



# COUNTY OF LEHIGH

## Aging and Adult Services

**Donna M. Zimmerman**  
**Executive Director**

April 7, 2015

Dear New Service Provider Applicant:

Enclosed you will find the 2014-2019 Request for Proposal (RFP) packet for the Lehigh County Office of Aging and Adult Services (AAA/AS). The necessary RFP information and due dates are as follows:

- Please complete Section 1, Unit Rate/Budget Proposal. Return your **RATE PROPOSALS** to the AAA/AS on or before Friday, June 12, 2015 at 4:30 p.m. in the format provided in this RFP packet. Also, please include a copy of your private pay rates. You must also include one completed copy of the "Unit Rate / Budget Certification" form with your submission. (Attached page 12).
- Please complete Sections 2 through Sections 7 of the Narrative Proposal. Return your **NARRATIVE PROPOSAL** to the AAA/AS on or before Friday, June 12, 2015 at 4:30 p.m. in the format provided in this RFP packet. You must also include one completed copy of the "Narrative Proposal Certification" form with your submission. (Attached page 11).
- A **Decline of Proposal Submission** must be submitted and returned only if you decide to NOT submit a proposal at this time. (Attached page 13 if needed).
- A copy of Insurance Requirements is enclosed. These requirements will become necessary in order for your contract with Lehigh County AAA/AS to become fully executed.

The Lehigh County Area Agency on Aging / Adult Services is pleased to provide the RFP information packet to you and looks forward to your response. Thank you for your time and consideration.

Sincerely,

JOEL D. PATTISON  
Administrative Officer

Enclosures  
RFP – Cover letter to Applicants

*Government Center  
17 South Seventh Street  
Allentown, Pennsylvania 18101-2401  
Phone: 610-782-3034  
Fax: (610) 820-2028  
Fax: (610) 770-6732  
TTY: (610) 871-1988*