

Guide to Request for Proposals

for the selection of Meal Site Providers to offer

Congregate Meals Home-Delivered Meals

in the following counties:

**Bannock, Bear Lake, Bingham,
Caribou, Franklin, Oneida, and Power**

for the period of:

July 1, 2026, through June 30, 2030

Eastern Idaho Area Agency on Aging



A division of Eastern Idaho Community Action Partnership (EICAP)

935 E Lincoln Rd

Idaho Falls, ID 83401

(208) 522-5391



Completed applications must be physically in possession of the Eastern Idaho Area Agency on Aging by 4:30 p.m., Friday, March 20, 2026.

Table of Contents

- Public Notice 3
- Contracting Process and Schedule 4
- Guide to the Request for Proposal Process and Application 5
- Background Information 10
- Contracting Statistics by Program 11
- Program Funding Histories 11
- Program Definition & Specifications 12
- Debarment, Suspension, Ineligibility, and Voluntary Exclusion 17
- General Terms and Conditions 18

Public Notice

Public / Legal Notice-Request for Proposals

Eastern Idaho Community Action Partnership (EICAP), the designated Area Agency on Aging (AAA) serving Eastern Idaho, announces its intent to accept Requests for Proposals (RFP) from interested Providers as part of the merger of Area V and Area VI. This RFP is being issued to support a coordinated approach to service delivery across the region and to ensure continuity and consistency of services Eastern Idaho.

Request for proposals will be accepted for the following services in various locations within Bannock, Bingham, Bear Lake, Caribou, Franklin, Oneida, and Power Counties:

Congregate Meal Services

Home Delivered Meal Services

The RFP is intended to identify qualified providers with experience and capacity to support services under the merged structure. This process will help establish a pool of providers prepared to operate within a unified planning and oversight framework, while maintaining service continuity, quality, and local responsiveness. Issuing this RFP allows for thoughtful alignment of providers with future program needs and supports a smooth transition without disruption to individuals currently receiving services.

The Request for Proposal Guide and application materials are available on the AAA's website at: <https://www.eicap.org/senior-services/>. Providers may submit a proposal for one or more services in any or all of the designated communities/counties. Contracts will be issued for the period of **July 1, 2026 through June 30, 2030**.

Providers with questions regarding the application packet should contact the AAA Contracts Manager, Erica Giles by telephone at (208) 542-8179 or by e-mail at egiles@eicap.org. An informational Provider's Conference will be held at SICOG located at 214 E Center Pocatello, ID and via Teams on Tuesday, February 24, 2026, from 10 am-12 Noon.

After the Providers' Conference is concluded, the AAA will not answer any questions or provide any additional information to a Provider. Providers must submit applications to the Eastern Idaho Area Agency on Aging, 935 E. Lincoln Rd., Idaho Falls, ID 83405 **by 4:30 p.m. on Friday, March 20, 2026**.

Award announcements will be made on Friday, April 28, 2026. There will be a mandatory Provider's Conference at EICAP on Wednesday, May 27, 2026 at 10:00 am to finalize awarded contracts.

EICAP/AAA provides programs, services, and employment opportunities without discrimination based on race, color, national origin, creed, English proficiency, disability, sex, age, or marital status. Program eligibility requirements may apply where required by law or funding guidelines

Contracting Process and Schedule

CONTRACTING PROCESS AND SCHEDULE

Public Notice Newspaper and Website Posting	02/10/26 – 02/24/26
Requests for Proposals mailed/e-mailed	02/10/26 - 02/24/26
Provider’s Conference	02/24/26 @ 10am – 12pm

After the Providers’ Conference is concluded, the AAA will not answer any questions or provide any additional information to a Provider. Prior to that time, all questions regarding the requirements necessary to complete a proposal should be directed to the AAA Contracts Manager, Erica Giles, via email at egiles@eicap.org or 208-542-8179. The question and answer will be posted on the Area Agency on Aging Website: <https://www.eicap.org/senior-services/>

Qualifications Due to Eastern Idaho Area Agency on Aging	03/20/26 by 4:30 pm
Recording of Proposals Received – Idaho Falls	03/23/26
Proposals Review by Selection Committee	03/23/26 - 04/10/26
Recommendation of Selection Committee presented to EICAP Board of Directors	04/14/26
Award Announcements	04/24/26
Contracts Signed	05/27/26 10:00 am
New Contracts Begin	07/01/26

Guide to the Request for Proposal Process and Application

A. Purpose

The Eastern Idaho Area Agency on Aging (AAA) is responsible for planning, developing, advocating for, and coordinating a comprehensive system of services for individuals age 60 and older residing in the sixteen counties of Eastern Idaho. These responsibilities are carried out in part using contracted service providers. The AAA is accepting proposals from interested Providers to deliver Congregate and Home Delivered Meal services in Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, and Power Counties.

B. Service Contracts

- AAA contracts are performance-based.
- The AAA seeks Providers capable of implementing services efficiently and effectively within the required guidelines and specifications.
- Successful Provider(s) will be designated as the service provider(s) for the period from July 1, 2026, to June 30, 2030. Services must be designed to provide continuous coverage for the full contract term. Prior to the start of the contract year and each six-month period thereafter, the AAA will establish units of service and budgets for each period based on fund availability, number of units served, and satisfactory performance, as determined in the sole discretion of the AAA.
- Final funding levels are dependent on the availability of federal (Older Americans Act), state (Idaho Senior Services Act), or other applicable funds.
- Changes in governing federal or state statutes, regulations, rules, or program manuals/guidelines—including those of the Idaho Commission on Aging (ICOA)—may require contract modifications.
- Providers subcontracting with another entity must ensure that the subrecipient clearly understands the methodology used to determine compensation under the subcontract.

C. Proposals of the Proposing Provider

To be considered for a contract with the Area Agency on Aging (AAA), a Provider must meet all of the following requirements:

- Agree to accept the reimbursement rate established by the AAA for the applicable contract period.
- For Congregate Meals services, operate a site where meals are served in a congregate setting. Examples include senior centers, adult day care facilities, multigenerational meal sites, schools, hospitals, restaurants, or community centers.
- If a not-for-profit entity, be legally incorporated, registered to conduct business in the State of Idaho, maintain IRS 501(c)(3) status, and demonstrate a history of satisfactory performance in the delivery of human services.
- If a for-profit entity, be legally organized and registered to conduct business in the State of Idaho.

- Demonstrate the ability and willingness to:
 - Provide services and utilize funding in compliance with all contract terms and conditions.
 - Comply with the Older Americans Act of 1965, as amended; Federal Title III regulations; the Idaho Senior Services Act; the ICOA Rules Governing Senior Services Program (IDAPA 15.01.01); the Rules Governing Older Americans Act Services (IDAPA 15.01.21); and all applicable Idaho Commission on Aging and AAA Program Manuals and Service Implementation Guides.

These statutes, rules, manuals, and guides are available for review at the AAA or Eastern Idaho Community Action Partnership (EICAP) during regular business hours and may also be accessed online.

Federal Statute:

Older Americans Act of 1965, Public Law 109-365

<https://acl.gov/about-acl/administration-aging>

Federal Regulations:

45 CFR Part 1321

<https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-C/part-1321>

State Statutes:

Idaho Senior Services Act, IC §67-5001 et seq

<https://adminrules.idaho.gov/rules/current/15/150101.pdf>

Rules: Rules of the Idaho Commission on Aging

IDAPA 15.01.01 – Rules Governing Senior Services Programs

IDAPA 15.01.21 – Rules Governing the Older Americans Act Services

<http://adminrules.idaho.gov/rules/current/15/index.html#Blind>

ICOA Program Manual & Service Implementation Guides:

<https://aging.idaho.gov/wp-content/uploads/2024/10/ICOA-Operations-Manual-Final-2023-update-September-2024-v.2.pdf>

- Provide and document Outreach functions to locate persons in the community who are not participating in available programs or receiving services for which they qualify, identify their service needs, provide them information about aging programs and services available in their communities, and assist them with accessing services they need or programs in which they want to participate.
- Provide information detailing the Provider’s ability to make accommodations for individuals who are geographically inaccessible, non-English speaking, from another culture, and/or have disabilities.
- Provide information on the Provider’s utilization of trained volunteers.

- Provide comprehensive and detailed information that reflects the background of the Provider relative to the proposed services.
- Hold or be able to obtain prior to the beginning of the contract term, all necessary certifications and licensures, and be able to comply with all federal, state, and local requirements.
- **Electronically** report accurate fiscal and program data, on time, as required or as requested.
- Comply with AAA assessments, program evaluations, and audit activities.

D. Submission Instructions

No exceptions to the established submission deadlines will be made.

Each Provider must complete the entire application and include all required attachments. All answers must be typed or computer printed. Incomplete applications or failure to provide requested information may result in the application being deemed “unacceptable” or rejected for unresponsiveness.

Providers are responsible for reviewing the entire Request for Proposal (RFP) package prior to the Providers’ Conference and for seeking clarification on any unclear items, as the AAA will not respond to questions after the Conference. Providers must verify the accuracy of all information before submitting their application.

Applications should not be bound or stapled. Secure the application in the upper left-hand corner with a paper clip. Attachments must be on 8½” x 11” white paper. The application, together with all supporting documents, must be submitted in its entirety in an envelope measuring at least 9” x 12” to ensure it is not folded.

a. Application Submission

Each Provider must submit one (1) original application. Applications must be physically received by the AAA by 4:30 p.m. MST on February 20, 2026. Emailed or faxed applications will not be accepted.

Applications should be clearly labeled “AAA APPLICATION”. Hand delivery is recommended; mailed applications are accepted but not encouraged. Late or incomplete applications will not be accepted, and no exceptions to the submission deadline will be granted.

Mailing/Street Address: AAA, Attn: Erica Giles
 935 E Lincoln Drive
 Idaho Falls, ID 83401

Receipt of deposit for hand delivery will be provided if requested by Provider.

E. Opening of Applications

Applications received by the specified time and date, sealed, and properly labeled as “AAA APPLICATION” will be opened between 8:00 a.m. and 10:00 a.m. on March 23, 2026, at the AAA office. The name of each Provider and the service for which it is applying will be read aloud and recorded.

F. Cancellation or Rejection of Applications

The AAA reserves the right to cancel this Request for Proposals (RFP) at any time. Any or all applications may be accepted or rejected, in whole or in part. The AAA also reserves the right to reissue all or portions of the RFP at a later date.

G. Evaluation and Selection Process

The AAA will evaluate and select prospective service providers based on the information submitted in the application and, if applicable, prior performance with the AAA. Providers should fully describe their background, experience, procedures, and methodology in the application. The AAA may also consider any information from previous experience with the Provider to determine its potential for acceptable performance of proposed activities.

1. Application Review

- AAA staff will review each application to ensure it is submitted on time, complete, and includes all required documents.

2. Evaluation Criteria

Applications will be reviewed and scored according to the following criteria:

a. Basic Information and Provider Capability (30 points)

- Organizational structure sufficient to perform the contract.
- Demonstrated track record of successful contract performance.
- Management capability.
- For Providers with prior AAA contracts, past performance—including responsibility, responsiveness, adherence to contract terms, and prior performance evaluations—will be considered.

b. Assurances and Provider Narrative (50 points)

- Quality and clarity of the methodology.
- Responses demonstrate innovation, detail, and a strong vision.
- Evidence of the ability to create and follow a success-oriented work plan.

c. Past Performance, Partnerships, Collaboration, and Fund Leveraging (20 points)

- Documented partnerships, collaboration, and leveraged resources.
- For Providers with prior AAA contracts, past performance, including responsiveness and adherence to contract terms, will be considered.

3. Selection Committee Review

- The Selection Committee will review applications, considering completeness, accuracy, competence, training, history of similar services, methods, performance standards, objectives, and competitive, reasonable, and sufficient rate proposals and budgets.

- The Selection Committee may request oral interviews, formal presentations, or additional information from Providers. The AAA may also review references, survey facilities, staff, records, and finances, and recommend changes to proposed methodology or service costs.

4. Final Recommendation and Award

- The Selection Committee will forward its recommendations to the EICAP Board of Directors.
- The EICAP Board of Directors will make the final decision. Contracts will be awarded to responsible and responsive Provider(s), consistent with IDAPA 38.05.01.081.02(a–f), whose application is most advantageous to the AAA, considering price, quality, and other factors, in accordance with 2 CFR Part 200, Subpart D.

5. Public Access

- Applications will be made available for public inspection following the award.

H. Contract Process

After evaluating the Provider’s RFP, AAA staff may recommend changes to the proposed methodology or service costs. The Provider agrees to negotiate in good faith regarding any recommended changes. Participation in discussions or negotiations does not guarantee the award of a contract.

The AAA reserves the right to conduct an on-site visit prior to recommending a contract award. Subject to any mutually agreed-upon changes, the contract shall be in the form provided by the AAA.

No contract exists until it is signed by both parties. The agreement becomes binding only upon the effective date and signatures of both parties.

I. Notification of Award

Providers will be notified of the results of their application by **April 24, 2026**. Unsuccessful Providers may request a written explanation of the reasons their application was not selected.

J. Appeal Process for Unsuccessful Providers

1. An unsuccessful Provider may appeal the decision by submitting a written appeal to the Area Agency on Aging (AAA) Director within five (5) working days of receiving the Notice of Award. The appeal must be limited to issues related to the application process and must clearly identify how the process resulted in the Provider being determined unsuccessful.
2. Upon receipt of the written appeal, the AAA Director shall, within five (5) working days, determine whether a hearing is warranted or deny the appeal.
3. If the Provider’s appeal to the AAA Director is unsuccessful, the Provider may submit a written appeal to the Eastern Idaho Community Action Partnership (EICAP) CEO within five (5) working days of the AAA Director’s decision.

Background Information

Service Area Demographics:

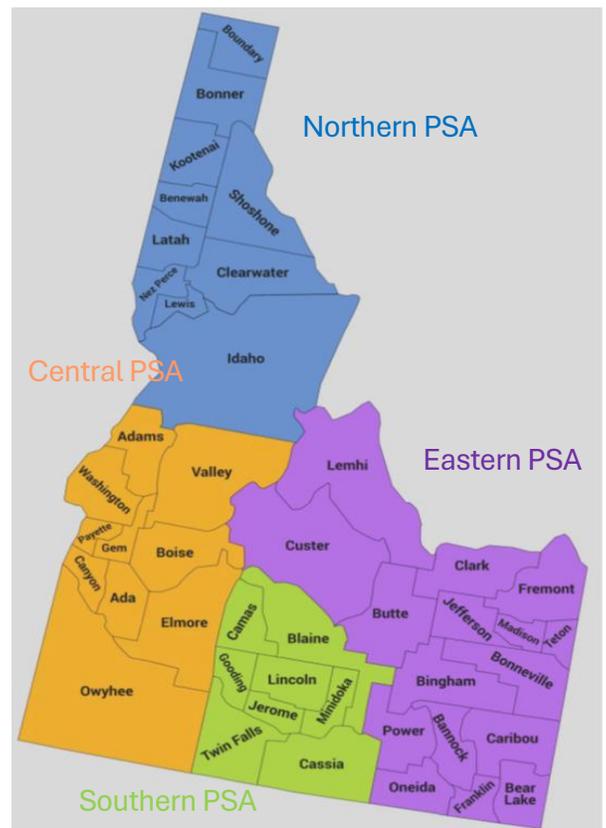
The service area maps on the following pages are intended to identify the Seven-counties within the planning and service area (PSA) of the AAA seeking contracted services.

According to the 2025 US Census Estimate, the total senior population over the age of 60 in the region is 38,086.

The county breakdown for people 60 and older is: Service Area Map

Idaho AAA – Planning and Service Areas (PSA)

County	2025 Estimates
Bingham County	9,942
Bannock County	18,468
Bear Lake County	1,982
Caribou County	1,754
Franklin County	3,020
Oneida County	1,233
Power County	1,687
Total Estimated 60+ Population	38,086



Note: Total square miles of Eastern Idaho Planning Service Area is 24,477.

The Eastern Idaho AAA serves approximately 28,000 square miles across the sixteen easternmost counties of the state: Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power, and Teton. The region spans from the high plains of Bonneville County to the mountainous terrain of Lemhi County, bordering Montana and Wyoming near Yellowstone National Park and the Teton Mountains and stretching south to Bear Lake and the Utah border.

Contracting Statistics by Program

CONGREGATE MEAL – SFY 2025 (July 2024 to June 2025)

Provider	# of individuals served	# of meals served
Aberdeen Senior Center	59	3,347
Bear Lake County Senior Center	155	3,950
Bingham County Senior Center	449	12,202
Caribou County Senior Center	120	3,607
Curlew Valley Senior Center	25	1,045
Franklin County Senior Center	157	3,597
Greater Pocatello Senior Center	750	16,571
Lava Hot Springs Senior Center	73	2,477
Oneida County Senior Center	102	3,895
Power County Senior Center	61	4,585
Shelley Senior Center	332	6,942

HOME-DELIVERED MEAL – SFY 2025 (July 2024 to June 2025)

Providers	# of individuals served	# of meals served
Aberdeen Senior Center	19	1,374
Bear Lake County Senior Center	31	2,887
Bingham County Senior Center	149	12,221
Caribou County Senior Center	49	3,209
Franklin County Senior Center	152	12,343
Homestyle Direct	48	1,924
Lava Hot Springs Senior Center	34	2,073
Oneida County Senior Center	51	3,236
Power County Senior Center	9	776
Shelley Senior Center	70	3,918
SEICAA/MOW	159	13,887

Program Funding Histories

The program histories provide important background material about funding levels of major programs.

Congregate Meals

SFY	Congregate Meal – Program Total	% Funded of AAA Total Budget	*NSIP
2023 (7-1-2022 to 6-30-2023)	\$228,048	19%	See below
2024 (7-1-2023 to 6-30-2024)	\$213,048	20%	See below
2025 (7-1-2024 to 6-30-2025)	\$235,466	21%	See below

*Nutrition Services Incentive Program: USDA funding for the purchasing of foods that are produced in the United States which meet nutrition guidelines. NSIP funds are supplemental funding and granted yearly.

Home-Delivered Meals

SFY	HDM – Program Total	% Funded of AAA Total Budget	*NSIP
2023 (7-1-2022 to 6-30-2023)	\$261,582	22%	\$182,248.64
2024 (7-1-2023 to 6-30-2024)	\$223,518	18.5%	\$66,384.50
2025 (7-1-2024 to 6-30-2025)	\$240,782	22%	\$56,400.22

*Nutrition Services Incentive Program (NSIP): USDA funding for the purchasing of foods that are produced in the United States which meet nutrition guidelines. NSIP funds are supplemental funding and granted yearly.

Program Definition & Specifications

Congregate Meals – Scope of Work

***This Scope of Work includes basic general information and may be subject to additions upon contract.

All programs provided under this Contract shall comply with the Older Americans Act, as amended, the Idaho Commission on Aging Rules (IDAPA 15.01.21), and the Idaho Commission on Aging Program Manual.

Program Definition

- A. Hot or other appropriate meals served in a group setting which assure a minimum of 1/3 of the Required Dietary Allowance (RDA) as established by the National Academy of Science. Meals can be either site-prepared or catered. Each site is required to serve meals at least five (5) days per week unless a waiver is received from the ICOA.
- B. A multi-purpose senior center is a community focal point for service delivery. It must be a highly visible, one-stop location from which older persons and their families can obtain information about available services and find opportunities to participate in programs and activities. A multi-purpose senior center must focus its efforts on meeting the needs of older persons with disabilities or situational conditions that limit their activity and participation.

Eligibility

No means test shall be given.

Unit of Service

One (1) meal provided to an eligible person.

USDA / NSIP / ISNP

1. **USDA Commodities:**
Nutrition providers serving congregate and or home-delivered meals are eligible to participate in the U.S.D.A. Commodity Program, which provides food items at the cost of freight only.
2. **National Senior Nutrition Program (NSIP):**
Nutrition providers receive cash reimbursement for congregate and home-delivered meals served to eligible individuals age 60 and older.

3. Idaho State Nutrition Program (ISNP):

Nutrition providers may receive state funding to support congregate and home-delivered meals served to eligible individuals age 60 and older, subject to state requirements and available funding.

Note: For-profit providers are not eligible to participate in the U.S.D.A. Commodity Program.

Training

Each provider will ensure that all staff and volunteer training requirements are met per the Idaho Food Code.

(IDAPA 16.02.19.201)

Donations

Each participant must be given the opportunity to make a confidential donation toward the cost of the meal. Providers will use donations/contributions to increase the number of meals served, facilitate access to such meals, or provide supportive services related to the nutrition program. Under no circumstances may the Provider deny an eligible participant service because of the participant's inability or decision not to contribute to the cost of the meal(s). Specifically, the Provider will:

- a. Provide each recipient with an opportunity to voluntarily contribute to the cost of the service;
- b. Clearly inform each recipient that there is no obligation to contribute and the contribution is purely voluntary;
- c. Protect the privacy and confidentiality of each recipient with respect to the recipient's contribution or lack of contribution.
- d. Establish appropriate procedures to safeguard and account for all contributions; and
- e. Use all collected contributions to expand the service for which the contributions were given and to supplement (not supplant) funds received under the OAA and ISSA.

Outreach

Outreach functions to locate persons in the community who are not participating in available programs or receiving services for which they qualify; identify their service needs; provide them with information about aging programs and services available in their communities; and assist them with accessing services they need or programs in which they want to participate. The first contact initiated by the provider with an eligible person or their representative is considered outreach. The Provider will perform and document Outreach, a one-on-one contact, as described above.

Nutrition Education

Each provider shall present nutrition education approved by the AAA contracted dietitian on at least a semi-annual basis to seniors, both in the senior center and at home delivered meal recipients' homes.

Additional Requirements

Provider must comply with all applicable federal, state, and local laws, regulations, and rules including, but not limited to:

- **Fire, health, safety, building, and zoning laws** (IDAPA 15.01.21) – Ensure your facilities meet safety codes and local ordinances.
- **Food Safety and Sanitation Standards** (IDAPA 16.02.19) – Prepare, store, and serve food following Idaho’s food safety rules.
- **Licensure requirements** (IDAPA 16.02.19.930) – Maintain any required state or local licenses to operate as a food service provider.
- **Occupational Safety and Health Administration (OSHA) requirements** (IDAPA 15.01.21) – Keep staff safe and follow workplace safety standards.
- **Americans with Disabilities Act (ADA) provisions** (PL 101-336, IDAPA 15.01.21) – Ensure facilities and services are accessible to people with disabilities.
- **ICOA and Idaho Code provisions** – Follow all relevant state laws, rules, and regulations that apply to senior nutrition services.
- **Food quality standards** – Use safe, high-quality foods in meal preparation. Minimum standards include:
 - Canned fruits and vegetables (USDA Grade A)
 - Fresh and frozen fruits and vegetables
 - Poultry (USDA Grade A or better)
 - Beef (USDA Select or better; ground beef ≤19% fat)
 - Pork (USDA Number 1, minimal fat)
 - Eggs and dairy products (USDA Grade A or better)
 - Salt (iodized)
 - Milk (Grade A pasteurized)
 - Fish and seafood (IDAPA 16.02.19.100)

All meals must be prepared safely using high-quality ingredients, in licensed, safe, and accessible facilities, and staff must follow workplace safety and food handling rules.

Home-Delivered Meals – Scope of Work

***This Scope of Work includes basic general information and may be subject to additions upon contract.

All programs provided under this Contract shall comply with the Older Americans Act, as amended, the Idaho Commission on Aging Rules (IDAPA 15.01.21), and the Idaho Commission on Aging Program Manual.

Program Definition:

Home Delivered Nutrition

Hot or other appropriate meal delivered to eligible persons in private homes which assure a minimum of 1/3 of the Required Dietary Allowance (RDA) as established by the National Academy of Science. Provider must provide no less than five meals per week unless a waiver is received from the ICOA.

Eligibility

No means test shall be given.

1. Eligibility shall be determined by the ICOA and the AAA.
2. Eligibility shall be based upon the degree to which Activities of Daily Living (ADL's)/Instrumental Activities of Daily Living (IADL's) limit ability to independently prepare meals.
3. Spouse is eligible if it is in the best interest of the eligible home-bound person.

A client assessment to determine eligibility shall be conducted by ICOA, the AAA utilizing the Idaho Comprehensive Assessment Tool (I-CAT)

The Provider may coordinate with Transportation providers to arrange for delivery of meals; however, transportation costs for Home Delivered Nutrition may not be submitted for payment to the AAA under any Transportation.

Unit of Service

One (1) meal provided to an eligible person.

USDA / NSIP / ISNP

1. **USDA Commodities:**
Nutrition providers serving congregate and or home-delivered meals are eligible to participate in the U.S.D.A. Commodity Program, which provides food items at the cost of freight only.
2. **National Senior Nutrition Program (NSIP):**
Nutrition providers receive cash reimbursement for congregate and home-delivered meals served to eligible individuals age 60 and older.
3. **Idaho State Nutrition Program (ISNP):**
Nutrition providers may receive state funding to support congregate and home-delivered meals served to eligible individuals age 60 and older, subject to state requirements and available funding.

Note: For-profit providers are not eligible to participate in the U.S.D.A. Commodity Program.

Training

Each provider will ensure that all staff and volunteer training requirements are met per the Idaho Food Code.

(IDAPA 16.02.19.201)

Donations

Each participant must be given the opportunity to make a confidential donation toward the cost of the meal. Providers will use donations/contributions to increase the number of meals served, facilitate access to such meals, or provide supportive services related to the nutrition program. Under no circumstances may the Provider deny an eligible participant service because of the participant's inability or decision not to contribute to the cost of the meal(s). Specifically, the Provider will:

- f. Provide each recipient with an opportunity to voluntarily contribute to the cost of the service;
- g. Clearly inform each recipient that there is no obligation to contribute and the contribution is purely voluntary;
- h. Protect the privacy and confidentiality of each recipient with respect to the recipient's contribution or lack of contribution.
- i. Establish appropriate procedures to safeguard and account for all contributions; and
- j. Use all collected contributions to expand the service for which the contributions were given and to supplement (not supplant) funds received under the OAA and ISSA.

Outreach

Outreach functions to locate persons in the community who are not participating in available programs or receiving services for which they qualify; identify their service needs; provide them with information about aging programs and services available in their communities; and assist them with accessing services they need or programs in which they want to participate. The first contact initiated by the provider with an eligible person or their representative is considered outreach. The Provider will perform and document Outreach, a one-on-one contact, as described above.

Nutrition Education

Each provider shall present nutrition education approved by the AAA contracted dietitian on at least a semi-annual basis to seniors, both in the senior center and at home delivered meal recipients' homes.

Additional Requirements

Provider must comply with all applicable federal, state, and local laws, regulations, and rules including, but not limited to:

- **Fire, health, safety, building, and zoning laws** (IDAPA 15.01.21) – Ensure your facilities meet safety codes and local ordinances.
- **Food Safety and Sanitation Standards** (IDAPA 16.02.19) – Prepare, store, and serve food following Idaho's food safety rules.
- **Licensure requirements** (IDAPA 16.02.19.930) – Maintain any required state or local licenses to operate as a food service provider.

- **Occupational Safety and Health Administration (OSHA) requirements** (IDAPA 15.01.21) – Keep staff safe and follow workplace safety standards.
- **Americans with Disabilities Act (ADA) provisions** (PL 101-336, IDAPA 15.01.21) – Ensure facilities and services are accessible to people with disabilities.
- **ICOA and Idaho Code provisions** – Follow all relevant state laws, rules, and regulations that apply to senior nutrition services.
- **Food quality standards** – Use safe, high-quality foods in meal preparation. Minimum standards include:
 - Canned fruits and vegetables (USDA Grade A)
 - Fresh and frozen fruits and vegetables
 - Poultry (USDA Grade A or better)
 - Beef (USDA Select or better; ground beef ≤19% fat)
 - Pork (USDA Number 1, minimal fat)
 - Eggs and dairy products (USDA Grade A or better)
 - Salt (iodized)
 - Milk (Grade A pasteurized)
 - Fish and seafood (IDAPA 16.02.19.100)

All meals must be prepared safely using high-quality ingredients, in licensed, safe, and accessible facilities, and staff must follow workplace safety and food handling rules.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion

Lower Tier Covered Transactions
(2 CFR Part 180 and 2 CFR Part 300)

1. By signing and submitting this application, the Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, as defined in 2 CFR Part 180.
2. This certification is a material representation of fact relied upon by the Area Agency on Aging when entering into this transaction. If it is later determined that the Provider knowingly rendered an erroneous certification, the appropriate federal agency may pursue available remedies, including suspension or debarment, in addition to any other remedies available.
3. The Provider shall provide immediate written notice to the Area Agency on Aging if, at any time, the Provider learns that this certification was erroneous when submitted or has become erroneous due to a change in circumstances.

4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” and “voluntarily excluded,” as used in this certification, have the meanings set forth in 2 CFR Part 180.
5. The Provider agrees that, should the covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person or entity that is debarred, suspended, declared ineligible, or voluntarily excluded from participation in federal assistance programs, unless authorized by the appropriate federal agency.
6. The Provider further agrees to include this certification, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification from a prospective participant in a lower tier covered transaction unless it knows that the certification is erroneous. Each participant may determine the method and frequency used to verify eligibility. Participants may, but are not required to, check the federal System for Award Management (SAM).
8. Nothing in this certification shall be construed to require the establishment of a formal system of records to render the certification in good faith. The knowledge and information required of a participant shall not exceed that which is normally possessed by a prudent person in the ordinary course of business.
9. Except for transactions authorized by the appropriate federal agency, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person or entity that is suspended, debarred, ineligible, or voluntarily excluded, the appropriate federal agency may pursue available remedies, including suspension or debarment.

General Terms and Conditions (Summary)

These General Terms and Conditions apply to this Request for Proposal and to any future agreements resulting from this process.

EICAP is issuing this RFP to identify qualified providers capable of delivering services under the merged Area V and Area VI structure. Submission of Proposals indicates the Provider’s understanding of and willingness to comply with all applicable federal, state, and local laws, regulations, policies, and funding requirements governing services administered by the Area Agency on Aging.

Participation in this RFP will result in the establishment of a pool of qualified providers. Inclusion in the pool does not guarantee funding, referrals, or contract awards. Contracts will be executed based on program needs, funding availability, geographic coverage, performance history, and compliance with AAA requirements.

Providers must demonstrate administrative, fiscal, and service delivery capacity sufficient to meet program standards, reporting requirements, and performance expectations. Providers must maintain appropriate licensure, insurance, and certifications for the duration of any agreement.

EICAP reserves the right to amend, cancel, or reissue this RFP, reject any or all submissions, request additional information, and negotiate contract terms as needed to support program operations and service continuity.