

**SOUTHERN MISSISSIPPI PDD  
AREA AGENCY ON AGING**

**REQUEST FOR PROPOSAL**

**FOR**

**Congregate Meals**

**FISCAL YEAR OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

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Title III of the Older Americans Act of 1965 as amended and the Social Services Block Grant authorizes the Area Agency on Aging to provide an array of support services to older Mississippians 60 years of age and above. The Area Agency on Aging has been designated as the oversight agency to ensure that services are provided based upon the objectives in the area plan. Therefore, providers are needed to perform services for older Mississippians who are in the greatest social and economic need.

### **Programmatic Requirements:**

Congregate Meal services are to be provided as outlined in the Quality Assurance Standards, Attachment B. A Consumer Information Form, indicated as Attachment H to this proposal package, is administered by the provider to determine eligibility and to maintain the waiting list.

Congregate Meals will be provided to the nutrition site by the statewide meal vendor. The rate to be indicated in the budget for each meal will be as follows for the type of meal indicated. Actual rates for fiscal year 2018 are not yet available.

<u>Type</u>	<u>Rate per Meal</u>
Bulk	\$2.724
Pre-Plated	\$3.110
Box/Picnic	\$2.724
Shelf-Stable	\$3.110
Frozen	\$2.999

**\* The NSIP rate of \$ .80 should be deducted from the above amounts in determining the amount to be budgeted for meals.**

The geographic areas where these congregate meal services may be provided are all the counties within the Southern Mississippi Area Agency on Aging service area. This includes the following counties: Covington, Forrest, George, Greene, Hancock, Harrison, Jackson, Jefferson Davis, Jones, Lamar, Marion, Pearl River, Perry, Stone and Wayne.

Congregate Meal services are to be located as outlined in the Quality Assurance Standards (E. Location) Attachment B.

A Congregate Meal is a hot or other appropriate meal provided to an eligible person in a congregate setting.

The primary objectives of the Congregate Meals service are as follows:

- To reduce hunger and food insecurity.
- To promote socialization of older individuals.
- To promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutrition.

**Special Requirements:**

Congregate Meal services must be provided in compliance with the Quality Assurance Standards, which are indicated as Attachment B to this proposal package.

**Match Requirements:**

**\* The amount of the match to be provided to the AAA by Counties, Cities or other sources is undeterminable at this time.**

The percent of non-federal match required on the federal funds that will be used to pay for services is as follows for the source of funds and service indicated:

<u>Sources of Funds</u>	<u>Percent of Match</u>
Title III C1	10%

**This match is to be provided by the proposer.** The match may be in the form of cash from local resources (non federal) such as funds from cities and counties or from funds earned by the proposer. In-kind match may also be used to meet the match requirement. In-kind match is derived from donated expenditures that if the items were not available at any cost, expenses would have to be paid in order to provide the service. For example, if volunteers are available for the homemaker service, the fair labor market value of volunteer time or if building space is donated to house the homemaker staff, the fair rental value of the donated building space can be used as match on the homemaker service funds. A match is not required on client contributions/program income, which is addressed below.

Services must be targeted to low income, minority clients who are in the greatest social and economic need. As clients are referred for services and eligibility is determined, a waiting list must be maintained to ensure that the highest priority client is placed at the top of the waiting list.

Clients cannot be charged for services. However, each client must be afforded an opportunity to contribute to the cost of the service and the amount contributed must be kept confidential. Proposers must include a minimum of 1% of the total budget as program income. Client contributions must be safeguarded in compliance with the Program Income Policy, which is indicated as Attachment C to this proposal package. Also, client contributions must be used to expand the service for which the contribution was made and must be expended first, prior to expenditure of Federal and/or State or Local funds.

Amount of funds estimated to be allocated to this service for a one year period:

Title III C1 Federal \$345,000 State \$20,295 Match \$40,589 Program Income \$4,059

Funding for services will depend upon availability of approved Federal and/or State funds.

### **General Information:**

The name, address and telephone number for the person to contact regarding this proposal package is as follows:

Laurie Hyde  
Southern MS Planning and Development District  
Area Agency on Aging  
9229 Highway 49  
Gulfport, MS 39503

Telephone Number (228) 868-2311  
Fax Number (228) 868-2550

Title III C1 will provide the funding for this service.

All expenditures required to provide these services in compliance with the Quality Assurance Standards will be allowed. All expenditures must be reasonable and necessary to provide the service wherein the expense is budgeted and must be incurred in compliance with applicable Federal and/or State regulations governing the expenditure of these funds. All expenditures required to provide these services must be indicated in the budget, which is addressed below. The applicable Executive Orders, Federal Regulations, and Office of Management and Budget (OMB) Circulars must be adhered to.

Subawards for congregate meal services will be based upon performance with a cost per unit of service.

The method of payment for congregate meal services will be a fixed-price per unit of service basis pending availability of funds. Payments will be made monthly upon receipt of the monthly reporting

worksheet as outlined in the core subaward model which is indicated as Attachment D to this proposal package.

Subawards for congregate meal services will be awarded based upon performance and unit cost.

## **Proposal Deadlines:**

Notice of intent to submit a proposal must be received by the Area Agency on Aging (AAA) no later than June 16, 2017.

Questions regarding packets will be addressed individually at scheduled meetings from June 19 through June 23, 2017. Meetings will be held at the following location:

Southern Mississippi Planning and Development District  
Area Agency on Aging  
9229 Highway 49  
Gulfport, Mississippi 39503

The AAA must receive proposals no later than **July 20, 2017 by 4:00 p.m.** to be considered for funding. If mailing proposals to the AAA, time for delivery must be allowed and proposals must be mailed with return receipt requested. If delivering proposals to the AAA, retain the receipt issued by the AAA staff member.

Proposals will be opened on July 21, 2017 at 10:00 a.m. at the following location:

Southern Mississippi Planning and Development District  
Area Agency on Aging  
9229 Highway 49  
Gulfport, Mississippi 39503

Evaluation of proposals will be completed by end of day on August 18, 2017.

Notice of the subaward will be forwarded to the selected provider(s) by August 31, 2017.

Subawards will be fully executed no later than September 30, 2017 contingent upon the AAA receiving its signed subgrant from the Mississippi Department of Human Services.

**PROPOSALS RECEIVED BY THE AAA AFTER THE DEADLINE ABOVE WILL BE RETURNED, UNOPENED TO THE SUBMITTING PROPOSER.**

## **Financial, Program and Administrative Reports:**

Financial reports will be due each month by the 5<sup>th</sup> calendar day for the previous month.

Client service logs will be due each month by the 5<sup>th</sup> calendar day for the previous month.

Congregate meal delivery tickets must be forwarded to the AAA by the end of each week

Closeout packages for all subawards will be due on October 31, 2018.

## **THE AAA RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS IN THE BEST INTEREST OF THE AAA.**

All inquiries must be made in writing and copies of responses to inquiries which require that clarification and/or addenda are made to the request for proposal (RFP) will be sent by mail, to those persons or firms who sent a written Notice of Intent to Submit a Proposal by the date and time indicated in the RFP, and to other interested persons who, in writing, request copies of information concerning the RFP.

Three copies of the proposal must be forwarded to the AAA. At least one copy of the proposal must contain the original signature of an official of the potential provider agency who is authorized to bind the provider to the proposal.

Written notices of subawards will be sent by mail to all proposers who submitted in writing a Notice of Intent to Submit a Proposal and any other interested person who, in writing, requested copies of information concerning the RFP.

The AAA is not liable for any costs incurred by the applicant in responding to this Request for Proposal.

## **Submission of the Proposal:**

Each proposal package must be delivered by hand or by certified mail to the AAA to the following address:

### Physical Address

Southern Mississippi Planning and Development District  
Area Agency on Aging  
9229 Highway 49  
Gulfport, Mississippi 39503

### Mailing Address

Southern Mississippi Planning and Development District  
Area Agency on Aging  
9229 Highway 49  
Gulfport, Mississippi 39503

The proposal must be delivered or mailed in a sealed envelope and marked “proposal”. Each proposal must be delivered or mailed in a separate envelope by the deadline indicated above and allow time for mail delivery.

## **Terms and Conditions:**

To be considered for a subaward, the proposer must agree to the terms exhibited in the core subaward which is indicated as Attachment D to this proposal package and to the General Terms and Conditions exhibited as Attachment A.

## **Renewal Provisions:**

The congregate meals subaward will run for a period of one year beginning October 1, 2017 and ending September 30, 2018. The AAA contemplates subsequent subawards for the services discussed in the RFP for the next three years. The decision to renew the subaward will be based upon the provider’s current year compliance with specifications, quality of service, and proposed price increase. The AAA reserves the right to negotiate the price based on market conditions. The provider will be notified a minimum of sixty days in advance of the AAA’s intent to renew this subaward or let it expire on the normal date. Proposed price changes by the provider shall be submitted to the AAA for review by August 15th of each ensuing year if the subaward is renewed. The letter of request shall include a justification for the price change. The requested increase shall not exceed the change in the Consumer Price Index for the previous twelve month period.



# Proposal Package Requirements:

The following topics must be included in the proposal and must be in the order below. The response to these topics will be the basis for proposal evaluations. Each item should be addressed in as much detail as is necessary, but should not include extraneous information. The required proposal format is as follows:

1. Title Page - Each proposal should include a title page with the following information:
  - Title of Proposal
  - Respondent's name
  - Organization to whom the proposal is submitted
  - Name, title, phone number and address of the person who can answer questions about the proposal
  - Name of Project Director
  - DUNS Number
2. Response to Introduction - Each proposal should include:
  - A brief Statement of Need for the project
  - A brief Statement of Purpose for the project
3. Description of Organizational Capability - At a minimum, the following should be addressed:
  - a Table of Organization indicating how the project staff will fit into the Proposer's total agency, and how each member of the project staff relates to one another;
  - an explanation of your agency's qualifications indicating your ability to manage and complete the proposed project and documentation of past experience in similar projects;
  - an explanation outlining personnel who will help provide the service, and their qualifications.
4. Statement of Work/Operational Plan - At a minimum, the following should be addressed:
  - the project's objective, as viewed by your agency, including every objective contained in the Programmatic Requirements section of the RFP;
  - a clear explanation of how the services will be provided;
  - an operational plan which lists for each objective the activities that will be conducted to accomplish the objective and a start and a completion date for each activity.

## 5. Subaward Budget or Rate

Each potential service provider needs to submit a line-item budget with justification for the amount of the projected cost in each line item. This budget should be submitted using a Cost Summary Support Sheet for each activity. If the subaward is to be based on unit cost, the proposed unit cost needs to be included for each activity. The proposed unit cost must be calculated by dividing the total cost of the activity, as shown on the Cost Summary Support Sheet, by the projected units of service to be provided in the activity. The above referenced forms and instructions are included in Attachment E.

## 6. Required Proposer's Certifications

- **Terms and Conditions:** The Proposal must include a signed statement indicating that the potential service provider will comply with all of the terms and conditions stated in the RFP and in the core model subaward. Attachment F

- **Statement of Non-Involvement:** The proposal must include a signed statement indicating that the potential service provider has not had any prior involvement in performing a feasibility study of the implementation of the subject subaward, participating in the drafting of the RFP, or in developing the subject program. Attachment G

## 7. Other Required Information - this includes the following:

- audit report most recently completed
- most recent peer review of the auditor who conducted the most recent audit report
- proof of workers' compensation insurance
- proof of comprehensive general liability insurance
- proof of employee fidelity bond insurance
- evidence indicating that the potential service provider has the physical facilities necessary to provide the services; i.e., liens, proof of ownership

# Proposal Evaluation Criteria and RFP Rating Sheet:

The Area Agency on Aging Proposal Review Team will analyze and evaluate each proposal. The proposal evaluation criteria are organized into an RFP rating sheet. The RFP Rating Sheet has the following characteristics:

1. It separates evaluation items that require the same response from all Proposers from evaluation items that can be addressed differently by other Proposers.
2. It includes evaluation criteria for every element that the Proposer must address in their response to the RFP.
3. It assigns values to each evaluation criteria, which reflect the relative importance of these criteria.
4. It establishes a minimum score below which a proposal will not be considered.

## RFP Rating Sheet

Title of Proposal: \_\_\_\_\_ Date: \_\_\_\_\_

Proposer: \_\_\_\_\_ Rater: \_\_\_\_\_

1. The proposal was received by the time and date required in the RFP. Yes/No
2. The proposal includes a statement by the Proposer agreeing to the terms and conditions in the core model subaward. Yes/No
3. The proposal for the project includes a line item budget with justification. Yes/No
4. The proposal includes a non-involvement statement. Yes/No
5. The proposal includes the Proposer's most recent audit report. Yes/No
6. The proposal includes the most recent peer review of the auditor who conducted the most recent audit report. Yes/No

### Weighted Value of Major Categories

#### **Category #1** Response to Introduction (WV = 1)

Criterion #1: the Statement of Need reflects a clear understanding of why the project is necessary (0 - 10)

Criterion #2: the Statement of Purpose indicates a clear understanding of what the project is intended to accomplish (0 - 10)

Total possible score for this category 20

**Category #2** Statement of Work (WV = 5)

- Criterion #1: the proposal contains clear objectives, which are consistent with the intent of the project (0 - 10)
- Criterion #2: the proposal contains an operational plan, which lists all objectives and gives a complete date for each (0 - 10)
- Criterion #3: the completion dates in the operational plan are reasonable (0-10)
- Criterion #4: the way (method) the Proposer intends to conduct the project (provide the services) is clearly explained (0 - 10)
- Total possible score for this category 200

**Category #3** Organizational Capability (WV = 3)

- Criterion #1: the proposal contains sufficient numbers of staff to provide the services (0- 10)
- Criterion #2: the proposal contains the type of staff necessary to provide the services (0 - 10)
- Criterion #3: the evidence provided by the Proposer related to their previous experience clearly indicates the Proposer's ability to provide the services (0 - 10)
- Criterion #4: the table of organization included in the proposal indicates an adequate span of control (0 - 10)
- Total possible score for this category 120

**Category #4** Budget and Cost (WV = 10)

- Criterion #1: the costs proposed in the line item budget are reasonable (0 - 10)
- Criterion #2: the proposed cost per unit rate is justified and one understands how they were determined (0 - 10)
- Total possible score for this category 200
- Total possible score for this proposal 540

The formula for scoring each proposal is as follows:

- a. Rate each criterion under each category from zero to 10
- b. Multiply the rating of each criterion under each category by the category's weighted value (WV). This gives a score to each criterion.
- c. Add the scores under each category.
- d. Add the total scores of each category to get a total proposal score.
- e. The minimum score for consideration is 264.