



Fiscal Years 2016-2019

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

**FAQ
February 2, 2015**

- 1) No one from our agency attended the Technical Assistance sessions. Can we still submit an application?

Yes, your organization can still apply. We strongly encourage you to review the Technical Assistance PowerPoint and Frequently Asked questions, both of which may be found on our website RFP page.

- 2) If our organization already has some of the required "Attachments" on file with AgeOptions, do we need to resend with the upcoming Nutrition application?

Yes, please resend as one large packet of attachments so that AgeOptions has everything together in one hard copy as well as one electronic file.

- 3) Do I need to attach a budget plan with the application?

Yes, you need to attach a Budget (Excel file) and a Budget justification (Word document) with your application.

- 4) Does a currently funded agency proposing to serve new Home Delivered Meal Townships need to submit separate applications (i.e. one application for the current townships and one application for the new townships)?

If the site is going to be producing all meals from one location, then they should submit one application that include as the service area ALL of the townships (current and new). In the budget justification please itemize the number of units for each township.

- 5) How can I add more rows to the salary budget page?

Please contact Paula Bartolozzi to edit the budget pages for you.

- 6) Do I count driver salaries under "delivery" on the budget?

Yes.

- 7) Where do disposables go in the budget?

We issued a Clarification that you can also find on our website.

The Supplies expense line of the budget **SHOULD NOT** include the cost of any packaging related to Home Delivered Meals.

Any packaging related to Home Delivered Meals should be included in the FOOD expense line.

- 8) If our organization proposes a service area that includes four townships, and there is competition in one or two townships from another program, would AgeOptions break our proposal request up based on a higher score from the competition and award us fewer townships than what we requested?

Potentially, yes, AgeOptions could split up the townships if some of your

proposed townships were “in competition” with another agency and that agency scored higher. For this reason we ask that in your budget justification you project the number of units per township.

- 9) Is it possible to obtain from AgeOptions which program currently services HDM in Maine Township, and current number of daily meals served there?

Our current programs are not based on townships so the data we have is not based on townships. The closest match is to look at the Home Delivered Meal program that serves most of Maine Township—and that is the Arlington Heights HDM program. (See our RFP page on the website, under Program Data, “Program Productivity Data.”) According to our data the Arlington Heights program served 27,146 meals in FY14.