



Northern Kentucky Area Development District/Aging and Disability Services Division

Request for Letters of Interest and Statements of Qualification

NKADD, a designated Area Agency on Aging, is seeking Letters of Interest and Statements of Qualification from qualified agencies interested in assisting with our efforts to meet the needs of older adults (60 years of age or older) to allow them to remain in their homes for as long as possible by using federal Older American's Act (OAA) and Kentucky State general funds. These funds are administered by NKADD to those residing in Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen and Pendleton counties. Interested agencies/organizations are required to have the capacity of providing Senior Center Operation Services, in at least one of the 8 counties listed above effective July 1, 2026 through June 30, 2029.

The OAA and Kentucky State Funded Programs require Area Agencies on Aging to enter into contracts with local service providers for the provision of operating senior centers in meeting identified needs within the NKADD region. These services being procured must be competitively bid at least every three years. It is the intention of NKADD to execute 1 contract for senior center operations per county.

It is the intent of NKADD to ensure that services are "client centered" and delivered in a "comprehensive and coordinated system." In keeping with this provision and the priorities set forth by NKADD, an acceptable contractor must be capable of providing the services listed. Applicants interested in providing Senior Center Operations, must be able to provide the following services: Information and Assistance, Outreach, Recreation, Health Promotion, Education and Training and in some cases Evidence Based Health Promotion activities.

The "Request for Letters of Interest and Statements of Qualification" (RFI) process will provide NKADD with information concerning the availability of qualified contractors for OAA and Kentucky State funded services throughout the region. The information received from qualified contractors will be used to determine if a full Request for Proposal (RFP) is required (due to interest from two or more qualified service contractors to provide these services in the same county) or if a sole source procurement process will be used.

The current annual funding levels for FY26 are provided on the following pages as are details of the types of senior center being operated.

Please note that the funding levels shown on the following pages reflect current allocations and are not guaranteed during this upcoming year. All awards are subject to the availability of funds from the Kentucky Department of Aging and Independent Living (DAIL).

Requirements for Letters of Interest and Statements of Qualification for FY27-29:

Letters of Interest should be limited to a maximum of five (5) pages, each page shall be a single-sided 8 ½" by 11" sheet with at least 1" top margins and ½" right and left margins. Please include the following in your Letter of Interest:

- Corporate name, Federal Employer Tax Identification number, Unique Entity Identifier (UEI) number, legal status (sole proprietorship, partnership, corporation, etc.), address, phone number, fax number, e-mail address, website address for your agency/organization (if applicable) and contact person(s)
- Name of Senior Center, Location including county, Hours and days of operation, Type of center (using the leveling criteria provided), Monthly average attendance between January 1, 2025 – December 31, 2025 and Who owns the building (If you do not own the building in which the site will be operated, please provide documentation from the landlord/owner that allows you to utilize the building as a site.)
- Staffing Chart for the agency/organization (list current staff names, position titles and counties staff are actively providing services in). If the staff member is the supervisor for center operations please mark an asterisk * at the end of the name.

Example:	S.Smith	Center Manager
	J.Wilson	Financial Manager

- Calendar of events for the last 3 months
- Current year operating budget with line items and revenue sources
- Information on the type of experience the agency has in operating a senior center as well as the length of time (in years) the agency has operated the site. Provide a list of community partnerships that directly enhances the senior center participant. Include letters of support if possible.
- If the agency has not operated a center in the 8 county region, please include service history information and references should be submitted as support documentation. References should include agency names, contact person(s), addresses, telephone numbers, and e-mail addresses.
- Has the Applicant organization ever been cited, sanctioned, debarred, suspended or had audit exceptions from a Federal or State or local government contract? This also includes any recouped Federal/State or local government funding. If yes, describe infraction and date, name and address of monitoring entity, and final outcome.
- Has the Applicant organization filed for bankruptcy or restructuring under the U.S. bankruptcy code?

- Indicate if the agency has HIPPA encrypted email software.
- Name the Internet Service Provider Applicant is using
- Copies of all federal, state and local licenses, certifications, permits and authorities that are required for Applicant to legally operate the service(s) that it is proposing.

Please do not submit questions concerning this Letters of Interest and Statements of Qualifications RFI process:

The information provided in this RFI should be sufficient to enable agencies/ organizations to determine whether they are qualified and interested in competitively bidding for these services. Submitting a Letter of Interest and Statement of Qualifications does not commit the agency/organization to submit a formal Request for Proposal, if NKADD determines an RFP process is required.

Letters of Interest and Statements of Qualification must be emailed on or before March 20, 2026, at 4:00 p.m. (EST) according to the following instructions:

- Letters and attachments must be emailed to the address listed below. **Please attach a read receipt to your email to confirm delivery.**

RFI@nkadd.org

- File name: FY27-29 RFI Agency Name
 - Example: FY27-29 RFI ABC In-Home Inc
- Email subject line: “RFI from” followed by the name of your agency.
 - Example: RFI from ABC In-Home Inc
- Late letters will receive an auto response “This Letter of Interest was received after the delivery time designated for receipt and opening in the legal notice.” No response by the deadline specified shall constitute a “not interested response”.

Small businesses, minority-owned firms, and women’s business enterprises are encouraged to submit. It is the intent of NKADD that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.

NKADD reserves the right to accept or reject any and all responses, and to waive any minor irregularity in what it believes to be in the best interest of the Aging and Disability Services Division, the public, and those age 60 years or older residing in the Northern Kentucky Region. NKADD does not intend to award a contract on the basis of this request for information or otherwise pay for the information solicited.

Results of the Letters of Interest and Statements of Qualification (RFI) process:

Based on the response to this RFI process, NKADD will determine if a competitive RFP process is required for the services referenced in this RFI. If an RFP process is required, it is anticipated that the RFP notifications will be advertised and posted to the NKADD website (www.nkadd.org) on or about April 20, 2026.

Criteria for Type of Center Being Operated*

Senior Service Site Criteria

- A. Has an individual, paid or volunteer staff, which is responsible for the administration of the site and shall be present at the site during hours of operation.
- B. Open at a minimum 3 hours a day, two or more days a week
- C. Monthly average attendance of at least 20+
- D. Meal Service is Optional-If meals are offered and served must host a monthly required nutrition education class. Instructor must be a nutrition educator and/or dietician
- E. Provide the following services:
 - Outreach-Performed in the community at least 1 day per week
 - I&A
 - Health Promotion (at least annually; includes screenings and vaccines)
 - Recreation
 - On site senior advisory committee
 - Fundraising activities

Senior Center Site Criteria

- A. Has an individual, paid or volunteer staff, which is responsible for the administration of the site and shall be present at the site during hours of operation.
- B. Open at a minimum of 4 hours a day, 3 or more days a week
- C. Monthly average attendance of at least 60+
- D. Offer and make available upon request at least one DRI hot meal each day
- E. Provide the following services each month:
 - Education
 - Nutrition Education (Required at least once per month by a nutrition educator and/or dietician)
 - Outreach -Performed in the community at least 1 time per month
 - I&A,
 - Recreation,
 - Health Promotion (Non-evidence based)
 - a) Must include at least 2 health screenings/vaccines annually
 - b) Must include at least 2 physical activities available one day a week
- F. On site senior advisory committee
- G. Ability to demonstrate all of the following:
 - Multiple activities/events throughout the day
 - Working relationship with local city and county government
 - Community partnerships that directly enhances the senior center participant
 - Fundraising activities

Multipurpose Senior Center Criteria

- A. Full time director and has an adequate number of qualified full time or part time staff to administer the center and provide quality service
- B. Open at a minimum of 6 hours a day, 5 days a week (evenings or weekends highly encouraged)
- C. Monthly average attendance of at least 200+ and for Carroll, Gallatin, Grant, Pendleton and Owen counties monthly average attendance is over 5% of the estimated senior adult population as indicated in the most current census
- D. Offer and make available upon request at least one DRI hot meal each day
- E. Provide the following services each month:
 - Education
 - Nutrition Education (Required at least once per month by a nutrition educator and/or dietician)
 - Outreach,
 - I&A,
 - Recreation,
 - Health Promotion (Non-evidenced based)
 - a) Must include at least 2 health screenings, vaccines annually
 - b) Must include at least 2 physical activities available twice a week
 - Evidenced based: must be completed annually
 - a) At least 2 non-physical activities
 - b) At least 3 physical activities
- F. On site senior advisory committee
- G. Ability to demonstrate all of the following:
 - Working relationship with local city and county government which includes financial support.
 - Simultaneous activities/events throughout the day
 - Community partners that directly enhances the senior center participants
 - Fundraising activities

FY26 Annual Funding by Center

Senior Center	Allocation
Pendleton Co Senior Center	\$25,000
Gallatin Co Senior Center	\$25,000
Elsmere Senior Center	\$25,000
Carroll Co Senior Center	\$40,000
City of Williamstown	\$25,000
Owen Co Senior Center	\$25,000
Campbell Co Senior and Wellness Center	\$63,712
Boone Co. Senior Center	\$40,647
Florence Senior Center	\$40,000