



HOUSTON-GALVESTON AREA COUNCIL

May 10, 2019

SUBJECT: Letter of Clarification No.2
Congregate/Home-Delivered Meals and Transportation Services 2020-2023

REF: Solicitation No.: HS-AAA.4-METR-2019-04

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

To provide a response to potential respondent(s) questions. The following questions and H-GAC responses are hereby incorporated and made part of the Solicitation:

Question 1: Subcontractors | When the proposal refers to subcontractors (Attachment E and the Small and Minority Businesses form), can you clarify what or who would fall into the category of subcontractor? Specifically, would we consider our meal vendor – Valley Foods – and transportation vendor – Fort Bend County Transit, as subcontractors and need to fill out these attachments as such?

Answer: *Attachment E: The subrecipient may enter into subcontracts agreements with another third party that specify the terms and conditions for the provision of goods or services to be used by the subrecipient. All subcontracts must be procured in accordance with the guidance in 2 CFR 200. H-GAC reserves the right to review subcontracts and the performance of subcontractors. The Subrecipient shall ensure that the performance rendered under all subcontracts shall result in compliance with all the terms and provisions of the Subrecipient Agreement as if the performance rendered was rendered by the Subrecipient.*

Whether the subcontractor is to provide verification of Attachment E is clarified on attachment E #5 and #6.

Small and Minority Businesses form refer to page 20, section I of the RFP.

Question 2: Data Usage Agreement | We have a current DUA – is this meant to be submitted with the new RFP, or must we complete a new DUA form? If so, I notice the year for the DUA template that is posted is 2020; do we just need our CEO to sign, and Chuck Wemple will sign if the contract is awarded?

Answer: *A new Data Usage Agreement must be submitted each fiscal year and must be signed by an authorized signatory.*



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Question 3: Proposer Application | Can you verify that the proposer application is the same form titled “Nutrition Consultant Application – Direct Purchase of Services” (attached)? This document doesn’t have an Attachment listed, but is referenced as Attachment I and Attachment K in two places in the RFP (pages 19 and 36).?

Answer: Yes. It is the same. However, the document has been replaced to reflect Nutrition and Transportation Services. Attachment I is the Email Invoice Authorization Agreement. Attachment K was previously the Key Contact Information but the document now stands alone as a request.

Question 4: Additional Forms | To verify regarding Part IX of the application “Required Forms if Awarded Contract” listed on pg. 36 – we should not include these in the initial proposal, but will be requested after a contract is awarded?

Answer: Yes

Question 5: If we are applying to be a new contractor, what figures do you want to see in the individual program sections of the Uniform Rate Worksheet? Do we fill out the first 3 worksheets and the certifications, in-kind and Unit Rate Calculations?

Answer: Please see Uniform Rate Negotiation Workbook

Question 6: Can a provider bid on the Nutrition Services only, separate from Transportation?

Answer: Yes

Question 7: Please provide the total annual meals for C-1 and separately for home delivery for each of the last three years.

Answer:

2016 Congregate Meals – 244,845	2016 Home Delivered Meals – 441,569
2017 Congregate Meals - 227,652	2017 Home Delivered Meals – 374,518
2018 Congregate Meals – 222,725	2018 Home Delivered Meals – 354,899

Question 8: Within the Nutrition Services can a provider only bid on either the home delivery or the congregate meals? Are both require to qualify for contract award? How would anyone bid on HDM when it is delivered by volunteers?

Answer: Yes. You may bid on services separately. Services can be delivered by staff and/or volunteers.

Question 9: How long has the incumbent provided meal services?

Answer: The answer varies based on the Incumbent.

Question 10: How many HDM meals are hot and how many are frozen?



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Answer: This information is not tracked by the AAA.

Question 11: How many clients receive HDM daily and how many weekly?

Answer: This information is not tracked by the AAA

Question 12: How many meals are currently delivered to the homes by incumbent?

Answer: This information is not tracked by the AAA

Question 13: How many meals are currently delivered to the homes by volunteers or paid AAA staff?

Answer: This information is not tracked by the AAA

Question 14: Who is responsible for delivering HDM meals going forward? If there is a combination of methods that includes the nutrition services provider, can you provide a list of the members' zip codes for the home-delivered meals for which we would be responsible?

Answer: The question is not clear. The results of the submitted proposals will determine who delivers the HDMs. The AAA does not track HDM by zip code.

Question 15: Can you provide the congregate site addresses and the number of daily meals at each location?

Answer: The AAA does not collect daily meal counts by location.

Question 16: Can we get the member zip codes who require special diets? Why do we need the zip codes of special diets?

Answer: This information is not tracked by the AAA.

Question 17: What is the expectation of the service provider from your Agency regarding the monthly assessments?

Answer: Please refer to the RFP

Question 18: How are monthly assessments being handled now?

Answer: The AAA does not collect that information.

Question 19: Can you please provide documentation outlining the process for monthly assessments for which the vendor will be responsible?



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Answer: The AAA will provide a provider training over all required documents which will outline the providers responsibility. This training will be provided upon award of contract.

Question 20: Will the C1 and C2 portion of the bid be awarded to one or multiple providers?

Answer: *Multiple.*

Question 21: Is tiered pricing allowed for the different regions for HDM??

Answer: *No.*

Question 22: Please clarify what the delay means on page 25(L. Payment Terms section)? Do you have an example??

Answer: *Funding is received at the federal level. A delay in payment may arise in different scenarios.*

Examples: untimely submission of the provider billing invoice; errors in the billing invoice which require correction thereby delaying payment; state office has an issue/mandate; or a federal level shut-down occurs.

Question 23: It appears that the earliest award date would be after the board approves at a meeting on July 16th (we recognize it could be later). For a qualified vendor without a current kitchen in area, 2 ½ months to go live is a very short timeline. Is it possible to give the new vendor a three-month min start-up timeline?

Answer: *No.*

Question 24: Is there an appeal process? If the award is delayed because of a protest, will the startup date be pushed out??

Answer: Refer to KK. Resolution of Protested Solicitations and Awards, page 32 of the RFP.

Question 25: Please provide more details on delivery performance goals? Do you have any examples you can share?

Answer: *Upon receipt of contract, the provider will receive a scope or work detailing the service delivery and performance goals under the contract agreement.*

Question 26: Can you provide examples of historical training documentation?

Answer: *Trainings vary based on provider need. Examples are: Internal Controls, Billing and Invoicing, Program Compliance and Controls, Provider Forms, Program Instructions & Guidance, Director's Meeting. Individual technical assistance is also provided.*



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Question 27: Is the in-kind or cash match adjusted if a vendor is only awarded a portion of the bid?

Answer: No.

Question 28: How the in-kind or 10% is match being given currently?

Answer: Refer to Program Match Requirements on page 16 of the RFP and the In-Kind Match Attachments.

Question 29: What equipment needs to be provided by the vendor for C1 such as hotel pans, warmers, and/or steam tables??

Answer: This is not a food service RFP.

Question 30: What equipment needs to be provided by the vendor for HDM?

Answer: This is not a food service RFP.

Question 31: What is the current price for hot congregate meals?

Answer: It varies by provider. The maximum reimbursable rate is \$6.00.

Question 32: What is the current price for hot HDM?

Answer: It varies by provider. The maximum reimbursable rate is \$4.95.

Question 33: What is the current price for frozen congregate?

Answer: Frozen meals are not provided on congregate meal sites.

Question 34: What is the current price for frozen HDM?

Answer: It varies by provider. The maximum reimbursable rate is \$4.95.

Question 35: Page 3 of the RFP references case management duties. Is the service provider responsible for any case management duties?

Answer: Yes.

Question 36: Is our assumption correct that we are the provider and not the applicant as listed on page 3? If not, please clarify the provider's case management responsibilities?

Answer: Ongoing process to assess the needs of an older individual and effectively plan,



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arrange, coordinate and follow-up on services which most appropriately meet the identified needs as mutually defined by the older individual, the provider staff, and where appropriate, a family member(s) or other caregiver(s).

Question 37: Please define who the consultant is on page 21 sec 4.

Answer: *The respondent (provider) to the proposal.*

Question 38: With regards to the 30-day cancellation provision, does the AAA feel 30 days would be sufficient to provide service if a provider exercised the option?

Answer: *The AAA has a 30-day cancellation policy.*

Question 39: How many kitchens currently serve the counties in this RFP and what are their locations?

Answer: *This is not a food service RFP.*

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.