



## MEMORANDUM

**TO:** AAA Directors **NOTICE#:** 033012-1-I-SWCBS

**FROM:** Charles T. Corley  
Secretary

**DATE:** March 30, 2012

**SUBJECT:** Notice of Instruction: Older Americans Act (OAA) Bid Cycle

The purpose of this notice is to provide clarification regarding policy guidelines applicable to service provider agencies under the OAA, Title III, as indicated in the Department of Elder Affairs July 2011 Programs and Services Handbook.

Chapter 4, Section 3, C. 8, page 4-75 of the Handbook indicates, “The AAAs must competitively bid contracts for DOEA-funded services at least every three years in accordance with applicable state and/or federal regulations. The Request for Proposal or the Invitation to Bid may be used by the AAA in order to obtain proposals for purposes of gaining economy, efficiency, and effectiveness in the delivery of services to older persons.” Additionally, the Department’s OAA contract requires compliance with the provisions of 45 CFR 74 and 45 CFR 92, as well as other applicable regulations, in addressing competition in procurement transactions.

With the issuance of this notice, the Department will no longer require the AAAs to bid OAA contracts every three years. However, AAAs will continue to ensure compliance with statute and ensure they have specific policies and written competitive solicitation procedures to ensure all interested agencies are offered a fair opportunity to submit responsive proposals to bid at least every six years. Each AAA's board of directors must provide oversight and approval of the AAA's competitive solicitation process.

As discussed on the last F4A conference call, it is necessary for each AAA to contact its contract manager regarding the status of the AAA's OAA bid cycle. Please make an effort to contact your contact manager no later than Tuesday, April 10, 2012. We greatly appreciate your attention to this matter.

**4040 ESPLANADE WAY  
TALLAHASSEE, FLORIDA  
32399-7000**

phone 850-414-2000  
fax 850-414-2004  
TDD 850-414-2001