REQUEST FOR PROPOSALS
for
PERSONAL ASSISTANCE SERVICES

GENERAL INFORMATION FOR APPLICANTS

INTRODUCTION
This request for proposals (RFP) for Personal Assistance Services provides interested applicants with the information, forms and instructions to prepare and submit proposals for consideration by Northampton County Area Agency on Aging for the coming Fiscal Year.

SELECTION CRITERIA
Proposals will be reviewed and judged considering the following factors:

1. Accuracy and thoroughness of proposal content
2. Adherence to all requirements stipulated
3. Demonstrated ability to provide services
4. Program adherence to state and federal program and fiscal regulations

REJECTION OF PROPOSALS
Northampton County Area Agency on Aging reserves the right to reject any and all proposals received as a result of the RFP, or to negotiate further with applicants for the services proposed. Submission of a proposal to the County does not guarantee funding for the services proposed.

CONTRACT
The applicant agrees to assume responsibility for the provision of all services offered in the proposal by February 1 and to maintain all aspects of the contracted agreement and subsequent amendments throughout the designated period which ends June 30th. A copy of the standard contract format currently in use by the County is available upon request. The requirements regarding insurance, audits, human rights, etc. which would be incorporated into any final agreement are included in the contract’s body or appendices.

PROPOSALS ARE DUE TO THE COUNTY BY
December 29, 2021 by 4:00 p.m.

All Requests for Proposals should be submitted electronically to
csimons@northamptoncounty.org

Any technical assistance required, or questions needing a response will be individually provided. All requests for such assistance should be put in writing and submitted no later than December 15, 2021. Responses will be returned by the appropriate staff person as soon as possible, but no later than 5 business days after submission.