

**February 18, 2021**

**TO:** All Proposers under Request for Proposals No. 20-500559

**FROM:** Department of Purchasing and Contracting, DeKalb County, Georgia

**ADDENDUM NO. 5**

Request for Proposals (RFP) No. 20-500559 for Home-Delivered and Shelf-Stable Meal Services for Seniors (Multiyear Contract) is hereby amended as follows:

1. The deadline for the receipt of proposals has been extended to Friday, March 5, 2021 at 3:00 PM E.T.
2. **In addition to December 9, 2020, December 16, 2020, December 23, 2020, December 30, 2020 and Wednesday, January 27, 2021, the following Mandatory DeKalb First LSBE Meeting date has been added for this RFP:**

**Wednesday, February 24, 2021**

**(Meetings are held at 10:00 AM and 2:00 PM ET) via Zoom video conference.**

**Please visit our webpage at <https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program> and then utilize the corresponding Zoom link for the given meeting time.**

3. To modify the fiscal years that this project is anticipated to cover, **DELETE** Attachment B, Scope of Services, Section II. Provision of Home-Delivered & Shelf-Stable Meals for Seniors, Subsection A (page 18 of 63) in its entirety; and **REPLACE** with the following:

II. Provision of Home-Delivered & Shelf-Stable Meals for Seniors

- A. Contractor shall provide meal service for eligible seniors residing in DeKalb County.

The State of Georgia's Fiscal Year (SFY) is July 1 through June 30. For instance, SFY 2022 is July 1, 2021 through June 30, 2022. The estimated number of seniors to be served and meals to be provided for SFY 2022-2024 are listed in the tables below:

<b>Table 1. Estimated Number of People to Be Served for SFY 2022-2024</b>			
<b>Service</b>	<b>Estimated Persons SFY 2022</b>	<b>Estimated Persons SFY 2023</b>	<b>Estimated Meals SFY 2024</b>
Home-Delivered Meals	420	405	390
Shelf-Stable Meals	420	405	390

<b>Table 2. Estimated Number of Meals to Be Provided for SFY 2022-2024</b>			
<b>Service</b>	<b>Estimated Meals SFY 2022</b>	<b>Estimated Meals SFY 2023</b>	<b>Estimated Meals SFY 2024</b>
Home-Delivered Meals	101,000	97,000	93,000
Shelf-Stable Meals	1,000	1,000	1,000

4. We have received questions/comments pertaining to this RFP. The questions and their resulting answers appear below:

- A. Are Home-Delivered Meal (HDM) deliveries once per week or once every other week?

*Answer: The meal deliveries are bi-weekly due to the current COVID-19 (Coronavirus) pandemic. Under normal circumstances, the meals are delivered daily to clients.*

- B. Are the HDM meals a 7-pack meal or a 5-pack meal?

*Answer: Currently, the County has 5-pack meals and we are providing clients with two (2) five packs on a bi-weekly basis.*

- C. Are there breakfast items to be included as part of the meal pack?

*Answer: No, breakfast items are not to be included in the meal pack.*

- D. Are milk, bread, and butter to be included?

*Answer: Yes. Milk, bread, and butter are to be included with the meals.*

- E. Can the milk be refrigerated, or does it need to be frozen?

*Answer: Currently, the milk we provide with the meals is frozen; however, refrigerated milk can be provided.*

F. What happened with the contract that was just awarded a couple of months ago?

*Answer: Currently, the County does not have a contract for Home-Delivered Meal Services for Seniors. Contract No. 1182741 for Home-Delivered Meal Services for Seniors has expired.*

G. Confirming that this is a three-year contract.

*Answer: The Contract Time and Contract Term of any resulting contract will be as follows provided that the Notice to Proceed occurs during the 2021 calendar year:*

*A. Contract Time. The Contractor shall commence the Work under this Contract within ten (10) days from the date on the Notice to Proceed. Contractor shall fully complete the Work within 1,096 calendar days from and including the date on the Notice to Proceed. If the Change Order only seeks to extend the Contract Time, it may be approved and executed by the DeKalb County Chief Executive Officer or his/her designee and the Contractor in accordance with the terms of this Contract.*

*B. Contract Term. The Contractor shall commence the Work under this Contract within ten (10) days from the date of the Notice to Proceed (the “Commencement Date”). This Contract shall (i) terminate without further obligation on the part of the County each and every December 31st, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Contract; (ii) automatically renew on each January 1st, unless terminated in accordance with the termination provisions of this Contract; and (iii) terminate absolutely, with no further renewals, on December 31, 2024 , unless extended by Change Order adopted and approved by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract.*

H. What is the delivery window each day?

*Answer: The meal delivery window should be between 10:00 a.m. and 2:00 p.m. (M-F).*

I. Can Supreme Foods Worldwide bid as a prime and use SDA as the sub LSBE?

*Answer: If a given vendor intends to propose on RFP 20-500559 as a Prime, then that vendor is required to attend at least one of the Mandatory DeKalb First LSBE Meetings on either 12/09/2020, 12/16/2020, 12/23/2020, 12/30/2020, 12/27/2021, or 02/24/2021 in order to have its proposal considered for an award.*

*However, a vendor who fails to attend at least one of the Mandatory DeKalb First LSBE Meetings for the corresponding project can still attempt to propose as a subcontractor to an eligible Prime.*

- J. Can SDA bid as a prime and if so, would we need another LSBE to serve as the sub?

Answer: *No, you would not need another subcontractor. SDA can propose as a Prime and/or as a subcontractor. But in order to become an eligible Prime, SDA must attend at least one of the Mandatory DeKalb First LSBE Meetings for the Project.*

*However, neither party can prevent or attempt to prevent competition in submitting a proposal for this Project by any means whatsoever.*

- K. Can you confirm that the request is for one meal per day per resident?

Answer: *The request under this solicitation is for 5 meals per week for each designated client.*

- L. Service is not required on weekends and holidays, but are residents required to have meals delivered ahead of time to be consumed on those days?

Answer: *No, the meals do not have to be delivered ahead of time. The meals that are provided should cover Monday-Friday.*

- M. Can you clarify what meal type is requested? Breakfast, lunch, or supper?

Answer: *A lunch meal is requested under this solicitation.*

- N. Can multiple days' worth of meals be delivered at one time to be stored in the home and consumed at will?

Answer: *The County's preference is to have a daily meal delivered to clients. However, due to the ongoing COVID (Coronavirus) pandemic, multiple days' worth of meals can be delivered at one time to seniors. Approval for this method must be provided by the Department's Office of Aging.*

- O. Is there an exact number of residents that will require daily hot delivery?

Answer: *The exact number of residents that will require daily meals is located within the RFP- please refer to Table 1. "Estimated Number of People to be Served," which can be found on page 18 of the solicitation.*

- P. Will the vendor be responsible for managing intake and enrollment?

Answer: *No, the vendor is not responsible for managing intake or enrollment.*

Q. How does the volunteer part work? Are we supposed to supply the volunteers?

Answer: Under normal circumstances, vendors utilize volunteers to deliver meals to seniors. The vendors develop schedules and routes for meal delivery, as well as recruit and manage volunteers. Please know that the County is not currently using volunteers due to the ongoing COVID-19 (Coronavirus) pandemic. It will be the responsibility of the selected vendor to have a delivery system in place to ensure that meals are delivered to clients.

R. Are the current volunteers tied to the current vendor?

Answer: Under normal circumstances, the selected vendor would be required to obtain and maintain volunteers to assist with meal delivery. Please know that the County is not currently using volunteers due to the ongoing COVID-19 (Coronavirus) pandemic.

S. Are there currently enough volunteers to handle delivery?

Answer: No, the County is not currently utilizing volunteers for the HDM meal program due to the ongoing COVID-19 (Coronavirus) pandemic. It will be the responsibility of the selected vendor to have a delivery system in place to ensure that meals are delivered to clients.

T. Can we see a sample menu that is currently being used?

Answer: Yes, the Department currently uses a twenty-day (four week) menu cycle, which can be repeated during the quarter which was developed by the current provider. A sample of this menu is below:

Monday	Tuesday	Wednesday	Thursday	Friday
Macaroni & Cheese Stewed Tomatoes Bean Blend Bran Muffin Margarine Milk* Orange Juice**	Homestyle Meatloaf Red Skin Potatoes Winter Vegetables Whole Wheat Bread Margarine Milk* Cinnamon Cookie Bites	Honey Mustard Chicken Tenders Spinach Carrots Cornbread Muffin Margarine Milk* Strawberry Applesauce Cup Animal Crackers	Mushroom Pork Sweet Potatoes Green Beans Whole Wheat Bread Margarine Milk* Fudge Round Cookie	Spaghetti & Meatballs Whole Kernel Corn Broccoli Florets Whole Wheat Bread Margarine Milk* Aloha Trail Mix
075	023	017	087	065
BBQ Pork Patty Red Skin Potatoes Whole Kernel Corn Whole Wheat Bread Margarine Milk* Pineapple Cup Vanilla Creme Cookies	Chicken & Honey Lemon Rice Black Beans & Corn Brussels Sprouts Whole Wheat Bread Margarine Milk* Strawberry Cereal Bar	Breakfast Scramble Asparagus Hash Browns Whole Wheat Bread Margarine Milk* Raisins Graham Crackers	Meatballs with Rice & Gravy Stewed Tomatoes Peas & Carrots Whole Wheat Bread Margarine Milk* Cherry Star Juice Brownie	Breaded Pollock Green Pea Blend Carrots Whole Wheat Bread Margarine Milk* Apple Juice** Animal Crackers
013	095	093	100	044

U. Are the shelf-stable meals requested, or do we supply them as a backup for emergency food supply in case food cannot be delivered on a particular day?

Answer: Shelf-stable meals will be provided to the clients twice a year (during the fall and winter months) to ensure that seniors have access to food in case deliveries cannot

*be made. The County will make the request to the selected vendor when shelf-stable meals are required.*

V. Is the current vendor an LSBE, or are they using an LSBE subcontractor?

*Answer: Purfoods, LLC d.b.a. Mom's Meals is the current provider. Meals have been provided per CEO mandate in response to COVID-19; competitive purchase requirements have been waived. Mom's Meals is not an LSBE. LSBE participation has not been included due to it being an emergency request.*

W. If a subcontractor is being used, what service are they providing?

*Answer: N/A. LSBE participation was not included in the now expired Contract No. 1182741 due to it being an emergency request.*

X. When will the contract work start?

*Answer: The Contractor shall commence the Work under any resulting contract within ten (10) days from the date of the Notice to Proceed (the "Commencement Date"). An exact timetable for this is not available, but a reasonable expectation would be for Work to commence during the 2021 calendar year.*

Y. What is the current time frame from when invoice is submitted to when it is paid?

*Answer: The Contractor will be required to submit a monthly narrative report, along with a monthly invoice to the Office of Aging. Payment is to be made no later than thirty (30) days after submittal of undisputed invoice.*

Z. About how many nutrition referrals are submitted monthly and how many require in-home counseling visits?

*Answer: The number of nutrition referrals vary per month (on average 2-6 per month). In-home counseling visits are not conducted. Nutrition counseling is provided through brochures and handouts that are provided with the meals. The selected vendor will be required to develop and provide the brochures and/or handouts to the clients.*

AA. What is the requirement on how soon a client needs to be seen after a referral is submitted?

*Answer: The selected vendor will not be required to provide in-home nutrition counseling services. Nutrition educational materials should be provided to the clients as soon as possible upon referral.*



Answer: *The selected vendor is required to gather data on the number of meals provided and to report this information to the County on a monthly basis using the Register and Billing Spreadsheet. The County will provide an electronic copy of the Register and Billing Spreadsheet to the selected vendor.*

GG. When is the contract anticipated to begin?

Answer: *The Contractor shall commence the Work under any resulting contract within ten (10) days from the date of the Notice to Proceed (the "Commencement Date"). An exact timetable for this is not available, but a reasonable expectation would be for Work to commence during the 2021 calendar year.*

HH. Will DeKalb County be the one managing the client application and enrollment processes for this program, or will that be the vendor's responsibility?

Answer: *Yes, the Department's Office of Aging will manage the enrollment process for this service.*

II. How will client attrition be handled?

Answer: *Client attrition is the responsibility of the County and the selected vendor. It is our goal to provide quality meals to avoid the loss of clients. The selected vendor is expected to provide quality meals and to handle small service complaints. In instances when clients determine that they are no longer interested in our service, the Department's Office of Aging will manage the process for un-enrollment and the vendor will be notified by the Department that service has been cancelled.*

JJ. How will deliveries that are missed or refused by the client be documented and handled?

Answer: *State and federal regulations regarding home-delivered meal services require that meals are not left if the client is not home. The missed or refused meals should be documented on the appropriate delivery log or form (in place of the client's signature). Missed meal service should be reported to the Department's Office of Aging via email by the selected vendor on a weekly basis.*

KK. Taking into account scenarios such as missed or refused deliveries and client attrition, is there a minimum number of clients or a range that the vendor can plan to serve each month?



Answer: Please see the revised Attachment B, Scope of Services, Section II. Provision of Home-Delivered & Shelf-Stable Meals for Seniors, Subsection A. that has been provided above.

LL. What tasks or activities will the Project Director/Contract Manager be responsible for completing for this program?

Answer: The designated Project Director/Contract Manager is responsible for managing the enrollment process for the County's Home Delivered Meals program as well as coordinating with the selected vendor regarding all aspects of the project (start up and roll out of services, approval of proposed menus, approval of invoices, communication regarding customer service issues...etc.).

MM. Who is responsible for speaking to seniors about their special requests, changes to what they'd like to receive, and changes to delivery notes, address, and phone numbers? If the vendor is responsible, what is the County's requirement for storing and managing that data?

Answer: The Human Services Department is responsible for any changes to delivery addresses and phone numbers of clients. This information will be shared with the selected provider who will be expected to follow federal guidelines regarding safe keeping of client information.

NN. Who is the current vendor?

Answer: Purfoods, LLC d.b.a. Mom's Meals is the current provider. Meals have been provided per CEO mandate in response to COVID-19; competitive purchase requirements have been waived.

OO. What is the current cost proposal?

Answer: Purfoods, LLC d.b.a. Mom's Meals is the current provider. Meals have been provided per CEO mandate in response to COVID-19; competitive purchase requirements have been waived. The unit price is \$6.89/meal.

PP. What is the current menu?

Answer: The Department currently uses a twenty-day (four week) menu cycle, which can be repeated during the quarter. The menu was developed by the current provider. A sample of this menu is below.

Monday	Tuesday	Wednesday	Thursday	Friday
Macaroni & Cheese Stewed Tomatoes Bean Blend Bran Muffin Margarine Milk* Orange Juice**	Homestyle Meatloaf Red Skin Potatoes Winter Vegetables Whole Wheat Bread Margarine Milk* Cinnamon Cookie Bites	Honey Mustard Chicken Tenders Spinach Carrots Cornbread Muffin Margarine Milk* Strawberry Applesauce Cup Animal Crackers	Mushroom Pork Sweet Potatoes Green Beans Whole Wheat Bread Margarine Milk* Fudge Round Cookie	Spaghetti & Meatballs Whole Kernel Corn Broccoli Florets Whole Wheat Bread Margarine Milk* Aloha Trail Mix
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013	095	093	100	044

QQ. Portion of each menu pattern?

*Answer: Each meal shall comply with the provisions in the Older Americans Act, Title III, Subpart 3, Section 339, concerning compliance with Dietary Guidelines for Americans.*

*Meals will focus not only on the nutrition content, but also color, texture and flavor. Variety in the meal pattern is important to meal satisfaction. Therefore, there are no requirements that any specific food be served (example: milk), or any requirements that a meal pattern be followed (example: 3oz meat, 2 1/2-cup vegetables, dessert, roll). Standardized recipes will be used to analyze and prepare meals. The food that is served will be the same as analyzed, to the fullest extent possible.*

RR. Is it daily delivery?

*Answer: Currently, the County is utilizing a bi-week delivery system due to COVID. Under normal circumstances, a daily delivery of meals (Monday-Friday) would be required.*

SS. Can there be multiple meals delivered in one delivery?

*Answer: Yes. We currently deliver five (5) pack meals to seniors due to COVID. Under normal circumstances, a daily delivery of meals (Monday-Friday) would be required.*

TT. Are the meals being delivered to one central location and then distributed to the seniors?

*Answer: No, meals are not being delivered to one central location and then distributed to seniors. Currently, the meals are delivered directly to the seniors' homes.*

UU. Are the meals supposed to be delivered at each senior's home individually?

*Answer: Yes, the meals are supposed to be delivered to each senior's home individually.*

VV. Do you anticipate extending the bid due date?

*Answer: Yes, the deadline for the receipt of proposals has been extended to Friday, February 26, 2021 at 3:00 PM E.T.*

VW. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

*Answer: All evaluation criteria are listed in the RFP.*

*To reiterate them, the following evaluation criteria with maximum points stated below will be used as the basis for the evaluation of proposals:*

*I. COST PROPOSAL (10 POINTS)*

*II. TECHNICAL PROPOSAL (80 POINTS):*

- 1. Technical Approach (25 points)*
- 2. Project Management (15 points)*
- 3. Personnel (10 points)*
- 4. Organizational Qualifications (20 points)*
- 5. Financial Responsibility (5 points)*
- 6. References (5 points)*

*III. LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION (2, 5, OR 10 POINTS)*

IV. *OPTIONAL SITE TOUR & TASTE TESTING (10 POINTS) – BONUS*

*The County reserves the right to conduct optional site tours and taste testing with all Responders or a short-listed group of Responders. The Evaluation Committee may award a maximum of ten (10) points to each Responder selected. If the County determines that it is in its best interest to develop a short list of Responders, it shall be based on the following calculation:*

*Highest Responder Score – 10 points = Short-listed Score (Example: 91 – 10 = 81. Any responder with a score of 81 or greater would be short-listed.)*

*Responders selected to host a site tour and taste testing will be contacted in advance for scheduling.*

XX. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free?](http://www.mygovwatch.com/free?)

Answer: No.

YY. Other than your own website, where was this bid posted?

Answer: It was posted on the Georgia Procurement Registry.

5. It is the responsibility of each proposer to ensure that he is aware of all addenda issued under this RFP. Please sign and return this addendum. You may email Randy Webb, Senior Procurement Agent, at [rwebb@dekalbcountyga.gov](mailto:rwebb@dekalbcountyga.gov) before the proposals are due to confirm the number of addenda issued.
6. All other conditions remain in full force and effect.

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Randy Webb  
Senior Procurement Agent  
Department of Purchasing and  
Contracting

(ACKNOWLEDGMENT ON NEXT PAGE)

**ACKNOWLEDGMENT**

Date: \_\_\_\_\_

The above Addendum is hereby acknowledged:

\_\_\_\_\_  
(NAME OF PROPOSER)

\_\_\_\_\_  
(Signature) (Title)  
CC:rw