

**OUTAGAMIE COUNTY**

**REQUEST FOR PROPOSAL**

**FOR**

**AGING UNIT REGARDING OLDER AMERICANS ACT FUNDING FOR AGING SERVICE  
PROVIDERS**

**FOR**

**DEPARTMENT OF HEALTH & HUMAN SERVICES**

**DUE BY: March 31, 2025 - 1:00 PM CT**

## 1.0 Scope of Services

Outagamie County Department of Health and Human Services is seeking funding proposals for a provider to serve Outagamie County residents who meet eligibility guidelines for Title III E and III B funding.

The various funding options for the year 2026 include:

- 1) **Title III-B (Supportive Services) funding for access assistance, in-home and legal/benefit services.**
- 2) **Title III-E (National Family Caregiver Support) funding for family caregiver respite, information, support and other resources.**

### 1) Title III-B (100% Federal) \$131,962

#### Who is eligible?

- Outagamie County residents age 60 years or older.
- Priority shall be given to those older individuals who are in greatest economic and/or social need, those with severe disabilities, limited English-speaking, those in rural areas, and those with Alzheimer's disease and related disorders.

#### Summary:

Funding services for access, in-home and legal/benefit assistance to Outagamie County residents aged 60 and older. Title III-B funding may include: case management, chore, homemaker, shopping and errand, medication management, legal/benefit assistance, personal care, companion, assisted transportation, health screening (including depression, skin, vision, dental screening, etc.) and education, home visitation (including reading, letter writing and socialization) and other access, in-home and legal/benefit assistance services.

**The Aging Unit is required to use 5% of Title III-B funding for legal/benefit assistance, 6% for access services and 7% for in-home services.**

### 1) Title III-E (100% Federal) National Family Caregiver Support Program (NFCSP) \$69,987

#### Who is eligible?

- Caregiver who is 18+ where the Care Recipient is 60+ and the Care Recipient is "Frail".
- Caregiver who is 18+ where the Care Recipient is between age 18 & 59 with Early Onset Dementia.
- Caregiver (grandparents or older relatives) is 55+ and the Care Recipient is a relative under age 18.
- Caregiver is 55+ and the Care Recipient is between ages 18 & 59 and has a significant disability.
- There are no fees or income requirements to enroll in NFCSP.
- Outagamie County resident.
- Must be the primary caregiver.
- Must live with the disabled adult/child.
- Must be related to the disabled adult/child.

#### Summary:

Funding services to offer respite, information, support and other resources to family caregivers caring for Outagamie County residents aged 60 and older. Family caregivers caring for a

resident below 60 years diagnosed with Alzheimer's disease and other dementia. Resident family caregivers aged 60 and older caring for children with severe disabilities. Resident grandparents or relative caregivers aged 60 and older caring for children under 18 years of age. Resident grandparents or relative caregivers (not parents) aged 55 years and older caring for adult children with a disability between 18 and 59 years of age.

Title III-E funding may be provided in the home and include temporary respite care; case management, chore services (yard work, shoveling or heavy housework), personal care, homemaker, counseling, training, support group, adult day care and supplemental services on a limited basis including: transportation, assistive devices, minor home modifications, emergency response systems and other services to complement care provided by caregivers.

The Outagamie County Aging Unit is required to meet five (5) National Family Caregiver Support Program Core Service areas:

1) Information to caregivers about available services; 2) Assistance to caregivers in gaining access to supportive services; 3) Individual counseling, support groups and caregiver training to assist caregivers in making decisions and solving problems relating to their caregiving role; 4) Temporary respite care to enable caregivers to be relieved from their caregiving responsibilities; 5) Limited basis supplemental services to complement the care provided by family caregivers.

Title III-E National Family Caregiver Support Program (NFCSP) funding is not available to persons who are enrolled in Family Care, IRIS or other Medicaid Waiver programs.

**Title III-B and Title III-E dollar amounts are subject to the availability of Federal Older Americans Act Funding awarded to Outagamie County. Numbers are based on prior year allocation.**

## **2.0 Contract Term**

Funding will begin on January 1, 2026 ending December 31, 2026. Funding is contingent upon federal, state, and local funding sources. A contract shall commence on January 1, 2026 and continue through December 31, 2026. It is our intent to award this RFP for a 2-year term, funding for 2026 and 2027. Funds for 2027 are not known at this time and are not guaranteed for 2027. The providers who were awarded funding for 2026 will have the ability to update their funding request for 2027 through a more informal process than this RFP. It is not our intent to add more providers for 2027. In the event a provider does not wish to continue for 2027 or if funding is increased for 2027, we may consider adding additional providers at that time. Provisions may be allowed for a provider who is acquired by a provider who is not awarded funding for 2026 to continue receive funding in 2027.

## **3.0 Proposal Submittal**

Provide your proposal electronically with the following documents:

- 2026 Aging Funding Proposal
- Title III-B Budget
- Title III-E Budget
- Completed Attachment A: Indemnification & Insurance

If you have any questions regarding your proposal submittal, contact Nicole Schoultz (contact

information in Section 4.0).

#### **4.0 Purchasing Policy & Procedure Information**

Nicole Schoultz

Procurement Coordinator

920-832-6083

[Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

#### **5.0 Clarification and/or Revisions to the Specifications and Requirements**

Firms must examine the RFP documents carefully. Before submitting a Proposal the Firm may request from the County's contact person additional information or clarification. A Firm's failure to request additional information or clarification shall preclude the Firm from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Firms should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Firm's responsibility to assure receipt of all addenda, which will be posted online at [www.outagamie.org](http://www.outagamie.org) > RFPs & Bids. Upon posting, such addenda shall become part of the RFP and binding on Firm(s).

#### **6.0 County Reservation**

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- e. Outagamie County reserves the right to request clarifications for any proposal.
- f. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

#### **7.0 Closing Date and Proposal Submittal**

Only proposals sent via email will be accepted. Proposals are due by 1:00 pm March 11, 2025.

Email to: [Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

#### **8.0 Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724) and Wisconsin Sales Tax (ES 41005).

**9.0 Method of Procurement**

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances.

**10.0 Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

**11.0 Status of Proposal**

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site [www.outagamie.org/rfbandrfp](http://www.outagamie.org/rfbandrfp) under this project.