

Administration

Best Practices

Procurement/Request for Proposals/Contracts

Request for Proposals (RFP)

Bidder's Conference Answers on the Web (2007) - PSA 5

During the RFP process, the Marin County Division of Aging Bidder's Conference is held and questions from the conference are posted on the web. For a two-week period after the conference, the bidder's are allowed to ask additional questions. The questions are referred to the Project Coordinator, who answers the questions within 24-hours. The answers are posted on the web and all bidders are notified that new questions and answers have been posted.

RFP Effective Process (2005) - PSA 7

The Contra Costa Aging and Adult Services Bureau's RFP process is very complete and contains all of the required components. The AAA has a good process for executing the RFPs in a timely manner. To allow for the widest response possible in the county, the AAA does extensive mailings, postings, and newspaper announcements. The panel evaluating the RFPs is made up of one person from each part of the county (east, west and central) and also includes a good representation of ethnic groups, professionals, consumers, and Advisory Council members.

Contingency for an Increase or Decrease in Funding Questionnaire in Grants Application (2008) - PSA 18

Ventura County Area Agency on Aging's Grant Application has a "Contingency Plan – Funding Increase" page that discusses additional funding which may become available and requests a description of how the additional funds would be used. The next page, "Contingency Plan – Funding Reduction" requests a description of the plan and specifically asks what services would be reduced if there was a reduction in funding. These pages require the service provider to create a plan for both scenarios, and provide the AAA the opportunity to determine how realistic the service provider's plan is.

Focus on Hiring Older Workers (2006) – PSA 25

In the City of Los Angeles Department of Aging's RFP, under the Employment Training Policy Section, states that any agency bidding on goods and service contracts of \$500,000 or more will identify all vacant full-time positions and agree to interview City Workforce Investment Act (WIA) participants and OAA Title V recipients, contingent upon a review of their qualifications. The Department commends this policy that recognizes the Older Worker.