

## Questions and Answers from the Bidders Conference at the VCAAA on January 20, 2012

**Question:** Page 4, paragraph 5 – Please further define “Vendors” and “Sub-Recipients”

**VCAAA:** A vendor is an organization that the VCAAA contracts with for a specific service or product at a specific price. An example is 1 milk for \$1.

A sub-recipient is given a grant to perform the entirety of a program. An example might look like: “Here is \$1,000, go meet all the requirements for home-delivered meals for the next year.”

**Question:** Page 5, paragraph 12 – Please further define “waiver”

**VCAAA:** A “waiver” is need when there is a specific requirement of the grant that cannot be met. For example, home-delivered meals assessments are due by a certain date, however, a provider may need a little extra time to complete them. The provider would request a waiver from the deadline.

**Question:** Page 7, Service Regions – Please supply a list of all “drop off” location addresses

**VCAAA:** The list is on the back table and available via e-mail (a correction needs to be made to the weekly quantity for Piru. Complete meals in Piru average 109).

**Question:** Do agencies need to provide actual letters of support, or will names and contact information suffice as it has in the previous grant applications?

**VCAAA:** Letters of Support

**Question:** The RFP calls for the sites to post menus a minimum of four weeks in advance, however agencies were instructed to discontinue this practice in 2012 due to the inability of some sites to maintain continuity in what is served compared to what is listed on the menu. Could you please clarify what will be expected and allowed in this next grant cycle relative to menu posting?

**VCAAA:** Menus need to be posted 2 weeks in advance.

**Question:** Regarding the Spanish translation, what are options if our agency does not have the capability to translate the menu into Spanish in a timely manner? Will the County be able to provide this translation?

**VCAAA:** The VCAAA can assist with translation.

**Question:** If we develop a waiting list in either SNP program, is an email considered written notice? How much notice is adequate?

**VCAAA:** Yes, e-mail is fine. 2 weeks notice will suffice.

**Question:** Are caregivers and spouses who are not 60 years of age still considered eligible for a meal by donation only under the SNP program?

**VCAAA:** Caregivers and spouses of eligible seniors are eligible themselves to receive meals at the rate of a donation.

**Question:** Are Administration & Operations funds eligible to be used for purchasing meals from the County?

**VCAAA:** Yes

**Question:** Do you know what the purchase rate will be per meal for 2012-13?

**VCAAA:** \$3.77 per meal

**Question:** Are these funds eligible to purchase meals from an outside vendor?

**VCAAA:** Yes

**Question:** Could you please explain what is eligible for the 10% match of the federal share of funds, and what back-up documentation is required to demonstrate this match? Will the back-up materials need to be provided on a monthly basis, or will a year-end report suffice?

**VCAAA:** There is a 10% match requirement for the grant. This match can be provided in the form of in-kind contributions (volunteer hours, value of facilities used) and does not have to be cash. Back up materials for in-kind include volunteer logs and volunteer job titles, proof of bulk discounts, a formula for facility rentals.

**Question:** Do you anticipate having to make any additional mid-year cuts for fiscal year 2012-13? If this is necessary, how much notice do you anticipate being able to provide agencies?

**VCAAA:** We do not anticipate any cuts in 2012-13 because we have instituted the meal caps. As with any cuts, the VCAAA will give as much advance notice as possible.

**Question:** Is it possible to receive written answers to the various agency questions to document the information for future staff members?

**VCAAA:** Yes

**Question:** What is the average drop size in dollars for each site and the numbers of deliveries per week per site?

**VCAAA:** It varies from site to site. The VCAAA will not allow for-profit vendors to serve only the larger, more profitable sites. The VCAAA Advisory Council has specific policies in place that safeguard the integrity of the smaller programs. The list provided of meal site locations also shows the numbers of complete meals delivered weekly. The information is also contained in the RFP.

**Question:** Any special delivery window requirements?

**VCAAA:** 3 hours – usually between 7 and 10 am, 8 and 11 am or 9 to noon. Each meal site gets a delivery on a different day of the week. Simi Valley is the only site currently getting a 2x weekly delivery.

**Question:** What is a meal?

**VCAAA:** 1/3 of the DRI as per the Dietary Guidelines for Americans (DGA). The specifics are outlined in the RFP. The Registered Dietitian can provide sample menus.

**Question:** How are the nutritional contents of the meals determined? Analysis or component method?

**VCAAA:** Both methods are used. For prepared, frozen meals we use the component method. For meals made from scratch we use the analysis method. Finding low sodium meals that we can afford is our biggest challenge.

**Question:** Is it possible to bid on just the frozen meals?

**VCAAA:** Yes. That is Service Component #1 in the RFP (page 7).

**Question:** If you bid on service component #1 (meal preparation, packaging and delivery), would there be a requirement to do in-person assessments of the HDM clients?

**VCAAA:** No. HDM assessments are part of Service Component #4, page 7 in the RFP.

**Question:** What are the ballpark current rates for Service Component #1 if you had to estimate?

**VCAAA:** \$3.77 per meal delivered to the site.

**Question:** In terms of delivery to the sites, would once a week delivery normally work, and once every 2 weeks if there is ample storage in a particular location?

**VCAAA:** A deliver of frozen foods once per week or once every other week will be fine if there is ample storage, however, keeping fresh foods more than a couple of days will not work/is not safe.

**Question:** Can meals arrive fresh and cold if they can remain fresh (refrigerated) for over 2 weeks?

**VCAAA:** No. Meals cannot remain fresh for over 2 weeks.

**Question:** Please clarify in the application “describe your organization’s accounting practices.”

**VCAAA:** The VCAAA works with such a variety of organizations that we want a description of the accounting practices that your organization employs.

**Question:** Can we receive frozen prepared meals part of the week and cook from scratch a couple of days per week?

**VCAAA:** Yes. The rate for food is \$3.77 per meal.

**Question:** What is the difference between “Site Coordinator, “Coordinator,” Meal Site Coordinator”?

**Answer:** Some programs have different people performing different functions but they are essentially the same. When you complete the budget form, please use titles that best suit your organization and project.