



Fulton County, GA

Department of Purchasing & Contract Compliance

November 21, 2013

Re: RFP 14RFP89631YA-AP, Comprehensive Nutrition Care

Dear Proposers:

Attached is one (1) copy of Addendum 1 hereby made a part of the above referenced Invitation to Bid.

Except as provided herein, all terms and conditions in the Invitation to Bid referenced above remain unchanged and in full force and effect.

Sincerely,

Al Micah Phillips
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



RFP 14RFP89631YA-AP, Comprehensive Nutrition Care

Addendum No. 1 Page Two

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

The following information is a requirement for Bidders:

1). Response to Questions received on RFP 14RFP89631YA-AP, Comprehensive Nutrition Care

Proposal Questions:

1. What is the number of clients we can expect for Nutritional Counseling and Nutritional Health screening?

Just so everyone is bidding on the same thing, bid on 1,000 hours of Counseling/Screening.

2. Do all special meals go out on the same day of the month?

Special meals refers to a holiday related meal and would be planned at the menu planning meeting to go out to all centers on the same day. I could also refer to a meal for a special function, in which case it may be for only one location. Special meals of this kind will be limited and pricing will be determined on an event by event basis. The mention in the RFP is just that the vendor is aware that it may come up and agrees to coordinate with the Office of Aging to provide the meals.

3. How often do in-service trainings need to be conducted for volunteers or center staff?

There is no frequency requirement provided in the RFP. Keep in mind that the staff at the centers heats your food. The lack of knowledge on proper procedures or failure to follow the proper procedures could impact the quality of the food at the time of serving, which could reflect poorly on the provider. It would be in your best interest to provide regular refresher training in the centers every 3 to 6 months.

4. What therapeutic/modified meals are currently being offered?

The successful vendor must have the capacity to provide the following therapeutic/modified meals. Regular: This diet provides at least 1/3 of the DRIs/RDA's as established by the Food and Nutrition Board of the National Academy of Science Research Council.

NAS (No added salt) - A regular diet without added salt or high sodium food items. NCS (No concentrated sweets) - A regular diet without concentrated sweets or sweetened beverages. Mechanical soft: This diet is designated to minimize the amount of chewing necessary to ingest food. It also restricts foods that may irritate the mouth or throat. 2 grams sodium: this diet is designated for clients who cannot have more than 2000mg. Of sodium per day. Renal: (60 grams of protein, 2 grams sodium, 2 grams potassium) – This diet is for clients who have chronic renal insufficiency or other renal problems. Vegetarian: This diet will vary depending on the request.

5. Please specify how many special function meals go out? (Month of May, breakfasts). Are these menus analyzed to meet nutrient targets?

The special function meals are on an as needed basis and the number is very limited. The cost for these meals must be absorbed in the contract total. They do not require nutritional analysis.

6. Are dietetics interns permitted to assist with nutrition education in the centers?

The RFP states that a Registered Dietician Licensed within the State of Georgia must conduct the nutrition education sessions. Dietetics interns may assist, but the Registered Dietician must be there to present.

7. What is the reimbursement limit for the special meal?

The reimbursement for special meals will be negotiated based on the event and the request. Emphasis should be placed on the pricing for the meals for the regular program. The special meals are very limited and will be reimbursed based on the vendor's costs. The mention of the special meals in the RFP is just to make bidders aware that it may come up and they are willing to provide special meals at cost.

8. How do you determine local vendor preference? (there are inconsistencies in the RFP)

Copy of occupational tax certificate (business license) form Fulton County or a city located within Fulton County, or; Copy of a lease or rental agreement, or; Proof of ownership interest in a location within the geographical boundaries of Fulton County.

9. Can special meals all be delivered on the same day or does it depend on the senior center?

In most cases a special meal can be delivered along with the regular delivery, unless circumstances prohibit.

10. Please specify definition of "chilled" is this cold (below 40 degrees), frozen (below 32 degrees) or somewhere in between?

Chilled meals are between 32 degrees and 40 degrees.

11. Can you provide a price breakdown for each of the current options being delivered? Is the \$3.62 an average or just for home delivered lunches?

\$3.63 Healthy Choice Meal (meets the requirements of all special diets and is considered the "Regular Meal") for Congregate and Home Delivered

\$3.55 Picnic Meals

\$3.21 Shelf Stable Meals

\$3.21 Breakfast

\$1.00 Snack

12. The technical proposal says price is worth 15 points while the cost proposal says 10 points. Which is true?

15 Points is correct.

13. The RFP refers to the "admin" field in the pricing form yet there is no admin field. Where do we add this cost?

The Pricing Form was changed after the text of the RFP was written. You may provide a spreadsheet with your cost proposal that breaks out all of your individual costs for each meal type, including Admin. Costs, Nutrition Education Costs, etc., if you so choose (This is not a requirement.). The basis of the cost evaluation will be on the total amount proposed to provide all of the meals in the RFP. The Pricing Form only requires you to provide the unit cost of each meal type and the total amount proposed. Any additional information you would like to provide that lets us know how you arrived at the unit price will be reviewed, but is not required.

14. The RFP requires menus to be submitted 6 weeks prior to implementation. How will this be possible between a 12/5 due date and a 1/1 implementation date?

The 6-week requirement will be waived for the first cycle; however, the menus will need to be submitted as soon as possible.

15. Should the EBO and contract compliance be included in a separate envelope with or without the technical proposal? Should we include a copy with both?

The EBO and contract compliance forms are to be placed in a separate envelope labeled Contract Compliance Forms. Original should be labeled as Original and copies are to be labeled the same.

16. The RFP specifies an 85% average of meal satisfaction at "somewhat" satisfied or higher. The current ARC surveys no longer have a "somewhat satisfied" option. Do we use the ARC 3 point survey and if so, what is the new meal satisfaction requirement?

Our survey tool still includes a Satisfied, Somewhat Satisfied, and Dissatisfied question regarding the overall satisfaction with the meals. I will try to get the survey tool attached to the web-site.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time December 5, 2013 at 11:00 A.M.

This is to acknowledge receipt of Addendum No.1, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title