

Lowcountry RFP Caterer 2018 Pre-Bid Questions and Answers

1. For the Tasting Panel, described on page 5 of RFP, what is your expectation for the 9 "chilled" meals? Should they be 9 frozen meals, 9 hot meals or something else? Does this apply to Senior Catering since you see both our hot and frozen meals daily?

All bidders are required to participate in the taste testing on April 25, 2018. Bidders will be expected to provide no more than 9 meals as correlated with their bid. For example, if you are bidding on frozen meals, 9 frozen meals will be expected, whereas if you are bidding on hot meals, 9 hot meals will be expected. In the case of a bidder who is bidding on multiple meal types, it is up to the discretion of the bidder as to what type of meal is presented, however the meal itself should be chilled at a safe temperature unless a cambro will be provided to keep the meals at a safe temperature. The basis of the group discussion will be the appearance, aroma, taste (flavor), and texture of the presented meal.

2. An annual audit to be conducted by LCOG is mentioned on page 11. Is this audit in addition to our providing a copy of our annual independently audited financial statement, as stated on page 30, item #12? If yes, will this involve a time commitment from our staff? If so, how much time?

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The firm shall, throughout the life of the contract, participate in State and Federal audits. The firm shall provide support to Lowcountry Council of Governments during any and all audits. The support shall include, but shall not be limited to, producing documentation, gathering data, preparing reports or correspondence, and assisting Lowcountry Council of Governments in responding to questions. The firm shall participate in an annual audit performed by Lowcountry Council of Governments.

REPLACED WITH

A copy of each bidder's annual independent financial audit is required of any response and submission to this RFP. Throughout the duration of this contact, the awarded bidder will be required to submit copies of their independent financial audit annually for review. This requirement is a standard contract term for all contracted services.

3. 3 AIM, Page 16. How does this apply to a vendor/caterer?

This requirement is a standard contract term for all contracted services. As financial and reporting systems are updated, new data tracking features may be added. In the event that this contract is in direct correlation of new state data tracking or reporting, contractors will be required to possess the necessary technology. Any data tracking or reporting requirements will be supported by the LCOG AAA and appropriate training will be provided in advance.

4. Sodium requirement listed on page 36 of the proposal contains several different values. The table "Nutrient Requirements and Values for Analysis" contains one set and the fifth paragraph right under the Nutrient table lists 2300 mg. Which sodium value should offerors use when planning their menus?

The "Nutrient Requirements and Values for Analysis" represent the target 1/3 DRI values as required by the minimum meal bid specifications for all meals served using OAA or state funding. To increase menu variety, slight increases in the one-third (1/3) DRI minimums for fat and sodium may occur twice per menu cycle. In those instances, the daily values for sodium must not exceed 2300 milligrams and fat shall not exceed 35%.

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5. Therapeutic Meals are included on the LCOG "Must Be Signed To Be Valid" page (un-numbered page), but only Regular, Shelf Stable and Frozen meals are listed on the Site Meals Schedules for each county. How should a caterer interpret the need/volume for Therapeutic meals?

Therapeutic meals are on an as needed basis and are subject to change based on the need of the participants. At this time the need for these meals are minimal; however we expect growth in coming years, and are seeking information on the capability of the bidder to meet these needs and the cost associated.

6. Pages 54-59 are missing in the RFP document we accessed on line. Is this intentional or an oversight?

*All pages of the RFP are present. Due to a formatting issue, the page numbers of this document were skewed. This error has been corrected.

7. Attachment J. Budget. Except for Raw Food Cost, how do these other line items apply to a caterer?

Attachment J is an example of a budget form available to all contractors. The LCOG AAA is requesting a narrative or budget explaining the breakdown of the meal cost presented by bidders and should include all costs attributing to the final meal cost. This information will be reviewed for allowable expenses based on the SC Lieutenant Governor's Office on Aging Policies and Procedures Manual.

8. Attachment K not found. Attachment J. Budget is the last attachment in our copy of the RFP. Attachment K is mentioned on page 18 in page 2 of the "Continued RFP Required Bid Content". Could Attachment K be the "Required Bid Content Checklist" on page 17?

*Attachment K is referencing the LGOA Bid Spec "Required Bid Content Checklist" on page 17. Due to a formatting issue the header for this page is missing. This error has been corrected. The Checklist remains line item #6 in the Table of Contents.

9. Is it your intent to discontinue the Frozen Meals with Fresh Supplements in favor of the Total Meal System (TMS) Frozen Meals, or will there be some combination of each type? If so, what is the annual volume of each?

*Approximate annual meal volumes are listed on page 20 -27. We are inquiring on the capabilities of the bidder to do one or both if requested and the associated cost. Selection of frozen meal options will depend on various factors and the awarded contractor.

10. As an out of state provider, would the prebid conference have a webinar or conference call number for Mom's Meals to attend?

We do plan to have phone conference capability, barring any unforeseen circumstances; you should be able to call in to Lowcountry Council of Governments main line (843) 473-3990.

11. Can we bid on Home Delivered Meals and not bid on Congregate? Would you be willing to split those up, as we are not really set up to service Congregate Meals.

Respondents may submit a proposal for the complete package or any combination of individual meal service (listed on the "Request for Proposal" cover sheet, and described on page 30 of the RFP). However, all delivery sites listed within the RFP packet must be served by the successful proposal; and the proposals must address all activities described in the Minimum Meal Bid Specifications.