



Department of Procurement and Contract Compliance

Addendum #1

RFP R40895

Title III C Congregate and Hot Home Delivered Meals for AAA

Release Date:
May 30, 2025

Refer All Inquiries to: Kelly Regan kregan@wycokck.org

Department of Procurement and Contract Compliance

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Kansas City, KS 66101

ADDENDUM #1**RFP R40895****Title III C Congregate and Hot Home Delivered Meals for AAA**

Please be advised of the following changes/clarifications to subject solicitation.

QUESTION:

1. Can you please clarify the nutrition requirements for this program, specifically the calorie requirements. On pg. 22, the RFP states a minimum calorie requirement of 625 calories per meal, with a weekly target goal of 750 – 850, which is significantly higher than OAA and Kansas State regulation. Which would you like to follow?

Answer:

Please follow all nutrition requirements as outlined by the Kansas Department for Aging and Disability Services (KDADS). Please refer to their website at: www.aging.ks.gov

Field Service Manual Section 4: Nutrition

****We follow the "Food Based Meal Pattern"*

QUESTION:

2. Could you please provide a copy of your current menu for congregate, home delivered and frozen meals?

Answer:

See attached menu for January 2025 at the end.

QUESTION:

3. Who is responsible for the delivery of home delivered meals to the homes of participants?
 - a. Is the vendor responsible for delivering all hot and frozen meals to the homes?

Answer:

Yes, the vendor is responsible for delivery of all hot and frozen meals to participants' homes.

- b. If the vendor is responsible for all or a portion of home deliveries, could you please provide a rough estimate of the delivery area in miles?

Answer:

Approximately 20 miles.

QUESTION:

4. Will you accept direct delivery to the homes of Special Diet Meals providing the vendor has the capability, or do you require those meals to be delivered via mail order?

Answer:

Negotiable, at participant's discretion.

QUESTION:

5. Do the 4 compartment steam tables that are to be provided to the sites require a sneeze guard?

Answer:

Steam tables are not needed at this time, as we purchased new steam tables for our congregate meal sites 2 ½ years ago. If/when the new steam table goes out, the vendor will be required to replace it with another steam table.

Will the clients be serving themselves buffet style, or will staff serve the meals?

Answer:

Staff serve the meals to participants.

QUESTION:

6. Approximately how many bag lunches are served monthly historically?

Answer:

Currently, we have four (4) congregates sites that serve grab and go (bag) meals. Between the four sites there are approximately 3,000 bag lunches per month.

QUESTION:

7. What are the sanitation supplies required?

Answer:

Silverware, napkins, and serving utensils.

QUESTION:

8. Would you please share your current meal rates?

Answer:

Not at this time.

QUESTION:

9. Are the Frozen Meals held to the same higher caloric nutrition requirements, or will OAA and Kansas State requirements suffice?

Answer:

Please refer to answer in question #1.

QUESTION:

10. Would you prefer to have the proposal submitted electronically through the portal on the Procurement site, or would you prefer the 2 originals, 10 copies and 1 flash drive as requested in the RFP to be mailed? If so, do you require wet ink signatures on the originals?

Answer:

2 originals, 10 copies

QUESTION:

11. Could you please provide clarification around van that is to be on loan for program use? What is the intended use for this van? Would the driver be program staff, volunteer or company staff?

a. Is the vendor responsible for maintenance, insurance and fuel for the van on loan?
Answer:
Vendor is responsible for use of their own van and their own driver. Van/Vehicle must be equipped with appropriate heating and cooling for food delivery.

b. Could you please provide an estimate of the daily miles the van is expected to travel?
Answer:
Uncertain of daily miles.

QUESTION:

12. Can you please describe the CHAMPPS voucher program and detail the responsibilities of the vendor accordingly?

Answer:
Please disregard the CHAMPSS program. Vendor will not be responsible for catering or deliveries.

QUESTION:

13. Is there flexibility to go above the weekly average of 750-850 calories? While still meeting all nutrient requirements.

Answer:
*Please follow all nutrition requirements as outlined by the Kansas Department for Aging and Disability Services (KDADS). Please refer to their website at: www.aging.ks.gov
Field Service Manual Section 4: Nutrition
***We follow the "Food Based Meal Pattern"*

QUESTION:

14. Page 27 states that frozen menus must meet the required minimum nutrition standards, meal patterns, and menu form. Can we confirm if menus need to meet meal pattern *and* nutrient analysis requirements, or do we have the option to use either one? If meal pattern is required, will you provide us with the meal pattern requirements?

Answer:
We follow the Food Based Meal Pattern. Please refer to answer #1 for more guidance on meal pattern requirements. We adhere to the State's requirements.

QUESTION:

15. Will you please provide copy of menu approval form?

Answer:
This form can be found on KDADS website. www.aging.ks.gov

QUESTION:

16. Page 28 outlines some requirements for textured vegetable protein (TVP). This page says that TVP shall be prepared in combination with ground or diced meat/poultry/fish and that the maximum percentage of TVP allowed shall be determined by the AAA. Will you accept TVP used in processed meats? Will you please clarify what the maximum percentage of TVP allowed?

Answer:

We follow the Food Based Meal Pattern. Please refer to answer #1 for more guidance on meal pattern requirements. We adhere to the State's requirements.

QUESTION:

17. What are the current counts for Congregate meals per site listed?

Answer:

Approximately 225 daily meals, delivered to nine (9) congregate meal sites.

QUESTION:

18. Will congregate meals need to be in bulk or is pre-plated an option?

Answer:

Currently, we have four (4) congregates sites that serve grab and go (bag) meals. Between the four sites there are approximately 3,000 bag lunches per month.

QUESTION:

Can providers bid on only certain aspects of this RFP?

Answer:

Yes.

19. Is there a requirement of where the kitchen space is located?

Answer:

No, but close enough for the food to be delivered hot and at appropriate temperature when delivered.

QUESTION:

20. Will the hot home delivered meals need to be delivered by a certain time daily?

Answer:

Yes, before 12 noon.

QUESTION:

21. What is the geographic area for the hot home delivered meals and the frozen home delivered meals?

Answer:

Approximately 20 mile radius.

QUESTION:

22. What is the current contracted pricing per meal?

Answer:

Prefer not to disclose.

Menu for January 2025



January 2025
Menu.pdf

THE ATTACHED SIGNATURE PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

In other respects, except as specifically stated above, the subject Request for Proposal remains unchanged.

SIGNATURE PAGE

RFP R40895, Title III C Congregate and Hot Home Delivered Meals for AAA

Proposers are asked to acknowledge receipt of this Addendum Number One (1), by completing the information requested below and submitting this information with their proposal. Failure to do so may subject the proposer to disqualification.

ALL OTHER SPECIFICATIONS AND CONDITIONS REMAIN UNCHANGED.

RECEIPT OF THIS ADDENDUM IS HEREBY ACKNOWLEDGED

NAME/BUSINESS: _____

ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____, STATE: _____, ZIP CODE: _____

PHONE: () _____ FAX NO: _____

E-MAIL ADDRESS: _____

ATTENTION OF: _____

TITLE: _____

SIGNED: _____

DATE: _____

All questions should be directed to the Purchasing Department at (913) 573-5440