

FY2021 DIRECT PURCHASE OF SERVICE APPLICATION INFORMATION

The Area Agency on Aging of Dallas County (AAA) is designated by the Health and Human Services (HHS) to be the focal point for services to persons 60 or older within the AAA's region. The AAA administers services funded by the Older Americans Act (OAA) with emphasis placed on older individuals who are frail, rural, low income and minority individuals. The AAA purchases various short-term services for eligible clients. Services are purchased from appropriate Professional Service Contractors that have completed a Direct Purchase of Service (DPS) Application form and, if selected, have executed a Professional Service Contractor Agreement with the AAA.

Eligibility to Apply The service name(s) should be listed verbatim under the Service Category area(s) on the application and agreement forms. The proposed cost per unit shown on these forms must be based on the unit of service indicated for the specific service you are applying to provide. Providing information on services related to nutrition by a licensed dietitian or other qualified person to a AAA or nutrition provider. Such services do not include the AAA responsibilities for monitoring.

Debarred\Suspended Parties: Debarred or suspended parties are ineligible to apply for funding and are excluded from participation in this program.

Definition of Direct Purchase of Service (DPS): DPS is a contracting methodology for the purchase of services by the AAA on a client-by-client basis in lieu of annualized contracting or a fixed sum basis. It is a procurement methodology, which provides flexibility in the purchasing of services for participants in the OAA Programs.

Application Process: Interested parties may apply for consideration for participation in the Professional Services pool by submitting a "Letter of Intent" no later than January 22, 2021 before 5:00PM., including all required attachments, and certification regarding debarment. If the application is selected, a Professional Service Contract agreement will be executed.

Deadline Date/Time: Deadline to submit bid is February 4, 2021 at 5:00pm

Matching Funds: Professional Service Contractors are required to provide matching funds of at least ten percent (10%) of the total cost per unit, Caregiver Services (25%). Match may be provided as cash, in-kind, and/or discounted rate.

Criteria for evaluating service contractors:

- Potential service effectiveness (level of experience or demonstrated capability for administering proposed service, track record on quality customer service, consistency with governing laws and regulations and AAA requirements, provides service throughout Dallas County)
- Provides favorable rates and has ability to meet or exceed required 10% and/or 25% match
- Responsiveness to application – degree to which required documents are provided and technically correct for service category

Appeal Process: Any applicant denied a contractor agreement has the right to appeal that decision. Appeal procedures are available through the Dallas Area Agency on Aging; dsoler@ccadvance.org

