

Transportation and Nutrition Question & Answers for Final RFP

Nutrition and Transportation Light Blue	Transportation Light Green	Nutrition Light Purple
---	--------------------------------------	----------------------------------

Question	Questions and Comments
1	<p>RFP Reference: RFP Nutrition and Transportation Guide</p> <p>Question/Comment: What does RFP stand for?</p> <p><i>RESPONSE: RFP stands for Request for Proposals.</i></p>
2	<p>RFP Reference: RFP Nutrition and Transportation Guide</p> <p>Question/Comment: We currently have a contract. Are we required to reapply?</p> <p><i>RESPONSE: Yes, all current contractors/providers that are seeking to renew their contract need to reapply.</i></p>
3	<p>Reference: RFP Nutrition and Transportation Application; #2</p> <p>Question/Comment: What is a DUNS number?</p> <p><i>RESPONSE: The D-U-N-S Number is a nine-digit non-indicative numbering sequence and is assigned at the lowest organizational level, i.e. business locations with a unique, separate, and distinct operation. The D-U-N-S Number is assigned to all types of business organizations including sole proprietorships, corporations, partnerships, non-profits, and government entities. The D-U-N-S Number is constant— it stays with a business throughout the lifecycle including name, address and corporate structure changes and even bankruptcy. https://fedgov.dnb.com/webform/pages/dunsnumber.jsp</i></p> <p><i>You can search for your DUNS number at https://www.dnb.com/duns-number/lookup.html</i></p>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
4	<p>RFP Reference: RFP Nutrition and Transportation Guide</p> <p>Question/Comment: Is this new? I don't remember doing this before. How often do we need to do this? If we don't fill out the applications will we not get any money from you anymore?</p> <p>RESPONSE: <i>Yes, this RFP is for a new contract period. The contract period starts July 1, 2019 ends June 30,2023. All Nutrition and Transportation providers that want reimbursement for services from A3SSA need to fill out and submit the application.</i></p>
5	<p>RFP Reference: RFP Nutrition and Transportation Application, Question #5</p> <p>Question/Comment: We don't have an audit report, credit report or income tax statement. Do we have to have one of these to be considered?</p> <p>RESPONSE: <i>All providers at minimum need to submit their income tax statement. Most nonprofits are required to submit their annual income taxes. For example; the 990 or 990-EZ form. If you are exempt from filing, please attach an explanation to the RFP and label Attachment #6.</i></p> <p><i>Information on tax filing for nonprofits can be found here. https://www.irs.gov/charities-non-profits/exempt-organization-annual-filing-requirements-overview</i></p>
6	<p>RFP Reference: RFP Nutrition and Transportation Application, Question #4</p> <p>Question/Comment: Business Types: I went to the website and it said I didn't qualify for any of them (Small Business Types). Do I leave it empty and what is the "Label Attachment #5"?</p> <p>RESPONSE: <i>If you do not qualify, you can skip this question. (Label Attachment #5) means if you are registered as one of these business types you will attach the certification and Label it "Attachment #5"</i></p>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
7	<p>RFP Reference: RFP Transportation Guide, Page 11</p> <p>Question/Comment: this section reads “only 1 transportation service provider per town will be selected”, is it true that only one organization can provide service per town? If we are not a senior center, do we need a letter from the senior center that allows us to bid?</p> <p>RESPONSE: <i>Yes, in most cases one organization per town will be designated as the service provider. A letter from the senior center is not required to bid but you collect a letter from the senior center we will consider it when scoring your application.</i></p>
8	<p>RFP Reference: RFP Transportation Guide, Page 5</p> <p>Question/Comment: Are organizations required to refer transportation consumers to other providers?</p> <p>RESPONSE: <i>No, organizations are not required to refer to other providers. The guide states “Consumers are provided with a list of providers and will select the one they want to provide the service”. This is referring to the responsibility of the A3SSA and that when we receive a referral we will provide them with a list and not just promote one provider over another.</i></p>
9	<p>RFP Reference: RFP Transportation Guide page 6, item C</p> <p>Question/Comment: This reads that providers must be willing to accept a minimum of 5 consumers, is this true?</p> <p>RESPONSE: <i>Yes, we have had instances where an organization was unwilling to do serve consumers so we added a minimum.</i></p>
10	<p>RFP Reference: RFP Transportation Guide, page 7</p> <p>Question/Comment: It says that no questions will be allowed after the conference but also that they must be submitted by 4/5/19. Are we able to ask questions after this conference?</p> <p>RESPONSE: <i>Yes, you are able to ask questions up until 4/5/19 at 5pm but please submit them using the Provider Question Form. After this date, A3SSA cannot respond to any more questions.</i></p>
11	<p>RFP Reference: RFP Transportation Guide, page 9, i: Selection Process</p> <p>Question/Comment: What criteria will staff use to approve the proposal?</p> <p>RESPONSE: <i>Staff will be using the criteria listed Under Section j: Evaluation on pages 9 and 10 of the RFP Guide.</i></p>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
12	<p>RFP Reference: RFP Transportation Guide, page 9, i: Selection Process</p> <p>Question/Comment: This section reads “The provider must be able to sign the sample terms and conditions contract (Exhibit B) as written or without substantial modifications that would make the contract unfeasible for A3SSA.” What criteria would they use to determine if an organization would sign?</p> <p>RESPONSE: <i>See RFP Transportation Application Assurances, page 5, Question 16: “The Provider has read, understands in full, and will follow the AAA’s Transportation Scope(s) of Work – as outlined in the Contract Terms and Conditions.” The committee will verify if the bidder selected yes to this question.</i></p> <p><i>On the signed Application Submission Letter (RFP Transportation Application, page 8) #9 specifies “Provider agrees to comply with all applicable Idaho Commission on Aging and Area Agency on Aging Serving Southwest Idaho service specifications, contract terms, manuals, policies and directives, and all applicable federal, state and local laws.” The committee will verify that the provider has signed the Application Submission Letter.</i></p>
13	<p>RFP Reference: RFP Transportation Application, page 4, Questions 8</p> <p>Question/Comment: Are we required to attach job descriptions for everyone in the office?</p> <p>RESPONSE: <i>Please attach job descriptions only for staff that will be working central to our program.</i></p>
14	<p>RFP Reference: RFP Transportation Application, page 4, Questions 9 & 11</p> <p>Question/Comment: For Questions 9 & 11, are you wanting information for just the board members, or the administrative staff as well.</p> <p>RESPONSE: <i>For these questions, we are asking specifically for board member information.</i></p>
15	<p>RFP Reference: RFP Transportation Application, page 8, Questions 5 & 10</p> <p>Question/Comment: I believe questions 5 & 10 are duplicates, is this the case.</p> <p>RESPONSE: <i>Yes, this is our error, these are duplicates.</i></p>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
16	<p>RFP Reference: A3SSA Website</p> <p>Question/Comment: Will these questions be available somewhere for our review after the 4/5/19 (deadline to submit questions)?</p> <p>RESPONSE: <i>Yes, we will post the questions asked on our website for your review. The link to access the questions is: https://www.a3ssa.com/news-and-events/announcements-2/</i></p>
17	<p>RFP Reference: N/A</p> <p>Question/Comment: Do you foresee denying anyone?</p> <p>RESPONSE: <i>We don't anticipate heavy competition for the contracts but there may be two organizations that bid for one area. In this case, we would award the proposal to the most qualified organization.</i></p>
18	<p>RFP Reference: RFP Nutrition and Transportation Guide, page 7</p> <p>Question/Comment: What if I forgot to submit something?</p> <p>RESPONSE: <i>Bidders should strive to submit all RFP documentation. Failure to submit all information requested could result in the proposal being classified as "unacceptable" or rejected on the basis of unresponsiveness. Once the proposal is scored the Committee reviewers may suggest changes to the submitted proposal. If a bidder missed submitting information A3SSA may waive missing information if it's an advantage to the A3SSA.</i></p> <p><i>See Nutrition and Transportation Guide; J. Evaluation: "At any point in the evaluation process, A3SSA reserves the right: To waive any minor defects in the submittal if this is to the advantage of the A3SSA; To accept the submittal that is in the best interest of A3SSA."</i></p> <p><i>See Nutrition and Transportation Guide; L. Contract Negotiation: After the proposal has been scored, A3SSA may recommend changes in the provider's proposed methodology. If A3SSA recommends changes, then the provider must negotiate in good faith on those changes.</i></p>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
19	<p>RFP Reference: RFP Nutrition and Transportation Guide</p> <p>Question/Comment: Is there a minimum score required for acceptance?</p> <p><i>RESPONSE: No, the current scoring system doesn't have a minimum requirement.</i></p>
20	<p>RFP Reference: RFP Nutrition Application, page 8</p> <p>Question/Comment: Can I use a Quickbooks statement for the budget requirement?</p> <p><i>RESPONSE: Yes, a QuickBooks report (such as your P&L) will suffice for the budget requirement.</i></p>
21	<p>RFP Reference: RFP Nutrition and Transportation Application, Question 5</p> <p>Question/Comment: Due to the government shutdown, we haven't filed our 2018 taxes. Will you accept the 2017 taxes?</p> <p><i>RESPONSE: Yes, we will accept the organization's 2017 tax filing.</i></p>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
22	<p>RFP Reference: Nutrition and Transportation Guide</p> <p>Question/Comment: Our organization requires a legal review that may need more time given to fill out this RFP. Will an extension be granted?</p> <p>RESPONSE: Your legal department can submit clarification questions to the RFP during their review utilizing the question form (Exhibit A). The final date to submit questions is 04/05/2019. See guide text for clarification.</p> <ul style="list-style-type: none"> • <i>“These questions will be addressed as a written addendum to the proposal. Only written clarifications and answers from the A3SSA should be considered as final.” (F. Questions and Requests for Clarifications)</i> <p>According to the RFP Guide applications are due 04/12/2019 at 5.p.m. We are not offering extensions. See guide text for clarification.</p> <ul style="list-style-type: none"> • <i>“Late or incomplete proposals will not be accepted. No exception to the time frame will be made.” (Guide D. Submission Instructions)</i> <p>If a bidder is unable to meet this timeframe the bidder can submit a protest to the RFP requirements to contest the application deadline. The protest will need to be in no later than 04/03/2019 at 5 pm. See guide text for clarification.</p> <ul style="list-style-type: none"> • <i>The notification shall state the exact nature of the protest, describe the location of protested portion or clause in the RFP documents, explain why the provision should be modified, and propose a detailed correction and alternative language. In response to a protest, the A3SSA will act as it sees fit, which may include but is not limited to the following: modifying the RFP documents, canceling the RFP altogether, or rejecting all or part of the protest. (Section G. Protest of RFP Requirements/Questions)</i>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
23	<p>RFP Reference: Nutrition Application; Application Submission Letter</p> <p>Question/comment: Can the RFP be submitted without signature if we disagree with parts of the RFP?</p> <p>Response: No, the bidder must submit the RFP with the Application Submission Letter signed. If the bidder disagrees with the RFP requirements then they should submit a notification of protest before the deadline date, 04/03/2019.</p> <ul style="list-style-type: none"> • Each provider must submit a complete proposal. Submitting a complete proposal requires, at a minimum, (1) submitting a completely filled-out and signed application form, and (2) attaching all documentation requested in the application form. (Nutrition Guide; D. Submission Instructions) <p>A response will be provided and A3SSA will make the following (but not limited to) determinations.</p> <ul style="list-style-type: none"> • Modifying the RFP documents, • Canceling the RFP altogether, • Rejecting all or part of the protest. (Nutrition Guide; G. Protest of RFP Requirements)
24	<p>RFP Reference: Transportation Application; Question #6</p> <p>Question/comment: “Provider chooses appropriate boxes below, to indicate which Nutrition Service program(s)”. Why does it say Nutrition while this is a Transportation application?</p> <p>Response: This is a mistake on the application. There is only one program to select from not multiple and it should say “Transportation” and not “Nutrition”. Please just select the box and move to question #7.</p>
25	<p>RFP Reference: Nutrition Application; Budget, Pg. 8</p> <p>Question/comment: What does, “Must not exceed x..” mean?</p> <p>Response: This is an error on the application. Please disregard.</p>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
26	<p>RFP Reference: Nutrition Application; Application Information, #7</p> <p>Question/comment: For #7, one of the areas that we wish to serve is not listed, do I add it on to the comment section of the application?</p> <p>Response: Yes, feel free to add a comment that you would like to include this in your service area.</p>
27	<p>RFP Reference: Transportation Application; #30</p> <p>Question/comment: How much and what kind of detail are you looking for in that section in describing our transportation services within the last 12 months? Is it such things as number of trips, trip purposes....?</p> <p>Response: Number of trips and trip purposes would be an excellent way to describe your transportation program. Other details to consider are areas served and the number of individuals served in that area. Areas can be counties or towns, depending on how your program tracks these details.</p>
28	<p>RFP Reference: Transportation Application, #30</p> <p>Question/comment: The last sentence in this section says to include funding sources in addition to the funding structure. Is this to be answered only if we did not provide service within the last 12 months?</p> <p>Response: Yes, the last two sentences are related. “If none, describe the Transportation service(s) for seniors the Provider is planning to undertake. Include funding sources in addition to the funding structure.” Only add funding sources and funding structure if you have not provided transportation services in the last 12 months.</p>
29	<p>RFP Reference: Transportation Application; #41 Budget</p> <p>Question/comment: Do you need dollar amounts or just an overview of other financial and in-kind support.</p> <p>Response: Dollar amounts would be preferred with this question, If the provider wants a strong score in this section. We will also accept the percent of funding and the funding sources the provider anticipates to receive to support their transportation program.</p>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
30	<p>RFP Reference: RFP Application</p> <p>Question/comment: Should I use my personal phone number and email address or the center's information?</p> <p>Response: Please use the contact information for the organization that is applying.</p>
31	<p>RFP Reference: RFP Transportation Guide; Section J, Page 10: Paragraph under the scoring methodology states in part "In addition to contacting the references listed on the application form"</p> <p>Question/comment: Where on Transportation Application do we list references?</p> <p>Response: Please add 3 business references and Label it as follows;</p> <ul style="list-style-type: none"> • Attachment 11- References <p>List your references as follows;</p> <ul style="list-style-type: none"> • Business Name, Contact Person, Contact Person Title, Phone & Email.

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
32	<p>RFP Reference: RFP Presentation</p> <p>Question/comment: I was looking over the Competitive Bid Pricing worksheet that you presented at the informational conference for the RFP application. I see that this price includes labor costs. Is there any overhead such as gas costs etc. added to this cost per meal?</p> <p>Response:</p> <p>The pricing assumes overhead costs. The price was derived by average competitive prices. This average competitive price is \$5.47. (\$5.95 ACL; \$5.99 Mom's Meals; \$5.23 Medicaid Meals; \$5.49 Schwanns) We took that price and subtract the projected donations and Nutrition Services Incentive Program (NSIP) payments providers will receive next year. (\$1.39 a meal in donations and .76 cents a meal in NSIP) The competitive price would be justified at \$3.52 a meal, if you factor donations and NSIP payments. (see below)</p> <p style="margin-left: 40px;">\$5.47 Average Competitive Price</p> <p style="margin-left: 40px;">-\$1.39 Subtract Projected Amount of donations (does not include the value of In Kind-volunteers)</p> <p style="margin-left: 40px;"><u>-.79 Subtract NSIP</u></p> <p style="margin-left: 40px;">\$3.52 Justified reimbursement rate</p> <p>We did not utilize the \$3.52 reimbursement rate, however, decided to go with the higher rate of \$4.50. This is .74 cents more than what the average rate of what other AAAs pay. (AAA1 \$4.50; AAII 3.32; AAAIII \$4.25; AAAIV \$3.50; AAAV \$3.75 and AAIVI \$3.25) We decided on the higher rate was for two main reasons.: 1. Reimbursement rates have remained the same since 2014; 2. We are asking providers to work with us to build community focal points.</p>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
33	<p>RFP Reference: Nutrition Application, Page 4, #11</p> <p>Question/comment: What governing body will be responsible for the oversight of the program. We have a Board of Directors. Do you want each Board member listed?</p> <p>Response: Yes, please list each board member and position/responsibilities in the table provided.</p>
34	<p>RFP Reference: Nutrition Application, Page 8, budget</p> <p>Question/comment: Should the budget be for a one-year period? And do you want a previous budget year or a forecasted budget year?</p> <p>Response: Yes, this question is asking for an annual budget that is prospective, meaning a forecasted budget for the future.</p>
35	<p>RFP Reference: Nutrition Application, Page 5, Question 18</p> <p>Question/comment: We do congregate meals but don't provide or have a home delivered meals contract with A3SSA. There isn't a demand for it in our area. Would I explain that as a reason under 18a?</p> <p>Response: Yes, please include any reasoning as to why home delivered meals are not provided in your area.</p>
36	<p>RFP Reference: Nutrition Application, Page 7, Question 41</p> <p>Question/comment: What happens when you serve more than 10,000 units- will reimbursement of units increase the next year?</p> <p>Response: This ultimately depends on state and federal fund awards but the A3SSA current year program budget for each center is currently based on units served in the previous year.</p>
37	<p>RFP Reference: Nutrition Application, Page 2, #3</p> <p>Question/comment: Are we public or private?</p> <p>Response: This would depend on how your business is structured. Please refer to your organization formation documents to answer this question.</p>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
38	<p>RFP Reference: Nutrition Application, Page 2, #4</p> <p>Question/comment: I'm not sure what to put on this question, what if this doesn't apply to us?</p> <p>Response: If this doesn't apply to you, please leave it unchecked. You will not be required to submit an attachment, if this is the case.</p>
39	<p>RFP Reference: Nutrition Application, Page 6, #35</p> <p>Question/comment: <i>"Describe in detail the Nutrition service(s) that the Provider has provided to individuals aged 60 years and older (seniors) and others within the last 12 months. If none, describe the Nutrition service(s) for seniors the Provider is planning to undertake. Include funding sources in addition to the funding structure."</i> What is the funding structure?</p> <p>Response: The funding structure is a list of your funding sources and the amounts you project the following year. (Also see response 28.) Only add funding structure if you have not provided transportation services in the last 12 months.</p>
40	<p>RFP Reference: Nutrition Application, Page 6 & Page 7 #36</p> <p>Question/comment: The numbering of the questions on page 6 and 7 is off, are these questions duplicative?</p> <p>Response: No, the questions are not duplicative. Please answer both questions.</p>
41	<p>RFP Reference: Nutrition Application, Page 2, #3A</p> <p>Question/comment: Will a Corporation Reinstatement Certificate be enough or do we need to send the actual 5 page document of the Articles of Incorporation</p> <p>Response: We would prefer the full 5 pages of the Articles of Incorporation.</p>
42	<p>RFP Reference: Nutrition Application</p> <p>Question/comment: Do we need to put "Attachment #" on each page of the documents that have multiple pages, and can we paper clip the multiple pages of the document together?</p> <p>Response: You are not required to label each page but please label the front page of each section with "Attachment #". You may use a paper clip but please do not bind or staple pages.</p>

Transportation and Nutrition Question & Answers for Final RFP

Question	Questions and Comments
43	<p>RFP Reference: Nutrition Application, Page 2, #2</p> <p>Question/comment: I could not locate a DUNS # for our center and was unsuccessful in filling out the application for one... do we really need the DUNS # in order to bid the RFP Application?</p> <p>Response: Yes, you will need to fill out the application completely in order to avoid possible rejection at the staff review stage.</p>
44	<p>RFP Reference: RFP Transportation Application, Page 4, #14 and page 11 Submittal Checklist</p> <p>Question/comment: Should this attachment be labeled "Attachment 12" or "Attachment</p> <p>Response: This is an error in the application. Please label this attachment "Attachment 10".</p>