

## Addendum One

**Issued Date:** June 12, 2020

**Solicitation Title:** Emergency Food Service – Home Delivered Meals

**Addition(s)/Change(s)/Clarification(s):**

- Change in Solicitation Response Due Date
- Change in Terms and Conditions
- Other

**Please Note the Following Addition(s)/Change(s)/Clarification(s):**

1. Is there a cap on how much funding we can request? Is there a ballpark we should stay within?  
**ANSWER) There is no cap for the amount that can be requested. Please be mindful of your ability to provide meals and spend the amount requested by December 30, 2020.**
2. Are you able to share with us the full amount of CARES funding available for Emergency Foodservice: Home Delivered Meals in Ramsey County?  
**ANSWER) The Emergency Foodservice budget is \$10 million which will cover different strategies to ensure food security, including but not limited to home delivered meals, groceries, basic needs supplies, and other food programs. This RFQ is specific to home delivered meals.**
3. If the total CARES funding in this project is not spent by December 30, 2020, could the project continue or does the County lose the funding as of that date if it is not spent?  
**ANSWER) All funds requested must be spent by December 30, 2020. There will be no contract renewal terms or extensions.**
4. We are struggling with how many meals or clients you are looking to serve. Should we be aiming to try to serve 100 new people? 1000 new families?  
**ANSWER) The number of meals or clients should be based on your capacity with a focus on priority populations.**
5. Will you provide any more info on outreach? Will you be helping with this at all? Are you relying on us 100% to connect with healthcare partners and social service agencies to ask them to refer people to us?  
**ANSWER) The intent is to expand access throughout Ramsey County communities to provide information to the residents of available services through your own communication channels and developing partnerships that you may not already have, the intent is to expand existing work or begin innovative outreach to your community members. Specifically, what capacity do you have to preform outreach?**
6. We have questions about the service details section and what we have to verify.
  - a. What documentation will be required for proof of residency? Does a utility bill suffice?  
**ANSWER) Documentation will need to demonstrate that recipient has met the requirement of**

**the eligibility which are: living in Ramsey County, Age 18+, homebound related to COVID-19 and financial hardship. Please see RFQ for details. Specific details will be address in contact.**

- b. Are we required to collect physical copies of all the documents verifying residency, age, medical status and finances?

**ANSWER) Currently being reviewed. Specific details will be address in contact.**

- c. What is financial hardship and how is it defined and what proof will we be required to collect? How will we know if they can afford other home delivered meals? What is underemployed and how will we verify?

**ANSWER) Currently being reviewed. Specific details will be address in contact.**

- d. How long are recipients eligible to receive meals? If they start in June and continue to have the same health issues, are they eligible through December, and then are we stopping meals because there is no more funding?

**ANSWER) Contractor will verify eligibility monthly.**

- e. My understanding is that you will not pay for meals for dependents. Will you be reimbursing for a caregiver?

**ANSWER) Only eligible recipients can receive emergency foodservice through this RFQ**

- f. How will someone obtain food for their children if they are quarantined? We are doing a similar project with HCMC, who is also not covering meals for children, and we are concerned about the lack of resources for dependent children. In the cases where the parent is ill, there is no way for children to get meals/food.

**ANSWER) Children are able to obtain the foodservice through school district programs.**

7. I was wondering if we potentially would be in need of delivery further into the summer, but do not need it now, should we be submitting our agency information now or will there be a rolling application?

**ANSWER) It is the intent of the County to reach as many residents as soon as possible. Your response can explain the potential need of delivery services further in to the summer.**

8. Our existing meals are frozen and simple to prepare at home, and currently available in 3 and 6 serving meals. Would this qualify for the program...or would it be necessary to create only single serving meals?

**ANSWER) Yes, frozen meals described would qualify. Provide details as to what equipment and ability is required to prepare the meals.**

9. It appears that we would get a list of people to 'market' this opportunity to, is that correct? We would be able to take orders with our online ordering system, and then delivery them to homes. For example, we could do deliveries once per week, and since they are frozen, they will for certain last that long – and actually would be ok for a few months if necessary. We could do 'no contact' and leave them at the doorstep. Or, are you looking for more direct interaction with the recipients?

**ANSWER) The intent is for the provider to perform outreach and engagement as you see fit. Keep in mind that recipients may or may not have access to a fully functioning kitchen and limited space which will need to be confirmed at the time of order or set up. The question about delivery/no contact can also be posed to the recipient for their preference.**

10. My understanding is that the recipient would receive the meals and not 'pay', instead we would bill Ramsey County for these meals.  
**ANSWER) Correct, all invoices (billing) are to be submitted to Ramsey County. The billing process will be further explained in the contract.**
11. Are there any standards as to the 'cost per meal/serving'? Also, do you have any idea on the volume, as that would have an impact on the overhead necessary to manage the program.  
**ANSWER) The budget form can be completed based on two scenarios: 1) minimum capacity and 2) maximum capacity based on your expenses to provide the services.**
12. We are a total 'rookie', as this is the first time we've explored a contracting opportunity. If our company/service is a viable option for this program, I'd love to hear any words of wisdom you have, or resources we can go to do so.  
**ANSWER) The County looks forward to new partnerships to meet the needs of our residents and is open to innovative ideas. It is best to communicate your intentions providing us a better understanding of your capacity and abilities.**
13. Also, will the information include how this overlaps/coordinates with any Meals on Wheels programs?  
**ANSWER) This opportunity is not intended to supplant other programs, rather build capacity and find new recipients over the age of 18 who are in need to food/nutrition and do not qualify for the other programs.**
14. Will there be an opportunity to collaborate with Ramsey County on the design of a County-approved marketing/outreach flyer and/or messaging that we, as well as the County, could use for outreach purposes?  
**ANSWER) Yes**
15. It is difficult to estimate the total eligible recipients that would be served under this funding. We are doing our best to accurately estimate within our current capacity. However, because the funding for this is provided on a direct reimbursement process, if we come in with lower meal numbers than expected/projected under this funding eligibility, this would be acceptable under this program, correct? We only would invoice Ramsey County for meals actual served. There would be no penalty if we are unable to meet our estimated number of meals served?  
**ANSWER) Yes, it is acceptable to propose estimates. The actual number of meals delivered will be realized when service is in progress.**
16. What is the frequency we would be requesting reimbursement under this funding? Would it be monthly? Quarterly?  
**ANSWER) Billing/invoicing will be once a month. All expenses including subcontractor costs are to be part of the meal costs.**
17. What sort of quote are we bidding on? Are you looking for how much we would charge per client? Or is there some other number you are looking for?  
**ANSWER) Per meal costs are to include all supplies, materials, equipment, staff time package and deliver the meals.**

18. Is there a number you have in mind or is it strictly a quote by us?

**ANSWER) Per the quoted number provided in your response.**

19. As an organization who's built upon delivering groceries to our community's most vulnerable already, are we able to build upon our existing models and use our contacts to identify clients who meet the criteria for the program within Ramsey County?

**ANSWER) Yes, if you have the capacity to perform this step include it as part of your response.**

20. Or are is there a method you'd like us to use to identify and serve clients?

**ANSWER) Responses are to include innovative approaches and ideas to provide meals to recipients.**

21. Can we deliver groceries to clients who do not have home meal delivery, or does it have to be both?

**ANSWER) This opportunity is focused on providing home meal delivery. There will be other opportunities for groceries, basic needs and food shelves/banks.**

22. Can we use our current model of Meals for Seniors (and expand it to more community members) and also offer grocery delivery?

**ANSWER) Yes, provide the information as part of your response.**

23. Do clients have to have both or can they opt for a meal or groceries.

**ANSWER) This opportunity is for home delivered meals. There will be other opportunities for groceries and basic needs delivery.**

Ramsey County reserves the right to make changes in program requirements, procedures, and terms after the quotes have been submitted, opened and reviewed in order to maximize delivery of services consistent with the objectives of the Emergency Foodservices: Home Delivered Meals RFQ.