



**Area 4 Agency on Aging  
Invitation For Bid (IFB) for Age-Friendly Community Organizations  
In Support of: Older Adults (60+) and People with Disabilities**

**IFB INSTRUCTIONS**

1. All Required Information must be written into this application.
2. The primary means of communication during this IFB process shall be email. After the IFB is issued, email any questions to [rfp@agencyonaging4.org](mailto:rfp@agencyonaging4.org), Subject Line "IFB Question". IFB questions will be accepted until 5:00 p.m. (PST), April 17, 2024; after that time, no questions will receive a response. All questions and responses will be available on the Funding Opportunities page of the website at [agencyonaging4.org](http://agencyonaging4.org) by Monday, April 19, 2024, 5:00 p.m. (PST).
3. When submitting a bid, only send materials specifically requested in the IFB. Additional materials will be discarded.
4. Submit one electronic copy of the bid prior to the deadline, which is **May 1, 2024** at 12:00 NOON (PST). To submit application, follow these steps:
  - a. Go to <https://www.agencyonaging4.org/funding-opportunities>
  - b. Download and complete application online.
  - c. Submit application via email to [rfp@agencyonaging4.org](mailto:rfp@agencyonaging4.org)

No paper copy of the bid may be submitted. Be sure to allow sufficient time for the bid to be submitted via email prior to the deadline.

Upon successful bid submission, an email confirmation that electronic materials have been received will be sent. If a bidder does not receive email confirmation within 24 hours of submission, they should check their Spam folder first, then contact AAA4 by telephone and speak with Linda Berry, Operations Administrator. Late bids will not be opened as they are not eligible for consideration.

5. Failure to follow these Instructions may render a bid non-responsive and, therefore, ineligible for consideration.

The Applicant organization further understands that upon final resolution of this IFB, the entire contents of the submitted application are subject to the Public Records Act and shall be furnished to third parties upon formal request unless the applicant organization notifies AAA4 in advance and in writing to request specified proprietary elements be redacted.

**Award of Bid**

AAA4 Invitation for Bids: Age-Friendly Community Initiative Grants

Upon approval, applicant will be notified, and a contract will be developed.

Services will begin on July 1, 2024.