

ADDENDUM NO. 2

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** Please provide the historical and estimated annual meal volume by county, including the average daily participant count.
- A1** *Historical meal volume information for Congregate Meal services is provided below. The information is based on prior service data and is intended to assist proposers in developing their service delivery approach. Historical participation and meal volume may vary during the contract period based on participant needs, available funding, and program demand.*

County	Home-Delivered		Congregate Meals	
	Average Participant	Average Meals	Average Participant	Average Meals
Calhoun	196	29,907	442	14,437
DeWitt	Service Provided by Victoria Vendor	Service Provided by Victoria Vendor	No active Site	No active Site
Goliad	102	12,588	111	5,685
Gonzales	30	5,975	No active Site	No active Site
Jackson	46	9,927	19	824
Lavaca	201	26,638	154	9,130
Victoria	454	69,521	123	7,951

Data includes participant count and number of meals for the year. Data is an average of previous years, current year not reflected. Meals totals are all reported meals, including meals not reimbursed by GCRPC.

- Q2** Please provide the anticipated split between home-delivered hot meals, frozen meals, emergency meals and congregate meals.
- A2** *GCRPC does not have a predetermined split between Home-Delivered Hot Meals, Frozen Meals, Emergency Meals, and Congregate Meals. Respondents should propose a service delivery model that meets the needs of the population served, complies with applicable HHSC and Older Americans Act requirements, and aligns with the funding allocation(s) and service type(s) for which they are applying.*

The selected subrecipient's meal delivery approach, including the use of hot, frozen, or emergency meals, will be reviewed and approved by GCRPC during the contracting process. This keeps flexibility for providers while reinforcing that they still have to meet program requirements.

Q3 What funding amount or maximum reimbursement is available for each county?

A3 *Projected funding allocations for each county and service type (Congregate Meals and Home-Delivered Meals) are provided in **Addendum No. 1, Section 2**. These allocations are estimates based on the funding formula approved by the Golden Crescent Regional Health and Human Services Advisory Committee and are subject to change based on final funding availability and application of the funding formula following the selection process*

Q4 What is the current or anticipated reimbursement rate per meal?

A4 GCRPC anticipates establishing the following reimbursement rates for the initial contract period:

- Congregate Meal: \$12.78 per meal
- Home-Delivered Meal: \$7.80 per meal

For subrecipients that also provide Medicaid meal services, the reimbursement rate for Home-Delivered Meals shall not exceed the HHSC-established maximum reimbursement rate of \$6.46 per meal.

If a selected subrecipient does not agree to the established reimbursement rate, GCRPC requires the completion of the HHSC-approved Rate Setting Workbook to support the development of an allowable reimbursement rate. Instructions regarding completion of the Rate Setting Workbook will be provided to selected subrecipients during the contracting process. If a selected subrecipient agrees with the established rate, the completion of the Rate Setting workbook is not needed.

Q5 Please clarify the Capital Cost of Contracting or local-match deduction, including the percentage and whether the selected provider must contribute cash or in-kind match.

A5 *The Capital Cost of Contracting (CCC) methodology referenced in the RFP is not applicable to this procurement and will not be used for Home-Delivered Meal or Congregate Meal services. No local cash or in-kind match is required from the selected subrecipient under this solicitation.*

Q6 May a respondent propose services for selected counties only and separately propose home-delivered meals, congregate meals or both?

A6 *Yes. Respondents may submit proposals for one or more counties and may propose to provide Congregate Meals, Home-Delivered Meals, or both. Proposals should clearly identify the county(ies) and service type(s) for which the respondent is applying.*

Q7 Please provide existing delivery routes, service locations, delivery windows and congregate-site addresses.

A7 *Existing routes, delivery schedules, participant information, and congregate meal site locations are operational information maintained by the current service providers and are not included as part of this solicitation. Respondents should develop their proposals based on their proposed approach to providing services within the county(ies) for which they are applying.*

Q8 Are frozen or shelf-stable meals permitted for regular home-delivered service, weekends and emergency use? If so, what delivery frequency is required?

A8 *Yes. Home-Delivered Meals may utilize hot, chilled, frozen, fresh, or shelf-stable meals in accordance with applicable HHSC and GCRPC requirements. Providers must ensure all meal types meet applicable nutritional, food safety, and service delivery requirements.*

For meals provided that are intended to be consumed on a day other than the delivery date, the required assessments must be completed prior to service initiation and maintained in accordance with HHSC requirements.

Home-Delivered Meal services must provide a minimum of five meals per week unless an applicable HHSC-approved exception applies. Emergency or inclement weather meal provisions must comply with applicable HHSC requirements regarding safe storage, handling, and delivery.

Q9 Please clarify whether the selected provider or GCRPC will complete participant intake forms, Nutritional Risk Assessments and Consumer Needs Evaluations.

A9 *Yes. Subcontracting of meal preparation and/or meal delivery may be permitted with the prior written approval of GCRPC. The selected subrecipient remains fully responsible for contract performance, compliance with all applicable requirements, and oversight of any approved subcontractor.*

Q10 May meal preparation and delivery be performed through identified subcontractors, subject to GCRPC approval?

A10 *Yes. Subcontracting of meal preparation and/or meal delivery may be permitted with the prior written approval of GCRPC. The selected subrecipient remains fully responsible for contract performance, compliance with all applicable requirements, and oversight of any approved subcontractor.*

Q11 Should the references to economic-development planning, stakeholder workshops, planning documents and District support in Part 3 be disregarded as not applicable to this meal-services RFP?

A11 *Yes. Those references were included in error and are not applicable to this procurement. Respondents should provide qualifications, experience, references, and work plans relevant to the provision of Congregate Meal and/or Home-Delivered Meal services.*

Q12 Should pricing be submitted on a per-meal basis, by service and county, or using the staff-rate and task-cost format described in Part 3?

A12 *Respondents should submit a proposed budget for each county and service type included in their proposal. The total proposed budget for each county and service type should not exceed the projected funding allocation provided by GCRPC.*

Q13 Please provide the required insurance limits.

A13 The selected subrecipient(s) shall maintain, at a minimum, the following insurance coverage throughout the term of the contract:

- Commercial General Liability Insurance
- Workers' Compensation Insurance, as required by the laws of the State of Texas

The selected subrecipient(s) will be required to provide certificates of insurance evidencing the required coverage prior to contract execution. Minimum coverage limits and any additional insurance requirements will be provided during the contracting process.

Q14 Please confirm the correct proposal-submission email address and confirm that the intended contract end date is September 30, 2027.

A14 *Proposals should be submitted electronically to louism@gcrpc.org or delivered in accordance with the instructions contained in the RFP. GCRPC confirms that the intended initial contract period is October 1, 2026, through September 30, 2027. The reference to September 31, 2027, was a typographical error.*

Q15 We leverage multiple federal, state, local, grant, and charitable funding sources to support the delivery of nutrition services. GCRPC funding represents only a portion of the total program cost.

For proposal purposes, may respondents include, in addition to the required budget based on the GCRPC funding allocation, supplemental information showing how the GCRPC-funded budget fits within the overall funding framework for the proposed services? This information would be provided solely to demonstrate the financial feasibility and sustainability of the proposed service delivery and would not alter the requested GCRPC funding amount.

A15 *Yes. Respondents may include supplemental information describing how the proposed GCRPC-funded services fit within their overall nutrition program and funding framework. Any supplemental information provided is optional and should be presented separately from the required proposal budget.*

The required proposal budget shall be based on the applicable GCRPC funding allocation(s) identified in the RFP and any subsequent addenda. Supplemental information is intended solely to provide additional context regarding the respondent's overall service delivery model and financial sustainability and will not modify the amount of GCRPC funding requested.