



SERVICES FOR AGING WELL IN COLORADO

VINTAGE REQUEST FOR PROPOSALS

STATE FISCAL YEARS
2027 & 2028



INTRODUCTION

WHO WE ARE

Vintage

Vintage, the local Area Agency on Aging (AAA), provides and connects our community with support and services that promote aging with independence and dignity for individuals sixty and older and their caregivers in their community of choice. Vintage provides programs directly and through contracted providers to people 60+, their caregivers, and grandparents raising grandchildren throughout Eagle, Grand, Jackson, Pitkin, Routt, and Summit counties (Region 12 Planning & Service Area - PSA).

Contact information & to request accommodations for the Request for Proposals (RFP), including a mailed hard copy:

249 Warren Avenue
PO Box 2308
Silverthorne, CO 80498
970-455-1067
efisher@nwccog.org
www.yourvintage.org

State Unit on Aging (SUA)

The State Unit on Aging (SUA) is responsible for the formulation of program policy and procedures with input from stakeholders and the Aging Policy Advisory Council (APAC). The SUA sits within the Colorado Department of Human Services (CDHS). [Policies and Procedures](#) may change periodically throughout the state fiscal year. Should you have any policy-related questions, please contact the State Unit on Aging (SUA) at (303) 866-2800.

<https://cdhs.colorado.gov/state-unit-aging>

WHAT WE DO...

Area Agencies on Aging were formally established in the 1973 Older Americans Act (OAA) as the “on-the-ground” organizations charged with helping vulnerable older adults live with independence and dignity in their homes and communities. For over 50 years, AAAs have served as the local leaders on aging by planning, developing, funding and implementing local systems of coordinated aging and other home and community-based services for consumers in their Planning and Service Areas (PSAs).

All AAAs offer 5 **core services** authorized under the Older American’s Act:

- Nutrition
- Elder Rights
- Caregiver Support
- Health & Wellness
- Supportive Services

AAAs and providers are required to **target** the following **special populations** of older adults:

- Greatest economic need
- Greatest social need
- Low-income minority
- Limited English proficiency

2026 TIMELINE FOR RFP PROCESS

March 9 @ 9am -10:30am	Mandatory Proposers' Conference via Zoom <i>Attendance required to be considered for funding</i> https://us02web.zoom.us/j/86798500703
March 9 @ 11am	RFP Open
March 30 @ 12pm	RFP closes
April 22	RAC Grant Review Committee reviews proposals & recommends funding
April 24	Notice of Proposal Approval or Denial
May 21	NWCCOG Council reviews proposal recommendations
May 22	Contracts awarded
June 22	Fully executed contracts due
July 1	Contracts begin

MANDATORY PROPOSERS' CONFERENCE

Per State Unit on Aging Policy & Procedure Manual, section 203.a.B, attendance at the virtual proposers' conference is required to be considered for funding.

Mandatory Proposer's Conference

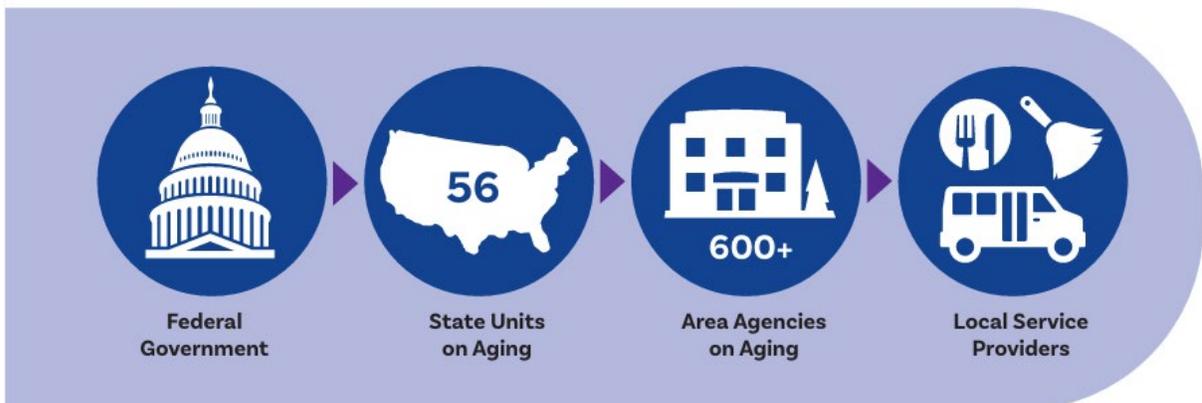
March 9, 2026, 9am-11am

<https://us02web.zoom.us/j/86798500703> Meeting ID: 867 9850 0703

TARGETING REQUIREMENTS

The OAA requires that Area Agencies on Aging and providers target “older individuals with the greatest social need, greatest economic need, low-income minority individuals, and those with limited English proficiency.”

The AAA Role in the Aging Network

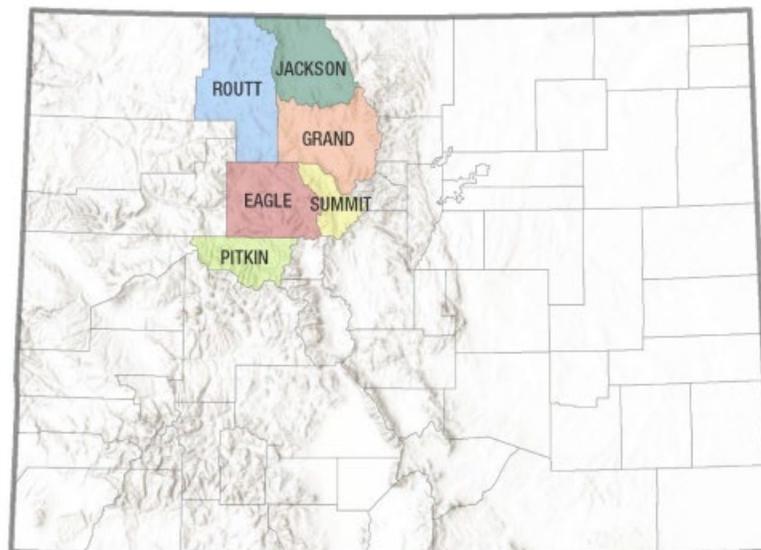


CONTRACTED AVAILABLE SERVICES FOR RFP

Service Name	Service Definition
Caregiver Information & Assistance	A service that provides individuals with current information on opportunities and services available to the individuals within their communities. 1 Unit = 1 Contact
Case Management	Assistance, either in the form of access or care coordination, in circumstances where the eligible individual and/or their caregivers are experiencing diminished functioning capacities, personal conditions, or other characteristics which require the provision of services by formal service providers. Activities of case management shall include: assessing needs, developing care plans, authorizing services, arranging services, coordinating the provision of services among providers, follow-up, and reassessment, as required. 1 Unit = 1 Hour (Partial hour may be reported to two decimal places in 15 minute increments (i.e. 0.25 = 15 minutes))
Congregate Meals	A meal provided to an eligible individual in a congregate or group setting. Meals must meet all OAA requirements and State and Local laws. 1 Unit = 1 Meal
Evidence-Based Disease Prevention and Health Promotion	A program that meets the current definition of evidence-based disease prevention and health promotion as defined by the Administration on Aging and is one of the NCOA Approved Evidence Based Programs can be found here: https://www.ncoa.org/evidence-based-programs 1 Unit = 1 Session
Home Delivered Meals	A meal provided to a qualified individual in their place of residence. Meals must meet all OAA requirements and State and Local laws. 1 Unit = 1 Meal
Information & Referral	A service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. 1 Unit = 1 Contact
Legal Assistance	Legal advice and representation provided by an attorney to older individuals with economic or social needs as defined in the Older Americans Act, Sections 102(a)(23 and (24), and in the implementing regulation at 45 CFR Section 1321.71, and includes to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of a lawyer and counseling or representation by a non-lawyer where permitted by law. 1 Unit = 1 Hour (Partial hour may be reported to two decimal places in 15 minute increments (i.e. 0.25 = 15 minutes))
Material Aid - Food	Aid in the form of food (restaurant vouchers or groceries) 1 Unit = 1 Item
Nutrition	Congregate and home delivered meal analysis to meet OAA nutrition

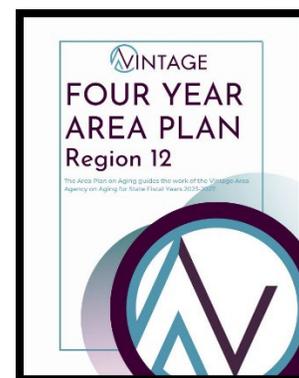
Consultation	guidelines. Provided by a Registered Dietitian (RD). Is not defined by units.
Nutrition Counseling	<p>A standardized service as defined by the Academy of Nutrition & Dietetics (AND) that provides individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illness, or medication use, or caregivers. Counseling is provided one-on-one by a registered dietitian and addresses the options and methods for improving nutrition status with a measurable goal.</p> <p>1 Unit = 1 Hour (Partial hour may be reported to two decimal places in 15 minute increments (i.e. 0.25 = 15 minutes))</p>
Nutrition Education	<p>An intervention targeting OAA participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) to maintain or improve health and address nutrition-related conditions. Content is consistent with the Dietary Guidelines for Americans; is accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and is overseen by a registered dietitian or individual of comparable expertise as defined in the OAA.</p> <p>1 Unit = 1 Session</p>
Transportation	<p>Transportation is travel to or from one location to another in a vehicle. It does not include any other activity.</p> <p>1 Unit = 1 One-way trip</p>
Caregiver Information & Assistance	<p>A service for caregivers that provides the public and individuals with information on resources and services available to the individuals within their communities. This funding is for Caregiver Support Groups.</p> <p>1 Unit = 1 Contact</p>

All contracted services must be available in one or all the Region 12 counties including Eagle, Grand, Pitkin, Routt, Summit, and Jackson counties.



AREA PLAN

Vintage's [Four Year Area Plan](#) was approved by the State Unit on Aging in 2023. The plan was developed through various data sources including the regional CASOA, the Colorado State Demographer's office, and information supplied by older adults and providers in community conversations across the region. The Area Plan on Aging guides Vintage's work and direction for the next four years. It reflects the needs of our region, highlights our service goals, demonstrates outcomes, and provides strategies and measures that will be used to evaluate progress and the success of our work.



COLORADO MULTI-SECTOR PLAN ON AGING



The [Colorado Multi-Sector Plan on Aging](#) (MPA) is a 10-year comprehensive framework resulting from extensive collaboration, designed to address the significant demographic shift where the state's population of individuals aged 60 and over is projected to reach 1.5 million by 2030. The MPA is the next step in Colorado's efforts to support older Coloradans and was created to meet the requirements of the Modernization of the Older Coloradans Act (House Bill 22-1035).

COMPLIANCE

In accordance with the [State Unit on Aging Policy and Procedure manual](#) and [Volume 10](#), Vintage will assure compliance with applicable federal, state and local laws and regulations by all providers. If a provider is out of compliance, reimbursement may be withheld until the issue is corrected. If prolonged compliance issues exist, then the provider is in breach of contract and the contract may be terminated. The provider may not be eligible to submit another proposal for any service until the provider proves that all prior compliance issues have been rectified.

ANNUAL EVALUATIONS

The State Unit on Aging conducts an annual evaluation that is administered on-site or virtually as a desk audit.

Vintage conducts an annual on-site evaluation with each providers.

All new providers are required to complete a 90-Day New Provider Evaluation with Vintage.

REQUIREMENTS

REQUIRED PAPERWORK

[Assessments](#)

Assessments for registered services are required at the time the service is provided. Services that

require assessments include case management, congregate meals, nutrition counseling, evidence-based disease prevention & health promotion, home delivered meals, material aid food, and transportation.

Reassessments of individuals to ensure continued eligibility must be completed at least once each State Fiscal Year. Services that require an annual reassessment include case management and home delivered meals.

Please ensure that the most current assessments are being used. These are updated at least once a year when the new poverty levels are released. Most current assessments may always be found here: <https://yourvintage.org/for-professionals>

CONTRACTUAL REQUIREMENTS

- Comply with applicable laws, regulations & standards
- Protect client information
- Maintain required licenses & insurance
- Participate in evaluations and trainings
- Communicate with clients, track complaints
- Maintain wait list and tracking as needed
- Facilitate client registration and service delivery reporting, enter documentation into SUDS
- Provide clients the opportunity to voluntarily donate

MATCH

- A minimum 10% match is required for all services.
- It may be met through either Local Cash or In-Kind contributions.
- Cannot be state or federal funds.
- Reported on a monthly basis through OAASYS monthly reimbursement request.

Match is calculated in the following manner:

For a 10% Match = [award amount divided by .9] minus award amount. Example: For a 10% match of a \$1000 award

Match = [$\$1000 / .9$] - \$1000 = **\$111**

MONTHLY REPORTING

All entry requests for reimbursement and entry of units must be completed by the 15th of each month. If the 15th falls on a Saturday, it's due Friday. If the 15th falls on a Sunday or holiday, it's due the day after. If you are having technical difficulties with either reporting system, please contact Amanda Rens-Moon @ arensmoon@nwccog.org or 970-315-1325.

MANDATORY TRAININGS

PROVIDER TRAINING

All new providers are required to complete a training course on the state reporting system and contractual obligations. This training will be provided at a time and location to be determined by Vintage in coordination with the provider, after the awarding of contracts. All individuals who enter data into the system must attend this training.

Vintage may also require additional trainings during the contracted time frame.

STATE REPORTING SYSTEM

HIPAA training is a requirement for all individuals who have access to the state reporting system.

COMPLIANCE

On a monthly basis, Vintage will complete a compliance check on the following services:

ALL CONTRACTED SERVICES

- Comparison of units in the state reporting system and Vintage's reimbursement system
- Ensure wait list information was included (if applicable)
- Ensure that the provider has reported the required match, either local cash or in-kind
- Ensure that program income has been reported (if applicable)
- Ensure that clients meet eligibility requirements
- Ensure all assessments and reassessments have been entered into the state database system
- Nutrition Providers: Report NSIP expenditures monthly in OAA-SYS

PROPOSAL SUBMISSION

OAA-SYS RFP SYSTEM INFORMATION

TIMELINE

The RFP will open immediately following the Proposers' Conference. The RFP will remain open until 12pm on March 30, 2026. RFPs submitted after this date will be automatically disqualified.

For additional information and to access the official RFP when it opens, please visit www.yourvintage.org/for-professionals.

ACCESSING THE RFP ONLINE RFP SYSTEM AND ENTERING THE PROPOSAL

To respond to the RFP, please visit: <https://nwccog.oaa-sys.com/rfp/public/>

A password must be established when signing into the system for the first time. If an organization is a current Vintage contractor, the log-on information used for the OAA-SYS Reimbursement system

IS NOT the log-on information for this system. **Current and new providers will need to create both an agency profile and individual log-on information.**

A step-by-step walkthrough of the RFP process is provided during the Proposers' Conference. A recording of this presentation, as well as the slides can be found on the Vintage website:

<https://yourvintage.org/for-professionals>

REQUIRED READING

Submission of a proposal requires the reading of several documents outlining the requirements of OAA Funding. If an organization is not prepared to meet any of the requirements listed, a proposal should not be submitted.

AGENCY HOME PAGE

Until a proposal is officially submitted, it is available to view, edit or delete by clicking on the appropriate hyperlink. The list will also detail the name of the proposal (determined by its creator), who the proposal was created by, as well as the status of the proposal. To print a draft of the proposal at any time (and at any stage of completion), click Download (PDF.) This document is the best opportunity to examine proposed per unit costs. While Vintage reimburses providers on an actual cost basis, not a per unit basis, the SUA utilizes the cost per unit as a standard to determine reasonable service delivery expense across the state.

GENERAL INFORMATION:

“Proposal Description” is a (maximum of 450 words) summary of the agency and proposal.

“Service Details” for each individual service provides an opportunity for each respondent to describe their program (in less than 750 words,) as well as specifics and overall impact of the services provided by the agency. It is important to thoroughly read each service definition and ensure that the service proposed matches the definition.

CONTACTS:

Agency Director/CEO/Executive Director: This should be the person ultimately responsible for both the submission of this proposal, as well as compliance with any Vintage contract should the organization be awarded funding.

Proposal Contact: This should be the person who is responsible for completing the proposals and will be called regarding any questions about the information contained within the proposal.

Program Manager: This should be the person who manages the day-to-day operations of the program and is responsible for administering the services proposed.

BUDGET

While contracts resulting from the RFP are intended to have terms of two years, funding levels shall be awarded every 12 months and are conditioned upon funds being made available to Vintage. In the “Budget” section, each agency will submit the proposed budget for the services requested in the application for the **first fiscal year** term (July 1 2026-June 30, 2027) of the two-year contract. Information reported on this page should pertain only to the expenses related to providing the services each organization is proposing to provide and **not the entire organizational budget**. Expenditures must match revenues, to complete the proposal validation and submission process. The budget reported within the proposal is a projection. Should an organization be awarded funding at an amount less than requested, an altered budget (based on the amount awarded) will be completed prior to contracting with Vintage.

“Grant Revenues” include the following areas:

- Requested State/Federal Funds
- Local Cash Match
- Local In-kind Match
- Other Revenues

“Requested State/Federal Funds” is the total amount of funding requested from Vintage for the selected service. **Please request the total amount of funding needed to run the program and/or provide the service(s) requested in this proposal during the first fiscal year** of the two-year contract term.

Along with receiving funds from Vintage comes a requirement that each organization provide a minimum 10% match of the total funds requested. If any organization is not prepared to provide this match, a proposal should not be submitted, and the system will not allow proposals with insufficient match to be submitted.

“Local Cash match” includes **non-Federal** cash outlay, including money contributed to the agency by third parties, received and spent for program-related costs, as they pertain to the services listed in the proposal.

“In-Kind match” includes the value of non-cash contributions provided by **non-Federal** third parties. This may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefitting and specifically identifiable to the program.

“Program income” means any income generated by a contractor or subcontractor from service activities. This includes donations from clients programmatically required to be re-invested into the designated service.

“Grant Expenses” include the following areas:

- Travel
- Equipment
- Contractual Services
- Staff Training/Education
- Supplies
- Indirect
- Other Expense
- Direct Services Personnel
- Administrative Personnel

“Administrative Personnel” are individuals within the organization providing assistance other than direct service, as it relates to this proposal. This may include staff responsible for processing paperwork including, but not limited to, reimbursement requests submitted to Vintage.

“Direct Services Personnel” are individuals responsible for the delivery of the service directly to the consumer. There may be staff who serve in both areas. Please divide the total time and cost between each area and report accordingly.

“Travel” expenses are any regular expenses of travel necessary for delivering the provision of service requested in this proposal. An example of this could be mileage reimbursement to and from a client’s home. Please list the accompanying per mile reimbursement rate utilized. Mileage charges shall not exceed the current IRS mileage rate. If awarded funding, charging travel costs based on the proposal budget rather than actual expenses is not acceptable. Additionally, no part of the OAA or SFSS contract funds can be used to pay for out-of-state travel without securing advance approval from Vintage.

“Equipment” expenses reported in this area should be limited to the expense of any equipment related to a service. Any supplies, materials and/or assistive devices an organization anticipates purchasing for the services requested in this proposal should be detailed.

“Contractual Services” should detail information related to any subcontractor your organization intends to subcontract with, if awarded funding. Any organization other than the one submitting the proposal that will provide all or some portion of the services detailed within the proposal should be listed including their name, the service they will provide and their federal employer identification number.

“Staff Training/Education” should include job-related training/education expenses necessary for organizational staff to fulfill their normal duties and necessary for the provision of services within the proposal. This may include training required and/or needed by both direct service personnel as well as administrative personnel, but should be training relevant to achieving the objectives of any award of funding.

“Indirect Costs” are defined as the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the service provided.

“Other Costs” is the opportunity to detail costs, other than those defined above, that are anticipated as a result of any award of funding. Office and other equipment utilized within an organization and necessary to provide the service requested in this proposal may be included.

“Grant Expenses” will be totaled (based on the amounts entered under each subtotal) upon clicking “Next.”

VALIDATION

Once the proposal is complete and ready for submission, the Validation process will produce a list of any warnings or errors contained within the proposal. All errors must be cleared before the proposal can be submitted.

SUBMISSION

After a proposal is successfully validated, it may be submitted. This process requires a PIN number, which will be emailed to the Agency Director/CEO/Executive Director, and the Proposal Contact, after selecting “Request PIN.” The PIN number is only valid for 24 hours, and must be entered as part of the digital signature. Once the proposal is submitted to Vintage, it becomes Read-Only and is no longer editable.

QUIET PERIOD

Once the RFP is open there can be **NO** one-on-one conversation between any staff member from Vintage and an organization/individual submitting a proposal regarding any aspect of the RFP (other than technical support for the submission software). If you have any questions please email them to Erin Fisher at efisher@nwccog.org, and a response will be posted in the **FAQ document** found here: <https://yourvintage.org/for-professionals> for all prospective proposers to view.

Please remember to check this document before you submit a question.

CONTACT INFORMATION

TECHNICAL ASSISTANCE & TO REQUEST A HARD COPY OF THE PROPOSAL GUIDE

Erin Fisher, Director

efisher@nwccog.org

970-455-1067