**Open Vendor solicitation for goods and services**

**PURPOSE OF SOLICITATION:**

The West Central Texas Council of Governments (WCTCOG) is seeking to establish an approved contractor list (AVL-GS) of qualified entities or individuals to provide General Goods and Services. WCTCOG’s Area Agency on Aging (AAA) may enter into contractor agreements with qualified contractors identified through this solicitation to provide specific goods or services as described in this solicitation. Agreements granted through this solicitation may be negotiated and renewed annually.

**BACKGROUND INFORMATION:**

The West Central Texas Council of Governments (WCTCOG) is designated as the Area Agency on Aging (AAA) under contract with the Texas Dept. of Health and Human Services (HHSC). The WCTCOG is a voluntary association of counties, cities, school districts and special purpose districts within the nineteen-county West Central Texas region with its main office located in Abilene, Texas.

The WCTCOG AAA is committed to the principal embodied in the Older Americans Act and based on the American value that dignity is inherent to all individuals in our democratic society, and that older people should have the opportunity to fully participate in all aspects of society and community life, be able to maintain their health and independence, and remain in their own homes and communities for as long as possible.

It is our aim to conduct our procurement activities in the best interest of the WCTCOG AAA while at the same time creating and maintaining good vendor relations. Competitive prices, quality, and satisfactory delivery are characteristics we continually seek in our vendor relations.

**GENERAL INFORMATION:**

The WCTCOG AAA currently purchases General Goods and Services from vendors using a HHSC procurement method, Direct Purchase of Services (DPS). This method relies on the WCTCOG AAA to establish and maintain a "list" or "pool" of prospective contractors. The WCTCOG AAA can directly purchase goods or services from vendors on the list, without regard for cost.

Examples of General Goods and Services, excluding Congregate and Home Delivered meals, purchased each year include, but are not limited to, the following:

Vendors to provide for senior clients with transportation services (bus passes, taxi service, rural transportation, etc.)

Vendors to emergency supplies (food, utility bills, prescriptions, personal hygiene items, etc. for senior clients

Vendors for Home Health Care services provide planning arrangements and coordination services to help maintain senior’s independent living. Services could also include light housekeeping, light cooking, and chore maintenance, etc.

Vendors to provide emergency response system

Vendors for residential repair services

Vendors to provide caregiver support services to assist caregivers with respite support services

Vendors to provide seniors with cognitive enhancement programs to help stave off dementia, fall prevention and exercise programs.

Vendors to provide respite care to older relative caregiver by providing assistance with summer camps and back to school supplies

Vendors to provide specialized case management, ombudsman and information and referral services

**REQUIREMENTS:**

Any prospective vendor may submit an application (attached) to be added to the AVL-GS, provided that they meet minimum qualifications required by the AAA and meet all other applicable certifications, standards and criteria established by state law. However, being placed on the AVL-GS is no guarantee that a vendor will be selected to provide services. All current vendors must submit an application to remain on this list.

The WCTCOG AAA utilizes an open vendor list, so applications may be submitted at any time during the year. Your agency must complete the vendor application form and return it to the WCTCOG AAA. Please contact Megan Amezcua at 325-793-8417 or email at [mamezcua@westcentraltexas.org](mailto:mamezcua@westcentraltexas.org) to obtain a copy of the application packet.