

# Question and Answer

## 2024 East and South King County Congregate Meals RFQ

Updated: 10/9/2024

*2024 Request for Qualifications  
(Version 4 FINAL)*

|    | Program Area | Question  | Answer  | Date     |
|----|--------------|---|---|----------|
| 1. | Funding      | Are new organizations encouraged to apply, and what factors will differentiate new applicants from those who have received the grant in previous years?   | Yes. New organizations are encouraged to apply as long as they can meet the requirements listed on page 5 & 6 of the <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> . New organizations must work with at least one meal site and provide the minimum number of annual meals and minimum number of days of meal service per week. Please refer to attachment #5 of the 2024 East and South King County Congregate Meals RFQ Guidelines & Application to see a complete list of meal sites. | 9/9/2024 |
| 2. | Funding      | Is there a preference or advantage given to organizations with an established track record of serving the target communities, or is the application process open to new or smaller organizations? | There is no preference to organizations with an established track record of serving the target population. The RFQ is an open and competitive process to new organizations who have the infrastructure to meet the requirements listed on page 5 & 6 of the <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> .   | 9/9/2024 |
| 3. | Program      | Can organizations apply to serve both existing senior centers and propose new meal sites or venues where congregate meals could be held?  | No. No new meal sites will be allowed for this RFQ. Applicant organizations must work with at least one meal site and provide the minimum number of annual meals and minimum number of days meal service per week per attachment #5 of the <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> .  | 9/9/2024 |
| 4. | Program      | Is it necessary to have a confirmed, secured space to host congregate meals before applying, or would a plan with potential partners and spaces suffice for the initial application?              | The list of current meal sites listed on attachment #5 of the <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> have all the spaces secured already. No new meal sites will be allowed for this RFQ.  | 9/9/2024 |

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| 5. | Program      | Would we need to provide letters of intent or memorandums of understanding (MOUs) from potential space partners to strengthen our application?  | Yes. The <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> requires a letter of support from the intended meal site the applicant organization will be working with. Please refer to page #6.  | 9/9/2024 |
| 6. | Program      | If awarded, how much time would we have to finalize and secure a location for meal services before the program must start?  | Each meal site per attachment #5 of the <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> already has a secure location. No new meal sites will be allowed for this RFQ.<br>Applicant organization and each meal site will need to work on their service agreement before services start on January 1, 2025.   | 9/9/2024 |
| 7. | Program      | Is there flexibility to use part of the funding for delivered meals or transportation services, or must all funding go directly toward on-site congregate meals?  | The intent of this funding is to provide meals in congregate settings. Funding for transportation of participants to meals sites is allowable. Please refer to attachment #3 “Proposal Program Budget” of the <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> and the <a href="#">Senior Nutrition Program Standards</a> for a complete list of program allowable expenses. ADS has a separate investment process for home delivered meals that can be viewed on the <a href="#">HSD’s website</a> . | 9/9/2024 |
| 8. | Program      | Would we be allowed to incorporate wraparound services (such as the case management and community navigation services you provide) at the meal sites, and if so, can those activities be covered under the funding? | Applicant organization is encouraged to work with each meal site to provide wrap around services. Most of the meal sites provide some support to their participants already. If the applicant organization would like to expand the services, these would have to come from other fund sources. This RFQ does not cover funding for any support services.  | 9/9/2024 |

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| 9.  | Program      | Are there any specific requirements regarding the types of meals (e.g., culturally relevant, nutritional standards) or meal frequency that we should be aware of?   | Yes. Please refer to the <a href="#">Senior Nutrition Program Standards</a> that the Congregate Meal program follows as well as the guidelines provided on page #5 from the <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> . In addition, each meal site has specific requirements that applicant organization must work with to meet program expectations. | 9/9/2024  |
| 10. | Performance  | What specific performance metrics or outcomes will organizations need to meet to continue receiving funding beyond the initial award period?  | Please refer to page #8 of <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> to see the performance commitments for this RFQ. You may also refer to the <a href="#">2023 Congregate Meals for Older Adults RFQ</a> to see the complete Theory of Change with all the performance commitments for this program.   | 9/9/2024  |
| 11. | Performance  | What type of data or reporting will be required to demonstrate success and compliance with the grant, especially for new applicants who are expanding their services?   | Please refer to page #8 of the <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> to see data collection and evaluation requirements.   | 9/9/2024  |
| 12. | Eligibility  | What specific certifications or qualifications are required to apply for this funding? Are there any particular industry certifications, permits, or licenses that applicants need to possess?                                    | For a complete list of Agency minimum eligibility requirements, please refer to the <a href="#">HSD's Funding Opportunities website</a> "HSD Agency Minimum Eligibility Requirement" document.   | 9/10/2024 |
| 13. | Funding      | If an organization applies for multiple meal sites, what criteria will be used to determine which sites will be awarded funding? How will the decision be made if an organization is not awarded all of the sites it applied for? | Please refer to page 4-6 of the <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> narrative questions to see the rating criteria for each question. The rating panel will evaluate each proposal based on the application rating criteria and provide a recommendation to the ADS Director. If an organization   | 9/10/2024 |

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|     |              |   | receives a partial award, scope and performance metrics are renegotiated at the time of contracting.  |           |
| 14. | Program      | What are the requirements or expectations for the senior and/or community centers (meal sites) where services are to be delivered? Are there any specific facility or program standards that applicants need to meet? | Please refer back to page 5-6 of <a href="#">2024 East and South King County Congregate Meals RFQ Guidelines &amp; Application</a> to see applicant organization and meal site's expectations to meet program goals. In addition, you may refer to the <a href="#">Senior Nutrition Program Standards</a> to see more detailed information about the program. | 9/10/2024 |
| 15. | Program      | Can a meal site sign multiple letters of support to all the applicant organizations applying? Or does the meal site select the top choice and provide just one letter to the applicant organization?                  | Yes. A meal site can sign multiple letters of support to all the applicant organizations applying. After awards have been made, the awarded organization and meal site can sign the service agreement to be submitted to ADS before services start on January 1, 2025.  | 9/12/2024 |
| 16. | Eligibility  | Since the 2024 East and South King County Congregate Meals RFQ is a re-procurement process, is this open only to those who received funding in the 2023 Congregate Meals for Older Adults RFQ?                        | No. The 2024 East and South King County Congregate Meals RFQ is an open and competitive process to any organization who meets the <a href="#">HSD Agency Minimum Eligibility Requirement</a> and who will be working with at least one of the East or South King County Meal sites listed on Attachment 5 of the RFQ.   | 9/17/2024 |
| 17. | Program      | Where can we get the nutrition classes that the Registered Dietitian will provide?  | The Registered Dietitian and the meal site staff may work together to plan for the nutrition education classes. The nutrition education classes may be based on what the participants may want to cover, or per Registered Dietitian's recommendations.   | 9/17/2024 |
| 18. | Program      | Do we need to find a Registered Dietitian online?   | The Registered Dietitian must be employed by your organization. This will be a paid staff position that these funds can pay for. Please make sure it's proposed in your narrative and budget.   | 9/17/2024 |

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| 19. | Program      | Are you able to work with a few meal sites or are you required to work with all of them?  | The applicant organization can work with a minimum of one meal site or more.   | 9/17/2024 |
| 20. | Program      | For the key staff you have listed in the program model nutrition program director, is that akin to the nutritionist or is that someone who is on site? What are the specificities to that position? | Each meal site has their own program director, program manager or program coordinator. The applicant organization may work with each meal site to ensure adequate number of staff are provided for the program.  | 9/17/2024 |
| 21. | Program      | Under the letter of support, the second line says meal sites have the right not to sign the letter. Can you still submit an application without the signed letter?                                  | No. It is a requirement to have a signed letter from each meal site the application organization is applying for. The letter of support is provided from each meal site to the applicant organization. Each meal site may sign multiple letters with different applicant organizations, and they are also not required to sign a support letter if they choose to do so. | 9/17/2024 |
| 22. | Funding      | Are prospective awardees limited to Congregate Meals sites only? The Older American's Act III(C1) also covers transportation services.  | Yes. For the purpose of this RFQ, the current funding only covers congregate meal sites.   | 9/17/2024 |
| 23. | Funding      | Regarding Attachment #5, is the funding allocated per site, the number of meals and the number of days finalized? Or could the meal site add more days to serve more meals if they wanted to?       | Attachment #5 specifies the <u>minimum</u> number of meals and days expected. No extra funds will be added to this RFQ. If the meal site would want to add more days or number of meals, they and/or the applicant organization would have to supplement with their own funding.   | 9/23/2024 |
| 24. | Eligibility  | Can a Nurse delegation LLC apply to this RFQ? Or would any other type of LLC would qualify for this program.  | Any Limited Liability Company is eligible to apply for this RFP. Please review the <a href="#">agency requirements</a> and <a href="#">contracting with HSD</a> documents. All available from the right hand menu on <a href="#">funding opportunities page</a> .  | 9/23/2024 |
| 25. | Program      | What subject matter is needed for the support letter that the meal site and the applicant organization will sign?   | There is no specific language that this RFQ is requiring for the support letter. HSD would like to see the meal site and   | 9/24/2024 |

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|     |              |  | applicant organization agree to apply together to the RFQ and work together if awarded.   |           |
| 26. | Program      | <p>We would like some clarification on the below found on page 8 of the RFQ:</p> <p><b>DATA COLLECTION AND EVALUATION</b></p> <ul style="list-style-type: none"><li>• All data must be entered into GetCare, a state data system used by all AAAs in Washington to track and report services funded by OAA and other sources.</li><li>• Applicants must be able to collect and report participant-level data as required under the Older Americans Act Performance System (OAAPS).</li><li>• Applicants must administer and report the Nutrition risk screening for each participant at least annually. (Attachment 7).</li></ul> <p>Are these requirements for the Applicant or the Site? I wanted to confirm that this is a requirement if awarded a contract.</p> | Yes, data and reporting are requirements if awarded a contract. Please refer to page 2-3, RFQ Requirements Checklist, in the Application section of the Guidelines and Application. | 10/7/2024 |
| 27. | Program      | <p>Can you clarify the frequency of the reporting in this requirement?</p> <ul style="list-style-type: none"><li>• Applicants must be able to collect and report participant-level data as required under the Older Americans Act Performance System (OAAPS).</li></ul>  | Collecting and reporting data into the state data system is required monthly.   | 10/8/2024 |