



Older Americans Act Title III C2 Home Delivered Meals RFP Timeline

Task	Due Date
Prepare documents	January 1-January 21
Finalize forms	January 21
Create ad	January 21
Submit Ad in Mercury	January 27 (<i>once forms finalized send to Mercury</i>)
Post OAA RFP Announcement to Social Medias	January 27-Auto Set & Confirmed with I & A
Run Ad in local newspaper	Jan 27 and Jan 28 Monday & Tuesday (<i>two days</i>)
Notice of Funding upload to website	January 27
RFP made available (upload application etc.)	January 27
Announcement to AC and develop interest for eval. committee	February 3
Announcement to public	January 27 (<i>Currently researching and looking for new providers</i>)
Bidders Conference	January 29
Letter of Intent	January 31
Due date for proposal	February 25 at 4:00 PM
RFP evaluation	February 26 – March 3
Evaluation Committee recommendation meeting	March 4 (<i>10AM-11:00AM</i>)
Evaluation Committee recommendation due	March 7
Board of Director approval	March 11
State Approval (as required) For-profit (includes 15 days)	March 7
Notification of award, mail & email	March 12
Deadline for submission of appeals	March 17
Appeal process (if applicable)	March 24
Contract negotiation	March 12-March 26
Services begin	April 1

