the AAA consider an RFP/IFB award to a for profit entity, AAA staff shall consult with CDA and submit any required information for their review and approval. Title 22, Section 7362 (a).

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**Authority**

This document is written under the authority of CDA Contract, CCR Title 22, Lake County Policy and Procedure

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