

COUNTY OF BERKS

Purchasing Department

Berks County Services Center, 633 Court Street, Reading, PA 19601
Tel: 610-478-6168 Fax: 610-898-7404

Kelly A. Laubach, CPPB, Director of Contracts and Procurement

NOTICE TO PROPOSERS

Addendum #2 – September 23, 2020

Re: Request for Proposal #20-17-CN – Home Delivered Meal Services for Berks County Area Agency on Aging

This Addendum should consist of a total of 9 pages. If you have not received this Addendum in its entirety, please contact the County of Berks Purchasing Department at (610) 478-6168.

The County hereby amends the above noted Request for Proposal (RFP) as indicated herein. All other details of the RFP remain unchanged. **Language that is underlined denotes that which has been added. Language that has been stricken denotes that which is hereby removed.**

A pre-proposal conference was held on September 16, 2020 at 11:30 AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- Jessica Jones Berks County Area Agency on Aging
- Todd Reinert Berks County Area Agency on Aging
- Carol Croft Berks Encore
- LuAnn Oatman Berks Encore
- Lori Smith Berks Encore
- Candace Noll County of Berks Purchasing Department

Following is a list of questions asked at the pre-proposal conference or submitted in writing and the County's response to each question. **The responses to these questions form an integral part of the RFP package and these responses may alter a Proposer's responsibilities in submitting a proposal.** Where conflict exists between these responses and information in the original RFP package, these responses shall prevail.

The following statements were made at the start of the pre-proposal meeting:

- Sign up via the County's website on the Purchasing pages to receive e-alerts of future notices of issuances as well as notification of issuance of addendums.
- In accordance with Section One, Clause 1.5, Proposers shall carefully review this RFP for defects, inconsistencies or ambiguities. Comments concerning defects, inconsistencies or ambiguities must be made in writing and received by the RFP's point-of-contact (see cover page), at least seven (7) business days prior to the Proposal Deadline. This will allow for the issuance of any necessary addenda. All questions must be in writing and directed to the RFP's point-of-contact. This RFP cannot be modified except by a written addendum issued by the County. The decision on whether an addendum is required shall be made by the County in its sole discretion. *If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP by the County's Purchasing Department.*

- An addendum will be issued to respond to any and all questions and clarifications submitted and/or identified as needed by the County.
- Follow the instructions in Section 5, which will identify all the proposal submission requirements. Remember that requested changes to the terms and conditions are considered within the evaluation committee members scoring during the evaluation process.
- Attachment A, Clause 9 Insurance – Please review carefully with your agency/broker to ensure that you meet or exceed all the limits and the endorsements identified therein.

Clarification #1
TABLE OF CONTENT

TABLE OF CONTENTS

SECTIONS

One	Introduction and Instructions
Two	Method of Vendor Selection
Three	Standard Contract Information
Four	Scope of Work
Five	Proposal Format and Content
Six	Evaluation Criteria and Process

ATTACHMENTS

Attachment A	Proposed Form of Agreement and General Conditions
Attachment B	HIPPA Agreement
Attachment C	Non-Collusion Affidavit Form
Attachment D	Needs Assessment Tool- Express
Attachment E	Needs Assessment Tool- Express Instructions
Attachment F	Instructions for Participating in a Microsoft Teams Live Event
<u>Attachment G</u>	<u>Price Proposal Form</u>

SECTION 1 – Introduction and Instruction, Clause 1.3

- Q2:** Will the deadline be extended?
A2: No. Refer to Clause 1.3.

Clarification #3

SECTION 2 – Method of Vendor Selection, Clause 2.3.1

If the County elects to award Agreements pursuant to this RFP, it intends to award the Agreement to the responsible and responsive Proposal whose Proposal is determined to provide the best overall value to the County. The County intends to award a three-year Agreement term with the option of extending the term of the Agreement for two additional one-year periods upon the mutual agreement of the parties. The Vendor should be prepared to begin work on January 1, 2021.

Q4: What are the 3 years covered by this grant?

A4: This time period for this Agreement will be January 1, 2021 through December 31, 2023

SECTION 4 – Scope of Work, Clause 4.3.5

Q5: What are the expectations of an OPTIONS service that includes a meal authorized under Title III Part C Subpart 2 of the Older Americans Act which authorizes meals and related nutrition services to older individuals who are homebound? What services shall be included for nutrition screening, nutrition education, nutrition assessment, and nutrition counseling?

A5: It is expected that services shall be provided as per Section 4.5 of the Scope of Work.

SECTION 4 – Scope of Work, Clause 4.5.3.9.1 – 4.5.3.9.4

Q6: Where do these figures come from?

A6: These figures are the requirements that are listed under the regulations for the Department of Aging Options Chapter. We are required to follow these regulations.

SECTION 4 – Scope of Work, Clause 4.5.4.6

Q7: Clarify how BCAA will make the final determination as to whether a consumer has an emergent need.

A7: If a recommendation is made to BCAA management/supervisory staff for an emergent need, they will review the facts of the case to make a final decision.

SECTION 4 – Scope of Work, Clause 4.5.6.3

Q8: Who do we notify at BCAA regarding clients that receive frozen meals?

A8: This reporting shall be completed via Co-Pilot. If a provider does not have Co-Pilot, it shall be reported to BCAA fiscal staff.

SECTION 4 – Scope of Work, Clause 4.5.6.4

Q9: Will BCAA supply the funding to purchase phones for all meal delivery personnel and volunteers?

A9: No additional funding will be provided for cell phones. If an employee or volunteer does not have a cell phone, other accommodations will need to be made to ensure that they can contact the Provider timely in an emergency situation.

SECTION 4 – Scope of Work, Clause 4.5.8.7

Q10: What form must the care manager complete in which the consumer must sign acknowledging that meals can be left outside of their door?

A10: The form has not been completed at this time.

SECTION 4 – Scope of Work, Clause 4.5.9

Q11: Are these the snow boxes we order each year?

A11: Yes.

SECTION 4 – Scope of Work, Clause 4.5.10.4

Q12: If we do not receive our funding from AAA on time, must we make payment by the 10th?

A12: Yes, consumer contributions are independent of the approved price proposal(s) and monthly invoice.

SECTION 4 – Scope of Work, Clause 4.5.11

Q13: Do you no longer want the “No Answer Report”?

A13: Yes, the volunteer must report “no answers” to the Provider as per Clause 4.5.8.10.1 and these numbers shall be reported to BCAA monthly.

Clarification #14

SECTION 5 – Proposal Format and Content, Clause 5.11

5.11 Price Proposal (the Price Proposal shall be submitted in a separate sealed envelope for the hard copy and a separate memory stick or CD for the electronic version)

5.11.1 Price Proposals must include:

Home Delivered Meals Program Monthly Cost Breakdown for All Sites	Years 1-3
Salaries by Position:	
Program Director	
Program Coordinator	
Activity Coordinator	
Special Programs/ Operation Facilitator	
Accountant	
Meal Preparation/Cooks	
Subtotal	
Fringes to Position:	
Program Director	
Program Coordinator	
Activity Coordinator	
Special Programs/ Operation Facilitator	
Meal Preparation/Cooks	
Subtotal	

Occupancy:	
Rent	
Utilities (List)	
Building & Ground Maintenance	
Building Insurance	
Other (List)	
Subtotal	
Communications:	
Telephone	
Postage	
Printing (List)	
Other (List)	
Subtotal	
Supplies/Minor Equipment:	
Equipment Maintenance	
Office Supplies	
Program Supplies	
Minor Equipment (List) Copier/Postage Meter	
Subtotal	
Transportation:	
Staff Expenses for Meetings	
Staff Travel (# Miles at current per mile rate)	
Other (List)	
Subtotal	
Contract Services:	
Audit	
Accounting	
Other (List)	
Subtotal	
Other Operating Costs:	
Advertising	
Dues/Memberships	
Conference Dues	
Staff Recruitment	
Staff Training (includes Travel)	
Liability Insurance	
Other (List)	
Subtotal	
Fixed Assets (List)	
Other (List)	
Subtotal	
Total Annual Cost (equal to total of all	

subtotals here)	
Total Monthly Cost/Fee	

- 5.11.2 Vendor must provide a detailed listing of these items with their price proposal, for example an aggregate cost for the Occupancy; Other, Communications; Printing, Communications; Other Supplies/Minor Equipment; Minor Equipment List, Transportation; Other, Contracted Services; Other, Other Operating Costs; Other, Fixed Assets is sufficient. Under Occupancy; Utilities a cost breakdown should be provided for the following: Electric, Gas, Water, Sewer as well as Trash & Recycling.
- 5.11.3 The Agreement resulting from the award of this RFP will be for a not to exceed monthly amount.
- 5.11.4 Capitalized fixed assets Vendor shall include depreciation expense.
- 5.11.5 Proposers are to take into account the project funding available for the services outlined herein as identified in Section 4, Scope of Work. Refer to Attachment A, Proposed Form of Agreement and General Conditions, Clause 11, 40, and 41 for further details pertaining to finding and allocation.
- 5.11.6 The Price Proposal Form shall be completed for each location.

SECTION 5 – Proposal Format and Content, Clause 5.11

Q15: Will you supply the Price Proposal Form?

A15: We will upload the Price Proposal Form from Clause 5.11.1 as a separate document which hereby includes the above changes named Attachment G - Price Proposal Form to the website.

Q16: Are we to report a monthly cost, an annual cost, or an annual cost for each three years?

A16: A monthly or annual cost may be reported for each line item.

Q17: Do we have to show fringes by Position?

A17: Yes, fringes should be shown for each position.

Q18: For any line item that shows “list” next to it, must we provide detail for that line item?

A18: Yes, detail should be provided for those line items that state “list”.

Q19: Are we permitted to add “Admin/Support Services” to the financial form?

A19: Additional costs associated with this service may be added to the financial form under “Other (List)”.

Clarification #20

Attachment A – Proposed Form of Agreement and General Conditions, Clause 6, Fees

7. Fees

As set forth in Vendor’s Best & Final Offer dated _____.

Home Delivered Meals Program Monthly Cost Breakdown for All Sites	Years 1 - 3
Salaries by Position:	
Program Director	
Program Coordinator	
Activity Coordinator	
Special Programs/ Operation Facilitator	
Accountant	
Meal Preparation/Cooks	
Subtotal	
Fringes to Position:	
Program Director	
Program Coordinator	
Activity Coordinator	
Special Programs/ Operation Facilitator	
Meal Preparation/Cooks	
Subtotal	
Occupancy:	
Rent	
Utilities (List)	
Building & Ground Maintenance	
Building Insurance	
Other (List)	
Subtotal	
Communications:	
Telephone	
Postage	
Printing (List)	
Other (List)	
Subtotal	
Supplies/Minor Equipment:	
Equipment Maintenance	
Office Supplies	
Program Supplies	
Minor Equipment (List) Copier/Postage Meter	
Home Delivered Meals Program Monthly Cost Breakdown for All Sites	Years 1 - 3
Subtotal	
Transportation:	
Staff Expenses for Meetings	
Staff Travel (# Miles at current per mile rate)	

Other (List)	
Subtotal	
Contract Services:	
Audit	
Accounting	
Other (List)	
Subtotal	
Other Operating Costs:	
Advertising	
Dues/Memberships	
Conference Dues	
Staff Recruitment	
Staff Training (includes Travel)	
Liability Insurance	
Other (List)	
Subtotal	
Fixed Assets (List)	
Other (List)	
Subtotal	
Total Annual Cost (equal to total of all subtotals here)	
Total Monthly Cost/Fee	

Vendors are to take into account the project funding available for the services outlined herein as identified in Section 4, Scope of Work. Refer to Attachment A, Proposed Form of Agreement and General Terms, Clause, 11, 40 and 41 for further details pertaining to funding and allocation.

Clarification #21

Attachment A – Proposed Form of Agreement and General Conditions, Clause 7, Notices and Program Manager

7. Notices and Program Manager

All necessary coordination and communication required to carry out this Agreement, including meetings between the parties, as well as all written notices, shall be done through the individuals indicated below. Written notices shall be effective when delivered by hand, or if sent by registered or certified mail, or verified facsimile, or by confirmed courier to the address of each party indicated below.

	<i>County:</i>	<i>Vendor:</i>
Attention	Deputy Director <u>Acting Director</u> , Berks County Area Agency on Aging	
Address	633 Court Street 8th Floor, Services Center Reading, PA 19601	
Telephone	610-478-6500	
Fax	610-478-6886	
Email	jjones@countyofberks.com	

Written notices shall be copied to: County of Berks, Attn: Kelly A. Laubach, Berks County Services Center, 633 Court Street, 13th Floor, Reading, PA, 19601. Fax: 610-898-7404.

Should you have any questions regarding this Addendum, please contact Candace L. Noll, Contract Manager, via phone at (610) 478-6168 or via email at cnoll@countyofberks.com.