

FY 2013-2015 NUTRITION PROCUREMENT PROCESS
TECHNICAL ASSISTANCE QUESTIONS
December 15, 2011

GENERAL QUESTIONS

1. Program policies and instructions page 18 heading A. preparing a responsive application #2 “the applicant is not authorized to modify forms”, Question is, can the ENP applicant add detail to the subcontractors sections for the RFQ that are program specific or should the applicant have an additional section of instruction for the subcontractor or both?

Applications that are submitted to Agencies on Aging must include all application sections, without modification of any forms or pages. In preparing quotation packages for potential subcontractors, ENPs may use appropriate pages of the application with or without modification.

2. On page 6 of the Program and Policies, it states that home delivered education will be provided by the Agencies on Aging (b) and then in section (c) it asks for the Elderly Nutrition Project to provide an annual nutrition education plan.

Please clarify; if the AAA is doing the home delivered nutrition education to those clients, what role does the ENP have in doing this task for this segment of the program? Should the ENP nutrition education plan only address the Congregate Café sites? Should the AAA submit their plan for providing nutrition education to home delivered clients to the ENPs to be part of the total submittal?

Nutrition education requirements differ by Agency on Aging. Refer to the list of requested services in the Request for Proposal(s) you are considering to determine which services must be provided by the ENP.

3. If bidding both the congregate and home delivered meal programs in a region, I understand only one application is required. However, will that one application be reviewed, judged and awarded as a whole only, or will each program component be awarded separately?

Applications will be reviewed and awarded as a whole.

4. If all home delivered meal assessments will be done at the AAA level, are bidders supposed to include anything in our proposals regarding this piece?

Proposals should include answers to all questions in the application. See the Request for Proposals for the Agency on Aging to which you are applying for possible exceptions.

5. On page 6, Service Targets - Since we are no longer assessing our homebound clients, will our AAA give us the total of clients who have risk of institutionalization, Alzheimer’s & related Disabilities, and severe disabilities?

Agencies on Aging will not be supplying any additional demographic data. Applicants are expected to do their own research. A link to the U.S. Census Bureau website is included at www.ctagenciesonaging.org.

6. Is a small caterer procurement process necessary for purchases of shelf stable Emergency Meals under 2,000 meals?

Yes.

7. If the initial assessments are not performed by the ENP provider how are outcomes to be determined? How will an ENP have access to nutritional risk scores, nutrition assessment and re-assessment data for their participants if the ENP is not conducting home-delivered intake assessments?

This question is not clear. All ENPs will be expected to work cooperatively with their Agency on Aging on the client eligibility/assessment process. See also page 40 of the application.

8. Previous RFP allowed for a waiver in the home delivered program requesting that food would be stored at safe temperatures for a maximum of 3 hours on our catering trucks. Can we request that this time element be extended to 4 hours maximum?

The home delivered meal program waiver request form is page 60 of the application. See page 52 of the *Policies and Application Instructions* for the current delivery requirements.

9. Regarding MOUs required for each site – are these to be included in proposal or after contract award/prior to contract start date?

Memoranda of Understanding shall not be included in the application. Reminder: do not include any attachments that are not listed in the application instructions (see pages 25 & 26).

10. To appropriately price our response(s) our question involves the grease traps in each of the congregate sites; as each site must pass health code inspection we find that the site owners do not have the most current approved grease traps installed in their facilities. Will Department of Social Services, State Unit on Aging and local AAAs provide funding for this capital improvement or is this the responsibility of the site owner?

The cost of installing grease traps may not be included in the budget. Kitchen equipment is generally the responsibility of the site owner.

11. Provide:

- FFY2011 Service Targets for each category of persons the State is concerned about
- FY 2011 & FFY 2012 the award value and quantity of meals provided for each Sub-region statewide
- FFY 11 donation value and # donations by Sub-region statewide
- value of all in-kind services/donations for all homebound, café and restaurant sites statewide
- list of all AOA-owned kitchen equipment for each Sub-region statewide
- list of all AOA-owned vehicles in each Sub-region statewide

This information will not be provided.

SENIOR RESOURCES RFP

1. Who is responsible for home-delivered Nutrition Education and Nutrition Counseling in the Northeast, Windham and Southeast Regions?

See #7, Service Provision, in the Senior Resources RFP for requirement.

2. Town clarification needed on Northeast sub region listed on page 85.

SENIOR RESOURCES

NORTHEAST SUB-REGION

| TOWN | 60+ POPULATION | 65+ LOW INCOME ELDERLY | 60+ MINORITY ELDERLY | 60+ LOW INCOME MINORITY ELDERLY | NEAR POOR ELDERLY (150% OF POVERTY) |
|---------------|-----------------------|-------------------------------|-----------------------------|--|--|
| BROOKLYN* | 1,227 | 27 | 30 | 0 | 77 |
| CANTERBURY* | 603 | 44 | 14 | 0 | 107 |
| EASTFORD* | 283 | 8 | 0 | 0 | 25 |
| KILLINGLY* | 2,892 | 204 | 70 | 46 | 436 |
| PLAINFIELD* | 2,217 | 84 | 45 | 0 | 307 |
| POMFRET* | 546 | 37 | 9 | 0 | 60 |
| PUTNAM* | 1,863 | 58 | 41 | 0 | 290 |
| STERLING* | 321 | 3 | 3 | 0 | 40 |
| THOMPSON* | 1,559 | 43 | 20 | 0 | 246 |
| UNION* | 106 | 0 | 0 | 0 | 3 |
| WOODSTOCK* | 1,145 | 47 | 16 | 0 | 183 |
| TOTALS | 12,762 | 555 | 248 | 46 | 1,774 |

WESTERN CT AAA RFP

1. Clarify WCAAA special instructions contained on page 2 of the ENP RFP. Are ENPs to provide 2 separate Home Delivered price sheets – one reflecting only delivery costs

(cost of meals not priced) and the other to reflect the cost for both delivery and the creation of meals? The wording on page 2 of the WCAAA specific RFP is confusing.

ENPs may submit two separate price sheets if they choose.

2. Does the request for meal delivery pertain to Title III meals or does this apply only to other home delivered meals purchased by WCAAA outside the Title III contract, i.e. HUD meals?

This RFP pertains only to Title III meals.

3. If the meals are Title III, is the WCAAA required to submit a Letter of Intent to provide home delivered meals?

LOIs are submitted to Agencies on Aging, not by Agencies on Aging. To our knowledge, Agencies on Aging must utilize a waiver process.

4. Is a letter of intent to bid for home delivered service required if provider intends to respond to WCAAA request for bid for meal delivery only? If yes, how does provider respond since WCAAA request for meal delivery only is inconsistent with LOI instructions for potential ENP providers?

Multiple LOIs may be submitted by the same applicant.

5. If WCAAA intends to contract directly with caterer(s) to purchase home delivered meals, when will WCAAA be going out to bid for caterer(s)?

This will be determined by the Agency on Aging after awards have been made.

6. In order for applicants to respond to the portion of the RFP requesting budget for meal delivery only, the following essential information is missing from the WCAAA RFP instructions and must be provided to potential applicants so that a valid bid can be prepared:

- A. Will there be one or more than one caterer providing meals?

This depends on outcome of this process.

- B. What is the pick up location of meals?

Caterer's location

- C. How long will the meals be in transit before being delivered to meal pick up location?

Unknown at this time

- D. What is the pick up time of meals?

Unknown at this time

E. How will the meals be packaged?

Unknown at this time

F. What is the procedure & timeframe for establishing and updating meal delivery routes?

Given our understanding of the question, we do not anticipate dramatic change from the current system.

G. Which party will be responsible for timely notification to meal delivery provider of client cancellations?

AAA

H. Will meals be separated by route by caterer prior to meal transfer?

Yes

I. What procedure will be established to handle issues such as a) rejection of meals by delivery provider if meal temperatures are out of compliance with regulations at time of transfer, b) incorrect number or type of meals or meals damaged in transit to pick up location?

To be developed in concert with delivery provider

J. Will delivery provider be expected to accommodate caterer errors by scheduling later same-day deliveries of replacement meals?

Assuming we are all client centered, the current process should continue.

K. Will delivery provider be responsible for submitting MIS?

Yes

L. Will delivery provider be responsible for collecting client donations?

Client donations must be mailed to AAA.

M. Should meal recipient not be at home i.e. in hospital, and meal delivery provider was not notified, will provider of meal delivery be reimbursed since cost to deliver meal was incurred?

Yes