


DIVISION OPERATING STANDARDS #403

Senior Center Presentations

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| Approved:  | 04/02/2019 |
| Paul Leggett, Division Director | Approval Date |

A. PURPOSE

The Active Aging program is a section of Salt Lake County Aging & Adult Services. The mission of Active Aging is to provide seniors the opportunity for learning, socializing, volunteering, and wellness. This is accomplished by offering programming and activities that complement existing services and foster on-going engagement that supports independence, dignity, health, recreation, volunteerism and access to resources.

Senior Center programming includes presentations and courses offered by non-governmental entities. Salt Lake County Senior Centers ("Senior Centers") pursue partnerships with organizations and individuals who have knowledge and expertise in topical areas relevant to aging and of interest to older adults in order to provide such presentations and courses. Presentations approved through this process are considered Salt Lake County programming.

This Division Operating Standard describes the process for obtaining presenter proposals, screening and scoring potential presentations, and obtaining approval for presentations in Senior Centers.

B. SCOPE OF IMPACT

This Division Operating Standard applies to all Senior Centers seeking non-governmental organizations and individuals to present at Senior Centers.

C. DEFINITIONS

- **Educational Materials:** Informational materials directly related to the presentation topic.
- **Presentation:** Any program, class, or exhibition provided to participants at a Senior Center.
- **Presenter Selection Committee:** A group of County employees selected by Aging & Adult Services Administration tasked with reviewing presentation proposals and making approval recommendations based on scoring criteria.
- **Presenter:** Any non-government organization, individual, or group who wishes to give a presentation at a Senior Center. Presenters do not provide one on one services as the primary purpose of the presentation.
- **Promotional Materials:** Materials which are not directly related to the presentation topic and for which the primary purpose is to promote the organization, individual or group and/or its opinions, products or services.
- **Senior:** Any Salt Lake County resident aged 60 or older.

D. PRESENTATION GUIDELINES

1. Presenters will share their presentations at a specific senior center but may be asked to present at any of Salt Lake County's 16 Senior Center locations throughout the calendar year. Presenters may decline further presentations at their sole discretion. The frequency of presentations may vary based on demand and space availability.
2. All presentations must comply with all applicable statutes and ordinances of the State of Utah and Salt Lake County and must be open to all individuals who attend the Senior Center.
3. Proposals may be submitted when a request for proposal is posted.
4. Most Senior Center presentations are 45-90 minutes, but time may be adjusted according to the presentation need.
5. Any research presentation or class must go through the State of Utah IRB process if applicable.
6. Selection criteria for presentations are:
 - a. Topic – presentations should be aging related and relevant to seniors in the following categories:
 1. Access to resources;
 2. Fitness and exercise;
 3. Health and wellness;
 4. Recreation, art, and music;
 5. Education; and
 6. Volunteerism.
 - b. Presentation materials.
 - c. Experience – prior presentation experience and/or experience related to the topic. Proper certifications/licenses required if applicable.
 - d. Availability, including the flexibility to schedule programs during daytime and evenings.

- e. Non-profit or volunteer agencies which do not have any potential financial interest in the presentation issues shall be given preference over for-profit organizations or those who may have a potential monetary interest in the topic.
- 7. Selling of services or products; and/or collecting any participant information, is prohibited.
- 8. Presenters may distribute approved educational materials directly to participants but may not distribute or display promotional materials.
- 9. Only approved materials which identify the presenter may be displayed in the room and be accessible to participants during presentation time.

E. PRESENTER BID PROCESS

- I. Aging & Adult Services will do the following to seek out presentations:
 - a. Advertise service needed via posting in a Senior Center, and Salt Lake County Aging & Adult Services webpages
 - 1. Advertising must run a minimum of two weeks.
 - 2. Advertisement must include:
 - a. Description of service.
 - b. The statement, "Approved presenters will be able to present at a specific Senior Center but may agree to present at any Senior Center throughout the term of the resulting agreement. Frequency of presentations may vary based on demand and space availability."
 - c. Deadline to deliver proposal.
 - d. When presentation of services is expected to begin.
 - e. Required qualifications, if any.
 - f. Where to deliver the proposal (specific Senior Center, on-line proposal, email or main Active Aging office).
 - g. When proposals will be opened.
 - b. Collect proposal and presentation materials.
 - c. Presenter Selection Committee reviews proposals and materials.
 - 1. If Presenter Selection Committee has questions regarding a proposal or materials, a presenter interview may be scheduled.
 - d. Score each proposal and recommend selected applicants for approval.
 - 1. To be recommended for approval, proposals must receive a passing score according the scoring system.
 - e. Submit proposals recommended for approval and any applicable documents to Active Aging Administration for review, final approval, and signature.
 - f. Approved presenters must complete and sign the Presenter Agreement before presenting.
 - g. Add approved presentations to an approved list for Center Program Coordinators to access when scheduling presentations.
 - h. Maintain a copy of all documentation of the proposal and selection process within the Active Aging Administration offices.

- i. The term of approval for presentations will be established in the Presenter Agreement.
- j. Because approved presentations represent the message of Salt Lake County Aging & Adult Services, we reserve the right to deny any proposal and cancel any agreement with a presenter at any time.

F. PROTESTS

- l. Persons who are aggrieved over a request for presenters may protest to the Division Director. A protest in regard to the specification of requests for presenters shall be submitted in writing prior to the closing date for proposals. Protests for proposals not approved shall be submitted in writing within five business days after non-approval notification is sent.
 - a. If a protest is received, the county may proceed with its agreement process for other similar related proposals unless the presentation may only be offered by one approved presenter. If Active Aging only requires one approved presenter in the topic area, the county will not sign an agreement until the protest is withdrawn or the protest is denied by the Division Director.
 - b. Protest letters should specifically completely state the facts that constitute error in the specifications of the request for presentation or the decision to not approve a submitted proposal and the desired remedy. The Division Director will immediately notify the attorney of all protests and may refer the protest to appropriate county staff or the attorney to investigate and make a recommendation. An informal meeting may be scheduled if more information is needed. After review of the protest, the Division Director shall make a final determination on the protest.

G. REFERENCES

Salt Lake County Aging & Adult Services Division Operating Standard #131: Human Subjects Research Proposals