



Posted on January 4, 2018  
 Revised January 8, 2018 (new and revised items in red)

**REQUEST FOR PROPOSAL**

The following questions have been received from organizations indicating an intent to complete an application to provide supportive and nutritional services to older adults (60+ years of age) and adults with disabilities (18-59 years of age) who reside in the City of Memphis, and Fayette, Lauderdale, Shelby and Tipton Counties in West Tennessee. Through this web page, these questions and Aging Commission’s answers are made available to all interested parties.

Aging Commission of the Mid-South contact for all questions and correspondence:

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 Aging Commission of the Mid-South  
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**Question 1**

What is a “Letter of Intent”?

**Answer 1**

A letter explaining that you plan to complete an application to provide one or more of the services listed on the fact sheet. A sample letter of intent is attached.

**Question 2**

What deadlines should I be aware of?

**Answer 2**

Action	Deadline
Submit Letter of Intent	January 10, 2018
Reserve your seat for technical assistance training	January 16, 2018
Commission e-mails Applications and Instructions	January 16, 2018
Technical Assistance Training held	<b>January 23, 2018</b> ; 10 a.m. to noon
Commission must receive a complete application	February 2, 2018, 4 p.m.

**Question 3**

What can be submitted as proof of operating a business for a minimum of 12 months

**Answer 3**

The following are examples, but this is not a comprehensive list. Other documents may also serve to document business operation.

- Certificate of Incorporation with verifying dates
- Business license with verifying dates
- Completed tax forms with verifying dates
- Certificate of Operation with verifying dates

**Question 4**

Are current providers required to submit a letter of intent of proof of operating a business for a minimum of 12 months?

**Answer 4**

Yes, everyone who is interested in providing a service in response to the RFP must provide the requested information.

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