



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: May 10th 2013

HSS 13 001

Congregate and Home Delivered Meals

FOR

Division of Services for Aging and Adults with Physical
Disabilities

Date Due: June 4th, 2013
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART
OF THE ABOVE MENTIONED BID. questions and
answers.

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PROCUREMENT ADMINISTRATOR
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Teresa Ritter
(302) 255-9365

The following are links to the DSAAPD Policy Manual for Division Contracts and the DSAAPD Policy Manual for Division Contracts – Nutrition. Please review each document.

http://dhss.delaware.gov/dhss/dsaapd/files/dsaapd_provider_manual.pdf

http://dhss.delaware.gov/dhss/dsaapd/files/nutrition_provider_manual.pdf

1. Do you have meal volumes associated with the Home Delivered Meals portion of this RFP?

The following are the projected 2013 meal volumes:

Title III Home Delivered	609,000 meals
SSBG Home Delivered	16,000 meals

2. Are there in person assessments that are needed to be done by us the provider?

Yes, an in-home assessment must be done for each home delivered meal client. (See policy X-V-21 of the Policy Manual for Contracts – Nutrition. The link is above)

3. What is the current meal reimbursement rate for each type of meal? Even a ballpark figure here would help us.

This information can be obtained through a Freedom of Information Act (FOIA) request. The request can be submitted at the following link:

http://dhss.delaware.gov/main/mailforms/dhss_foiaform.aspx

4. Are there rural and remote areas that are difficult to serve and would you consider breaking off part of the funding for the unreachable clients?

There are rural and remote areas but we do not have any current clients that we would consider unreachable.

5. Would you consider awarding Home Delivered Meals to more than one vendor and allowing clients to have choice of provider, similar to the waiver program allows for?

Yes

6. Can meals arrive fresh and cold to the house as opposed to hot and prepared?

Yes, but whenever possible a hot, ready to eat home delivered meal is preferred.

7. Is this RFP for frozen meals that can be used for Home Delivered Meals and Congregate?

Frozen meals are only an option for home delivered meals.

8. Are the Home Delivered Meals and Congregate Meals bundled under one service provider?

No, the services are not bundled. Bids may be made for one service or both.

9. Clarify how many references are needed?

Include the names and phone numbers of at least three (3) organizations/agencies for whom the vendor carried out a similar project. Also supply three (3) references of people who will receive no financial gain or are not members of the board. Give a contact person, name of organization and telephone number.

10. Should we attach menus?

Yes, please attach menus with nutritional breakdowns that meet the current USDA Dietary Guidelines.

Link to the guidelines:

<http://www.cnpp.usda.gov/Publications/DietaryGuidelines/2010/PolicyDoc/PolicyDoc.pdf>

11. Do we need to provide resumes for the professional staff only?

Yes, Include resumes of professional staff. Please redact private identifiers such as home addresses, home phones, and social security numbers; or include the resumes on the confidential CD (See section 6 of the RFP – General Instructions for the Submission of Proposals)

12. Can we contact Teresa Ritter if we have questions on how to complete the budget workbook?

Yes, you can contact Teresa Ritter for technical assistance with the budget workbook. She will provide assistance only and will not answer any questions about the RFP.