River Valley
AREA AGENCY ON AGING
710 Front Avenue, Suite A
Columbus, GA 31901

REQUEST FOR PROPOSAL
FOR
Congregate and
Home Delivered Meals

RFP # 01-2021

For all questions about this RFP contact:
Marie Peterson-Barnes
mpeterson@rivervalleyrcaaa.org

Released On:
November 1, 2019

Due On:
December 19, 2019 4:00 p.m.
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1. INTRODUCTION

a) Purpose of Procurement Process
The River Valley Area Agency is requesting proposals from qualified offerors capable of preparing and delivering meals that will:

- Supply quality meals using the approved menu that meets the Dietary guidelines for Americans published by the Secretary of Agriculture, and provides 33 1/3 % of the current Dietary Reference Intakes for adults (DRI)
- Meals served comply with all federal, state and local health ordinances and nutrition program standards for food handling, processing, temperatures and food safety. Refer to the standards on odis.dhs.ga.gov under Home and Community Based Services for details on these requirements.
- Meals are to be sent to each site in bulk serving containers for congregate meals and/or individual packaging for home delivered meals. Serving utensils and any needed supplies will be included.
  - Coffee and Tea Supplies
  - Coffee Pots and Tea Servers
  - Food and Refrigerator/Freezer Thermometers
  - Appropriate Food Compartment Trays or Plates to hold hot and/or cold meals for clients
  - Silverware or Flatware
  - Cups and Bowls as needed
  - Napkins
  - Sandwich Bags as needed
  - Lunch Bags as needed
  - Wooden or plastic coffee stirrers
  - Individually wrapped straws
  - Appropriate condiments
  - Appropriate food containers and utensils for blind or handicapped participants (upon request)
  - Containers with tight fitting seals for packing hot/cold food items for Home Delivered Meals that do not fit in the tray
  - Disposable aprons, hair nets, and food serving gloves
  - Chlorine test strips to help with sanitizing
  - Paper Towels
  - Dish Towels
  - Dish Detergent
  - Bleach
  - Stainless Steel Scrubbers
  - Trash Bags
  - Serving Utensils

Meal Service Providers will be responsible for providing all service supplies or accessories required to serve a complete hot, cold, frozen, or shelf stable meal. This may include disposables and other utensils. Dinning sites may use china, flatware, glasses, and/or other reusable items for the meal service.
Also, all Food Providers will be responsible for all vehicles, food-handling and transportation equipment and any other necessary supplies or equipment required to serve a complete hot, frozen, or shelf-stable meal.

Below is a list of holidays/dates when nutrition program will be closed:

- New Year’s Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Day After
- Christmas Day and Christmas Eve

Meals served a minimum of 250 days

For planning/bid development for FY21 fiscal year, the following information is made available to the number of meals projected to be served for FY21 fiscal year is as follows and Meals must be served a minimum of 250 days Monday-Friday.

### FY20 NUMBER OF MEALS PROJECTED TO BE SERVED FOR CONGREGATE MEALS SITES

<table>
<thead>
<tr>
<th>SITE</th>
<th>CONGREGATE MEALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muscogee County Senior Center</td>
<td>8436</td>
</tr>
<tr>
<td>Clay County Senior Center</td>
<td>6305</td>
</tr>
<tr>
<td>Harris County Senior Center</td>
<td>8405</td>
</tr>
<tr>
<td>Randolph County Senior Center</td>
<td>7314</td>
</tr>
<tr>
<td>Stewart County Senior Center</td>
<td>6200</td>
</tr>
<tr>
<td>Americus Senior Center</td>
<td>8184</td>
</tr>
<tr>
<td>Buena Vista Senior Center</td>
<td>7426</td>
</tr>
<tr>
<td>Cordele Senior Center</td>
<td>6302</td>
</tr>
<tr>
<td>Reynolds Senior Center</td>
<td>6823</td>
</tr>
<tr>
<td>Riverview Senior Center</td>
<td>5984</td>
</tr>
<tr>
<td>Vienna Senior Center</td>
<td>5823</td>
</tr>
<tr>
<td>Talbot County Senior Center</td>
<td>5419</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>79,521</strong></td>
</tr>
<tr>
<td>SITE</td>
<td>HOME DELIVERED HOT MEALS</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Muscogee County Senior Center</td>
<td>0</td>
</tr>
<tr>
<td>Chattahoochee County</td>
<td>1739</td>
</tr>
<tr>
<td>Clay County Senior Center</td>
<td>8790</td>
</tr>
<tr>
<td>Culinary Center (Muscogee)</td>
<td>56,346</td>
</tr>
<tr>
<td>Harris County Senior Center</td>
<td>7518</td>
</tr>
<tr>
<td>Quitman County HDM Site</td>
<td>3506</td>
</tr>
<tr>
<td>Randolph County Senior Center</td>
<td>10,363</td>
</tr>
<tr>
<td>Stewart County Senior Center</td>
<td>7579</td>
</tr>
<tr>
<td>Americus Senior Center</td>
<td>12,076</td>
</tr>
<tr>
<td>Buena Vista Senior Center</td>
<td>5817</td>
</tr>
<tr>
<td>Cordele Senior Center</td>
<td>14,749</td>
</tr>
<tr>
<td>Ellaville</td>
<td>2624</td>
</tr>
<tr>
<td>Ideal</td>
<td>1714</td>
</tr>
<tr>
<td>Leslie</td>
<td>1263</td>
</tr>
<tr>
<td>Marshallville</td>
<td>752</td>
</tr>
<tr>
<td>Plains</td>
<td>1280</td>
</tr>
<tr>
<td>Plains/Sumter</td>
<td>2,125</td>
</tr>
<tr>
<td>Reynolds Senior Center</td>
<td>5808</td>
</tr>
<tr>
<td>Reynolds/Taylor County</td>
<td>425</td>
</tr>
<tr>
<td>Riverview Senior Center</td>
<td>2835</td>
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<tr>
<td>Unadilla/Dooly County</td>
<td>2552</td>
</tr>
<tr>
<td>Vienna Senior Center</td>
<td>2146</td>
</tr>
<tr>
<td>Webster Senior Center</td>
<td>2464</td>
</tr>
<tr>
<td>Talbot County Senior Center</td>
<td>5316</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>159,787</strong></td>
</tr>
</tbody>
</table>
The successful offeror will:

- Participate in menu planning activities to review, adjust, and complete the proposed menu cycles submitted including obtaining the information from the program participants in the menu planning process.
- Provide delivery schedule and delivery times to requested sites
- Complete nutritional analysis performed by a Registered Dietician licensed by the state of Georgia, with the proposed menus to be submitted 45 days prior to the beginning of the cycle.
- The successful Offeror will provide a comprehensive array of community long-term care services designed to appropriately sustain older persons in their homes and communities. These services will also provide support to family members and other persons providing care voluntarily to older persons. The objective of the **Congregate Meals and Home Delivered Meals** program is to provide a broad range of community based services to support and assist older Georgians who may not require intensive medical services to continue living in their homes and communities. These services promote health, self-sufficiency and independence. The successful Offeror will provide community services and programs which promote independence, health and safety, and delay or prevent institutional placement of older adults. Providers are to design a client-focused program with a commitment to continuous improvement in the quality of services provided.

**Vision, Mission, and Values** –

**Vision:**
- Being Informed * Being Prepared * Living Well

**Mission:**
- Create and sustain a livable community that promotes health and well-being for older adults and disabled. This will be achieved through information, education and accessibility to services and resources promoted through the AAA Gateway connection and community collaborations.

**Values:**
- Be consumer oriented in answering the needs and questions to our community and respect the self-worth of all people.
- Have the forethought to be proactive in the evolving future of change.
- Keep the data base updated and accurate in providing the best screening and assessments possible.
- Respond to the changing needs of our community and advocate in their behalf.
- Actively pursue new partnerships and continue to establish trust and commitment from those in existence.
- Promote the use of prevention benefits in securing a healthy future and in ensuring everyone has the opportunity to “Age in Place”.
• Strive for excellence.

• The River Valley AAA continually stays abreast of the core values of the Division of Aging Services and the Administration on Aging. These values are incorporated into our beliefs and provide the roadmap as we strive to live and age well.

b) **Overview of the RFP Process** – The objective of this RFP is to select one (or more) qualified Offerors (as defined by Section - “Purpose of Procurement” to provide the services as outlined in the RFP to the River Valley Area Agency on Aging. This RFP process will be conducted to gather and evaluate responses from Offerors for potential award. All qualified Offerors are invited to participate by submitting responses, as further defined below. After evaluation all Offerors responses received prior to the closing date of this RFP and following negotiations (if any) and resolution of any contract exceptions, the preliminary results of the RFP process will be publicly announced, including the names of all participating Offerors and evaluation results.

c) **Schedule of Events** – This schedule of events set out herein represents the Area Agency’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be publicly posted prior to the closing date of this RFP. After the close of the RFP, the Area Agency reserves the right to adjust the remainder of the proposed dates, including the dates of evaluation, negotiations, award and the contract term on an as needed basis with or without notice.

<table>
<thead>
<tr>
<th>Description</th>
<th>Specific Date or Date Ranges</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFP</td>
<td>November 12, 2019</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Deadline for written questions sent via e-mail to the Issuing Officer referenced in Section</td>
<td>December 10, 2019</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Offeror’s Conference/Pre-Bid Conference (time/location) (enter time, complete address and if attendance is mandatory)</td>
<td>Monday, December 2, 2019</td>
<td>10:30 a.m.</td>
</tr>
<tr>
<td>South Georgia Technical College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John M. Pope Technology Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>900 South Ga Tech Parkway</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Americus, Georgia 31709</td>
<td></td>
<td></td>
</tr>
<tr>
<td>229-931-2040</td>
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<td></td>
</tr>
<tr>
<td>Responses to written questions</td>
<td>December 13, 2019</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Uniform Cost Methodology Training</td>
<td>Monday, December 2, 2019</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>South Georgia Technical College</td>
<td></td>
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</tbody>
</table>
REQUEST FOR PROPOSAL (RFP)
Fiscal Years 2021-2026

John M. Pope
Technology Center
900 South Ga Tech Parkway
Americus, Georgia
31709
229-931-2040

Proposals Due/Close Date & Time
December 19, 2019  4:00 p.m.

List other AAA specific dates and timeline
Proposal Evaluation Completed (on or about)
January 15, 2020  4:00 p.m.

Notice of Award (on or about)
January 21, 2020  4 p.m.

Contractors Begin Work
July 1, 2020  8 a.m.

d) Restrictions on Communication with Staff - From the issue date of this RFP until a contractor is selected and the selection is announced, Offerors are not allowed to communicate for any reason with any AAA staff, except through the Issuing Officer named herein, or during the Offeror’s conference, or as provided by existing work agreement(s). The AAA reserves the right to reject the proposal of any Offeror violating this provision. All questions concerning this RFP must be submitted in writing (fax or email may be used) to the Issuing Officer. No questions will be accepted except in written format. Only written responses will be binding upon the AAA.

Definition of Terms –

ADDITIONAL LOCAL FUNDS - These funds are revenue generated from churches, city governments, county governments, private individuals, civic clubs, foundations, fundraising, interest income, memorials, other federal grants, private corporations, United Way and other funds that can be used to support the program.

APPLICABLE LAWS AND REGULATIONS: All agencies making application for funds will be subject to conformance to all applicable laws and regulations. These shall include but are not limited to the Older Americans Act, The Federal Civil Rights Act of 1964 and 1991, The Rehabilitation Act of 1973, Fair Employment and Housing Act, Americans with Disabilities Act of 1990, Sections 503 and 505 of the Rehabilitation Act, Federal Regulations including 45 C.F.R. Part 74 and General Division of Aging Requirements.

APPROVED BUDGET-A budget (including any revised budget) which has been approved by the River Valley Area Agency on Aging.

AREA AGENCY ON AGING (AAA)-The River Valley Regional Commission Area Agency is designated by the Department of Human Services, Division of Aging Services to manage funding and programs in a sixteen (16) county area that comprises the River Valley Regional Commission member governments. The River Valley Regional Commission Area Agency on Aging performs a wide range of activities related to advocacy, planning, coordination, inter-agency linkages, information sharing, monitoring, technical assistance, training and evaluation. Services include Non-Medicaid Home and Community Based Programs for persons 60 and above. AAA’s were established under the Older Americans
Act (OAA) in 1973 to respond to the needs of Americans aged 60 and over in every local community. The AAA receives Federal and State funding from the Division of Aging Services. These agencies offer programs that make a difference in the lives of all older adults from the frail older person who can remain at home if they receive the right services to those who are healthy and can benefit from the activities and socialization provided by a community-based program such as senior centers. Funds are allocated to service providers through a request for proposal process. AAA’s have more than 40 years’ experience administering and coordinating services for older adults.

AUTHORIZED SIGNATURE- The signature of the person who has the legal right to obligate the organization, i.e. Chairman of the Board of Directors, Agency Director, etc.

AVAILABILITY FUNDS - Funds for programs granted through an RFP process are contingent upon availability of State and Federal Funding. In the event additional funding becomes available, current contracts may be supplemented.

BUDGET - The applicant's detailed financial plan for carrying out a service contract.

CASH MATCH (CASH ONLY)- Cash includes money which has been designated for the operation of the service contract.

CONTRACT AWARD PROCESS - Contract awards will be made utilizing the River Valley Area Agency on Aging Evaluation Rating Form. The River Valley Area Agency on Aging reserves the right to award any contract to more than one provider for the same service. Final approval will be done by the River Valley Regional Council.

COST REIMBURSEMENT CONTRACTS - A contract in which the service provider is paid on the basis of actual cost of providing the service not to exceed contracted amount.

DIVISION OF AGING SERVICES (DAS) - The Georgia Division of Aging Services is the governing agency over the twelve (12) Area Agencies on Aging in the State of Georgia.

IN-KIND MATCH (NON-CASH)- includes resources other than cash which are used in providing this service. These may include, but are not limited to: donated rent and/or utilities; recorded hours of volunteers working on projected or related activities; donated consultant time; donated equipment or supplies; donated employees’ time, etc. The value of the in-kind donation should relate to real costs, for example the per hour value of the work done by a volunteer, or the fair market value of donated office space. The method of determining the value of in-kind match must be documented and available for review by AAA staff.

MATCHING REQUIREMENT - A Local 10% cash match (Cash Only) or in-kind match (Non-Cash) is required for all Older American Funds. Social Services Block Grant requires a 12% match. Other Fund Sources that do not require a match are Alzheimer’s Program State Funds, Aging and Disabilities Resource Connection (ADRC), Community Based Services Program, Community Care Services Program.
OLDER AMERICANS ACT (OAA) was passed in 1965 as part of President Johnson’s “Great Society” initiative with the goal of supporting older Americans to live at home and in the community with dignity and independence for as long as possible. This Act is supported by federal funds for the provision of services to people 60 years of age and older.

PAYMENT PROCEDURE-Reimbursement for any contract entered into as a result of this RFP will be made monthly upon submission of financial reports received by the fifth (5th) working day of each month. Note: Delays in receiving financial reports will result in delays in receipt of funds from the Division of Aging and payments to providers.

PROGRAM INCOME-Client contributions for direct service received. It cannot be used as local matching funds. Program income is utilized to expand services.

PROJECTED COST SHARE-Cost share is the amount of money that will be collected from the client or caregiver for their share in the cost to provide the service. The cost share is determined from a sliding fee scale based on the client’s income and is published by the Division of Aging Services on an annual basis. Cost share cannot be required for meals.

PROJECTED VOLUNTARY CLIENT CONTRIBUTION-Confidential voluntary client contributions are used toward the costs of providing services that the program participants receive. It cannot be used as local matching funds. Volunteer client contributions are utilized to expand services. Federal Regulations under the Older Americans Act require that each service provider must provide for older persons to contribute toward the cost of the service. Contributions must be voluntary and confidential; no service can be denied if an older person will not or cannot contribute to the cost of the service. Agencies applying for funding must have an established system to determine the estimated cost of the service and the ability to accept contributions.

PROVIDER OR SERVICE PROVIDER-Any agency or organization receiving State and/or Federal funds from the River Valley Area Agency on Aging.

REQUEST FOR PROPOSAL (RFP)-Open and competitive process for rewarding funds for aging services in the sixteen (16) county area. Service providers will provide services to assist older persons and their caregivers to remain independent as long as possible. This process can be a bid for one service, a combination of services, or all services located within the sixteen (16) county area. Applicants mailing proposals should allow for normal mail delivery to ensure the timely arrival of their proposals.

SUBCONTRACTOR or SUB-GRANTEE-Any agency or organization receiving State and/or Federal funds from the River Valley Area Agency on Aging through an approved contract process.

TARGET POPULATIONS-All programs and services shall be targeted toward seniors 60 and older, persons with disabilities and family caregivers, except for the Alzheimer’s State Program which provides services to persons 18 years and older in the greatest economic and social need as well as ethnic minorities. Definitions of greatest economic need and social need are:
REQUEST FOR PROPOSAL (RFP)
Fiscal Years 2021-2026

- **FRAIL AND DISABLED ELDERLY** - Persons aged 60 and over having acute or chronic health conditions, physical or mental disability, including having Alzheimer's Disease or a neurological or organic brain disorder of the Alzheimer's type, that restricts the ability of an individual to perform individually or live independently.

- **GREATEST ECONOMIC NEED** - Seniors 60 and over whose monthly income is at or below the Federal Poverty Guidelines as defined each year by the Federal Administration on Aging/ U.S. Department of Health and Human Services. For targeting purposes, factors indicating economic need are sources of income (SSI, food stamps, Medicaid, etc.) or income at or below 100% of the federal poverty level.

- **GREATEST SOCIAL NEED** - Seniors 60 and older who have at least two of the following characteristics: Physical and/or mental disabilities, language barriers, isolation caused by cultural, racial or ethnic status, social or geographic isolation.

- **HANDICAPPED** - Defined by the U.S. Dept. of Health and Human Services as a physical or mental impairment which substantially limits one or more major life activities. Major life activities include the following functions: caring for oneself, performing manual tasks, walking, seeing, hearing and speaking.

- **LOW-INCOME MINORITIES** - Minority elderly, as defined below, with an annual income at or below the Federally-established poverty level.

- **LOW-INCOME NON-MINORITY** - Those aged 60 and over with an annual income at or below the Federally-established poverty income level. Non-minority older adults are those who are not listed in the minority group below.

- **MINORITIES** - Persons aged 60 and over who are: African American; Hispanic Origin (Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures, regardless of race); American Indian or Alaskan Native; Asian American/Pacific Islander (origins in the far east, Southeast Asia, India, Afghanistan, Pakistan, China, Japan, Korea, Philippine Island, Samoa and Hawaiian Islands).

**UNIFORM COST METHODOLOGY** - The Uniform Cost Methodology is a system by which all providers will prepare budgets in responding to Requests for Proposals for aging services. The purpose of the methodology is to have all providers calculate service costs in the same fashion, treating costs in a consistent manner. The DHS Division of Aging Services, in partnership with the aging network, has implemented the uniform cost methodology to be used by all provider agencies. This allows the River Valley Area Agency on Aging to evaluate costs of programs and services based on consistent treatment of costs by all provider agencies and a consistent method for allocating costs to all programs and services. This does not mean that resultant service costs will be the same across the state or within an individual Planning and Service area between providers; rather, all providers will calculate their costs using the same methodology.
UNIT COST-A rate in which the service provider is paid on the basis of a predetermined cost per unit of service provided. Unit rate service contracts must serve all projected units in order to receive full reimbursement from the River Valley Area Agency on Aging.

URBAN AND RURAL-The Census Bureau’s urban-rural classification is fundamentally a delineation of geographical areas, identifying both individual urban areas and the rural areas of the nation. The Census Bureau’s urban areas represent densely developed territory, and encompass residential, commercial, and other non-residential urban land uses. The Census Bureau delineates urban areas after each decennial census by applying specified criteria to decennial census and other data.

The Census Bureau identifies two types of urban areas:

- Urbanized Areas (UAs) of 50,000 or more people;
- Urban Clusters (UCs) of at least 2,500 and less than 50,000 people.

“Rural” encompasses all population, housing, and territory not included within an urban area.

e) Contract Terms - The contract will be on a State of Georgia fiscal year (SFY) basis (July 1- June 30). The contract will have annual options to renew July 1, 2021 – June 30, 2026. There will be three (3) additional contract periods with a contract end date of June 30 each year. The annual renewal of the Offeror’s contract shall be based on the availability of funds and the Offeror’s successful contract performance the preceding year. Contract award will be by the issuance of a Notice of Award. Renewals will be accomplished through the issuance of Notice of Award Amendments. The River Valley Regional Commission Area Agency on Aging may terminate the contract due to non-availability of funds, due to default or for cause, or for convenience. All contracts resulting from this Request for Proposal process are contingent on the availability of funds from the Georgia Department of Human Services (DHS) Division of Aging Services. The terms and conditions of the contract with DHS and any subsequent policy decisions, laws, or regulations shall be applied to the contractor chosen through this process. Budget planning allocations are for one (1) year only. The allocations are subject to change based on the Federal and State allocations received by the River Valley Area Agency on Aging. In addition to funding being contingent upon availability, successful bidders must also demonstrate adequate and acceptable performance to continue to receive funding. Budgets, units provided, and unit costs will be reviewed annually and adjustments to contracts will be made based on actual expenditures, units delivered, number of persons served, and allocations received through the Georgia Department of Human Services (DHS) Division of Aging Services. During this RFP process, one (1) year budgets for each service the bidder is proposing will be reviewed in accordance with directives provided by the DHS Division of Aging Services.

2. MANDATORY REQUIREMENTS

This section identifies all mandatory requirements which must be present in the proposal before further consideration will be given. Offeror’s response indicates the page number(s) where each mandatory requirement is substantiated.
a) **Offeror’s Qualification Requirements** - Offeror must have a minimum of 4 years’ experience providing Congregate and Home Delivered Meal service or similar services.

b) **Business Requirements** -
   i) Staff serving food must be ServSafe Certified. There must be at least one (1) ServSafe Certified person at the Senior Center when food is being served.
   ii) An annual Health Department Inspection as well as a Fire Inspection is required for all Senior Centers.
   iii) Kitchens which prepare food must have a food service permit and an annual Health Department Inspection.

c) **Mandatory Submission Requirements** – Offeror must have completed all budget documents and narrative; must have responded to all sections of the proposal; and must have signed all required forms.

d) **Budget Requirements** – AAA provides allocation and budget forms. Offeror’s budget proposal includes a narrative that details their budget and service plan. **Offeror must submit a narrative to discuss costs and/or revenue and persons/units served. Must have completed UCM spreadsheet (either short form or long form. Commercial vendors excluded from UCM spreadsheet.**

e) **Hardware/Software Equipment Requirements**

Listed below are the minimum specifications for equipment, the operating systems, and software required for providers to access DAS Data System applications.

<table>
<thead>
<tr>
<th>Operating System:</th>
<th>Windows 7/Windows 8.1/Windows 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browser:</td>
<td>Certified: Internet Explorer 11</td>
</tr>
<tr>
<td></td>
<td>NOTE: If using DAS Data System versions 8.1.1 or later, Internet Explorer Compatibility View settings should be disabled. For versions prior to 8.1.1, Internet Explorer Compatibility View is required.</td>
</tr>
<tr>
<td>Processor:</td>
<td>2.0 GHZ processor or better</td>
</tr>
<tr>
<td>RAM:</td>
<td>2 GB (minimum 4 GB (recommended)</td>
</tr>
<tr>
<td>Screen Resolution:</td>
<td>Minimum: 1024x768 (1280x1024 is ideal)</td>
</tr>
<tr>
<td>Internet Access:*</td>
<td>40-45 Kbps (kilobytes per second recommended for each concurrent user)</td>
</tr>
<tr>
<td>Maximum Latency</td>
<td>100ms or less</td>
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<tr>
<td></td>
<td>Note that Microsoft Office 2013 is only Supported for Windows 10 at this time.</td>
</tr>
</tbody>
</table>

*DAS Data System does not support dial-up access.*
3. **TECHNICAL PROPOSAL** – This section identifies the information which must be submitted in the Technical Proposal. Offeror must demonstrate their ability to satisfy all Qualifications and Technical Requirements to perform the required services. The technical Proposal must be structured in the following order and labeled with the corresponding titles stated below using the same outline numbers.

   a) **Company Structure** - The Offeror will include the following information: Offeror must submit an organizational chart displaying its overall business structure.

      1. Offeror shall include in the proposal the legal form of their business organization, the state of incorporation (if a corporation), the business office location, hours of operation, and the contact name during the term of any resulting contract.
      2. Offeror shall submit a list of Board of Directors and/or Advisory Board members, including their occupations and addresses.

   b) **Experience** – The Offeror must have at least four (4) full consecutive years’ experience as a Congregate and/or Home Delivered Meal provider. The River Valley Area Agency on Aging reserves the right to verify all information submitted regarding Offeror’s experience, education and other qualifications.

      1. The Offeror will provide a list of all organizations for whom similar services, as detailed in the RFP, have been provided during the past four (4) years. This list will include:

         a. Name of contact person
         b. Title of contact person
         c. Phone number of contact person
         d. Description of the work performed
         e. Time period of the project or contract
         f. Staff months required
         g. Contract Amount
         h. Customer reference (including contact person, e-mail address and current telephone number)

      2. The Offeror will also disclose any services terminated by the organizations and the reason(s) for termination and Dates of Service

      3. Offeror will provide details of its experience, minimum of (4) four years, as required above. Information submitted should demonstrate that the Offeror has sufficient experience to successfully meet the requirements of this program or service.

         A. Offeror will submit detailed documents of its experience as required above, to include two (2) letters of recommendation from the state or local agency where the experience was obtained which shall meet the following requirements:

            1. Must be submitted on letterhead of the party submitting the recommendation and must contain current telephone numbers, mailing address, and e-mail addresses for points of contact.
2. Contact individuals submitting recommendations must be current employees of the organization and authorized to make recommendations on behalf of the organization.

3. Contact individuals should be able to attest to the Offeror’s qualifications relevant to experience in providing services similar to those contained in this RFP.

4. Letters of Recommendations shall be dated no more than six months (6) prior to the proposal submission date.

c) **Financial Stability and Cash Flow** – The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the agency.

1. A copy of the Offeror’s most recent audit report.
2. If a private company, the Offeror will provide a copy of their most recent internal financial statement, and a letter from their financial institution, on the financial institution’s letterhead, stating the Offeror’s financial stability.
3. Offeror’s financial plan to maintain adequate cash flow without interruption to services pending reimbursement from this contract.
4. A description of any cash flow problems in the recent past that could not be resolved within 90 days.

d) **Business Litigation** – The Offeror will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition. Failure to fully disclose or accurately state litigation may result in the proposal not being further reviewed.

e) **Scope of Services for Congregate and Home Delivered Meals**

1. **Program Legislation, Regulation, Program Standards and/or Guidelines:**

2. **Program Description – Meal Service Narrative**
   a) Food Service Management: Briefly describe your food service management system and organization and include information about staff and sites.
   b) Kitchen Facility: Location and brief description of the facility where meals will be prepared and include information about kitchen capacity and status of equipment (equipment available; age of equipment; plans for replacement.)
   c) Menu Planning: Briefly describe the menu planning process and who will be responsible for planning the menus.
d) Food Preparation: Briefly describe the proposed food preparation system (e.g., hot meals prepared daily vs. Meals prepared a day ahead and chilled/frozen). Include information about the time frames for meal preparation.

e) Food Packaging System: Briefly describe the proposed food packaging system; specify brand names of materials/products used.

f) Food Delivery System: Describe the proposed food delivery system, including the number and types of vehicles use, types of equipment used to transport food items, number of meal sites and the time required to make the deliveries.

g) Food Purchasing System: Describe your food purchasing system, indicating procurement process used (i.e., competitive sealed bid vs. informal bid). Attach copies of your advertisement for potential contracted food suppliers and include sample agreements with food suppliers, if available.

h) Food Safety: Briefly describe the food handling system in place for procurement, food storage, food preparation and food delivery and how you plan to handle emergencies

3. Vendor Required Information

A. Check one:  
   ______ Catered Meals – Vendor  
   ______ Central Kitchen/On-Site Preparation

B. Insurance Information:

<table>
<thead>
<tr>
<th></th>
<th>Carrier</th>
<th>Coverage Amount</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker’s Compensation</td>
<td></td>
<td>Amount required by law</td>
<td></td>
</tr>
<tr>
<td>Comprehensive bodily injury/property damage/liability</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Product Liability</td>
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</tr>
</tbody>
</table>

C. Briefly describe your contingency plans to provide meals in case of the following:
   - Power Outage
   - Vehicle Breakdown
   - Weather Emergencies
   - Other: (list)

D. Provide Copies of the Following:
   - Food Service Permit for the facility where meals will be prepared
   - A legible copy of the most recent health inspection and fire inspection reports
   - A completed Appendix A, Food Preparation and Delivery Schedule
   - Proof of Insurance
   - Food Service Permit for each site preparing meals
   - Health Inspection for each site serving meals
   - Proposed menus

E. Special Initiatives
REQUEST FOR PROPOSAL (RFP)
Fiscal Years 2021-2026

- Describe any special initiatives or innovations that will enhance congregate or home delivered meals delivery

F. Staff Development
- Describe how Offeror will provide new staff orientation and training and provide an outline of the orientation schedule and topics.
- Describe Offeror’s plan for conducting on-going staff training including topics and number of training sessions to be held.
- Describe method Offeror will use to determine the training needs of staff and/or volunteers.
- Describe the agency’s staff recruiting practices and retention strategies. Indicate the annual staff turnover rate from the most recent fiscal year.

G. Technology and Reporting Requirements
- Describe agency’s capacity for and use of technology, both in agency administration and delivering services
- Describe the billing and reconciliation process

H. Quality Assurance Program
- Describe how improved quality standards will be implemented including nutritional value, cultural appropriateness, disease appropriateness, visual appearance, and taste
- Describe how the client’s satisfaction with services will be determined.

4. BUDGET PROPOSAL
   a. Offeror must provide a Budget Narrative to explain projected cost and local revenue leveraged on behalf of the program. (Commercial Vendors Excluded)
   b. Offeror completes the Revenue Plan and Unit/Persons Served (See CD-ROM included with the proposal package.) and details the revenue available to support each program or service. If this is a unit cost reimbursed service, then it must match the unit cost as detailed on the Uniform Cost Methodology Spreadsheet. If this is a line item reimbursed service, then the total allowable costs should be the same as detailed on the Uniform Cost Methodology Spreadsheet. (Commercial Vendors Excluded)
   c. Offeror has completed the Uniform Cost Methodology Spreadsheet and completed the UCM spreadsheet as required. All Offerors who provide meals and any other aging service must complete this information requested here as well as the Uniform Cost Methodology Spreadsheet to determine full cost of the program. (Commercial Vendors Excluded)
   d. Suggestions for Budget Evaluation Criteria is found in the Budget Proposal Section (Commercial Vendors Excluded)

<table>
<thead>
<tr>
<th>Per Meal Cost:</th>
<th>Congregate</th>
<th>Home Delivered Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Food</td>
<td>$_____________</td>
<td>$_____________</td>
</tr>
</tbody>
</table>

Revised 10/25/2019
## 5. PROPOSAL SUBMISSION

a) **Packaging of Proposals** – The Applicant’s proposal in response to this RFP must be divided into two appropriately labeled and sealed packages. Return address must include Contact Name, Name of Company, address, RFP #, and phone number. Do not include cost information in the technical proposal – must have separate copies and/or CDs for 3.0 Technical Proposal and 4.0 Budget Proposal.

b) **Number of Proposal Copies** – Submit one original with signatures marked “Original” and four (4) hard copies and include one CD in Microsoft Office Suite for Word and Excel, 2003 version or later.

- (1) Technical Proposal – one (1) original (marked original); four (4) hard copies; one (1) CD in Microsoft Word format.
- (2) Budget Proposal - one (1) original (marked original); four (4) hard copies; one (1) CD in Microsoft Excel format.

c) **Submission of Proposals**

1. **Issuing Office** - The River Valley the Area Agency on Aging issues this Request for Proposal (RFP). The River Valley Area Agency on Aging is the sole point of contact for this RFP and subsequent revisions.

2. **Rejection of Proposal**: The River Valley Area Agency on Aging reserves the right to reject any or all proposals, or to award in whole or in part if deemed to be in the best interest of the AAA to do so. The Director of the Area Agency shall have authority to award orders, contracts or agreements to the Offeror’s that offer the best proposal to the AAA, cost and other factors considered.

3. **Questions and Inquiries**: It is the policy of the River Valley Area Agency to accept questions in writing or by e-mail from any and all Offeror’s interested in implementing the services identified in the RFP. Questions should be submitted to Marie Peterson-Barnes. The AAA will transmit to all responders all questions and the Area Agency’s responses according to the Schedule of dates.

4. **Response Date**: In order to be considered for selection, proposals must arrive at the issuing office on or before the date and time specified. Offerors choosing to mail proposals should allow for normal mail delivery to ensure timely receipt of their proposal by the Area Agency. **Proposal received after the identified due date**
and time or submitted by any other means than those expressly permitted by the RFP will not be considered. Proposals must be complete in all respects, as required in each section of this RFP.

5. **Revisions to Request for Proposals**: The Area Agency reserves the right to revise the Request for Proposal at any time prior to award. In the event it becomes necessary to revise any part of this RFP, information regarding revisions will be provided to all Offerors.

6. **Submitted Proposals**: In order to be considered for selection, offerors must submit a complete response to this RFP including, at a minimum, all the mandatory requirements, technical proposal, budget proposal, and letter of transmittal concerning assurances. One original and four (4) copies of each proposal must be submitted to the issuing office if mailed or hand-delivered. The submitting agency shall make no other distribution of the proposals.

7. **Acceptance of Proposal Content** – The contents of the proposal of the successful bidder will become a part of any contract awarded as a result of these specifications.

6. **ASSURANCES**

   a) **Letter of Transmittal**

   All offerors are required to submit a mandatory transmittal letter, which shall be in the form of a standard business letter, which shall be signed by an individual authorized to legally bind the offer. The terms and conditions of the procurement are included. The Letter of Transmittal shall include:

   1. If a corporation, a statement indicating that the offeror is registered and in good standing with the Georgia Secretary of State to do business in the State of Georgia as stated in §3.0. All proposed subcontractors must be identified, and a statement included indicating the exact nature and amount of work to be done by the prime contractor, and by each subcontractor, as measured by price.

   2. A Statement that the offeror does not discriminate in its employment practices with regard to race, religion, age (except as provided by law), marital status, political affiliation, national origin, or disability. (Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990).

   3. A statement that the proposal meets the requirements set forth in the RFP plus any amendments. Amendments, if any, must be specified.

   4. A statement that the person signing the proposal is the person in the offeror organization responsible for, or authorized to make, decisions as to the prices quoted.

   5. Certifications that prices proposed have been arrived at independently without collusion, communication, or agreement relating to such prices with any other offeror or competitor.

   6. If the proposal deviates from the detailed requirements of this RFP, the transmittal letter must identify and explain all such deviations that appear in the body of the proposal. The River Valley Area Agency on Aging reserves the right to reject any proposal containing deviations, or require modifications before acceptance.

   7. If the use of subcontractor(s) is proposed, a statement from each subcontractor must be appended to the transmittal letter, signed by an individual authorized to legally bind the subcontractor, and stating:
   a. The general scope of work to be performed by the subcontractor;
   b. The subcontractor’s willingness to perform the work indicated; and
c. That the subcontractor does not discriminate in its employment practices with regard to race, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or disability.

8. A statement indicating that the organization and its subcontractors, if any, will be compliant with the Health Insurance Portability and Accountability Act (Public Law No 104-191, 110 Stat. 1936), including its Privacy, Security and Electronic Data Interchange standards and regulations and any and all signed business associate or other agreements for the River Valley Area Agency on Aging and the Department of Human Resources. Failure to sign the business associate agreement or to be compliant with HIPAA laws and regulations or Division or AAA policy will be a basis for rejection. Additionally, since federal funds may be included, an RFP Signature page, Certification Regarding Lobbying and Certification Regarding Debarment are included for signature. Failure to sign these certification forms will be a basis for rejection.

9. Statement indicating that Contractual and Administrative Assurances required by the RFP are given.

10. Statement indicating the organization’s solvency to meet performance requirements with the most recent certified financial audit attached.

11. The name, address, and telephone number of the individual(s) who can be contacted from 8:00 a.m. to 5:00 p.m. during business days for questions regarding the proposal.

12. A statement that the offeror accepts the River Valley Area Agency on Aging’s sole right to cancel the RFP at anytime or amend the RFP before the due date for proposals.

13. A statement that offeror accepts the River Valley Area Agency on Aging’s sole right to alter the timetables for procurements as set forth in the RFP.

14. A statement that all responses become the property of the River Valley Area Agency on Aging and will not be returned to the offeror. The River Valley Area Agency on Aging will have the right to use all ideas or adaptations of ideas contained in any response received. Selection or rejection of the response will not affect this right.

15. A statement that the offeror accepts the terms, conditions, criteria and requirements set forth in the RFP.

16. The name and address of offeror to be used for all notices sent by the River Valley Area Agency on Aging.

17. A statement that no contact, direct or otherwise, has occurred with any employee of the River Valley Area Agency on Aging or DHR Division of Aging Services staff with direct involvement with the RFP process or program information, except as permitted by the RFP. Further, a statement that any subcontractor listed by the offeror complied with the restriction on communications as well.

18. A statement that no relationship exists nor will exist during the contract period, should offeror enter into a contract with the River Valley Area Agency on Aging that interferes with fair competition or is a conflict of interest.

19. A statement that no relationship exists between the offeror and another person or organization that constitutes a conflict of interest with respect to an existing contract with the AAA.

20. A statement that no claim will be made for payment to cover costs incurred in preparation of the submission of the proposal or any other associated costs.

21. Prior to award, the apparent successful Offeror will be required to enter into discussions with the River Valley Area Agency on Aging to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within...
one (1) week of notification, if not, this could lead to rejection of the Offeror’s proposal and discussions initiated with the second highest scoring offeror.

22. An award will be made to the offeror whose response is determined to be the lowest responsible bid and most advantageous to the River Valley Area Agency on Aging, taking into account price and other evaluation criteria. Staff or other agencies and consultants may be involved in the evaluation of the responses. The River Valley Area Agency on Aging reserves the right to reject any and all responses submitted.

7. TERMS AND CONDITIONS

The contract that the Area Agency expects to award as a result of this RFP will be based upon the RFP, the successful Offeror’s final response as accepted by the Area Agency and the contract terms and conditions, which are attached to this RFP. The successful Offeror’s final response as accepted by the Area Agency shall mean the final cost and technical proposals submitted by the Awarded Offeror and any subsequent revisions to the Awarded Offeror’s cost and technical proposals and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the RFP, and any other terms deemed necessary by the Area Agency, except that no objection or amendment by any Offeror to the RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless the Area Agency, has explicitly accepted the Offerors objection or amendment in writing.

Please review the AAA’s contract terms and conditions prior to submitting a response to this RFP. Offerors should plan on the contract terms and conditions contained in this RFP being included in any award as a result of this RFP. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the Offerors. The contract terms and conditions may be supplemented or revised before contract execution and are provided to enable the Offerors to better evaluate the costs associated with the RFP and the potential resulting contract.

Exception to Contract

By submitting a proposal, each Offeror acknowledges its acceptance of the RFP specifications and the contract terms and conditions without change except as otherwise expressly stated in the submitted proposal. If an Offeror takes exception to a contract provision, the Offeror must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be submitted with the Offeror’s response. Exceptions must be in an original document using the track changes functionality and may not be submitted in the form of highlighted changes to the original contract. Proposed exceptions must not conflict with or attempt to preempt any mandatory requirements specified in the RFP.

In the event the Offeror is selected for potential award, the Offeror will be required to enter into discussions with the Area Agency to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within the time identified in the schedule or events. Failure to resolve any contractual issues will lead to rejection of the Offeror. The Area Agency reserves the right to proceed to discussions with the Offeror ranked next best Offeror.
The River Valley Area Agency on Aging reserves the right to modify the contract to be consistent with the apparent successful offer, and to negotiate other modifications with the apparent successful Offeror. Exceptions that materially change the terms or the requirements of the RFP may be deemed non-responsive by the Area Agency, in its sole discretion, and rejected. Contract exceptions which grant the Offeror an impermissible competitive advantage, as determined by the Area Agency, at its sole discretion, will be rejected. If there are any questions whether a particular contract exception would be permissible, the Offeror is strongly encouraged to inquire via written question submitted to the Issuing Officer prior to the deadline for submitting written questions as defined by the Schedule of Events.

a) **RFP Amendments** – The AAA reserves the right to amend the RFP prior to the proposal due date and provide notification of any amendments through written correspondence.

b) **Proposal Withdrawal** – A submitted proposal may be withdrawn prior to the due date by written request to the Issuing Officer. A request to withdraw a proposal must be signed by an authorized individual.

c) **Cost of Preparing a Proposal** – The cost for developing the proposal is the sole responsibility of the Offeror. The Area Agency will not provide reimbursement for such costs.

d) **Sample Contract** – The Sample Contract, which the Area Agency intends to use with the successful Offeror, is attached to this RFP in the Appendix. Exceptions to the Contract should be identified and submitted with the Offeror’s proposal. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements of the RFP. Prior to award, the apparent winning Offeror will be required to enter into discussions with the AAA to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification. Failure to resolve contractual differences will lead to rejection of the Offeror’s proposal. The AAA reserves the right to modify the Contract to be consistent with the successful offer and to negotiate with the successful Offeror other modifications, provided that no such modifications affect the evaluation criteria set forth herein, or give the successful Offeror a competitive advantage.

e) **Conflict of Interest** – If an Offeror has any existing client relationship that involves the AAA, the Offeror must disclose each relationship.

f) **Minority Business Policy** – It is the policy of the AAA that minority business enterprises shall have a fair and equal opportunity to participate in the AAA procurement process. Therefore, the AAA encourages all minority business enterprises to compete for, win and receive contracts for services.

g) **Reciprocal Preference Law (OCGA 50-5-60b)** – For the purposes of evaluation only, Offerors residing in the State of Georgia will be granted the same preference over Offerors resident in another State in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other State to
Offerors resident therein over Offerors resident in the State of Georgia. NOTE: For the purposes of this law, the definition of a resident Offeror is one who maintains a place of business with at least one employee inside the State of Georgia. A post office box address will not satisfy this requirement.

8. SUGGESTED EVALUATION PROCESS

**Administrative Review** – The proposals will be reviewed by the designated staff for the following administrative requirements: 1) separately sealed Mandatory Requirements/Technical Proposal and Budget Proposal submissions. 2) All required documentation has been submitted. 3) The Technical Proposal does not include any information from the Budget Proposal. 4) All documents requiring an original signature have been signed and are included.

There are no points assigned to this section. Either yes or no. If not available, proposal will not be reviewed.

<table>
<thead>
<tr>
<th>Administrative Review – (No points assigned for this section. Either yes or no, and if not available, then Technical Proposal or Budget Proposal will not be reviewed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.0 Mandatory Requirements Satisfied</strong></td>
</tr>
<tr>
<td>▪ Offeror meets all of the stated Qualification Requirements</td>
</tr>
<tr>
<td>▪ Offeror meets all stated Business Requirements</td>
</tr>
<tr>
<td>▪ Offeror submitted all stated Submission Requirements</td>
</tr>
<tr>
<td>▪ Offeror meets budget requirements</td>
</tr>
<tr>
<td>▪ Offeror meets the hardware/software/internet requirements outlined.</td>
</tr>
<tr>
<td><strong>4.0 Budget Proposal</strong></td>
</tr>
<tr>
<td>▪ Budget Narrative Submitted</td>
</tr>
<tr>
<td>▪ Revenue Plan and Units/Persons for:</td>
</tr>
<tr>
<td>▪ Uniform Cost Methodology Spreadsheet Completed</td>
</tr>
<tr>
<td><strong>5.0 Proposal Submission</strong></td>
</tr>
<tr>
<td>▪ Proposals Packaged and Delivered according to Requirements</td>
</tr>
<tr>
<td>▪ Correct # of Proposals Submitted</td>
</tr>
<tr>
<td>▪ Proposals Submitted in a timely matter</td>
</tr>
<tr>
<td><strong>6.0 Assurances</strong></td>
</tr>
<tr>
<td>▪ Letter of Transmittal with assurances provided and signed</td>
</tr>
<tr>
<td><strong>9.0 Appendix</strong></td>
</tr>
<tr>
<td>▪ All signed required are signed and included</td>
</tr>
</tbody>
</table>

a) **Technical Proposal Evaluation** – Mandatory Requirements Review and Scope of Services will be reviewed by the Technical Evaluation Team for quality. Technical proposal will be evaluated and scored based on a ratio of the total points available for both technical and budget sections. The Maximum Number of Points assigned to this section is 700.

b) **Budget Proposal Evaluation** – Offeror will use only the Budget Proposal forms provided with this RFP. Budget proposals will be evaluated and scored based on a ratio of total points available for both technical and budget sections. This formula should be stated in the RFP. The Maximum Allowable Points for the Budget Proposal is 300.
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAXIMUM POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Administrative Review</td>
<td>0</td>
</tr>
<tr>
<td>B. Technical Proposal Evaluation</td>
<td>700</td>
</tr>
<tr>
<td>C. Budget Proposal</td>
<td>300</td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>1,000</td>
</tr>
</tbody>
</table>

c) **Identification of Apparent Successful Offeror** – The resulting Budget Proposal scores will be combined with the Administrative Review and Technical Proposals score. The Applicant with the highest combined technical and budget score will be identified as the apparent successful Applicant.

d) **Rejection of Proposals/Cancellation of RFP** – The Area Agency reserves the right to reject any and all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the Area Agency. It is also within the right of the Area Agency to reject proposals that do not contain all elements and information requested in this document. The Area Agency reserves the right to cancel this RFP at any time. The Area Agency will not be liable for any cost/losses incurred by the Offerors throughout this process.

9. **APPENDICES**

a) **Revenue Plan**, Units/Persons and Cost Chart - (Excel spreadsheet)
   See CD-ROM included with proposal package

b) **Line Item Budget Revenue and Expense Form**
   See CD-ROM included with proposal package

c) **Uniform Cost Methodology Manual and Spreadsheet** – Provide the Manual and Excel spreadsheet for Offeror to complete this budget requirement for the Budget Proposal. *(Commercial Vendors Excluded)*

d) **Sample AAA Sub-contract agreement** –

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**RIVER VALLEY AREA AGENCY ON AGING**

**Senior Centers**

**Clay County**
Clay County Senior Center  
155 Wilson Street St., Suite 3  
P.O. Box 442  
Ft. Gaines, GA 39851

**Crisp County**
Reginald Barry Jr. Senior Center  
115 East 24th Avenue  
Cordele, GA 31015

**Dooly County**
Vienna Senior Center  
991 East Pine Street  
P.O. Box 706  
Vienna, GA 31092

**Harris County**
Harris County Senior Center  
10245 Hwy 116 East  
P.O. Box 494  
Hamilton, GA 31811
Macon County
Riverview Senior Center
50 Riverview Lane
P.O. Box 607
Oglethorpe, GA 31068

Marion County
Buena Vista –Senior Center
119 Baker Street
P.O. Box 896
Buena Vista, GA 31803

Muscogee County
Muscogee County Senior Center
1121 Ft. Benning Road
Columbus, GA 31903

Randolph County
Randolph County Senior Center
69 Mathew Street
P.O. Box 233
Cuthbert, GA 39840

Stewart County
Stewart County Senior Center
2141 Broad Street
P.O. Box 1176
Lumpkin, GA 31815

Sumter County
Americus Senior Center
717 North Jackson Street
Americus, GA 31709

Talbot County
Talbot County Senior Center
1127 Woodland Highway
P.O. Box 201
Talbotton, GA 31827

Taylor County
Reynolds Senior Citizen Center
25 W. William Wainwright St.
Reynolds, GA 31076