

Older Americans Act Home Delivered Meals RFP Timeline (Updated – Extended)

Task	Due Date
Prepare documents	January 1-January 21
Finalize forms	January 21
Create ad	January 21
Submit Ad in Mercury	January 27 (provided to I&A to submit to SJ Mercury)
Post OAA RFP Announcement to Social Medias	January 27-Auto Set & Confirmed with I & A
Run Ad in local newspaper	January 27 and 28 (Monday & Tuesday)
Notice of Funding upload to website	March 6
RFP made available (upload application etc.)	March 6
Announcement to AC and develop interest for eval. committee	February 3
Announcement to public	March 6 (<i>all current & previous providers & RFP list</i>)
Bidders Conference	March 18
Letter of Intent Due	March 21
Due date for proposal	April 4 at 4:00 PM
RFP Committee Overview	February 20 (AC and Board Members) (10:00AM-11:00AM)
RFP Committee evaluation	April 7 -April 14
State Approval (as required) For-profit (includes 15 days)	April 21
Evaluation Committee recommendation meeting	April 15 (10AM-11:00AM)
Evaluation Committee recommendation due	April 17
Board of Director approval	April 24
Notification of award, email	April 25
Deadline for submission of appeals	April 30
Appeal process (if applicable)	May 5
Contract negotiation	April 25 – April 30
Services begin	May 6

