



CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
AGING AND ADULT SERVICES BUREAU
AREA AGENCY ON AGING

**Title IIIC C-1, C-2 and Cultural Program
REQUEST FOR PROPOSALS (RFP) 1221**

**Questions & Answers
Posted April 9, 2025**

All questions regarding RFP 1221 are shown as submitted by the deadline of April 3, 2025.

ADMINISTRATIVE

1. We are asked to number each page. It is difficult to number some of the forms and addendums, so can we just number the pages for the Program Narrative with the 20-page limit? If not, can you be specific about when page number begins and ends - tell us what starts with Page 1 and where it stops?

Answer: ALL pages must be numbered sequentially, identifiable by the Table of Contents. FORM #1, Proposal Cover Statement, serves as the first page of the Proposal. The following page is page 2, and so on, throughout the entire proposal.

2. Page 45 under Fiscal Addendums, the first two checkboxes say to 'attach to original proposal copy'. What does this mean?

Answer: "attach to original proposal" refers to a previous submission requirement that is now obsolete and should have been deleted prior to publishing. Please disregard. A revised Proposal Checklist was provided in the Handouts section of the webinar for all Bidders' Conference attendees. A revised Proposal Checklist is also included in the EHSD.org website under this RFP 1221 Webposting.

3. Will you be answering questions that were submitted by email? My questions were submitted 5 days ago. Thanks.

Answer: Yes.

4. The forms do not allow for pagination – how to we number them when they are a fixed document?

Answer: If you are unable to edit the PDF to add page numbers at the bottom of each page, handwritten page numbers are acceptable.

5. File 1 is one pdf, and File 2 is one pdf. Forms and addendums are in the pdf and are numbered as well? Do we paginate through to all the document in File 2?

Answer: Number ALL pages, sequentially.

PROGRAM

1. Are there specific instructions on what should be included in the required LOI?

Answer: Simple letter stating that you'll be responding to the RFP would be sufficient.



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2. Page 11 states that the provider is to deliver 5 frozen meals. Can these 5 meals be a combination of hot and frozen meals throughout the week?

Answer: Yes, meals can be a combination of hot and frozen meals throughout the week for the Cultural Program, since the program is unique.

3. Page 11 states that the provider should deliver 5 meals in one day. Is that mandatory that each client must receive 5 meals, and must they receive them in one day? For example, some seniors only request 3 meals per week that are delivered on the day of their choosing, while another client wants 5 meals a week but delivered only over a 3-day period in which some meals would be hot and others frozen. Or is the minimum requirement to offer five meals per week, and they can be delivered M-F as the client prefers? We provide hot meals so delivering 5 different meals in one day to one client is not possible.

Answer: The expectation is that 5 meals are home-delivered per week on days of the client's choosing.

4. Page 19 mandates that we provide a quarterly report. What is included in this report and is there a template?

Answer: Quarterly Reports are dependent on the funding source: OAA and MX Quarterly reports are gathered from GetCare. Parameters include meals served; unduplicated individuals served. MOCA Narrative Questions are provided each quarter by AAA. Questions include services provided in the quarter, demographics, successes and challenges, service collaboration efforts and capacity building strategies.

5. Page 33 Can you please confirm that Form 3 and Form 4 may be modified to fit our particular information?

Answer: Yes, as long as the main components are provided.

6. Form 4 Budget - are we to list our budget for delivering the entire program? Or are we ONLY including costs that this grant will cover? If the budget is to include the entire program cost, is it ok to add revenue lines to the top portion of the form?

Answer: Please only include costs RFP will cover in Form 4.

7. Page 36 - we are instructed to attach the resume and job description of the Executive Director. However, the checklist says to include key staff and fiscal staff. Which do we include?

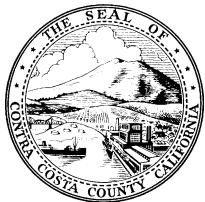
Answer: Please include job descriptions for Executive Director, key staff and fiscal staff.

FISCAL

1. Page 73 states that the maximum reimbursement for indirect costs is 10%. Page 36 mentions that indirect costs are 15%. Can you clarify?

Answer: The correct percentage is 15%

2. Page 51 Form 4 Please define what 'Participant Costs' are. Can we adjust budget expense and revenue



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categories on this form?

Answer: *Participant Costs would be whatever costs the contractor incurs in carrying out the program. Yes, you can adjust expense and revenue categories.*

3. Page 37 point 6 mentions that our narrative proposal include a budget justification for each line. Is this the same information that is requested in the budget Form 4 too?

Answer: *Yes, it is the same information.*