Question: Can we get a copy of the ASCOG examples of procedures for nutrition projects? (Asked at Proposers Conference)

Response: Posted to RFP package on ascog.org at this link: http://www.ascog.org/wp-content/uploads/2015/11/ASCOG-Agreed-Upon-Procedures-for-Nutrition-Projects-in-SFY16.docx.

Question: What are the staffing guidelines for nutrition sites?

Response: Staffing guidelines posted to the RFP package at ascog.org at this link: http://www.ascog.org/wp-content/uploads/2015/11/2014-Nutrition-Site-Staffing-Guidelines.docx

Question: The RD provided by ASCOG, in addition to the site visit's and Nut Ed, will they also provide the menu's?

Response: Yes. The ASCOG RD service will provide menus and will be available to approve menu changes.

Question: A Board will have to be established in the RFP area, correct? Or is one in place and if so, how would we obtain their information?

Response: The board acts as trustees for the project and must already be established. There is no requirement for the board to be local to the ASCOG area, only that the applicant agency be local to the State of Oklahoma.

Question: The same question in regards to a Site Council/Project Advisory Council (we understand that the Project currently in place does not have a PAC, how do they get around that policy if all they have is Site Council Members/Meetings)?

Response: The nutrition project advisory council must be made up of one representative from each nutrition site in accordance with OAC 340:105-10-73. In accordance with OAC 340:105-10-73, the project is given 60 days to organize and activate the advisory council "after the initiation of meal service." For projects that do not currently have an advisory council, you can substitute your bylaws for a membership list in addressing Section E of the application. The bylaws need to show how membership will be addressed. If you have a current advisory council for another area, you can also include that list of membership in Section E. All three current nutrition projects have advisory councils.

Question: Could you please provide a copy of ASCOG's "Emergency Preparedness" form.

Response: A copy of the ASCOG Emergency Operations Plan is available here: http://www.ascog.org/wp-content/uploads/2015/11/ASCOG-2017-Emergency-Operations-Plan.pdf

Question: At the meeting you indicated to include a copy of our brochure. Should this be a brochure geared towards the RFP area or our current brochure?

Response: Both. Please include a copy of your current brochure and include a copy of a draft brochure you will use in the ASCOG planning and service area. Make sure your marketing materials comply with OAC 340:105-10-51(a)(17).

Question: Could you please indicate which sites are kitchens and what sites they cook for?

Response: Currently, Hinton, Carnegie, Cyril, Chickasha, Rush Springs, Blanchard, Byars, Comanche, Ringling, Ryan, Frederick, Cache and Elgin are all stand-alone cooking sites. Lawton North also cooks for Lawton South, Patterson, Pleasant Valley and Geronimo. Temple also cooks for Walters. Duncan North also cooks for Marlow and Duncan South. Anadarko also cooks for Cement. Purcell also cooks for Washington and Wayne.

Question: Could you please indicate which areas/sites are urban and which are rural?

Response: Only McClain County and Comanche County sites are urban. Those urban sites include Blanchard, Washington, Purcell, Wayne, Byars, Cache, Elgin, Geronimo, Lawton North, Lawton South, Pleasant Valley and Patterson. All other sites are considered rural.

Question: During the proposers conference for the nutrition project you stated that For Profit entities had to be approved at the state level rather than just at the AAA. This seems to be in conflict with the information memo sent by Rebecca Snellen on June 19.

Can you confirm that For Profit entities will be reviewed the same as Non Profit entities and do not require additional approval at the State?

Response: During the proposers conference we mistakenly shared a straight reading of policy. However, that policy was replaced by the Info Memo 15-02 Approval of For-Profit Provider Grant Applications. Here is the link to that memo: http://www.ascog.org/wp-content/uploads/2015/12/Info-Memo-15-02-For-Profit-Review-2.pdf

Question: We have created a form that our staff is using when they are at the nutrition sites to gather information. In order to write a realistic response to the RFP, it is critical that we have a site perspective on what equipment is available. We also need to know who owns the building and how much utilities etc.. run. We are under the impression that because the sites are public, and are publically funded, we can continue to gather this information directly from each site. Is this correct? Please advise. We appreciate that the site manager's time is valuable and are making every effort not to disrupt the daily operations at the sites.

Response: You are correct. Pease, remember that you cannot disrupt staff time in meal preparation, enter the kitchen without following safety measures such as wearing a hair net, or violate the fiduciary relationship between staff and their employer. That said, we are all paid with public money and the availability and ownership of equipment, building ownership, and utility costs are all considered public information. Conducting such due diligence is essential in preparing an application in response to this request for proposals.

Question: In the RFP Part II, page 8, short title of project, Question 2, does that refer to the Washington Senior Center, in our case?

Response: Question 2 refers to "Type of Application:" That question does apply to all projects. "Short Title of Project:" is actually Question 1 on page 8.   The short title is usually in the following format for nutrition projects "[name of agency] Nutrition Project." Examples of SFY15 short titles are "Delta Nutrition Project," "Town of Temple Nutrition Project," and "Cyril Senior Center Nutrition Project."

Question: I think I remember that you said we could ask for the evaluation tool that ASCOG uses instead of having to come up with our own.   Can you send that to me?

Response: ASCOG surveys have been posted at this link: http://www.ascog.org/supportive-services/ascog-sfy17-request-for-proposals-for-title-iii-services/

Question: Do we have to complete the Voluntary Withdrawal of Project form with our application, or do we just complete that form at the time we withdraw from the project?

Response: Please make sure you complete and sign the voluntary withdrawal form at this link: http://www.ascog.org/wp-content/uploads/2015/11/ASCOG-AAA-RFP-2017-vol-withdrawal-of-project.pdf. If you do not include this form, your application will not be considered complete and will not be reviewed by the scoring committee.

Question: Is our service area just McClain county or all of ASCOG area?

Response: Applicants are allowed to choose their service area. It can be limited to one or more communities, one county, or the entire ASCOG area.

Question: In RFP Part II, application, Page 8,

- Question 1, does that refer to the Washington Senior Center, in our case?
- Question 2, Are we considered a public or private non-profit?
- Question 3, As an independent site, are we the local organization or agency?
- Question 5, what if we don't know who the financial officer will be?
- Question 6, Same as above?
- Question 7, How can we know the cost at this point?
- Question 8, Time period. From now on, or a specific time period?
- Question 11, Is that the whole building, or just the office?
- Question 12, If we are able to contract with Delta for transportation, we will not need to look into details about purchasing our own van, will we?

Response: In RFP Part II, application, Page 8,

- Question 1, Please, see previous response to this question.
- Question 2, ASCOG does not make this determination. This was determined when your organization was formed and should be documented in your incorporation papers and bylaws. Most senior centers are private, non-profit organizations. However, if your board is made up of the local town council, then your organization is a public organization.
- Question 3, Yes.
- Question 5, This should be left blank. You should choose a financial officer to be considered a viable candidate for these services. Otherwise, your capacity to be a Title III nutrition project may be called into question by the scoring committee.
- Question 6, Same as above. In fact, most points for the capacity of project sponsor section rely on the resume for this position.
- Question 7, Finding a person to fill the position in question 5 is paramount in being able to respond to this question. Most of this information can be found on page four of Section I of the RFP. You can ask your local site manager or site aide what the average donations received will be. Cost will depend on your staffing. Refer to the staffing guidelines in http://www.ascog.org/wp-content/uploads/2015/11/2014-Nutrition-Site-Staffing-Guidelines.docx. Minimum wage is $7.25 per hour. Generally fringe will cost 50% of wages in

addition to the wage. You can also go by the "Rule of Thirds," one third for site staff, one third for food costs, one third for overhead. Overhead includes administration costs, rent, utilities, AIM licenses (approximately $500 per year), Health Department licenses ($100 per year), equipment, audit fess, and other costs related to the project. Our recommended food costs is $1.90 to $2.00 per plate.

- Question 8, The time period for this application will be July 1, 2016 through June 30, 2017.
- Question 11, Do not write in this space. That field on the application is for ASCOG staff use only.
- Question 12, If you agree to contract with a local transportation provider, you will not be purchasing your own vans. But you should describe how you will work with the transportation provider.

Question: On page 9, in the lower part of the page it refers to OAC 340:105-10-68, where do we access that information.   I can't find any reference to that information in my notes.

Response: OAC 340:105-10-68 refers to DHS Title III Policy. You can find these policies on the DHS website in the policy section. Here is the link to OAC 340:105-10-68: http://www.okdhs.org/library/policy/Pages/oac340105100068000.aspx. You can also find ASCOG policy at this link: http://www.ascog.org/wp-content/uploads/2015/08/SFY2016-ASCOG-AAA-Title-III-Services-Policy-and-Procedures-Manual-with-draft-changes.pdf

Question: On page 10, it refers to ADvantage meal delivery.   As an independent site, will be still be able to deliver ADvantage meals?

Response: In order to determine your eligibility to serve ADvantage meals, please contact the Advantage Administration Unit at 1.800.435.4711.

Question: Page 12, , question 2, what are the focal points as designated by the AAA? Question 5.   What kind of training will be available through ASCOG for personnel? Do we have access to the things mentioned in A, B, C, D, E, F, and G?

Response: The ASCOG designated focal points listed on page 14 of Part III of the RFP Package are incomplete. Please use the focal points listed at this link: http://www.ascog.org/wp-content/uploads/2015/11/ASCOG-DESIGNATED-FOCAL-POINTS.pdf. ASCOG provides training in accordance with Title III policy once per year, usually in June before the project year starts. The policy on what training ASCOG will provide is included in OAC 340:105-10-44 which is located at this link: http://www.okdhs.org/library/policy/Pages/oac340105100044000.aspx. A copy of the Older Americans Act can be located at ACL.gov, DHS policy is located at okdhs.org, the ASCOG policy link was provided above. The items mentioned in A,B, C, D, E, F, and G will be provided to you during training day and as we prepare for your contract. Please make sure you document how you will ensure staff attend the ASCOG training day and how you will provide or coordinate training to new staff. Program and fiscal reports will be addressed during annual training, the project will have to provide orientation to these documents for staff who start after the annual training. A summary of the Older Americans Act is located in the ASCOG Area Plan Summary at this link: http://www.ascog.org/wp-content/uploads/2015/08/ASCOG-AAA-Area-Plan-Summary-2017.pdf. A summary of the aging network is provided at annual training. Individual job descriptions can be located here: http://www.ascog.org/wp-content/uploads/2015/11/M14-AAA-Job-descriptions.pdf.

Question: Again on page 13, it refers to OAC policy? And, SUOA policy.   How do we access these?

Response: Please see previous responses.

Question: In Part III, Application forms, on page 6, asking about transportation, will we be able to keep the same type of contract with Delta for transportation and use the same AIM program for reporting?   As I understand it, narratives are needed to fill in the information on Pages 9, 10, 13, 16, and 19.   I am just not sure of how we fill those pages in, except for the evaluation form.   Can we get some help with those?

Response: You will need to talk with Delta about contracting with Delta. Narrative assistance can be provided by private grant writers. Yes, you must complete the narratives on pages 9,10,13, 16, and 19. You should also complete a narrative on page 17. ASCOG is not allowed to help you write these narratives. However, we will be providing technical assistance at the RFP Grant Workshop scheduled for January 28 at 1:00 p.m. at the Red River Technology Center in Duncan. James Fullerton of Lawton has offered to volunteer to assist projects in writing grants. His home phone number is 580 699 5331.

Question: On page 14, it shows community focal points, but Washington is not listed.   There are places where it asks about focal points, so what do we do there?

Response: Please refer to the updated focal points at this link: http://www.ascog.org/wp-content/uploads/2015/11/ASCOG-DESIGNATED-FOCAL-POINTS.pdf.

Question: Do I understand correctly that we use the figures in the taxonomy to fill in these pages of scope of work?   And, the instructions say to use the forms, but also to type the answers.   How?   I don't have access to a typewriter any more.   and for the narrative pages, can we use the your form and make the form in Word and fill it in?

Response: Microsoft Word versions of the application documents were provided as part of the RFP package at the bottom of the page. See the RFP Package at this link: http://www.ascog.org/supportive-services/ascog-sfy17-request-for-proposals-for-title-iii-services/. Look for the links to Word documents under the heading "OFFICE DOCUMENTS."

Question: Would you please find out if it is possible to have some of the forms we are supposed to use to fill out for the RFP, printed in a larger print and with more spacing in the blocks. It is almost impossible to read them without a magnifying glad and the blocks are so small I don't know how we will get the numbers in them.

Response: We are having an RFP workshop on January 28 at 1:00 p.m. We would be happy to show you how to increase font and spacing at that workshop. It is okay for projects to modify font size and spacing using Microsoft Word.

Question: So many of the questions are hard to figure out since there is no consistency in what kind of questions are asked.

Response: We want to improve on this. Please be more specific on which questions are inconsistent.

Question: Where do we find out the total count of service units provided for a year?   There is more than one question asking for things for a year. Where do we find those? There is so much information to go through, it is very difficult to wade through it.

Response: The units of services goals and Unduplicated Persons Served (UPS) goals are located on page 5 of the document called RFP Part I-II. Here is the link: http://www.ascog.org/wp-content/uploads/2015/11/ASCOG-AAA-RFP-2017-Parts-I-II.pdf. We are sorry to hear that there is too much information to wade through. We hope to improve on this in our next RFP process.

Question: I will try to call you tomorrow to find out about some of this.

Response: Please do not call us to request technical assistance or to discuss the RFP. We can only talk to proposers during through this Q&A process or at the January 28 grant workshop.

Question: After working on some of the questions, I have come back to the cover page and have questions about how to fill it out. I know this may sound stupid, but I don't find anything that explains this information and I have never heard it explained for these specific kinds of questions.

Response: Please do not feel "stupid." These applications are required by DHS Aging Services, so we do not have control over the complexity of the questions. But we will do our best to answer your questions. It may help to hire a grant writer who is familiar with these grants to assist you in completing your application.

Question: Is it allowed to talk to another independent site and find out what some of these questions mean?

Response: Yes.

Question: First of all, in #2.   Will Washington be a public or private non-profit?   I don't find anything that tell us what type of organization.

Response: Already answered. Please see above. ASCOG does not make this determination. This was determined when your organization was formed and should be documented in your incorporation papers and bylaws. Most senior centers are private, non-profit organizations. However, if your board is made up of the local town council, then your organization is a public organization.

Question: #3. Is Washington Senior Center the implementing agency or are we still under a government agency through ASCOG?

Response: The applicant is the implementing agency. ASCOG is not.

Question: #6. Is the project director the President of the board?

Response: The project director is typically an employee of the board. According to OAC 340:105-10-72, Projects are required to "(1) employ a full-time director who is empowered with the necessary authority to conduct the daily management and administrative functions of the project;"

Question: #7. How do we know the cost of the project and which of the things listed will we have?

Response: Already answered on pages 3 and 4 of this document. Also, please refer to Title III policy posted at www.okdhs.org and refer to OAC 340, Chapter 105, Subchapter 10. Applicants are required to conduct their own due diligence regarding expenses.

Question: #8. Are we talking about the fiscal year from July 1 2016 to June 30 2017 or will it be ongoing?

Response: This will most likely be only a one-year project, but it is possible ASCOG will approve a multi-year grant. The RFP is for SFY17 which starts July 1, 2016 and ends June 30, 2017.

Question: #9.   How many years have we received Title III funds? And what is the appropriate year and will it be a 1 or 2 year grant?

Response: See previous response. You can apply for multiple years, but ASCOG might choose to approve only one. It is at the discretion of the ASCOG board.

Question: #10. Are the local matching funds the county sales tax and if it is partly donations, how can we estimate that?

Response: Most applicants include project income (donations from participants who eat at the site and want to pay a portion of the meal). No local matching funds are required by projects. However, having local matching funds could make your proposal stronger and you may receive a higher score. Matching funds should be based on actual numbers, not guesses.

Question: #12.   Is this supposed to be what we intend to do with the funding we will receive and what services we expect to provide?

Response: The RFP is only for the services specified in the RFP. Each project develops their budget based on what they expect to spend, detailing what they intend to spend the money on.

Question: The verbiage in the addendum states that if we intend to bid on any of the five sites that are serving less than 25 meals, we must include a plan of action for raising the number of meals served.

It also states that if no one bids on these sites, they will be closed effective July 1.

This brings up several questions – if any of the five sites were to bid on themselves, would it keep that site open? (I know it depends on the strength of the proposal, but I believe the advisory council would work hard to keep a single site open if they applied for themselves and had a decent chance of running a good project even though policy states that the site can only remain open with a waiver AND ASCOG has stated that they will not provide waivers this coming fiscal year in several meetings)

If a project bids on the five sites, but doesn't win the nutrition project, will the sites close July 1?

Response: Before we can close a site, ASCOG must publish a second RFP and hold a public hearing to try to find a provider to run the site. If, after the second RFP, we are unable to provide a provider, the site will most likely close, but ASCOG will still have to complete the due diligence required in OAC 340:105-10-86.

Question: If a project opts not to bid on the five sites to make the other sites more viable, should they account for the funding that makes up those five sites and exclude it from their RFP proposal? OR should they leave all funding in play because the addendum states that the five sites funding "will be distributed to the other sites in the planning and service area in accordance with the current allocation method?"

Response: Applicants should budget only according to the funding specified in the RFP for the sites included in their application. We will not know until June if any sites will close.

Question: In short, is it more advisable to bid on all sites to account for funding OR is it more advisable to only bid on the sites that are considered viable by the project and include ALL funding in the budget?

Response: ASCOG is asking each applicant to consider applying for all sites listed in the RFP, based on the capacity of each respective applicant. We hope to continue to keep all sites open. We have seen increased participation in Walters already and expect to see increased participation in Geronimo and Cache based on input from local governments and participants.

Question: Could you please provide an example of the Employee Safety Manual ?

Response: Here are two links to employee safety manuals:

- http://www.d.umn.edu/food/fshandbook2009.pdf
- http://www.ehs.uconn.edu/forms/TTT/Online%20Manual.pdf

Question: Could you please provide an example of the Meal Substitution Procedure?

Response: ASCOG does not have an example. Sites are allowed to substitute an entire meal without RD approval. However, if they are only substituting one food item in the meal, they must obtain telephonic or written approval from the ASCOG or project RD. That approval must be documented at the nutrition site for review during RD and planner assessment visits.

Question: What happens to the transportation funding if no one bids on it?

Response: ASCOG will have to public another request for proposals to obligate the remaining transportation funding. After that, ASCOG will have the option to apply for a waiver to provide the transportation service as a direct service of ASCOG.

Question: Could you please provide us with an example of the quality assurance checklists – food safety checklist for kitchen inspections, cleaning schedules, vehicle safety checklists, vehicle maintenance checklists, etc…

Response: Quality assurance checklist – here is the link to the ASCOG site assessment checklist. Food safety checklist for kitchen inspections – here is the link to the tool used by the State RD. Cleaning schedules – here is a link found online (there are several). Vehicle safety checklists and vehicle maintenance checklists can be found online – here is one example of a safety checklist and here is one example of a maintenance checklist.

Question: Is it okay to reference our procedures if we attach the document instead of typing out the procedure in the scope of work? An example would be the meal reservation procedure. If I can reference the procedure in the scope of work as (attached) it would cut down the length of the narrative itself [substantially] which would make it easier for the [advisory] council executive team to review.

Response: Yes.

Question: Addendum to RFP Part II, Section D - Could you please provide a link to the Word Version of this document? We are having formatting issues with copy/paste from PDF to Word.

Response: Yes. Here is the link.

Question: Do you have sample reservation and sign-in sheet procedures?

Response: Yes. Here is the link.

Question: Do you have a sample code of ethics for Title III staff?

Response: Yes. Here is the link.

Question: Where would you like us to write the narrative for a plan of action to increase traffic to the sites serving less than 25? Do you want it under the scope of work for congregate and HDM or would you rather it be under targeting since it's a specific plan action limited to these five sites?

Response: In accordance with the RFP Addendum, these narratives should be included with the "service and delivery narratives," which should read "Service Implementation" narrative, which is located in Section C. Service Implementation of your application.

Question: Could you please clarify this scope of work? "The home delivered meals that are delivered in the community limits will be the same as congregate meals. Approved frozen meals may be used for homebound participants living outside the community limits." Does this mean that we should be preparing the same menu for congregate and home delivered meals each day?

Response: This is a tough one, but an excellent question. It is possible for you to re-write the activities listed under your scopes of work. However, you do so at your own risk as we have not been able to vet your changes. That said, your ideas for change may be worth careful consideration and we do not want to discourage you from considering new ideas. If you choose to change this activity to allow for the home delivered meals to be on a different menu than the congregate for those served within the same community limits as the nutrition site, then please make sure you carefully document that change in your Service Delivery narrative (Section C).

For clarification, the reason we included our language for these activities was to prevent frozen meals in five day packages from being delivered to residents within community limits where a nutrition site was located. We prefer daily, hot meals to be delivered to those who live close enough to a nutrition site to warrant the hot meals. We recommend this in order to comply with OAC 340:105-10-82 (page 128).

Question: Should there be a[n] evaluation tool or consumer satisfaction survey included for congregate meals? I didn't see one listed but the example scope of work said one was needed for each service. I can include it in the narrative for congregate meals if that is allowable.

Response: Yes, these are already located in the online RFP Package, look for the following file names:

- Congregate and HDM Cover Page Survey 2015

- Congregate Meal Survey 032015 – Final

- Home_Meals_032015 – Final

- Transportation Survey 060915

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- [Frozen_Meals_032015 – Final](#)

Question: In previous RFPs, we have been asked to address equitable service delivery. Could you please confirm that this specific language was omitted from the FY17 RFP proposal?

Response: Yes. That question was intentionally omitted.

Question: Does ASCOG have a job description for nutrition consultant that could be posted to the FAQ for the RFP? I have found several examples, but they vary wildly and don't necessarily include any specificity pertaining to OAA nutrition projects. I just want to make sure that we include everything necessary and don't add anything extra, if possible.

Response: The nutrition consultant has to be a state licensed Registered Dietician. ASCOG directly employs the required registered dietician so the nutrition projects do not have to. ASCOG will be directly responsible for the nutrition consultant services. If you are still seeking a job description for nutrition consultant, you can find this in the RFP Package document called [M14 AAA Job Descriptions](#) under the job title "Dietician."

Question: We would only need to include these [transportation] checklists if we intend to bid on transportation, correct?

Response: That is correct. You only need to include the checklists relevant to your services. That said, we recommend you use transportation checklists for all company owned vehicles, even if they are not used to transport people.

Question: What are the 17 taxonomies to be evaluated by participants? (Page 13 of part II – Evaluations/QA)

Response: Taxonomies refers to the service categories listed in [OAC 340:105-10-50.1](#) (page 70). You are quoting the old language which is currently required by DHS Aging Services. In this RFP, we are only using the three services (taxonomies), congregate meals, home delivered meals and transportation.

End of technical assistance. The deadline for technical assistance requests has passed.