

Request for Proposals – Aging Services Division Grant Writing Services – Questions and Answers

2/6/2026

Q1: Are there specific programmatic priority areas within the Aging Services Division for which CAPCOG is most interested in securing new funding (e.g., nutrition services, caregiver support, transportation, health and wellness, case management, etc.)?

A1: We are interested in any funding that is available for all of those programs, priorities would be Transportation, Care Coordination (Case Management), IR&A – information, referral, and assistance for both AAA and ADRC.

Q2: Does CAPCOG have a target funding mix it hopes to pursue (federal, state, foundation, corporate, or local funding sources)?

A2: We do not have a targeting mix; all of those are possibilities.

Q3: Is there an anticipated annual funding target or grant revenue goal associated with this contract?

A3: The AAA lost 3.4 million in federal funding. Ideally, we would like to make those funds up, if possible. That is a lofty goal. We do not have a set target in the contract.

Q4: Does CAPCOG anticipate the selected vendor focusing primarily on full proposal development, or also supporting opportunity research, partnership development, and post-award grant management support?

A4: We do expect full proposal development with supporting opportunity research and partnership development, if appropriate. We don't anticipate post-award grant management, however depending on the size and scope of the grants, that is an option we may explore.

Q5: Approximately how many grant submissions does CAPCOG anticipate pursuing annually under this contract?

A5: We don't have a set targeted number. That will depend on what opportunities are available and the size and scope of the possibilities. In general, the AAA would hope to apply for at least two (2) opportunities.

Q6: Will CAPCOG provide program staff content and data for proposals, or should respondents plan to conduct stakeholder interviews and content development as part of the writing process? Similarly, how well are the various programs documented?

A6: The AAA has robust data to support the programmatic requests. All programs are well documented, for example units of service, cost analysis, and so forth. As for stakeholder interviews, only if the grant application requires such an intervention. We are in the process of completing our Area Plan development for 2027-2029, which involves a robust survey initiative throughout the 10-county region. We would rely on the contractor for content development, within the writing process.

Q7: Does CAPCOG currently maintain standardized program performance data and evaluation frameworks that can be leveraged for grant proposals?

A7: Yes

Q8: Is CAPCOG interested in vendors providing evaluation design or performance measurement support as part of proposal development?

A8: Yes, if applicable per the application process.

Q9: Who will serve as the primary point(s) of contact for programmatic input and proposal review?

A9: Jennifer Scott, Aging Services Director

Q10: Is CAPCOG interested in a turn-key contract or is it looking for a partnered approach?

A10: Partnered approach

Q11: Is CAPCOG interested in some level of capacity building or process/document build out that would help CAPCOG secure funding in the future?

A11: Yes, we would be interested.

Q12: Does CAPCOG have a preferred pricing structure (e.g., hourly, fixed deliverables, retainer, or hybrid model)?

A12: CAPCOG is open to hourly, fixed deliverable, or a hybrid model.

Q13: The RFP mentions that, "The budget must also be submitted in Microsoft Excel based on the template provided." Can you please let us know where we could find the template?

A13: This is an error and will be corrected in an updated version of the RFP that will be posted on CAPCOG's website along with this Q&A document.

Q14: Are there specific evaluation criteria or weighting factors that respondents should particularly emphasize?

A14: Reference the Selection Process on page 5 of 9 of the RFP. The heaviest weights will be on #1, #2, and #3.