

Question and Answer

Congregate Meal Program, Home Delivered Meal Program, and Registered Dietitian Services

2017 Request for Proposal

	Program Area	Question	Answer
1	Congregate and Home Delivered	Is this funding for new services or a continuation of funding that has already existed and is being re-released? Are these replacement funds for potential federal cuts?	This is funding that has been released in the past. This is not a replacement for potential federal cuts.
2	Congregate	Is this less money than the previous RFP?	The previous Congregate Meal investment process was for \$3,240,922 which included \$96,000 for Registered Dietitian Services. The RFP was for an 18-month period.
3	Congregate	Is there a current list of Congregate Meal sites?	Yes. The list is located at the following URL: http://www.agingkingcounty.org/wp-content/uploads/sites/185/2017/03/2017-SeniorCongregateMealSites.pdf
4	Congregate	Does Attachment 6 also populate to the total project budget?	No, Attachment 6 is the itemized costs tab where you specify costs.
5	Congregate	What does the tier system mean?	The tier system is the rate that meals will be reimbursed. You will select the tier that is appropriate to your site. See Guidelines section VI.E (page 10).
6	Congregate	Are tier rates related to actual costs?	Yes, rates are related to actual costs.
7	Congregate	How do I determine which tier applies to my program? What if I serve a "high needs" population but my agency is not a grass roots organization? To which tier do I belong?	Review all the criteria in Guidelines section VI.E (page 10) and select the tier that is most appropriate for your program and population you serve.
8	Congregate and Home Delivered	Should the amount we request for meals match what we spend? What if the reimbursement rate is higher than actual cost of meals?	Reimbursement rate should not be more than actual cost of providing a meal. If the reimbursement rate is higher, propose a lower rate in your proposal.
9	Congregate and Home Delivered	Are tiers different between home delivered and congregate meals?	Yes, reimbursement rates are different in the home delivered and congregate meal programs. See Guidelines section VI.E of each RFP.
10	Congregate and Home Delivered	If an agency has a subcontracting relationship with partnering sites what is the mechanism for determining the subcontractor reimbursement rate?	This is a decision between the applicant agency and the subcontracting agency.

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11	Congregate	Will you be penalized if your proposal indicates you have the ability to provide the service without the RFP funds?	No. Program sustainability is a key element in the RFP. See Guidelines section VI.E (page 11). Meal programs are expected to continue serving meals if all RFP funds are used before the contract period ends.
12	Congregate	If majority of participants are of a focus population and have a tier rate, are meals served to participants of non-focus populations reimbursed at the same or different rate?	All meals will be reimbursed at the same rate for all participants attending the meal site.
13	Congregate	If a meal program serves 40% Vietnamese and 60% non-Vietnamese, would it be better to ask for the Tier 1 rate?	Select the tier that is appropriate for the majority of the population you intend to serve. You may also attend a help session for more information.
14	Congregate	How would tier structure work for a site that hosts different populations on different days?	If your meal program focuses on various populations on different days of the week, separate the meal site in another row in the Summary of Proposed Deliverables (Attachment 3, page 28) and in another worksheet in the Proposed Site Detail Excel workbook (as shown on Attachment 5, page 30).
15	Congregate	If agency has RD services internally, but has sites needing ADS funded RD services, would they be able to indicate the need? Where in the application would I describe this need?	Indicate your need for RD services in the Program Design Description, question 5. See Application Instructions and Materials section III.A (page 20). Criteria for receiving RD services is in Guidelines section VI.G (page 11). Mainstream organizations are expected to have access to their own RD and provide oversight to their partner organizations, as needed.
16	Congregate and Home Delivered	Would an application be at a disadvantage if there is no subcontracting relationship?	Collaborations and subcontracting is worth 15%. See Application Instructions and Materials section III.C (pages 21-22) in Congregate Meals and Home Delivered Meals RFPs) Answering part A only is worth 15% and answering both A and B is still worth 15%.
17	Home Delivered	Are there definitions for “special diets” for home delivered meals?	Examples of a “special diet” is listed in Guidelines section VI.B (page 9). Agencies will state nutrient reference point on menu analysis for special diets that have nutrient values differing from the Dietary Reference Intake (DRI) value. See Attachment 9 (page 35) for DRI values.
18	All	How does RFP funding compare to current funding and number of contractors?	There is an increase in funding for RD services and flat funding for Congregate and Home Delivered Meals. We currently contract with 13

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			agencies, have 46 congregate meal sites, two Home Delivered Meals contracts, and one contract for RD services.
19	Congregate	Given flat funding and increased rates, what numbers should be proposed?	Propose the number of meals that make sense based on your agency's capacity to serve the population you intend to serve.
20	Congregate	Is ADS ok with serving fewer participants?	ADS considered many factors when increasing the reimbursement rate (see also question 22). ADS would like to provide high quality meals to program participants with a focus on serving those with the greatest need. Agencies may need to have funds from other sources to serve participants.
21	Congregate	Does a site have to meet meals/day, days/week requirement?	This is a requirement of the applicant agency, not per meal site.
22	Congregate	How did ADS determine the meal rate?	We reviewed the agency budgets of current contracted providers with respect to the reimbursement rate. We also consulted with our counterparts across the state and gathered information on what they reimbursed their agencies. Reimbursement is not intended to cover the full cost of the meal.
23	Home Delivered	How will the under 60 funding for home delivered meals be allocated?	The review committee will make recommendations about allocations based on program proposals. Indicate the number and type of meals you would like to serve on the Summary of Proposed Deliverables (Attachment 3, page 28) and on the Proposed Program Budget (Attachment 6, page 31).
24	RD Services	Is the expectation of overseeing 25 sites for RD an increase?	No. It is the same expectation as in the previous RFP for this service.
25	Congregate and RD Services	Why is one of the qualifiers for RD services "not having direct ownership" of meal site or facility?	It has been challenging for programs without direct ownership to comply with food safety and safe food handling practices.
26	Congregate and RD Services	What are the programs that qualify for RD services? Do you need to have all criteria to qualify for RD services?	See answer to question #15. Sites do not have to meet all criteria to be considered.
27	Congregate and Home Delivered	In collaborations and subcontracting for sections A and B, does this mean you need a formal contract?	Section A refers to collaborations for service provision or referrals which <i>may</i> have a formal contract. Section B refers to subcontracting, which <i>will</i> have a formal contract, including Partnership Expectations (Attachment 12, page 37 in Congregate and Attachment 11, page 37 in Home Delivered). An

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			agreement between agencies should include elements in Partnership Expectations (Attachment 12).
28	Congregate and Home Delivered	What is a collaboration versus a subcontractor relationship?	Any monetary exchange differentiates a collaborator from a contractor/subcontractor. Agencies with a collaboration relationship may work together or refer clients to each other for seamless service delivery with no monetary exchange. If there is any monetary exchange, the applicant agency will hold the contract and distribute funds to the subcontracting agency.
29	Congregate	Do you need to describe every subcontracting relationship with every meal site if subcontracting with multiple agencies?	Describe the relationship(s) in the context of your program and if/how they differ from subcontracted agency to subcontracted agency.
30	Congregate and Home Delivered	Should all in-kind costs be included in the proposed budget, including volunteers?	Yes, include all in-kind.
31	Congregate	Must the budget worksheet for congregate meals be in an excel format?	Due to the complexity of multiple sites, it is best to submit in an excel format.
32	Congregate	Should subcontracts of subcontracts be included in site budgets?	Yes, all meal sites should be included in the site budget.
33	Congregate	If a subcontractor of a subcontractor wants to contract directly with an agency, is this possible?	Your agency may contract with any agency. See Partnership Expectations (Attachment 12, page 37).
34	Congregate and Home Delivered	Can donations be used for food supplies?	Yes, donations should be used for program expenses such as food supplies.
35	Congregate	What constitutes limited ability to leverage costs and limited community/association support for Tier 3?	This refers to an organization's ability to fundraise and get resources from the community to support the meal program.
36	Congregate	Is nutrition transportation something ADS funds/contracts for or is it part of what the meal site does?	ADS will hold the contract for the nutrition transportation service.

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37	Congregate	Can ADS funded nutrition transportation supplement already existing service of the meal program? Would existing transportation services make the program ineligible for ADS funded nutrition transportation?	Existing transportation service will not make a program ineligible. ADS will consider all applications for nutrition transportation and select meal sites based on need. See Nutrition Transportation Services (Attachment 11, page 36).
38	Congregate and Home Delivered	Will regional coverage for all services be considered in allocations?	Yes, regional coverage will be considered.
39	Congregate and Home Delivered	How many current contracts are there for congregate and home delivered meals?	See question 18.
40	Congregate and Home Delivered	How many clients and meals were served for congregate and home delivered meals in 2016?	12,600 clients and 372,503 meals were served in the Congregate Meal program; and 2,455 clients and 468,519 meals in the Home Delivered Meals program in 2016.
41	Congregate	Where does ADS funding cycle fall with Catholic Community Services (CCS) meal cycle?	ADS procures every four years. We do not know CCS's meal cycle.
42	Congregate and Home Delivered	Is the admin rate 15%?	Yes, 15% is the maximum rate HSD allows. Your agency's admin rate should be based on your agency's admin costs.
43	All	What application components are due on May 24?	Required components can be found in Application section IV "At Application Submittal" (page 24, Congregate and Home Delivered Meals and page 20, Registered Dietitian Services). Other required documents may need to be submitted after minimum screening. See Application section IV "After Minimum Eligibility Screening and Determination of a Completed Application."
44	Congregate and Home Delivered	What is the desired outcome for HSD/ADS of having collaborations/subcontracts?	The desired result is service equity for participants, with an emphasis on serving the focus population in a culturally relevant manner.

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45	All	What's the timeline for eligibility screen and request for financial documents?	Request for financial documents will be emailed no later than May 26. Agencies will have four business days to provide documents from the date of the written request.
46	Congregate	I'm not sure what is meant by an "emerging population" (Tier 3). Please describe.	Emerging population refers to a group of people who have a high need for services due to a given circumstance or event. This is commonly seen with newly arrived immigrant groups.
47	Congregate and Home Delivered	I would like to propose a partnership/collaboration model. Is this something you can comment on?	No, we cannot provide comments on collaborations and partnerships.
48	Congregate	We currently have an existing contract for Congregate meals ending December 31, 2017. Would this be a renewal based on performance and contractual agreement or would we need to submit a new proposal to continue?	All current contractors must submit proposals to be considered for funding if they would like to continue services. Contracts awarded through this process will begin January 1, 2018.
49	Congregate	During the information session you mentioned that HSD will award up to 15 proposals for the Congregate meal program and that you currently have 12 contracts. How many applications were submitted during the previous RFP cycle?	Yes, HSD will award up to 15 contracts for the Congregate meal program. We currently have 13 contracts. We received 15 proposals during the previous RFP cycle.
50	RD Services	I have a food bank program and would like RD Services. Can I apply to have RD services for my program?	No, the RD Services are for Congregate meal sites selected through the Congregate Meal RFP.
51	All	I am interested to learn more about the RFPs but will not be back in town until May 2. Is there an opportunity for me to learn more about the RFPs?	There will not be an opportunity to attend help sessions beyond the scheduled sessions listed in the RFP. The PowerPoint presentation of the Information Session is available on the HSD Information for Grantees website http://www.seattle.gov/humanservices/information-for-grantees/funding-opportunities . Questions can also be sent to the RFP Coordinator (Angela.Miyamoto@Seattle.Gov) until noon, May 11 and answers will be posted on the HSD Information for Grantees website.

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52	Congregate	Will the Lao and Hmong groups qualify to be in the Tier 3 category?	Refer to question 7.
53	Congregate	We serve American Indian and Alaska Natives ages 55+. Can we serve this population through this RFP or would we need to rely on a different funding source to serve meals for people under 60?	See Guidelines section VI.C (page 8).
54	All	Is each attachment supposed to be a separate file uploaded through the portal or can they be in the same document?	Attachments can be included in the same document as the narrative or they can be a separate file. It is your choice how you would like to submit your documents.
55	All	Is there a set rate at which volunteer hours are valued or is that a rate we set?	No, there is not a set rate at which volunteer hours are valued. Agencies may set their own rate.