

ADDENDUM NO. 1

This Addendum provides clarification and revisions to the Request for Proposal (RFP) issued by the Golden Crescent Regional Planning Commission (GCRPC) Aging and Community Services (ACS) Department for Congregate and Home-Delivered Meal Services.

All information contained within this Addendum becomes part of the RFP documents. Proposers should incorporate these clarifications and revisions into their proposal submissions.

Section 1: Questions and Answers

- Q1** At this time, we go out for bids and execute a contract for another party to prepare our meals using the State Dietician's menu. Will we be able to continue to contract out for meal preparation?
- A1** *Yes, meal preparation may continue to be subcontracted with prior written approval from GCRPC. The Subrecipient will remain responsible for ensuring all meal preparation activities comply with applicable Older Americans Act, Texas Health and Human Services Commission (HHSC), food safety, nutritional, and program requirements. Any proposed subcontractor must be identified and approved by GCRPC prior to beginning services.*
- Q2** Are we able to bid to do just home delivered meals and NOT congregate meals?
- A2** *Yes. Respondents may submit a proposal for Home-Delivered Meal services only, Congregate Meal services only, or both Home-Delivered and Congregate Meal services.*
- Q3** At this time, we deliver Monday-Thursday. The clients still receive 5 meals per week with a combination of hot and frozen. Will we be able to continue the same delivery schedule?
- A3** *Yes. A Monday-Thursday delivery schedule may be proposed as long as participants continue to receive the required number of meals per week in accordance with their approved service plans and all applicable Older Americans Act, Texas Health and Human Services Commission (HHSC), and GCRPC requirements are met. Respondents should clearly describe their proposed delivery schedule, including the use of hot and frozen meals, as part of their proposal.*
- Q4** Asks for a work plan and project schedule with time estimates. Do I just submit for the service of home delivered meals for Gonzales County and reference the contract time period?
- A4** *Respondents should submit a work plan and project schedule that describes how they will provide the proposed services during the contract period. The work plan should include the service area(s) being proposed, staffing approach, meal preparation and/or delivery processes, reporting activities, and any other information necessary to demonstrate the respondent's ability to successfully perform the contract requirements. The contract period should be referenced as the timeframe in which services will be provided.*

Q5 Is a cost per meal submitted or the entire amount of funding being requested for the entire contract period? Also, does it need to be itemized for each personnel, subcontractors, and direct expenses? If so, will a budget as has been in the past meet the requirement?

A5 *Proposers should submit a proposed budget for the entire contract period based on the county funding allocation(s) provided by GCRPC. The total proposed project cost shall not exceed the available funding allocation identified for the county and service type(s) included in the proposal.*

A cost-per-meal rate is not required as part of the proposal submission. However, the proposed budget should include estimated costs necessary to provide the proposed Congregate and/or Home-Delivered Meal services, including personnel, subcontractors (if applicable), and direct expenses associated with service delivery.

Following contract award, selected Subrecipients will be required to complete a Rate Setting Workbook. Additional instructions and guidance regarding the Rate Setting Workbook will be provided after selection.

Q6 Is there an amount of units or what funds are available known at this time to assist in calculating how many people we can serve to determine a price to submit in the RFP?

A6 *Yes. GCRPC will provide projected funding allocations for each county and service type (Congregate Meals and Home-Delivered Meals) as part of this solicitation. These allocations are based on the funding formula approved by the Golden Crescent Regional Health and Human Services Advisory Committee. Funding allocations are estimates and are subject to change based on final funding availability, program requirements, and application of the approved funding formula following the selection process.*

Proposers should use the applicable projected funding allocation(s) to develop their proposed budget and service delivery plan. The total proposed project cost for each county and service type shall not exceed the corresponding funding allocation provided by GCRPC.

Q7 Please clarify how proposers should structure their proposals with respect to service areas and service types. Should proposers submit a single proposal identifying all counties and services they wish to provide, or separate proposals by county and/or service area. In addition, may proposers submit proposals for delivering only Home-Delivered Meals or only Congregate Meals, or must proposals include both services?

A7 *Proposers may submit a single proposal identifying all counties and service types for which they are seeking to provide services. Separate proposals by county or service type are not required unless the proposer chooses to submit separate proposals.*

Proposers may submit a proposal for Home-Delivered Meals only, Congregate Meals only, or both Home-Delivered and Congregate Meal services. Proposers should clearly identify the counties and service types included in their proposal and demonstrate their ability to meet all applicable requirements outlined in the RFP for the services proposed.

Q8 Qualifications - Section 3.2(9) Section 3.2(9) appears to request qualifications related to economic development planning rather than nutrition services. Please clarify the

qualifications, experience, and references that proposers should provide for this procurement.

A8 *The reference to economic development planning in Section 3.2(9) was included in error and does not apply to this procurement. Proposers should provide qualifications, experience, and references relevant to the provision of Congregate and/or Home-Delivered Meal services.*

Q9 Workplan - Section 3.2(10)

Section 3.2(10) appears to request a project-based work plan. Because this procurement is for ongoing nutrition services, please clarify the expected content and format of the workplan or operational service delivery plan.

A9 *The reference to a project-based work plan was included in error and does not accurately reflect the ongoing nature of this procurement. Proposers should provide an operational service delivery plan describing how they will perform the proposed Congregate and/or Home-Delivered Meal services during the contract period.*

The delivery plan should include, at a minimum, the proposer's approach to meal preparation and/or delivery, staffing, participant service coordination, quality assurance, reporting procedures, compliance with applicable program requirements, and any other processes necessary to successfully administer the proposed services. A specific project timeline is not required; however, proposers should reference their ability to begin and maintain services throughout the contract period

Q10 Section 3.2(12) requests specification of total cost of services and asks for a complete rate schedule, staff pricing, costs by task, and total project costs. Because reimbursement rates are established through the HHSC rate-setting process following contract award, please clarify what pricing or budget information proposers are expected to submit with their proposals and how that information will be used in the evaluation process. The RFP assigns points for cost; however, because the pricing methodology is unclear and contingent on workbook completion, it's not evident how proposals will be compared.

A10 *Proposers shall submit a proposed budget for the services included in their proposal based on the county funding allocation(s) provided by GCRPC. The proposed budget should include estimated personnel costs, subcontractor costs (if applicable), and other direct expenses necessary to provide Congregate and/or Home-Delivered Meal services. The total proposed project cost shall not exceed the available funding allocation identified for the applicable county and service type(s).*

A proposed rate schedule or final cost-per-meal rate is not required as part of the proposal submission. The submitted budget information will be evaluated based on the reasonableness, completeness, and alignment of proposed costs with the proposed service delivery approach. Cost points will not be based on the lowest proposed cost, but rather on the proposer's ability to demonstrate reasonable and feasible use of available funding to provide the required services.

Following contract award, selected Subrecipients will be required to complete a Rate Setting Workbook in accordance with HHSC requirements. Final reimbursement rates and allowable costs will be determined through the HHSC rate-setting process.

Q11 Since we are a government entity, are we required to go through the RFP process?

A11 *Yes. Any organization seeking to provide nutrition services through the GCRPC Aging and Community Services (ACS) Department must participate in the RFP process. All interested providers must submit a proposal in response to the solicitation and meet the requirements outlined in the RFP to be considered for funding.*

Section 2: Estimated Funding Allocations by County

The following estimated funding allocations are provided to assist proposers in preparing their proposals and proposed budgets. Allocations are shown by county and service type for the anticipated contract period.

These allocation amounts are estimates only and are provided for proposal development purposes. These are preliminary estimated allocations. Final contract funding will be determined after the selection process using the funding allocation methodology approved by the Golden Crescent Regional Health and Human Services Advisory Committee. As a result, the final contract amounts may differ from the estimates shown below. Proposers should use the estimated allocation amounts as the maximum proposed budget for each county and service type included in their proposal.

County	Congregate Meals	Home-Delivered Meals
Calhoun	\$27,242.11	\$34,305.76
DeWitt	\$24,706.27	\$31,112.39
Goliad	\$12,189.40	\$15,350.00
Gonzales	\$24,980.57	\$31,457.81
Jackson	\$16,054.74	\$20,217.59
Lavaca	\$24,653.09	\$31,045.43
Victoria	\$94,735.83	\$119,300.01
Total	\$224,562.00	\$282,789.00

GCRPC reserves the right to adjust final funding allocations based on the approved funding methodology, available funding, and contract award decisions.