

CAPITAL AREA COUNCIL OF GOVERNMENTS REQUEST FOR PROPOSALS FOR AGING SERVICES DIVISION GRANT WRITING SERVICES

1/23/2026, updated 2/6/2026

General Information

The Capital Area Council of Governments (CAPCOG) is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, Chapter 391 of the Local Government Code. CAPCOG serves a 10-county region in Central Texas that includes Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties. CAPCOG is issuing this request for proposals (RFP) to solicit proposals from interested parties for consultant services to assist its Aging Services division to identify and apply for new funding sources to support the division's programs and mission.

Schedule

Table 1. Procurement Schedule

Milestone	Date
RFP Issued	1/23/2026
Deadline for Questions	2/4/2026, 4:00 pm Central Time
Responses to Questions Posted	2/6/2026, 5:00 pm Central Time
Request for Proposals Due	<u>2/13/2026, 12:00 pm Central Time</u>
Initial Proposal Evaluation	2/13/2026 – 2/18/2026
Interviews with Top Candidates (if necessary)	2/19/2026 – 2/20/2026
Executive Committee Approval of Contract	3/11/2026
Anticipated Start Date	3/16/2026 – 4/1/2026
Anticipated End Date	11/30/2026

Notice

Prospective bidders who have received this document from a source other than CAPCOG should immediately contact the CAPCOG and provide their name, company, and email address in order that any addendum(s) to the RFP or other communication can be sent to them. Any prospective bidders who fail to provide the CAPCOG with this information assume complete responsibility in the event they do not receive communications from CAPCOG after the RFP issue date.

Background

This RFP is intended to solicit proposals for consultant services to assist CAPCOG's Aging Services division to secure new sources of funding for senior and caregiver services to mitigate the unexpected loss of \$3.4 million in federal Older Americans Act (OAA) funding in 2025.

As the Area Agency on Aging (AAA) for State Planning Region 12, CAPCOG receives about \$8 million per year in OAA funding to provide services to seniors and caregivers and received an extra \$10 million in special funding related to the COVID-19 pandemic from 2020-2024. CAPCOG's AAA significantly expanded services to seniors and their caregivers with this additional funding, but with this supplemental funding ending, CAPCOG had planned to gradually bring service levels back in line with annual funding levels over several years using \$7.9 million unspent grant balances as of the end of fiscal year (FY) 2024.

However, due to the requirement for the state to provide matching funds for several of the OAA grant categories and the unspent balances remaining at the end of FY 2024 statewide, the Texas Health and Human Services Commission (HHSC) rescinded millions of dollars already awarded to AAAs across the state that it believed it could not match if they were spent in FY 2025, including \$3.4 million from CAPCOG. As a result, CAPCOG has had to make much more substantial reductions in subawards for congregate meals, home-delivered meals, and senior center operations in FY 2026 than we had previously been planning, and these and other programs are facing even steeper cuts in FY 2027 unless additional funding sources can be identified to mitigate these losses.

St. David's Foundation (SDF) has generously awarded the Capital Area Initiatives Foundation (CAIF) special grant funding to enable CAPCOG to hire a grant-writer to help the AAA to locate other funding sources to help mitigate the loss of these federal funds and to be able to sustain higher levels of services in FY 2027 and beyond than the estimated annual AAA funding would allow for.

"The AAA will use the funds to hire a contracted grant writer to research and respond to alternative funding sources that will support programs and services, such as respite care, congregate and home delivered meals, caregiver support programs and caregiver initiatives, income support, and residential repair, to name a few. It is clear that the AAA must continue to diversify its funding streams to be less reliant on Older American Act funding. A grant writer will assist the leadership team at the AAA to secure funding streams that will enable the AAA to continue to provide much needed support services to senior[s] over 60 and their caregivers in the CAPCOG region."

Project Description

CAPCOG is seeking to contract with a firm capable of performing the following tasks:

1. Identify all public and private funding sources that Area Agencies on Aging (AAA) and Aging and Disability Resources (ADRCs) across the state are using to support their programs for seniors (age 60+) and caregivers beyond the basic AAA and ADRC grants that they receive;
2. Review the programs administered by CAPCOG's Aging Services division, the division's staffing and organizational structure, and the division's budget;
3. Identify private funding sources that CAPCOG or the Capital Area Initiatives Foundation (CAIF), a non-profit entity managed by CAPCOG, may be able to apply for to support the Aging Services Division's programs and missions; and
4. Assist the Aging Services division staff with preparing grant applications or other types of funding requests.

One example of the type of grant that CAPCOG would wish to pursue later in 2026 would be a FY 2028 General Assistance Grant from the Texas Veteran's Commission (TVC) – CAPCOG's AAA and ADRC already serve veterans that are seniors, disabled veterans, and veterans who are caregivers, and this grant could help:

1. Partially pay for the salary, fringe, and office space costs of intake specialists and care coordinators that are currently being fully funded by OAA and ADRC funds; and
2. Maintain or expand the funding and assistance programs available to AAA and ADRC customers that are veterans.

For this grant opportunity, CAPCOG would want to know which other AAAs and ADRCs are receiving this funding, how much funding they are receiving, how they are using it, ideas for CAPCOG to consider for pursuing a grant application, and hands-on assistance to CAPCOG staff in preparing the actual grant application (expected to be due in late November/early December 2026). We would want a similar approach to any alternative funding source that any other AAA or ADRC are using.

Contract Amount

The contract arising from this procurement will be approximately \$45,000.

Format and Content

Proposals shall be in Adobe PDF or Microsoft Word, with any supplemental attachments being in either PDF, Word, or another Microsoft Office file type.

The proposal is limited to 10 pages (front and back), not including a cover page/letter and attachments. All applications must have margins not less than one inch. Text type must be 11 point or larger. Below is a summary of required information. Proposals should be organized accordingly.

- 1) Executive Summary (1 page)
- 2) Organizational Profile (1 page)
- 3) Work Plan and Budget (up to 4 pages)
- 4) Project Management and Key Staff (up to 3 pages)
- 5) References (1 page)
- 6) Attachments – (these do not count towards page limit)
 - a. Required contract certification forms
 - b. Copies of any licenses
 - c. Examples of work products used for similar clients

Executive Summary

Provide a 1-page overview of your organization and how you will meet the goals of the proposal.

Organizational Profile

Provide a 1-page description of your organization in terms of its history, primary business, and former and current customers. Please include, at a minimum:

- Ownership information, including any Historically Underutilized Business (HUB) vendor information;
- U.S. Government SAM Entity Identification Number (if available);
- U.S. Tax ID number;
- Physical Address;

Proposals are due by email to ahoekzema@capcog.org by 12 pm, 2/13/2026

- Mailing Address;
- Name of primary contact;
- Office phone number for primary contact;
- Cell phone number for primary contact;
- E-mail address for primary contact.

Work Plan and Budget

Provide a work plan (up to 4 pages) that describes the approach to carrying out the project description. At a minimum, this should include:

1. Proposed staff that will be assigned to work on this contract;
2. Narrative descriptions for how each task will be carried out;
3. Provide a list of any funding sources your firm is already familiar with that you would recommend that CAPCOG consider pursuing;
4. A proposed timeline with key milestones, including any anticipated time frames for grant application periods for known recurring grant cycles; and
5. A detailed proposed budget, including rates and estimated number of hours of work for completing each task.

Project Management and Key Staff

Provide (up to 3 pages) for each staff member that will be involved in the project and charging time to this contract, identify their role in the project and qualifications, including familiarity with funding sources for social services in general and senior or senior caregiver services in particular, if applicable.

References

Provide at least three (3) references (complete with contact information) that can vouch for your organization's ability to complete the work. For each reference, include a brief description of the project or projects that the person would be able to speak about. Projects should be similar in scale and similar in kind to the project described in this RFP. If the vendor has previously completed work for CAPCOG, do not list CAPCOG personnel references.

Required Certifications

Six (6) certification forms are required for this project. Four are to be completed and submitted to CAPCOG directly. These six forms are provided as attachments to this RFP.

1. Certification of Compliance with Small, Disadvantaged, Minority, Women-Owned, And Historically Underutilized Business Policy
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower-Tier Covered Transactions
3. Certification Regarding Lobbying
4. Certification Regarding Prohibition on Contracts with Companies Boycotting Israel
5. Conflict of Interest Questionnaire (IF APPLICABLE) - Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with CAPCOG to file a conflict of interest questionnaire (CIQ) if they have an employment or other business relationship with a CAPCOG officer or an officer's close family member.

The sixth form must be completed online, with a PDF of the submission attached to the application:

6. Certificate of Interested Parties Form – Form 1295 (sample provided)

Texas law states that a governmental entity or state agency may not enter certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The required form and instructions are located at the Texas Ethics Commission Website.

Updates and Additional Information

Updates and additional information related to this RFP may be obtained from CAPCOG’s “Doing Business with CAPCOG” webpage at <https://www.capcog.org/about/do-business-with-us/>. Any questions regarding this RFP may be e-mailed to Andrew Hoekzema at ahoekzema@capcog.org by 4:00 pm Central Time, Wednesday, February 4, 2026. CAPCOG will post answers to any questions on the “Doing Business with CAPCOG” page shortly thereafter.

Submission of Proposals

Proposals must be submitted to CAPCOG via e-mail to ahoekzema@capcog.org and received by CAPCOG no later than 12:00 pm Central Time, Friday, February 13, 2026.

CAPCOG is not liable for any costs incurred by a bidder in preparing and submitting bids.

Selection Process

Following receipt of proposals, senior CAPCOG staff will review proposals to ensure all required information was provided. Any bids that do not meet minimum requirements will not be considered further.

Staff will then give a preliminary rank to each proposal based on the following criteria.

1. Qualifications and relevant experience;
2. Proposed work plan;
3. Fees/budget;
4. References; and
5. Any other relevant information included in the proposal.

If CAPCOG staff determine that it would be useful to conduct interviews with the top candidates, those interviews would be conducted on 2/19/2026 or 2/20/2026. These interviews would each be half an hour and would be conducted virtually.

Once CAPCOG finalizes the evaluations of proposals, staff will recommend to the Executive Committee that it proceed with contracting with the top-ranked vendor. CAPCOG expects to present the selection committee’s recommendation at the March 11, 2026, Executive Committee meeting and enter into a contract with the selected vendor shortly thereafter.

Additional Information

CAPCOG may request in writing additional information from a bidder relating to the proposal and the bidder agrees to furnish it within a reasonable time.

Use of Copyrighted Material in Response

CAPCOG reserves an irrevocable, nonexclusive, and royalty-free right to use, reproduce, and copy, for a governmental purpose, all copyrighted material included in the Statement of Work.

Proposals are due by email to ahoekzema@capcog.org by 12 pm, 2/13/2026

Amendment or Withdrawal of Bid

Prior to the due date, a bidder may withdraw its bid if there is a material mistake and may submit a corrected proposal by the due date. For a period of 90 days following the due date, a proposer may not withdraw or amend its bid. CAPCOG may waive an error in or omission from a bid document if the error or omission is not material.

Award of Contract

CAPCOG will award this contract to the proposer that it determines is best qualified to meet CAPCOG's needs. CAPCOG staff will screen the recommended vendor for any exclusions on the U.S. Department Health of Human Services (HHS) list of excluded individuals/entities to prior to making a recommendation to award the contract make sure that the vendor and individuals proposed to work on this project are not on the list due. Approval of the contract is subject to CAPCOG's Executive Committee. Once the contract is awarded, CAPCOG reserves the right to negotiate its terms with the successful bidder, and – if negotiations fail, negotiate terms with another bidder who provided a responsive bid. A proposer selected because of this solicitation may be subject to criminal background checks as a condition to entering a contract.

CAPCOG is posting a draft contract on our website at <https://www.capcog.org/about/do-business-with-us/>. CAPCOG expects to adapt the work plan from the successful proposal to serve as the scope of work ("Attachment A") in the awarded contract. Unless a bidder asks a question about any of the contract provisions as part of the opportunity to ask questions related to this RFP, it is assumed that it is accepting all of the terms in the sample contract.

CAPCOG reserves the right to reject any or all bids. If CAPCOG rejects all proposals, it may solicit new proposals if CAPCOG determines that it is in its best interest to do so.

Performance Period

CAPCOG anticipates a performance period of March 16, 2026 - April 1, 2026, to November 30, 2026.

Related Documents incorporated into this RFP

The following related documents are incorporated into this RFP by reference and are being posted on the "Doing Business with CAPCOG" page in order to enable bidders to review these documents prior to applying.

1. Sample Contract
2. Certifications

Invoicing and Payment

CAPCOG anticipates that the contract will be structured to provide for monthly invoicing and payment or invoicing and payment based on defined milestones. As required by law, CAPCOG will pay all invoices within 30 days of receipt as long as the invoice is correct and complete. All invoices will be due no later than the 5th of each month.

Resolution of Protested Solicitation or Contract Award

An unsuccessful bidder/offeror/quoter may protest the procurement process by following the procedure as available on the CAPCOG website, <https://www.capcog.org/about/do-business-with-us/>. The protest must be made within **five** business days of the date the basis of the protest to the procurement process

became known or should have become known to the protester, whichever is earlier. The protest must be submitted in writing to CAPCOG, to the attention of the contact person, and identify and be signed by the protester. A protest shall be submitted to CAPCOG to the attention of Chris Miller, Executive Director, at 6800 Bureson Road, Building 310, Suite 165, Austin, TX 78744.

Potential Changes in Contracts Post-Award

Changes in state and/or federal legislation, rules, or regulations may result in a requirement to renegotiate contracts at any time prior to or during the contract period. Substantive changes to project content, procedures, or budgets during the life of the contract may be accomplished by negotiating these modifications with CAPCOG. CAPCOG will also pursue any necessary and appropriate contract modifications should legal or other changes occur in the project to sufficiently alter the original terms of the contract. No further solicitations or RFPs will be required in such cases.

Reference Information - Other contractual requirements

Section 1.113 CAPCOG Procurement Policies: Public Access to Procurement Information

Public Access to Procurement Information: Procurement information shall be a public record to the extent provided by the Texas Public Information Act and the Freedom of Information Act, as applicable, and shall be available to the public as provided therein. If a proposal contains information that the bidder considers proprietary and does not want disclosed to the public or used for any purpose other than the evaluation of the offer, all such information must be indicated and clearly marked on each page of the proprietary or confidential document(s).

The information submitted during a procurement process is protected from disclosure until a contract is awarded. All proposals are open for public inspection after the contract is awarded, but proprietary and confidential information in the proposals are not open for public inspection.

Equal Opportunity/Non-Discrimination

All contracts awarded by CAPCOG are subject to the provisions listed below.

1. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, age or disability. The CONTRACTOR will take action to ensure that employees or applicants for employment are treated fairly during employment or the application process, regardless of race, color, sex, religion, national origin, age, or disability. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment notices (provided by an appropriate agency) of federal government nondiscrimination provisions.
2. The CONTRACTOR will state, in all solicitations or advertisements for employment (by or on behalf of the CONTRACTOR), that all qualified applicants will receive consideration for employment regardless of race, color, sex, religion, national origin, age, or disability.

Small, Disadvantaged, Minority, Women-Owned and Historically Underutilized Businesses: Federal Assistance or Contract Procurement Requirements

6-101. Policy Statement

It shall be the policy of CAPCOG to assist small, DBE, MBE, women-owned businesses and HUBs

in learning how to do business with CAPCOG. It shall be the further policy of CAPCOG that these sources shall have the maximum feasible opportunity to compete.

6-102. Bidder/Offeror Statement

Every solicitation for procurement must require that each bidder or offeror include a statement that the bidder or offeror will comply with this Policy.

6-103. To ensure that CAPCOG's policy to assure that small, MBEs, DBEs, women-owned businesses, and HUBs are utilized, CAPCOG and its contractors and subcontractors should take the following affirmative steps:

1. Include qualified small, MBEs, DBEs, women-owned businesses, and HUBs on the Bidders' List. State lists may be utilized to locate such businesses by contacting the General Services Commission;
2. Assure that small, MBEs, DBEs, women-owned businesses, and HUBs are solicited whenever they may be potential sources. In this regard, CAPCOG should investigate new sources and advertise when feasible in minority publications;
3. When economically feasible, and where not in contravention of competitive bidding requirements, CAPCOG should divide the total requirements into smaller tasks or quantities so as to permit maximum small, MBE, DBE, women-owned businesses and HUB participation;
4. Use the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, the Minority Business Development Agency in the Department of Labor, the Texas General Services Commission and other similar agencies for locating such businesses;
5. Require that prime contractors take affirmative and meaningful steps towards retaining small, MBE, DBE, women-owned businesses and HUB subcontractors;
6. Procure goods and services from labor surplus areas;
7. If feasible, establish delivery schedules that encourage small, MBEs, DBEs, women-owned businesses, and HUBs to participate; and,
8. Advertise, at least annually, in a newspaper of general circulation for small, MBEs, DBEs, women-owned businesses and HUBs to be added to the Bidders' List.

6-104. For such affirmative steps to be meaningful, CAPCOG should review all solicitations, offers and bids to confirm that such affirmative action steps have been taken. In addition, steps should be taken to ensure that once a contract is awarded to a small, MBE, DBE, women-owned business, and/or HUB, or that the award is given to a contractor with such a subcontractor, that such business is retained during the entire performance of the contract.

6-105. Failure of a contractor to take meaningful affirmative steps at soliciting and retaining small, MBEs, DBEs, women-owned businesses and HUBs may be considered as a factor in evaluating future bids under non-compliance with public policies; however, this factor may not be a consideration in procurements involving purely state or local funds as Texas law requires awards to be made to the lowest responsible bidder.

6-106. For procurements costing more than \$3,500 but less than \$50,000 the Division Director shall contact at least two HUBs on a rotating basis, based on information provided by the Texas

General Services Commission. If the list fails to identify a historically underutilized business in the area, CAPCOG is exempt from this section.