



ADDENDUM #1
Community Services - Area Agency on Aging
Nutrition Services for Older Adults
RFP # 7430-23

February 21, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7430-23 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

***Pre-bid meeting slideshow attached after page 4 of document.**

Please note:

1. Additional Mandatory Pre-Proposal Meeting

An additional Mandatory Pre-Proposal Meeting will be held virtually, Thursday, February 23rd from 2:00 p.m. – 2:30 p.m.

[PLEASE CLICK ON THIS LINK](#) to register to attend virtually and receive a link to the meeting.

Providers who have previously contracted with BCAA are encouraged, but not required to attend the Pre-Proposal Meeting. **[PLEASE CLICK ON THIS LINK](#) if you have previously contracted with BCAA and are unable to attend the meeting.**

2. Submittal due date has been extended to Monday, February 27, 2023.

Submittals are accepted online at: <https://bouldercountyaaa.oaa-sys.com/rfp/public/> and are due no later than **2:00 p.m. Mountain Time on Monday, February 27, 2023**. Instructions for navigating the online platform can be found within the site.

1. Question: In the City of Louisville, we have a subcontractor that provides meals for our congregate program. He is not necessarily paid from the grant funds. Should he be listed in the answer to question 26, even though he is technically paid from our City's general fund?

ANSWER:

Yes, in this case, since the subcontractor is the provider of the physical meal, their information needs to be shared.

Questions from the Pre-Bid Meeting:

2. Question: Attachments in the system have been an issue in past RFPs -do those work?

ANSWER:

After the Pre-bid meeting, I updated the system to include the required documentations as well as an optional document if needed.

3. Question: Grab and Go meals have not been distinguished on the RFP – are those allowed?

ANSWER:

Please include any budget and unit projections for Grab and Go meals in Congregate Meals. Please provide a break down of any desired rate differences between the two in narrative question #6.

Submittal Instructions:

Submittals are accepted online at <https://bouldercountyaaa.oaa-sys.com/rfp/public/> and are due no later than **2:00 p.m. Mountain Time on Monday, February 27, 2023.** Instructions for navigating the online platform can be found within the site.

All proposals must be received and time and date recorded by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

February 21, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7430-23, Nutrition Services for Older Adults.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

End of Document



Pre-Bid Meeting

RFP #7430-23

Nutrition Services for Older Adults

Thursday Feb. 16, 2023

Agenda

Introductions

Background

Services

Policies & Procedures Manual

Match

Insurance

Reporting and Reimbursement

Online RFP portal demo

Timeline

Introductions



Background

Federal –

Administration for Community Living

Older Americans Act



State –

**Colorado Department of Human Services,
State Unit on Aging**

Colorado Revised Statutes, Volume 10



Local –

Boulder County Area Agency on Aging





Background

Funding Sources

- **Federal** – Older Americans Act, Title III
 - B – Access Services
 - C1 – Congregate Meals (and other nutrition services)
 - C2 – Home Delivered Meals
 - D – Health Promotion & Evidence-Based Wellness
 - E - Caregiver
- **State** – State Funds for Senior Services
 - Can be used for most services in Title III

Area Agency on Aging

- Mandated by the Older Americans Act
 - Enhancement of comprehensive and coordinated community-based systems serving each community in the planning and service area (Boulder County)
- **BCAAA Mission:** to deliver, fund, and advocate for services that promote well-being, independence, and dignity for older adults, people living with disabilities, caregivers, and veterans in Boulder County.
- Align Request for Proposals cycle to Strategic Planning Years

7430-23 Services



Congregate Meals



Home Delivered Meals



Drop Shipment Meals



Therapeutic Diets – Home Delivered Meals



Nutrition Counseling



Nutrition Education



Congregate Meals

Service Description	Provision of nutritious meals in a community setting.
Unit of Service	1 unit = 1 meal
Provider/Program Examples	<ul style="list-style-type: none"> • Congregate Meal site • Senior Services • Community Kitchen • Residential Facilities • Restaurant/Deli • Coffee Shop • Food Truck • Grocery stores that serve meals in-house
Client Eligibility -	<ul style="list-style-type: none"> • Older adults 60+ and spouse of any age • Congregate Meal site volunteers • In specific instances, people under 60 living with disabilities
Service Specific Requirements	<ul style="list-style-type: none"> • Adhere to Food Procurement and produce sourcing policies and procedures • BCAA Safety and sanitation inspections twice a year • Collaborate with BCAA Nutrition Program to provide nutrition education to Congregate Meal clients • Collaborate with BCAA Registered Dietician to ensure that each meal meets specific nutritional requirements • Ensure cultural, religious, ethnic, or regional preferences of the clients are reflected in some foods in the menu • Follow Colorado Retail Food Establishment Rules and Regulations • Follow food packaging guidance provided by BCAA Nutrition Program • Maintain food safety and sanitation checklists • Post menus and related nutritional information at the meal site • Report outbreaks of suspected foodborne illness
Service Priorities	<ol style="list-style-type: none"> 1. Meals served in mountain communities of Boulder County 2. Culturally appropriate meal options



Home Delivered Meals

Service Description	Provision of nutritious meals to clients in their home. Meals may be hot, cold, frozen, dried, canned, or fresh with a good storage life.
Unit of Service	1 unit = 1 meal
Provider/Program Examples	<ul style="list-style-type: none"> • Medically Modified or Tailored Meal providers • Home Delivered Meal programs • Commercial Kitchens • Caterers
Client Eligibility -	<ul style="list-style-type: none"> • Older adults 60+, and spouse of any age • Home Delivered Meal program volunteers • In specific instances, people under 60 living with disabilities
Service Specific Requirements	<ul style="list-style-type: none"> • Adhere to Food Procurement and produce sourcing policies and procedures • BCAA Safety and sanitation inspections twice a year • Collaborate with BCAA Nutrition Program to provide nutrition education to Home Delivered meal clients • Collaborate with BCAA Registered Dietician to ensure that each meal meets specific nutritional requirements • Ensure cultural, religious, ethnic, or regional preferences of the clients are reflected in some foods in the menu • Follow Colorado Retail Food Establishment Rules and Regulations • Follow food packaging guidance provided by BCAA Nutrition Program • Home Delivered Meal drivers are not permitted to enter participant's homes • Maintain food safety and sanitation checklists • Provide clients monthly menus and related nutritional information • Report outbreaks of suspected foodborne illness
Service Priorities	<ol style="list-style-type: none"> 1. Meals delivered to clients in mountain communities and surrounding areas. 2. Culturally appropriate meal options 3. Participant direction and choice/preference in meals 4. Sustainable meal packaging



Drop Shipment Meals

Service Description	Bulk delivery of nutritious meals via mail or delivery drop shipment.
Unit of Service	1 unit = 1 meal
Provider/Program Examples	<ul style="list-style-type: none"> • Meal Delivery programs • Premade meal delivery programs
Client Eligibility -	<ul style="list-style-type: none"> • Older adults 60+, and spouse of any age • Meal site volunteers • In specific instances, people under 60 living with disabilities
Service Specific Requirements	<ul style="list-style-type: none"> • Collaborate with BCAA Registered Dietician to ensure that each meal meets specific nutritional requirements • Ensure cultural, religious, ethnic, or regional preferences of the clients are reflected in some foods in the menu • Maintain food safety and sanitation checklists • Provide clients monthly menus and related nutritional information • Report outbreaks of suspected foodborne illness
Service Priorities	<ol style="list-style-type: none"> 1. Meals delivered to clients in mountain communities and surrounding areas. 2. Culturally appropriate meal options 3. Participant direction and choice/preference in meals 4. Sustainable meal packaging



Therapeutic Diets – Home Delivered Meals

Service Description	Therapeutic Diets are prescribed by a physician and monitored and overseen by a Registered Dietician.
Unit of Service	1 unit = 1 meal
Provider/Program Examples	<ul style="list-style-type: none"> • Meal Delivery programs • Premade meal delivery programs
Client Eligibility -	<ul style="list-style-type: none"> • Older adults 60+, and spouse of any age • Meal site volunteers • In specific instances, people under 60 living with disabilities
Service Specific Requirements	<ul style="list-style-type: none"> • Develop individual diet plan that meets the physician prescription and is adapted to the individual's food preferences, as much as possible. • Providers must protect client files, documentation, and obtain client release of information • The National Dysphagia Diet or other evidence-based guidelines for dysphagia shall be followed when providing texture modified meals for therapeutic diets • Therapeutic diet prescriptions must be reviewed with physician every 6 months • Home Delivered Meal drivers are not permitted to enter participant's homes • Therapeutic diets should meet the nutrient requirements found in State Unit on Aging Policies and Procedure Sections IV 411 and 412, when possible.
Service Priorities	<ol style="list-style-type: none"> 1. Meals delivered to clients in mountain communities and surrounding areas. 2. Services targeted to low-income, BIPOC, monolingual (non-English), rural, and socially isolated individuals.



Nutrition Counseling

Service Description	Provision of nutritious meals in a community setting.
Unit of Service	1 unit = 1 meal
Provider/Program Examples	<ul style="list-style-type: none"> • Congregate Meal site • Senior Services • Community Kitchen • Residential Facilities • Restaurant/Deli • Coffee Shop • Food Truck • Grocery stores that serve meals in-house
Client Eligibility -	<ul style="list-style-type: none"> • Older adults 60+ and spouse of any age • Congregate Meal site volunteers • In specific instances, people under 60 living with disabilities
Service Specific Requirements	<ul style="list-style-type: none"> • Adhere to Food Procurement and produce sourcing policies and procedures • BCAAA Safety and sanitation inspections twice a year • Collaborate with BCAAA Nutrition Program to provide nutrition education to Congregate Meal clients • Collaborate with BCAAA Registered Dietician to ensure that each meal meets specific nutritional requirements • Ensure cultural, religious, ethnic, or regional preferences of the clients are reflected in some foods in the menu • Follow Colorado Retail Food Establishment Rules and Regulations • Follow food packaging guidance provided by BCAAA Nutrition Program • Maintain food safety and sanitation checklists • Post menus and related nutritional information at the meal site • Report outbreaks of suspected foodborne illness
Service Priorities	<ol style="list-style-type: none"> 1. Meals served in mountain communities of Boulder County 2. Culturally appropriate meal options



Nutrition Education

Service Description	Education for older adults and caregivers that uses informational products, instruction, or training to support nutrition and physical activity choices and behaviors that maintain or improve health.
Unit of Service	1 unit = 1 session
Provider/Program Examples	<ul style="list-style-type: none"> • Independent Registered Dietician • Businesses or programs that provide nutrition counseling
Client Eligibility -	<ul style="list-style-type: none"> • Older adults 60+ • Informal caregivers for older adults 60+ (family or friend caring for a loved one)
Service Specific Requirements	<ul style="list-style-type: none"> • Content must be accurate, culturally sensitive, regionally appropriate, and consider personal preference • Content must be consistent with Dietary Guidelines for Americans • Education must be overseen by a Registered Dietician
Service Priorities	<ol style="list-style-type: none"> 1. Service provision in the mountain communities of Boulder County 2. Services available in Spanish 3. Services targeted to low-income, BIPOC, monolingual (non-English), rural, and socially isolated individuals.

Nutrition Services Policies & Procedures


- State Unit on Aging Policies & Procedure Manual
 - [Link to the State Unit on Aging site](#)
 - Currently being reviewed and updated
 - Majority of changes are less restrictive
 - Meals still will have nutritional requirements
- BCAAA Registered Dietician Role



Grant Requirements

- Comply with applicable laws, regulations, and standards
- Protect client information
- Maintain required licenses
- Maintain Operational & Fiscal Manuals*
- Participate in evaluations and trainings
- Communicate with clients, track complaints
- Maintain wait list and tracking, as needed

Grant Requirements

- Facilitate client registration and service delivery reporting, retain documentation as needed
 - Provide clients the opportunity to voluntarily donate toward the cost of services*
 - Offer clients information about SNAP*
 - Meal Providers: Track and report monthly menu substitutions
- 

Match

If you are not a previous contractor for BCAA and are **unable** to provide monthly match, please indicate in your narrative. If your proposal is approved, we may be able to work with your organization to waive match requirements during contract negotiations.

Grantees are required to provide a minimum of 25% cash match and/or in-kind

- Cannot be state or federal funds
- Can be fee for service revenues or organizational general funds
- In-kind match can be provided for up to ½ of the required 25% match.
- In-kind match documentation retained
- Match is reported on a monthly basis, full contract match amount does not have to be on hand

EXAMPLE

Funds Requested	\$30,000	Total amount of funds available over the course of 12 months
Required Match	\$10,000	Calculate required match by dividing the Funds Requested by 3.
Total Proposal Cost	\$40,000	You will need to indicate costs for the full amount of the proposal, not just the amount you are requesting.

Insurance Requirements

ALL Nutrition Service Providers

Commercial General Liability

This coverage should be provided on an Occurrence Form, ISO CG001 or equivalent, with Minimum limits of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products Completed Operations Aggregate.

Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of the Contract. Minimum limits \$1,000,000 Each Accident.

Workers' Compensation and Employer's Liability

Workers' Compensation must be maintained with the statutory limits. Employer's Liability is required for minimum limits of \$100,000 Each Accident/\$500,000 Disease-Policy Limit/\$100,000 Disease-Each Employee.

Insurance Requirements

Nutrition Counseling Providers ONLY

Professional Liability (Errors and Omissions)

Professional liability coverage with minimum limits of \$1,000,000 Per Loss and \$1,000,000 Aggregate. Professional Liability provisions indemnifying for loss and expense resulting from errors, omission, mistakes or malpractice is acceptable and may be written on a claims-made basis. The contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

Privacy / Cyber Liability Insurance

As a provider of a service which *may* require the knowledge and retention of personal identifiable information including but not limited to, names, dates of birth, social security numbers, usernames, and passwords, and/or HIPAA sensitive personal information of clients served, the following minimum insurance limits are required:

Contractors with 10 or fewer County clients:	\$50,000
Contractors with 11 – 15 County clients:	\$500,000
Contractors with more than 25 County clients:	\$1,000,000

State Unit on Aging Data Systems Guide

Reporting and Reimbursement

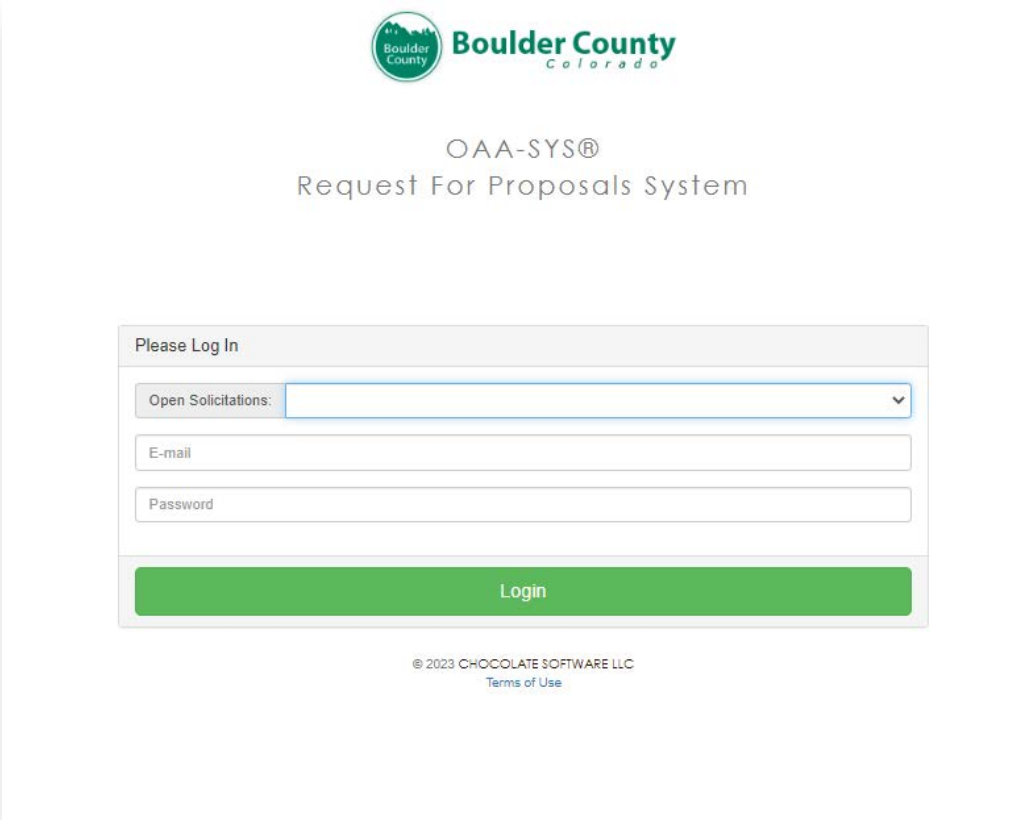
- **Client Registration Forms**
 - Basic (Registered Nutrition Education Only)
 - Nutrition Services = Basic + Nutrition Assessment
- **SUDS**
 - Free access to users, case notes, reports and demographics
 - Can include administration in proposal costs
 - Services can be delivered by client or through rosters
 - [State site to support](#)
 - Highly encourage providers to enter directly into the system
 - No transmission of client information
 - Reimbursements based on services entered

Reporting and Reimbursement


- Reimbursement request and reports due by 10th of month following service
 - EX: Services delivered in the month of August are due by 10th of September
- OAA-SYS Contract and Reimbursement System (CRS)
 - Units
 - Clients
 - Match, as required
 - NSIP*
- Payment timeline



Online RFP portal demo



The screenshot shows the login interface for the OAA-SYS Request For Proposals System. At the top left is the Boulder County logo, which includes a circular emblem with a mountain and the text 'Boulder County' and 'Colorado'. To the right of the logo, the text 'Boulder County Colorado' is displayed. Below the logo, the system name 'OAA-SYS® Request For Proposals System' is centered. The main login area is titled 'Please Log In' and contains a dropdown menu for 'Open Solicitations', three input fields for 'E-mail' and 'Password', and a green 'Login' button. At the bottom, there is a copyright notice for CHOCOLATE SOFTWARE LLC and a link to 'Terms of Use'.

 **Boulder County**
Colorado

OAA-SYS®
Request For Proposals System

Please Log In

Open Solicitations:

E-mail

Password

Login

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[Terms of Use](#)

Timeline

Date	Activity
Friday Feb. 17, 2pm	Questions due to purchasing@bouldercounty.org
Tuesday Feb. 21, 5pm	Response to questions sent by end of day, questions from this meeting will be included
Friday Feb. 24, 2pm	RFP closes – site will not accept any submissions after that time
Tuesday Feb. 28	Follow up with providers about proposals as needed – questions, clarifications
Friday March 3	Technical Review committee meets to review
Friday March 10	FINAL Nutrition Services determination date, sent to BOCC for approval
Monday March 13 – Friday March 24	Request for Proposals for <i>additional</i> services: <ul style="list-style-type: none"> • Transportation – assisted transportation, transportation, voucher rides • Housing Navigation Assistance – navigation, application and benefits assistance • Home maintenance support – cleaning, chores, yard, shoveling, plowing, etc. • Caregiver Services – counseling, respite, adult day care • Other services – Legal Assistance, Financial Assistance, Education, Counseling, Case Management, Information & Referral, Reassurance, etc.
May/June	<ul style="list-style-type: none"> • Contracting activities • New Provider onboarding
July 1	Contract start date
August 10	First Reimbursement request due

Questions?