

**ADDENDUM ONE TO THE REQUEST FOR PROPOSALS (RFP)**  
**RFP NO.: AAA-ENP-1216**  
**FOR THE PROVISION OF ELDERLY NUTRITION PROGRAM (ENP) SERVICES**  
**POSTED DECEMBER 20, 2011**

The purpose of this Addendum is to address questions provided in response to RFP No. AAA-ENP-1216 and the ENP Proposer's Conference held on December 13, 2011.

**Question #1:**

Please issue the new Supervisorial Redistricting maps for this current RFP.

**Answer #1:**

The maps are not available at this time. The redistricting will not impact the evaluation of the Proposer's proposal or funding. The funding formula is based on the proposed cities and unincorporated areas to be served by the Proposer. Until new maps are issued please use the maps provided on each Supervisor's website. <http://bos.co.la.ca.us/Categories/Agenda/AgendaHome.asp>

**Question #2:**

RFP Section 2.9.5, Page 27, Proposer shall have, or by Contract award meets the mandatory staffing requirements. Can I be scheduled for the HACCP Certification? I am ServSafe certified.

**Answer #2:**

Statement of Work (SOW) Section 5.2.2.2.5 requires HACCP Certification within six (6) months of hire. The HACCP is offered by CSS' Dietary Administrative Supportive Services (DASS) Program in May or June every fiscal year. It is the responsibility of Contractor, once awarded a contract, to schedule the training with the DASS provider. The HACCP certification may also be obtained online through Premier Food Safety and the National Restaurant Association. Proposers will be evaluated on the current qualifications of proposed staff.

**Question #3:**

RFP Section 2.9.5, Page 27, Proposer shall have, or by Contract award meets the mandatory staffing requirements. I have a Site Manager who has failed the ServSafe twice. I am arranging for an interpreter in Farsi since the test is not given in this language. Shall I move her or just state the special accommodation that I am providing?

**Answer #3:**

SOW Section 5.4.2.1 states that the Site Manager must be certified as a Food Protection Manager within six (6) months of being hired. The Food Protection Manager certification may also be obtained through Premier Food Safety or through the National Restaurant Association. Proposers will be evaluated on the current qualifications of proposed staff.

**Question #4:**

RFP Section 2.9.7, Page 28 on Proposer's Green Initiatives, are we required to be at a certain level of compliance for the green requirements by any specified date?

**Answer #4:**

SOW Section 21.2 Contractor shall notify County's Contract Manager of Contractor's new green initiatives prior to the Contract commencement. If awarded a contract, CSS will work with Proposers during the contract term to ensure compliance with the County's Green Initiative.

**Question #5:**

You indicated that for both programs, C-1/C-2 we are to submit 12 binders; can they be combined or separate?

**Answer #5:**

RFP Section 2.11 Proposal Submission states that the original proposal and five (5) copies shall be enclosed in a sealed box if you are only submitting one Proposal. If your agency is submitting proposals for both ENP Services (Congregate Meal and Home-Delivered Meal/Telephone Reassurance Services) you need to submit two (2) boxes, each box containing one original and five (5) copies.

**Question #6:**

In submitting the C-1/C-2 Proposals one must be an original and the rest copies? Regarding the Fire Certification, Health Certificate, do we need to include the original? We received one original for each certificate in October or do we need to call the Health Department again to check the sites again or is it okay to submit copies?

**Answer #6:**

Copies are fine. The original must include "wet signatures" for all required RFP forms (Appendix D of the RFP).

**Question #7:**

The Quality Control Plan is not clear on what I need to submit? Monitoring mainly in the nutrition sites such as In-Service trainings and different forms for monitoring? Or submitting site audits and keeping track of meals? Is it mostly for internal procedures?

**Answer #7:**

The Proposer's Quality Control Plan (Section 2.9.6 of the RFP) is a self-monitoring tool used by the Proposer to ensure the required services are provided as specified in Appendix B (SOW). This is the Proposer's own internal procedure for monitoring its services. The plan should be program specific.

**Question #8:**

The Certified Vendor List was sent out to ENP Contractors, but there were no instructions for the bids process. Will a new approved Vendor list be released before or

after the RFP? Regarding the bid packet, are you planning to have it out by April? I was hoping to go out to bid as soon as I submit the proposal, are you foreseeing any changes or any modifications?

**Answer #8:**

The updated list (FY 2012-13) will be sent to ENP Contractors after January 17, 2012. There is a possibility that the Vendor list will change.

**Question #9:**

The maximum unit rates were raised \$.27 cents from four (4) years ago. There is a similar narrative in the RFP regarding the ability to change rates; can you explain the maximum rate adjustments?

**Answer #9:**

The contract Unit Rate may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the prior 12 (twelve) month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries; no cost of living adjustments will be granted. The current Unit Rates were increased a total of 6% for the next four fiscal years. If during the contract term Contractors feel a COLA is justified then CSS may hold discussions.

**Question #10:**

Is total funding available about the same or less amount or more than the previous funding?

**Answer #10:**

The funding included in the RFP are estimates and do not include One-Time-Only funding given by the California Department of Aging at year's end. CSS anticipates level funding for Fiscal Year 2012-13 however funding is contingent upon the availability of federal, state, and local funds.

**Question #11:**

Can we use County staff as a reference?

**Answer #11:**

Yes, Proposers can use CSS staff as a reference but only once on each exhibit listed below. Proposers may also list other Los Angeles County Departments on the same exhibit as CSS. If a Proposer lists five different CSS staff as references on one exhibit - all five references will be counted as one reference for that exhibit. For all references the following applies:

- 1. Prospective Contractor References, Appendix D, Exhibit 2:** Proposer must provide a minimum of five references where the same or similar scope of services was provided within the last five (5) years. These do not have to be contractual relationships.
- 2. Prospective Contractor List of Contracts, Appendix D, Exhibit 3:** The listing must include all Public Entities contracts for the last five (5) years. Use additional sheets if necessary. These references must be contractual relationships with a government entity whether federal, state or local.
- 3. Prospective Contractor List of Terminated Contracts, Appendix D, Exhibit 4:** Proposer must provide a minimum of five (5) references within the last five (5) years with a reason for termination which includes, but not limited to: expiration, non-compliance, loss of funding, and failure to complete a contract.

**Question #12:**

What is the current County mileage rate?

**Answer #12:**

The current mileage rate is \$.52 cents per mile.

**Question #13:**

On 2.9.5.2 the Proposer's Objectives compared to RFP objectives can we use the estimated units of service to propose how many clients we anticipate serving in relation to the County's overall estimated units? Is this what you are requesting or do you want the narrative objectives as well?

**Answer #13:**

Proposer shall provide both an estimated Unit of Service Plan and narrative. The estimated Units of Service (number of meals served) will be reflected in Appendix C, Exhibit 1 (Page 3 of 3) for Congregate Meals and Appendix C, Exhibit 3 (Page 3 of 4 and Page 4 of 4) for Home-Delivered Meal/Telephone Reassurance Services. The Proposer shall also provide a detailed narrative on how the Proposer's Units of Service Plan will impact the overall estimated Units of Service, in what Supervisorial District(s) and City(ies), and how the Proposer plans to sustain ENP Services throughout the Contract term.

**Question #14:**

Our interpretation is that our budget request will be determined by the number of units we anticipate serving and the funding rate/unit. Is that right?

**Answer #14:**

Yes – Total funding will be based on the total number of meals served and the proposed Unit Rate.