



Fiscal Years 2016-2019

**Nutrition Services
Request for Proposals
Issued December 2014**

**FAQ
February 23, 2015**

- 1) If we use outside space and we ask the landlord to complete Attachments 2-18 and 2-19 for us, should they enter our organization (the applicant) where it asks for site? Should they list their own staff or the applicant's?

Yes, the landlord should enter the applicant name throughout where the form asks for "site." On Attachment 2-19 (Disaster Coordination) AgeOptions needs to know who to contact in the event of a large-scale emergency. The landlord is not accountable to AgeOptions so the names should be from the applicant organization. The applicant would need to communicate with the landlord.

- 2) Should answers to questions be typed right on the application or do you want them on separate pages?

You can type the responses right on the application but please remember to save the document to your own computer. You cannot save your completed application to our website nor submit it through our website link.

- 3) Can I remove pages 2-6 (your instructions) before sending these copies via USPS?

Yes, you can remove all of these pages but it would make it easier for us if you left the questions in Section III 1-4 and then inserted your response after each question. For example:

1. Needs Statement

- a. Describe the target population to be served.....need for the service.

[Insert your response here]

- b. Describe the high-need area.....should fund the program.

[Insert your response here]

- 4) So is the actual application only pages 1 & 2 plus budget and budget justification *and the rest is Attachments?*

The actual application is: cover sheet (both sides); responses to Section III questions 1-4; Budget; Budget justification; and attachments. For a new grantee the application would also include letters of reference.

- 5) For attachment 2-9, do you want the entire audits included or perhaps just a first and last page?

Please submit the entire audit.

6) What do I submit?

Application including budget justification

One electronic copy (Word or PDF) to RFP@ageoptions.org

3 three hard copies with original signatures

Budget

One electronic copy (Excel) to RFP@ageoptions.org

3 hard copies

Attachments – complete set

One electronic copy (WORD or PDF) to RFP@ageoptions.org

1 hard copy

Attachments – additional site-specific items

One electronic copy (WORD or PDF) to RFP@ageoptions.org

1 hard copy

7) What should I submit for attachment documentation of Minority Status under SECTION V: ATTACHMENT for RFP for congregate meal?

The following definitions apply:

a. A not-for-profit organization is considered minority operated when the membership of the Board of Directors, as dictated by the agency's By-Laws, consists of at least 51% minority persons, and requires the offices of President and Treasurer to be actively held by minority persons. Under federal legislation, minority operated corporations must receive preference in funding.

b. A for-profit business is defined as minority when at least 51% of the business is owned by one or more minority persons, or one or more minority persons own at least 51% of the stock; and the management and daily business operations are controlled by one or more minority persons.

Minority operated for-profit agencies must at a minimum submit a copy of the State of Illinois Bidder's application filed with the Department of Central Management. The application must be accepted prior to the issuance of a grant/contract. To obtain the application form call (312) 814 - 4190.