



REQUEST FOR QUOTATIONS

Cost Assessment of SHARP/Home Modifications Program

642 North Broad Street
Philadelphia, Pennsylvania 19130

Responses Due By: November 10, 2025

Release Date: October 15, 2025

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PART A. GENERAL INFORMATION

1. Introduction

PCA is a non-profit organization established in 1973 to serve as the Area Agency on Aging for Philadelphia. Its mission is to improve the quality of life for older Philadelphians and people with disabilities and to assist them in achieving their maximum level of health, independence, and productivity. PCA advocates for all older Philadelphians, while giving special consideration to assuring that services are provided to those with the greatest social, economic, and health needs. Founded on the principle that older persons have the ability and the right to plan and manage their own lives, PCA seeks ongoing input from older adults. PCA recognizes the dignity of all older people and respects their racial, religious, gender, sexual, and cultural differences. PCA's vision is to be a caring organization that values and supports people as they age. PCA stands for excellence, compassion, and dignity as realized through our responsive and nurturing culture.

PCA carries out its mission through 4 major functions: protection and advocacy, care at home, community connection administration, and responsible stewardship of public and private funds. PCA receives funding from the Older Americans Act, Medical Assistance and the Pennsylvania Lottery, and receives oversight from the Pennsylvania Department of Aging. In addition, PCA receives funding from federal sources, private foundations and individual donors. Guided by its Board and Advisory Council, PCA employs 400 people and contracts with over 150 community organizations and service providers to deliver a variety of services to more than 140,000 older Philadelphians and people with disabilities each year. These services include but are not limited to: Care at Home Services; Employment Assistance; Health and Wellness Programs; Home Repair; Information and Referral; Legal Assistance; Home-delivered Meals; Protective Services; Senior Community Centers; Congregate Meal Sites; and Transportation.

By helping to create positive social and physical environments, PCA's programs and services help promote good health and quality of life for older adults and people with disabilities. The PCA Helpline is the primary gateway to aging services in Philadelphia. In fiscal year 2026 the Helpline anticipates answering more than 97,000 calls. Also in fiscal year 2026, we anticipate 15,000 older adults to be connected to Senior Centers and serve 315,500 congregate meals.

PCA staff also plays an important role in helping consumers connect to a multitude of services in the long-term service and support continuum of care. In fiscal year 2026, 23,000 initial and follow-up assessments will be conducted to determine the level of care. Additionally, in fiscal year 2026 PCA's Older Adult Protective Services projects to receive 9,100 reports of need. PCA will continue to advocate for the needs of victims and work to increase awareness on risk factors for abuse, neglect, and exploitation.

2. Economic Inclusion

PCA is dedicated to providing opportunities for the local Philadelphia community, including fostering economic inclusion in hiring practices, promoting supplier diversity, and supporting construction initiatives. As a participant in various federal, state, and local grant-funded programs, PCA ensures alignment with its funders on matters of economic inclusion. Consequently, PCA strives to leverage its purchasing power to support businesses owned by individuals from marginalized groups such as minorities, veterans, women, people with disabilities, adults over 60 years of age, and Philadelphia residents, as well as those with diverse workforces.

3. Pre-submission Questions

Any questions or requests for additional information regarding this opportunity are to be directed to PCA's Business Administration Department:

Samantha Baltuskonis
Contract Manager
Philadelphia Corporation for Aging
samantha.baltuskonis@pcacares.org

4. Selection Process

The materials submitted by interested individual parties will be reviewed by PCA. PCA will evaluate submissions and request interviews in view of the following criteria:

- a. Relevant Experience: Demonstrated experience conducting cost analyses, especially in nonprofit, housing, or human services contexts.
- b. Methodological Approach: Clarity and rigor of the proposed approach to data collection, analysis, and comparison.
- c. Understanding of Scope: Evidence of understanding PCA's operational context and the goals of the SHARP/Home Modifications program.
- d. Team Qualifications: Expertise and credentials of key personnel assigned to the project.
- e. Timeline Feasibility: Ability to complete the work within the required timeframe.
- f. Cost Proposal: Reasonableness and transparency of pricing.

Any party responding to this RFQ will be afforded a full opportunity to submit a proposal, and no party will be discriminated against on the basis of race, color, national origin, sex, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

This RFQ does not commit PCA to award a contract. PCA has the exclusive rights to accept or reject any or all responses received as a result of this RFQ and to cancel any or all of this RFQ.

PCA will not reimburse costs incurred by a party in (1) preparing or submitting a proposal in response to this RFQ; or (2) participating in an interview.

5. RFQ Schedule

Date/Time	Event
10/15/2025	Distribution of RFQ
10/22/2025	Virtual Q&A
11/10/2025	Submissions due by noon
11/12/2025	Review of submissions
11/12/2025 – 11/17/2025	Candidates should be prepared to discuss their (a) qualifications; (b) submissions, and (c) current insurance coverages
11/18/2025	Notification to candidates of selection or deselection

PART B: PROJECT INFORMATION

1. Goals and Objectives

PCA is seeking proposals from qualified consultants or firms to conduct a cost analysis comparing its in-house SHARP/Home Modifications program to a potential outsourced model. The goal is to assess the financial efficiency and sustainability of continuing to operate the program internally versus contracting with external vendors.

2. Scope of Work

- a. Assess Current In-House Costs: Analyze labor, materials, equipment, overhead, direct costs, allocated costs, and administrative costs associated with PCA's internal SHARP/Home Modifications operations.
- b. Evaluate Outsourcing Costs: Identify and estimate costs associated with outsourcing similar services to qualified external contractors, including labor rates, service fees, and administrative overhead.
- c. Compare Cost Structures: Provide a detailed comparison of in-house vs. outsourced models, highlighting cost drivers, potential savings, and trade-offs.

3. Deliverables

- a. A written report summarizing findings and methodology.
- b. Optional presentation of results to PCA leadership.

4. Timeline

All work must be completed and final deliverables submitted no later than December 31, 2025.

PART C: RFQ SUBMISSION REQUIREMENTS

1. Cover Letter, Practice History, Approach, and Pricing

General information including the party's history and background, values/principles, and pricing.

- a. A cover letter summarizing interest and qualifications
- b. Description of approach and methodology
- c. Timeline and work plan
- d. Budget and fee structure
- e. Resumes or bios of key personnel
- f. Examples of similar work or references

2. Format of Submission

Email to PCA the submission in .pdf format to by the above-recited due date to PCA's Business Administration Department:

Samantha Baltuskonis
Contract Manager
Philadelphia Corporation for Aging
samantha.baltuskonis@pcacares.org