

**LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL (LRGVDC) /  
AREA AGENCY ON AGING (AAA)**



*Solicitation For Contractors*

*Direct Purchase of Services  
Fiscal Year 2027*

*No: 2026-02*

**RELEASE DATE:**

***May 6, 2026***

**SUBMISSION DEADLINE:**

***July 10, 2026, by 5pm (CST)***

Lower Rio Grande Valley Development Council / Area Agency on Aging

301 W Railroad St. Weslaco, TX 78596

[WWW.LRGVDC.ORG](http://WWW.LRGVDC.ORG)

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**Lower Rio Grande Valley Development Council**  
**Area Agency on Aging**  
**Direct Purchase of Services**  
**Contractor Solicitation Timeline FY2027**

May 6, 2026	Contractor Solicitation and application will be available on the LRGVDC website
May 6, 2026 May 13, 2026	Public notice will be published in local newspapers to announce the availability of the Request for Applicants
June 18, 2026  June 25, 2026	<u>Mandatory Application Conference for All Interested Parties*</u> 1:00 – 1:30 P.M., 2:00 – 2:30 P.M., 3:00 – 3:30 P.M. Location: 301 W. Railroad Ave., Building B Weslaco, Texas 78596  *Failure to attend will disqualify the agency from participation for the new fiscal year
July 10, 2026	Vendor applications must be submitted and time-stamped by 5:00PM by the receptionist at: 301 W. Railroad Ave., Building D Weslaco, Texas 78596
July 13, 2026	Agency staff will review submitted vendor applications
August 11, 2026	Qualifying vendor applications will be submitted to the Area Agency on Aging Citizens Advisory Council (CAC) for review and recommendation
August 26, 2026	Qualifying vendor applications will be submitted to the Lower Rio Grande Valley Development Council Board of Directors for final approval
August 27, 2026	Approved vendors will be notified of the Mandatory Billing Training and Contract Signing Event
September 10, 2026 September 11, 2026	<u>Mandatory Application Conference for All Interested Parties*</u> 1:00 – 1:30 P.M., 2:00 – 2:30 P.M., 3:00 – 3:30 P.M. Location: 301 W. Railroad Ave., Building B Weslaco, Texas 78596  *Failure to attend will disqualify the agency from participation for the new fiscal year
October 1, 2026	Start of New Fiscal Year

## General Information

### A. Purpose

The Area Agency on Aging of Lower Rio Grande Valley seeks qualified providers to deliver short-term, client-specific services through its Direct Purchase of Service (DPS) program under Title III of the Older Americans Act of 1965, as amended, and state general revenue of funds. Services include Residential Repair, Transportation, Health Maintenance, Respite In-Home, and Homemaker Services. Approved vendors will form a pre-qualified vendor list (Vendor Pool) eligible to receive Service Authorizations for individual clients

### B. Eligibility Requirements

Organizations eligible to be included in the Vendor Pool are private non-profit, private for profit, and local city/county governmental entities, which have the capacity to meet the requirements of service delivery under DPS procedures. Vendors must meet the following minimum qualifications to participate as a DPS Contractor with LRGVDC:

1. Be a legally recognized business entity or individual authorized to conduct business in the State of Texas.
2. Demonstrate prior experience providing the specific service(s) applied for, with verifiable references.
3. Hold all applicable state and local licenses required for the service type (e.g., contractor registration, caregiver certifications, business registration).
4. Area Agencies on Aging (AAA) and their governing Boards shall seek to avoid conflict of interests, in fact and perception, and provide proper notification when potential conflict of interest does occur.
5. Maintain current insurance meeting the minimum coverage levels listed in Section 4.2 of this application.
6. All contractors providing services under the Direct Purchase of Services (DPS) program must ensure that all employees, subcontractors, and volunteers who have direct contact with clients or enter client homes have successfully completed a criminal background check within the past twelve (12) months. **Contractors must ensure that individuals with any history of abuse, neglect, or exploitation are not assigned to provide services to program participants.**
7. Maintain adequate financial capacity to perform services and meet payroll, insurance, and operational obligations without advance payment.
8. Debarred or suspended parties from participating in contracting with the federal government are ineligible to be included in the Vendor Pool and are excluded from participation in this program as it is assisted by federal funding.
9. Applicants must disclose any pending litigation related to the delivery of the proposed service or services.
10. Must not discriminate in employment or service delivery based on race, color, national origin, sex, religion, age, or disability.
11. Must agree to comply with all applicable provisions of the Older Americans Act, Title 45 CFR Part 1321, 2 CFR Part 200, and Texas Health and Human Services Commission policies governing Area Agencies on Aging.

12. Must agree to allow LRGVDC to monitor services, inspect records, and verify compliance with program standards. Must disclose any pending litigation related to the delivery of the proposed service or services.

**C. Technical Assistance**

The department to be contacted regarding the particulars detailed in this application is as follows:

**Lower Rio Grande Valley Development Council**

**ATTN: Procurement Department**

**301 W. Railroad St. Weslaco, Texas 78596**

**Telephone:(956) 682-3481**

**D. Definition of Direct Purchase of Service (DPS)**

DPS is a contracting methodology for the purchase of services on a client-by-client basis in lieu of annualized contracting or a fixed sum basis. It is a procurement methodology that provides flexibility in the purchasing of services for participants in Title III Programs. Contractors are identified through the solicitation process and a formalization of their status in a vendor pool is accomplished by issuance of an agreement.

**E. Contract Period**

(Closed Enrollment. Closed enrollment allows eligible service providers to enroll only during the enrollment period established by the area agency on aging) Contractors are identified through the solicitation process and a formalization of their status in a vendor pool is accomplished by issuance of a written agreement.

**F. Application Process**

Interested parties may apply for consideration in the vendor pool by submitting a completed and signed direct purchase application and signed originals of standard assurances required by the federal and state law regarding compliance with Section 504 of the Rehabilitation Act of 1973, as amended, Title VI of the Civil Rights Act of 1964, American with Disabilities Act of 1992 and other assurances deemed appropriate by the Area Agency on Aging. Copies of these documents are attached for your information.

## G. In-Kind Match

In accordance with the Older Americans Act of 1965 and 2 CFR Part 200, the Area Agency on Aging (AAA) is required to meet established non-federal match requirements for all funded services.

### 1. Required Match Levels\*

- Title III-B, III-C, and III-D Services: Minimum 15% non-federal match
- Title III-E (Caregiver Support Services): Minimum 30% non-federal match

\*In-kind contributions may be used to meet these match requirements, provided they meet the same standards as cash match.

### 2. Examples of Allowable In-Kind Contribution (Match Standards)

All match contributions, whether cash or in-kind, must:

- Be **verifiable from records**
- Be **necessary and reasonable for program operation**
- Be **allowable under federal cost principles**
- Be **properly documented and supported**
- **Not to be used to match another federally funded program**

### 3. In-Kind Match (Non-Cash Contributions)

For Direct Purchase of Services (DPS) contractors, in-kind match is commonly achieved through **rate differentials**. When a contractor provides services at a rate lower than their standard or customary rate, the **difference between the standard rate and the AAA-approved rate may be counted as in-kind match**, provided it is properly documented.

### 4. Examples of Allowable In-Kind Contributions

- **Discounted Rate (Rate Differential):** Example: If a contractor's standard rate is \$15.00 per hour and the AAA-approved rate is \$12.00 per hour, the \$3.00 difference may be counted as in-kind match
- **Volunteer Services**

### 5. Documentation Requirements (Contractors claiming in-kind match must provide)

- Documentation of **standard rates** (fee schedule, rate sheet, or certification of cost)
- Approved AAA rate
- Units of service delivered
- Calculation of total in-kind contribution

### 6. Program Requirement

Non-federal match is **mandatory at the program level (AAA)**. The AAA is responsible for ensuring that required match thresholds are met to maintain compliance with federal and state regulations. The AAA may waive or adjust the match

requirement for small or limited-capacity vendors upon written request, provided that the AAA determines that sufficient match will be met through other program sources.

#### **H. Small, Minority, Women, and Veteran-Owned Business Enterprises (SMWVBE) Applicants**

The AAA encourages participation from SMWVBE vendors in its DPS program. While certification is not required, businesses that are independently owned and operated and identify as SMWVBE are invited to indicate this status in their Vendor Application. The AAA welcomes and supports the inclusion of these firms in contracting opportunities for Residential Repair, Health Maintenance, Transportation, Homemaker, and Respite In-Home services.

All vendors, regardless of ownership type or size, must meet the same qualification, insurance, and performance standards outlined in this document. SMWVBE identification will not affect evaluation or selection but helps AAA track participation and promote equitable access to contracting opportunities across the Rio Grande Valley region.

#### **I. Technical Assistance to Potential Contractors**

People needing technical assistance may call the Procurement Department at (956) 682-3481.

#### **J. Submission**

Applications received will be considered for inclusion in the direct service purchase vendor pool for FY 2027, starting October 1, 2026, through September 30, 2027. To be considered for an additional year contract renewal, the contractor must have no performance issues during its contractual fiscal year or must be evaluated by a committee to decide future contracts.

1. Applications must be typed up or printed, complete and technically accurate at the time of submission. Applications should be submitted (original and 2 copies) on standard white paper and be clipped together rather than stapled, in a sealed envelope.
2. Applications may not be faxed. Applications may be mailed or hand-carried to the contract office. If hand-carried, ensure the envelope must contain the words:

**SOLICITATION FOR CONTRACTORS TO BE OPENED BY  
AUTHORIZED PERSONS ONLY**

3. Applications inadvertently opened by unauthorized persons will be resealed. The date and the name of the person shall be entered on the back of the envelope. This procedure is essential to preclude possible compromise of the response to the SFV.
4. The application will conform to the formats provided as attachments. Sufficient detail should be provided to adequately present the information requested.

5. Original copy will be signed by the Executive Director, Chairman of the Board or other authorized official.
6. Submit a sample price listing for items to be covered under this contractor application, if applicable.
7. A cover letter will accompany the response to the SFC and identify it as the official response to the Area Agency on Aging solicitation for contractors, citing the date of publication of the SFC.

#### **K. Review Criteria**

Proposals will be reviewed to determine whether all submission requirements have been met. The following factors may be used to evaluate the applicant's ability to effectively provide the requested services:

- Unit rate per service delivered
- Service capacity and ability to meet projected demand
- Responsiveness to participant needs
- Demonstrated background and history of acceptable performance
- Cost-effectiveness of proposed services
- Overall quality of service delivery
- Capacity to provide services within specified geographic areas
- Attendance at mandatory pre-application meetings
- Submission of a complete application packet
- Inclusion of all required attachments, properly completed and submitted

#### **L. Certification of Acceptance**

Certification of acceptance by the Area Agency on Aging of the contractors, which have qualified to be members of the service provider pool, may be formalized by a written agreement. Each of the agreements should consist of at least the following information:

- Names of the parties to the agreement
- Purpose of the agreement
- Objectives of the agreement
- Duties and responsibilities of the Area Agency on Aging
- Duties and responsibilities of the vendor
- Special conditions (special diets, etc.)
- Signature of the participants to the agreement.

#### **M. Maintenance of Records**

The contractor shall retain all financial records, supporting documents, statistical records and all other records relating to its performance. All records shall be kept in the contractor's possession and maintained indefinitely if audit findings or other disputes or litigation have not been

resolved. All financial records, supporting documents, statistical records and all other records relating to the contractor's performance will be maintained. If required, components of the Health and Human Service Commission (HHSC) Client Information System will be used to acquire and maintain programmatic and fiscal records. The contractor shall give the Area Agency on Aging, the comptroller general of the State of Texas, through any authorized representatives, the access to and right to examine all records, books, papers, contracts or other documents related to the purchase of service agreement. Such right of access shall continue as long as such records, or any of them, are in existence.

#### **N. Evaluation**

Area Agency on Aging will conduct periodic program evaluations or reviews of contractors in accordance with the memo or letter of agreement.

#### **O. Non-Discrimination**

Vendors shall comply with Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 (29 USC 621 et.seq.), and the Americans with Disabilities Act of January 24, 1992.

#### **P. Drug Free Workplace**

Contractors shall assure compliance with federal and state drug-free workplace laws and requirements (Federal Drug-Free Workplace Act of 1988 and Texas Senate Bill 1-1991).

#### **Q. Confidentiality**

Contractors must have procedures to ensure that no information about or obtained from an older person is disclosed in a form that identifies the person without the informed consent of the person or his/her legal representative. Confidentiality must meet HIPPA requirements.

#### **R. No Guarantee**

Any contract awarded under this process does not guarantee the provision of work or assignments to the Contractor by the AAA. The AAA reserves the right to assign tasks, projects, or work orders to the Contractor based on business needs, project requirements, and other relevant factors. The absence of guaranteed work under this agreement does not relieve the Contractor of their obligations, including but not limited to availability, responsiveness, and adherence to agreed-upon terms and conditions. The Contractor acknowledges that the volume and frequency of work may vary and agrees to make themselves available as needed to fulfill assignments provided by AAA.

## S. Service Charges

A contractor cannot charge a participant to receive services.

## T. Appeals Procedures

The rules of the Health and Human Service Commission, published as 40 TAC

257.71. Appeal Procedures for Service Providers and Applicants, et. seq., will be used as the appeals process for all disputes and appeals of all unsuccessful vendors. A copy will be made available upon request.

**The following documents (included in Direct Purchase of Service packet) must be included with the proposal:**

- Direct Purchase of Service Fiscal Year 2027 Contractor Application
- Attachment 1 - Certification of Signatory Authority
- Attachment 2 - Signed Statement indicating compliance with the Civil Rights Act of 1964
- Attachment 3 - Signed Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973
- Attachment 4 - Signed Non-Conflict of Interest Certification
- Attachment 5 - Signed Certification Regarding Debarment
- Attachment 6 - Contractor Residential Repair Warranty Form
- Attachment 7 - Subcontractor Agreement Form
- Attachment 8 - W-9 Tax Form
- Attachment 9 - Sam.Gov Agency Report
- Attachment 10 - Valid Proof of Liability Insurance
- Attachment 11 - Valid State License and or Accreditations