



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) and individuals 18+ who are severely physically disabled with permanent or temporary recurring functional loss of two or more limbs 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 the following services, Legal Assistance, MIPPA and SHIP services, throughout the entire 8 count of interest effective July 1, 2026 through June 30, 2029. Qualified agencies must be able to provide services in all 8 counties.

The OAA and Kentucky State Funded Programs require Area Agencies on Aging to enter into contracts with local service providers for the provision of providing legal, MIPPA and SHIP services 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 each of the services/programs listed: Legal Services, Medicare Improvement for Patients and Providers Act (MIPPA) and State Health Insurance Assistance Programs (SHIP).

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 individually. Applicants interested in providing services under the SHIP program must also be able to provide services under the MIPPA program as well.

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. Detailed information on these programs and services are contained on the CHFS website which can be accessed through the link listed below and clicking the following links:

<https://chfs.ky.gov/agencies/dail/Pages/procedures.aspx>

Chapter 15: Legal Assistance

Chapter 21: State Health Insurance Assistance program
(SHIP)

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 FY 27-29:

Letters of Interest should be limited to a maximum of two (2) 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)
- County(s) of interest and service(s).
- Staffing Chart for the agency/organization (list current staff names, position titles and counties staff are actively providing services in).

Example:	S.Smith, A.Bell,	Program Coordinators	All counties
	J.Wilson	Executive Director	N/A

- Information on the type of experience the agency has in provision of services to frail elders, as well as the length of time (in years) the agency has worked to meet the needs of older adults or individuals 18+ who are severely physically disabled with permanent or temporary recurring functional loss of two or more limbs in the State of Kentucky. If the agency has not provided services in the State of Kentucky, service history and references should be submitted as support documentation. References should include agency names, contact persons, 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: FY23 RFI Agency Name
 - Example: FY23 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 N K A D D 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 Area Agency on Aging, the public, and those persons 18+ who are severely physically disabled with permanent or temporary recurring functional loss of two or more limbs and/or 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, N K A D D 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 N K A D D website (www.nkadd.org) on or about April 120 , 2026.

Projected Annual Funding

Service	Allocation
OAA Legal Services	\$30,000.00
SHIP/MIPPA:(AAA, ADRC, SHIP)	\$39,886.00/ \$48,614