



COUNTY OF LEHIGH Aging and Adult Services

Clayton Reed, Jr.
Executive Director

February 1, 2024

Dear Service Provider Applicant:

You will find the 2024-2029 Request for Proposal (RFP) packet for the Lehigh County Office of Aging and Adult Services (AAA/AS) on our website. The necessary RFP information and due dates are as follows:

- Proposals being submitted must include one (1) original and four (4) copies printed on 8½” x 11” paper, and one (1) electronic copy on flash drive. Proposals must identify services to be contracted with corresponding Budget and Rate information. The Proposals with the Budget and Rate Sheet must be submitted by April 1, 2024 no later than 2:00 PM to: Lehigh County Office of Aging and Adult Services, c/o Tracy MacDonald, Lehigh County Government Center, 17 S. 7th Street, Allentown, PA 18101.
 - The original Proposal shall be marked “original” and each copy and the flash drive of the Proposal must be a complete copy of the original including all attachments and appendixes.
 - Each Proposal section is to be enumerated in paragraph form and must be clearly identified and tabbed in the submitted Proposal.
- The County discourages overly lengthy and costly proposals; however, Proposers should follow the format set out herein and provide all of the information requested. For a Proposal to be considered, Proposers must follow the instructions outlined in this RFP.
- Proposals shall include a brief letter which provides the company’s name; address of the main office and any branch offices; telephone and fax number for each office; name, title, telephone number, fax number, and email address of the company’s contact person for the Proposal; a statement that the Proposal is in response to this RFP; and the signature, typed name, and title of an individual who has *actual authority* to commit the Proposer to the Proposal. The transmittal letter shall also include an acknowledgement of each RFP addendum received (if applicable), and a statement that the Price Proposal is valid for at minimum ninety (90) days from the Proposal opening date.

*Government Center
17 South Seventh Street
Allentown, Pennsylvania 18101-2401
Phone: 610-782-3034
Fax: (610) 820-2028*

- Please note the required Insurance Requirements. These requirements will become necessary in order for your contract with Lehigh County Aging and Adult Services to become fully executed.
- *Please see the extra attachment for the new insurance requirements that will start on July 1, 2024*
- Also include a copy of required applicable current License(s).
- The Lehigh County website is www.lehighcounty.org

The Lehigh County Office of Aging and Adult Services is pleased to provide the RFP information packet to you and looks forward to your response. If you have any questions, please direct them to Tracy MacDonald via email at tracymacdonald@lehighcounty.org.

Thank you for your time and consideration.

Sincerely,

Clayton Reed, JR
Executive Director