



# REQUESTS FOR PROPOSAL

## DIRECT PURCHASE OF SERVICE TARRANT COUNTY AREA AGENCY ON AGING

Fiscal Year 2026

Application Release:	June 27, 2025
Application Deadline:	July 21, 2025
Awardees Informed:	August 30, 2025
Funding Period:	October 1, 2025 – September 30, 2026

**Questions related to the RFP should be directed to:**

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## I. DIRECT PURCHASE OF SERVICE APPLICATION

**Purpose:** This RFP is to request applications for the provision of services on a Direct Purchase of Service basis to qualified participants eligible to receive services under Title III of the Older Americans Act of 1965, as amended, and state general revenue funds.

**Definition:** The Area Agency on Aging Direct Purchase of Services program is designed to promote the development of a comprehensive and coordinated service delivery system to meet the needs of older individuals (age 60 years of age or older) and their caregivers. Direct Purchase of Service is a contracting methodology for the purchase of services 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 federal Title III Programs.

**Background:** Tarrant County is one of the fastest growing counties in the United States, and that growth does not appear to be slowing down. As the county's population grows, so grows the percentage of the population that is age 60-plus. Specifically, residents aged 60-plus have increased from 11.4 percent in 2010 to 16.9 percent in 2023 and shows no signs of slowing down. Because of this significant growth, the Tarrant County Area Agency on Aging partners with vendors to deliver Older Americans Act funded direct services to 1) give older adults maximum choice, 2) maintain an element of competition among providers to provide the best service, and 3) obtain the best value for the available funds. By outsourcing many of the direct service functions, our area agency on aging also separates its role as fiscal agent from the role of provider. This allows us to ensure that services are provided in accordance with state and federal guidelines without the undue influence of a conflict-of-interest that may be present in systems that attempt to fulfill both authority and provider roles.

**Eligibility to apply:** Organizations eligible to apply are private non-profit, private for profit, and local city-county governmental entities, which have the capacity to meet the requirements of service delivery under Direct Purchase of Service procedures. Debarred or suspended parties are ineligible to apply for funding and are excluded for participation in this program. Vendor must provide proof of liability insurance in the amount of \$1,000,000.

**Application Process:** Interested parties may apply for consideration for participation in the vendor pool by submitting an online vendor application through the United Way of Tarrant County's website portal. A limited number of in-home and supportive service vendors will be designated.

**In-Kind Match:** In-kind match is a non-cash contribution of value provided by non-federal or non-state third parties and is typically the calculated value of personnel, goods, and services, including direct and indirect costs. The non-federal share requirements specify the minimum percentage of the total cost of an activity that must

be met with funds other than the federal grant fund. For example, the non-federal share requirement for the National Family Caregiver Support Program (NFCSP) is 25 percent. This means that federal funds may not pay for more than 75 percent of the total cost of the National Family Caregiver Support Program. The remaining 25 percent must come from non-federal sources. In-kind contributions can be used to meet the non-federal share requirements. To be used as match, these contributions must meet the same requirements as cash match. The contributions must be verifiable, and the records must show how the value of the in-kind contribution was determined. Examples of such in-kind contributions include:

- Discounted Rate (for example, if a vendor typically charges \$15.00 per hour for private pay homemaker services and offers the area agency on aging a reduced rate of \$12.00 per hour, the \$3.00 per hour difference may count as match.)
- Volunteer Services
- Pro Bono Services – Attorney agrees to provide legal assistance at no cost
- Donated time of employees of other organizations
- Donated supplies and loaned equipment
- Donated space

**Preference will be given to those with favorable rates and who can contribute all or part of a 30 percent match.**

## II. CRITERIA FOR EVALUATING VENDORS

- a. Experience of the vendor providing services to older adults and caregivers
- b. Qualifications and technical competence of the personnel assigned to provide services to older adults and caregivers
- c. Experience of the vendor in providing services to area agencies on aging in fulfillment of federal and state requirements, e.g., timely completion of projects, meeting billing deadlines, etc.
- d. Capability to provide reasonable units of service, at a competitive rate, to a maximum number of older adults and caregivers across Tarrant County
- e. A statement detailing the vendor's selection of service and how these services will be delivered

## III. SCOPE OF SERVICES

Tarrant County Area Agency on Aging services are designed to identify eligible program participants, with an emphasis on high-risk program participants and to serve older individuals with greatest economic and social need, low-income minorities and those residing in rural areas, as required by the Older Americans Act. Services available for

prospective bid in accordance with the Tarrant County Area Agency on Aging's Area Plan include:

**Assisted Transportation:** A service that includes escort or other appropriate assistance, for a person who has difficulties (physical or cognitive) using regular vehicular transportation. This service does not include any other activity. Unit of Service: One, one-way trip

**Caregiver Counseling:** A service designed to support caregivers to improve their emotional well-being and assist them in their decision-making and problem solving. Counselors must have appropriate education and experience in counseling and be licensed to practice in Texas. This service includes individual counseling or group sessions. Counseling is a separate function apart from support group activities or training. Unit of Service: One Hour

**Caregiver Information Services:** A service that provides for the dissemination of accurate, timely and relevant caregiver related information through public group activities such as handing out publications, conducting group presentations, seminars, health fairs and mass media. Developing a resource library and other informational resources for use in the dissemination of caregiver information is a component of this service. Unit of Service: One activity. Service units are for activities directed to a group of current or potential caregivers. Count only one activity for each event. If provided in a group meeting or an event such as a health fair, each person receives a service; therefore, each eligible person is counted towards the estimated audience.

**Caregiver Support Groups:** A service to facilitate caregivers to discuss their common experiences and concerns and develop a mutual support system. Support groups are typically held on a regularly scheduled basis and may be conducted in person, over the phone, or online. Support groups are led by a trained person, moderator or professional licensed to practice in Texas, such as a social worker, counselor, or therapist. This service does not include "caregiver education groups," "peer-to-peer support groups," or other groups primarily aimed at teaching skills or meeting on an informal basis without a facilitator who possesses training or the required credentials. Unit of Service: One Session, typically 30 minutes to One Hour.

**Caregiver Training:** A service that provides family caregivers with instruction to improve knowledge and performance of specific skills relating to their caregiving roles and responsibilities. Skills may include activities related to health, nutrition, and financial management, providing personal care, and communicating with health care providers and other family members. Training may include the use of evidence-based programs, be conducted in-person or online, and be provided in individual or group settings. Unit of Service: One Hour.

**Evidence-Based Intervention:** A service providing an intervention to an older individual based upon the principles of Evidence-Based Prevention Programming.

Unit of Service: One Contact. Record one contact each time an older individual participates in an activity that is a component of an Evidence-Based Intervention Program.

**Health Maintenance:** Services that include one or more of the following activities:

- Medical treatment by a health professional
- Health education and counseling services for individuals or groups about lifestyles and daily activities. Activities may include, but are not limited to:
  - ✓ Art and dance – movement therapy
  - ✓ Programs in prevention or reduction of the effects of chronic disabling conditions
  - ✓ Alcohol and substance abuse
  - ✓ Smoking cessation
  - ✓ Weight loss and control
  - ✓ Stress management
- Home health services including, but are not limited to, nursing, physical therapy, speech or occupational therapy
- Provision of medications, nutritional supplements, glasses, dentures, hearing aids or other devices necessary to promote or maintain the health or safety of the older person. Note: Also includes the provision of dosage alert systems and the purchase of software, technical support, and materials that connect an eligible older person to free or reduced cost prescription medication services.

Unit of Service: One Contact. Record one contact each time an older individual receives a health service as described.

**Health Screening and Monitoring (Health Promotion):** Activities to assess the level of health and wellness of an older person and ensure the eligible person is made aware of health services available in their community for appropriate follow-up care. Services may be provided in senior centers, nutrition sites, health fairs or other community settings or in a person's home. Activities may include dental, hearing, or vision. Unit of Service: One Contact

**Personal Assistance:** Services to assist an older person who has difficulty performing a minimum of two activities of daily living as identified in the assessment process, with tasks a person would typically perform if they were able. This includes assistance in all activities of daily living and health-related tasks. Unit of Service: One Hour.

**Residential Repair:** Services consisting of repairs or modifications of a dwelling occupied by an older person that are essential for the health and safety of the older person. Unit of Service: One unduplicated dwelling unit occupied by an older person. A unit of

service includes all the services committed to repairing and modifying one unit in one program year. Caregivers may serve more than one care recipient.

**Respite In Home:** Temporary services for an eligible dependent care recipient for the relief of a caregiver provided in the eligible caregiver's home or the home of the care recipient on a short term, temporary basis while the primary caregiver is unavailable or needs relief. In addition to supervision, services may include meal preparation, housekeeping, assistance with personal care, and social and recreational activities. Unit of Service: One Hour. An eligible older Care Recipient:

- Must be unable to perform a minimum of two activities of daily living identified through the Consumer Needs Evaluation, or
- Must require substantial supervision due to a cognitive or other mental impairment which causes them to behave in a manner that poses a serious health or safety hazard to themselves or to another person.

**Respite Out of Home:** Temporary respite services provided in settings other than the caregiver or care recipient's home, including activity and health services facility, senior center or other non-residential setting (or, in the case of older relatives raising children, day camps), that allows the caregiver time away to do other activities and where an overnight stay does not occur. Unit of Service: One Hour. An eligible older Care Recipient:

- Must be unable to perform a minimum of two activities of daily living identified through the Consumer Needs Evaluation (CNE) or
- Must require substantial supervision due to a cognitive or other mental impairment which causes them to behave in a manner that poses a serious health or safety hazard to themselves or to another person.

**Respite Out of Home, Overnight:** Temporary respite services provided in residential settings such as nursing homes, assisted living facilities, and adult foster homes (or, in the case of older relatives raising children, summer camps), in which the care receiver resides in the facility (on a temporary basis) for a full 24-hour period of time. The service provides the caregiver with time away to do other activities. Unit of Service: One Hour. An eligible older Care Recipient:

- Must be unable to perform a minimum of two activities of daily living identified through the Consumer Needs Evaluation (CNE) or
- Must require substantial supervision due to a cognitive or other mental impairment which causes them to behave in a manner that poses a serious health or safety hazard to themselves or to another person.

#### IV. TARRANT COUNTY IS A DESIGNATED FOCAL POINT

Applicants should be aware that the Tarrant County Area Agency on Aging has been designated the focal point for Tarrant County. Focal points serve as the advocate and focal point for older individuals within the community by monitoring, evaluating, and

commenting upon all policies, programs, hearings, levies, and community actions that will affect older individuals. In addition, these focal points, where possible, enter arrangements with organizations providing day care services for children, assistance to older individuals caring for relatives who are children, and respite for families, to provide opportunities for older individuals to aid or assist on a voluntary basis in the delivery of such services to children, adults and families. The name, geographic area of responsibility, and phone number of the Tarrant County focal point appears below.

**Agency Name:** Tarrant County Area Agency on Aging

**Geographic Area of Responsibility:** Tarrant County

**Phone Number:** 817.258.8000

V. APPEALS PROCEDURE

The rules of the Texas Health and Human Services Commission published as Title 26 Part I Chapter 213. Appeal Procedures for service providers/vendors/applicants, etc. seq., will be used as the appeals process for all disputes and appeals of all unsuccessful vendors. A copy will be made upon request.