



LOWCOUNTRY COUNCIL OF
GOVERNMENTS
AREA AGENCY ON AGING

Request for Proposals RFP # Caterer-0001

Pre-Proposal Conference

March 6, 2019 | 3:00 PM



AGENDA

- I. Welcome and Introductions
- II. Opening Remarks and Background
- III. Overview of Nutrition Program Meal Caterer Service
- IV. Overview of RFP
- V. Question and Answers (Frequently Asked Questions)
- VI. Conclusion

BACKGROUND



OVERVIEW OF AREA AGENCY ON AGING

- **Older Americans Act (OAA)**

OAA funds provide for programs and services to help seniors remain healthy, independent and safe for as long as is reasonably possible. There are a wide range of community-based services, both in-home and in group settings, that may be provided under the OAA, including transportation services, in-home supportive services and home health care, homemaker and chore services, nutrition services and education, exercise and physical fitness, residential repair, employment programs, respite care, and many others.

- **Area Agency on Aging (AAA)**

In South Carolina, the State Unit on Aging (SUA) has designated ten (10) such planning service areas. The Lowcountry Council of Governments' AAA is designated by the South Carolina Department on Aging as the coordinating and planning body for services for older persons in Beaufort, Colleton, Hampton, and Jasper Counties.

The principal goal of the AAA is to develop and promote a comprehensive, coordinated community-based service delivery system with simple access that will improve the quality of life for older adults in the region and help enable them to lead independent lives with dignity in their own homes for as long as possible.

OVERVIEW OF AREA AGENCY ON AGING

- Funding

Funding opportunities under the OAA are initiated by the Administration on Aging at the Federal Level, the SUA at the State Level and AAA at the Regional Level. AAAs are authorized by the OAA to directly provide some specified services and are required to competitively procure others.

- Target Population

The OAA targets seniors, age 60 and older, with the greatest economic and social need, focusing particularly on low-income minority seniors and rural seniors. The OAA prohibits means testing.

NUTRITION PROGRAM – MEAL CATERER OVERVIEW

The primary purpose of this program is to fulfill the requirements of the Older Americans Act, as amended, by providing nutritionally balanced meals to eligible individuals.

NUTRITION PROGRAM – CATERER SERVICES

This solicitation is an invitation for qualified Offerors to submit proposals to provide one or more of the following services (meal types) for the AAA local providers:

- Hot, deli, picnic
- Frozen Meals
- Shelf Stable Meals
- Pureed
- Therapeutic
- Emergency Shelf Stable

These services will be provided to eligible, qualified individuals within the designated geographic area.

NUTRITION PROGRAM SERVICES

The goal of aging services, including nutrition program activities, is to:

- keep older adults living safely and independently at home for as long as possible and to
- give them the tools necessary to make well-informed decisions that promote beneficial health and wellness practices.

Nutrition Program services are considered a part of the healthcare continuum with the purpose of maintaining and/or improving the nutritional, health status and quality of life of older adults.

MEAL CATERER SERVICES

The primary purpose of this program is to fulfill the requirements of the Older Americans Act, as amended, by providing nutritionally balanced meals to eligible individuals.

Purpose:

The purpose of the Older Americans Act (OAA) Nutrition Program is to:

- Reduce hunger and food insecurity among older individuals;
- Promote socialization of older individuals;
- Promote the health and well-being of older individuals; and
- Delay adverse health conditions for older individuals.

All meals served using OAA or state funding must meet the nutrient requirements and values of the federal Dietary Reference Intakes (DRI) and the Dietary Guidelines for Americans (DGAs).

MINIMUM MEAL BID SPECIFICATIONS

- The Minimum Meal Bid Specifications are produced by the State Unit on Aging outlining the nutritional requirements for the provision of meals.
- All questions within the Minimum Meal Bid Specifications must be addressed. All Minimum Meal Bid Specifications Required Attachments must be completed and included. Reference Attachments A-E.

RFP OVERVIEW



PURPOSE OF THE RFP

- For the purchase of Older Americans Act Services under Title III of the Older Americans Act of 1965, as amended, and State funded Programs of the South Carolina State Unit on Aging for the Lowcountry PSA four county area: Beaufort, Colleton, Hampton and Jasper Counties of South Carolina.
- The purpose of this solicitation is to acquire Older Americans Act and/or State funded services in full compliance with all applicable Federal, State and Local requirements. Contractor(s) and the services provided must also be in compliance with the applicable specifications and conditions described in this solicitation.

NUTRITION PROGRAM – CATERER SERVICES

This solicitation is an invitation for qualified Offerors to submit proposals to provide one or more of the following services (meal types) for the AAA local providers:

- Hot, deli, picnic
- Frozen Meals
- Shelf Stable Meals
- Pureed
- Therapeutic
- Emergency Shelf Stable

**A more detailed description of meal types can be found on the Meal Bid Schedule.*

These services will be provided to eligible, qualified individuals within the designated geographic area.

RFP PROPOSAL SUBMISSION OVERVIEW

General Information

- Offerors may submit a proposal for the complete package or any combination of individual service(s) [meal type].
- Proposals may be submitted by county or for the entire region.
- Services are not bundled, therefore proposals for multiple services and the proposed unit costs associated with those services are considered standalone unless otherwise noted within the RFP.

<ul style="list-style-type: none">■ <u>Proposals are to be mailed to:</u> Lowcountry Council of Governments Jordan Newman, Director, Area Agency on Aging P. O. Box 98 Yemassee, SC 29945	<ul style="list-style-type: none">■ <u>Hand Deliver and/or Express mail to:</u> Lowcountry Council of Governments Jordan Newman, Director, Area Agency on Aging 634 Campground Rd Yemassee, SC 29945
---	--

- Note, this RFP may result in multiple providers.

PREFERRED PROPOSAL

A Preferred Proposal is a proposal inclusive of all minimum requirements as well as the submission of documentation detailing the Offerors ability to provide enhanced services to AAA clients.

- Describe additional service aspects offered such as technological resources, innovative resources or activities, enhanced service features, etc. and/or your organization's willingness to incorporate one or more of these aspects into your strategic plan, service development, or service delivery. If the Offeror has the current capacity and ability to provide any of these features to clients, please include expectations and limitations.
- Summarized outlook that provides confidence to the RFP review panel of the Offeror's capacity for growth and/or expansion as in pertains to client population service areas.

PROPOSAL REQUIREMENTS

Required Format

- Information must be presented in the listed order as outlined in Section V of the RFP, using the forms provided (when applicable), and tabbed/identified accordingly. A Table of Contents is required.
- Your proposal must include one (1) original bound version and six (6) additional bound copies. *[Electronic or faxed copies will not be accepted.]*
- Your proposal must be submitted in a sealed, opaque package and include the RFP title and opening date on the package.
- Font size(s) must be 12.
- At a minimum, the questions asked in each area must be answered and referenced in the proposal, the include the Minimum Meal Bid Specifications.

PROPOSAL REQUIREMENTS

CONTENT

- Proposers shall thoroughly examine all aspects of this Invitation to Propose. All narratives and documentation that is requested within Section V Proposal Requirements is the responsibility of the Offeror to include as appropriate.
- The *Proposal Specifications Required Information Checklist* is Attachment B of the RFP.
- All of the supplemental materials identified and requested must be submitted and made a part of the Proposal as outlined within the Proposal Requirements format. Supporting documentation is preferred to be included within the appropriate section of which it is requested. If the Offeror chooses to utilize attachments, it is the Offeror's responsibility to ensure all attachment are clearly and accurately sited within the appropriate sections of their response.

SUBMISSION DEADLINE

- Proposals will be received by the Lowcountry Council of Governments (LCOG) until **3:00 PM EST on Thursday, March 21, 2019** via postal or express mail.
- It is the Offeror's sole responsibility to ensure that these documents are received by the Lowcountry Council of Governments Contact Person prior to the time indicated in the solicitation document.
- Any proposals received after the Lowcountry Council of Governments Contact Person has declared that the time set for opening has arrived, shall be rejected.
- Proposal Delivery Information can be found in Section 4.3 of the RFP (page 10).

RFP RESOURCES & AMMENDMENTS

- The Solicitation may be amended at any time prior to the deadline for receipt of formal offers. All actual and prospective Offerors should monitor the following website for the issuance of Amendments: <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=4349e3d2-685e-4b15-9530-e9ae2ea4cb04>.
- All amendments to and interpretations of the solicitation shall be in writing from the Lowcountry Council of Governments Contact Person.
- All resources for the solicitation shall be in writing from the Lowcountry Council of Governments Contact Person.
- The Contact Person shall not be legally bound by any amendment or interpretation that is not documented.

RFP RESOURCES & AMMENDMENTS (to date)

- **FAQ –**
The Lowcountry AAA has posted a FAQ of all questions posed for each of the RFP’s released by the AAA on Feb. 7, 2019 as of 2/22/2019. This information can be found on the LCOG solicitations page (on the right hand side) - <http://lowcountrycog.org/solicitations/index.php>. This is a working document and will be updated as new questions are posed and or information is requested. All questions posed will be reviewed at the Pre-Proposal Conferences. No further questions will be accepted after March 7, 2019. A final update to this document will be shared following the pre-proposal conference.

- **RFP (Word Format) –**
The Lowcountry AAA has posted on the solicitations page a copy of each RFP in Microsoft Word Format. Visit the solicitation page at <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=4349e3d2-685e-4b15-9530-e9ae2ea4cb04> and select the RFP you are interested in. There are now two documents listed, one in PDF format and one in Word format.

- **Fillable Standard Forms –**
In addition, the Lowcountry AAA has posted fillable versions of Standard documents of the RFP on the LCOG solicitations page (on the right hand side) - <http://lowcountrycog.org/solicitations/index.php>. This includes the following forms:
 - • *Proposal Package Cover Page*
 - • *Certification of Agreement to General Terms and Conditions*
 - • *Unit Cost Analysis Table*
 - • *Offeror Certification – Non-Collusion*
 - • *Offeror Certification – Debarment*
 - • *Disclosure of Prior Non-Responsibility Determinants*

Note, only Standard forms have been posted as fillable. See each RFP for the additional required documents for each respective RFP.

QUESTIONS AND ANSWERS



FAQ



THANK YOU