**RFPQ QA TEMPLATE**

QC: DOC REV. DATE 9/2/21

COUNTY OF ALAMEDA

Questions & Answers

to

RFP No. NS-2022

### for

Nutrition Services

under

TITLE IIIE, OLDER AMERICANS ACT, as amended in 2020

**MELLO-GRANLUND OLDER CALIFORNIANS ACT of 1996**

**Networking/Bidders Conference Held 2/1/2022 and 2/2/2022**

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| **This County of Alameda, Social Services Agency (SSA) RFP No. NS-2022 Questions & Answers (Q&A) will be posted on the GSA Contracting Opportunities website located at** [**Alameda County Current Contracting Opportunities**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/)[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/>]**.** |

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Thank you for your participation and interest in the County of Alameda.

All the questions are direct copy and paste from written questions emailed by Bidders. In the answers of these questions, the County of Alameda shall be noted as “County”. The Questions and Answers are the final stance of the County. Please consider this document in preparation of your bid response.

**Questions and Answers:**

1. I don't believe there is no SLEB information sheet included in the RFP documents - is this something that the County can send out, or direct bidders to?
   1. **SLEB requirements do not apply to NS-2022.**
2. Can we use .5" margins for more page space?
   1. **Yes.**
3. I know the original needs to be in a binder or loose leaf... are there instructions for how you would like the 10 copies to be submitted? Stapled/loose-leaf/3-ring binder? Just the original in a binder?
   1. **Instructions are same for original and copies.**
4. Do we omit this Exhibit A form? Or submit along with the narrative?
   1. **Submit along with the narrative.**
5. To clarify, do not put bids in a 3-ring binder?
   1. **You may put bids in a 3-ring binder, but do not bind them.**
6. Loose leaf copies can be in an envelope, or must be in a binder?
   1. **Loose leaf copies can be in an envelop or in a 3-ring binder.**
7. Are binder clips preferred to a staple?
   1. **Binder clips, not stapled.**
8. With the instruction that 'all bids must be SEALED' - can you please explain?
   1. **Original Bid Response and copies need to be submitted as 1 packaged group.**
9. Will we be given a receipt at the time we submit?
   1. **Yes.**
10. If we are using 3-ring binders we wont be able to fit them in the same envelope?
    1. **The multiple envelopes need to be submitted as 1 packaged group.**
11. Would Brown Bag or SNAP need to provide a menu?
    1. **No.**
12. To clarify, MOU's for potential partnerships do not have to be included with bids, but related efforts should be described in the narrative. Will MOU's be required to be submitted within 90 days of contract awards?
    1. **MOU’s are not required to be submitted.**
13. Is there a specific format for intent to bid letter?
    1. **No, there is no specific format for the Letter of Intent to bid.**
14. Page 18 states 500 points maximum, and must receive 250 points. Yet total available on pg 23 indicates 100. Where else are points applied?.
    1. **The reviewers will score the responses out of 100 and the result will be multiplied by 5. For example if the score is 70 out of 100 then the 70 will be multiplied by 5 and the final score will be 350 out of 500.**
15. How were the target percentages by geographic area of the county determined?
    1. **The percentages are determined by a formula that takes into consideration the County’s Older Adult population and census data.**
16. For C1: should we write our responses as if it were "non-COVID" times?
    1. **Bid Responses should accurately reflect the services proposed to be provided.**
17. The geographic area for North are both about the same percentage for C-1 and C-2. Why is there such a large discrepancy between the percentages for Central, South & East for C-1 vs C-2?
    1. **The percentage specifications vary according to geographic area of the county and are consistent for all service categories.**

Q18) I had heard previously that the RFP was due exactly 2/18, not before or after. What I understand from this call though, it sounds like we can submit prior to the 18th?

**A18) You may submit before 2/18/22. There will be a dedicated drop off window for the RFP at 6955 Foothill Blvd, Suite 143 Oakland, CA 94605. If you are submitting before 2/18/22, email** [**aaarp@acgov.org**](mailto:aaarp@acgov.org) **to alert us that you are dropping off your RFP and we will be on the look out for it.**

Q19) Who should we alert if we are submitting early?

A19) **Email to:** [**aaarfp@acgov.org**](file:///C:\Users\dewalker\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\X3OLBSIR\aaarfp@acgov.org)**.**

Q20) DBA ok or must be legal name of organization?

A20) **Put both names of the organization.**

Q21) How many points for #2 on page 10?

A21) **Question #2 on page 10 of the Bid Response Form is 3 points.**

Q22) Just to clarify, I may have misheard but did you mention to do C1 and C2 in the same packet?

**A22) Separate Bid Responses are required for C-1 and C-2 proposals.**

Q23) If we aren't using a caterer, where do we put raw food expenses?

**A23) Raw food expenses should be included in the Services and Supplies total.**

Q24) In Exhibit A, Bid Response Form, it states on page 7, “Please note the Geographic Area of Service and Percentage of total clients served in each area (if you’re serving multiple areas).” From where are we to gather this information?

**A24) Bid Responses proposing services in multiple service areas must specify the percentage of services being proposed for each area. The percentages for all areas must total 100%. Bid Responses proposing services for only one area must specify 100% for the chosen service area.**

Q25) In Exhibit A, Bid Response Form, it states on page 8, the price proposal table requests “Estimated Number of Meals.” What is the best source to gather this information for the Service Region in which we are proposing?

**A25) Bid Responses must specify the number of meals proposed to be served.**

Q26) Are you able to provide historical data on the number of C1 and C2 meals served in each region of Alameda County?

**A26) AAA normally contracts to serve approximately 600,000 Home Delivered and 220,000 Congregate Meal annually.**

Q27) If we are a bidder submitting a proposal for Food Production only, would the following questions apply to our agency?

a. Exhibit A, Bid Response Narrative, Program Delivery, Question #3

b. Exhibit A, Bid Response Narrative, Program Delivery, Question #7

**c.** Exhibit A, Bid Response Narrative, Administrative and Fiscal Qualifications, Question #5.

**A27) Bid Responses proposing Food Production Only will not need to include responses to the questions to which you referred, the collaborating agency will need to answer them. Bid Responses proposing Food Production Only will need to provide the name(s) of the collaborating agency(ies) and explain the role that each will fulfill to provide the full scope of Nutrition Services in response to Exhibit A, Bid Response Narrative, Program Delivery, Question #12.**

Q28) On the RFP applications: “Describe in narrative form the role and your expectations of the program Registered Dietitian(RD/RDN). Discuss % FTE, menu development and analysis, in-service training, and nutrition education.” In the past, a dietitian has not been required to receive funding for our brown bag program. Is this a new requirement, or is it not necessary to brown bag applications?

**A28) This question does not apply to the Brown Bag Program.**

Q29) Do you require a wet signature on the Letter of Intent to apply or is an electronic signature o.k.??

**A29) There is no signature requirement Section D Subtotal on the Letter of Intent.**

Q30) I have noticed under Program Delivery, on page 10 of the Bid Response Package for Nutrition Services, the question numbering skips from #10 to #12. There is no question #11

**A30)** **Refer to RFP Addendum #2, the numbering is corrected.**

Q31) In addition, in the same section (Program Delivery), page 9 has question #1, then top of page 10 has repeated the numbering, starting with #1, rather than being #2.?

**A31) Refer to RFP Addendum #2, the numbering is corrected.**