Request For Proposal Questions and Answers

Request For Proposal Document Questions -

1. In section 3.1 company structure - an organization chart, job descriptions, and resumes are required. We are in the process of changing some of our roles within the organization. Should we use the new job descriptions without a resume since some of those new roles do not have identified candidates at this time? Or should we include our current organization chart, job descriptions, and resumes?

   The basic requirement is to include the current organizational chart, job descriptions and resumes. You may choose to include the future organizational chart and job descriptions in addition to the current information.

2. Please confirm your shipping address for overnight delivery:

   The office address is as follows:
   Julie Hall, Area Agency on Aging Director
   Middle Georgia Regional Commission
   175 Emery Highway
   Suite C
   Macon, GA  31217

   Please note the office is only open Monday – Friday from 8:00AM – 5:00PM. Delivery of the RFP must be received by 4:00PM.

3. Please confirm that the following signature forms are not to be submitted with the proposal.
   o Attachment E-1 (p.83)
   o Attachment E-2 (p. 84)
   o Disclosure of Lobbying Activities Form (p. 94)

   Pages 83, 84, and 94 are part of the sample contract included for each bidder’s information. The successful bidder will agree to and complete an actual contract including the information noted in the sample contract.

   However, beginning in the RFP document section 2 – 8, all items noted as required must be included in the RFP. This includes all mandatory signature pages.

Uniform Cost Methodology Spreadsheet Questions -

4. We only have one program, home-delivered meals. We deliver our meals using mostly volunteers. We have a contractor who prepares the meals for us. Are we HDM Meals Management only? If so, staff delivers meals periodically when volunteers can’t make it. Can their mileage be counted under HDM Meals Management only or do we use the other category HDM Meal Cost only?
According to page 10 of the Uniform Costs Methodology Spreadsheet the following items may be included in the costs of the home delivered meals service:

**“Client Meal Delivery Costs – Costs of delivering food to clients home.”**

*Do not include meal delivery costs here under HDM Meal Costs if:*
   - Already included in the Personnel Spreadsheet, Van Driver’s time allocated for HDM meal delivery costs and/or
   - Already included in Staff Reimbursement for either staff or volunteer mileage has been allocated for HDM meal delivery costs*

5. Does “all other staff time” in the first sentence on page 12 of the UCM manual refer to “all other staff time” on page 13 paragraph 6 of the same manual? This does not seem likely because the definition on page 13 is time not spent in identified aging services. If not, could you elaborate on the meaning of the phrase at the top of page 12?

   According to Page 12 of the UCM manual all other staff time and salary for Home Delivered Meals Management Costs refers to:

   “All other staff time and salary that are directly related to the home delivered meals program (except for meal preparation). This includes outreach, training, documenting client and meals data, preparing reports, schedules and client contact.”

   According to Page 13 of the UCM manual this section of all other staff time in the personnel spreadsheet refers to:

   “…staff time not spent in identified aging services and must default to the “All Other” section of the spreadsheet to assure all other services will incur their appropriate share of costs allocated to the cost pools”