

## Frequently Asked Questions from Request for Proposals

RFP Release March 27, 2024

*For Non-Urban transportation, is it necessary to submit an RFP for frozen meal delivery separate from transportation if we intend to deliver frozen meals?*

**Response from MARC: No. Include your intentions to provide delivery of the frozen meals in your narrative.**

*Do Centers need submit a separate proposal for evidence-based programs?*

**Response from MARC: The evidence-based programs will be included within the center services contract awards so a separate proposal is not needed.**

*Would you please tell me what the timeframe is for the Area Agency on Aging fiscal year?*

**Response from MARC: Our contract year runs from July 1st through to June 30th.**

*Preferred menu states 5-day, will there be an option for 7-day meals for clients?*

**Response from MARC: We typically use a 5-day pack for OAA clients. The 7-day packs are only used for Medicaid clients when they are approved for varying number of meals.**

*RFP states 3-compartment sealable trays. Can there be a mix of 2 and 3 compartment trays based on meal being served, as certain meats/meals fit better in 2 compartments?*

**Response from MARC: We will accept the use of a 2-compartment tray as long as the meal is complete.**

*What is your monitoring process for measuring weight and volume?*

**Response from MARC: We do not currently have a strict process in place but plan to implement one as part of the annual monitoring process by the end of the next fiscal year.**

*Just wanted to check in to see if MARC has an option to download a "fillable form" for the EBP proposal?*

**Response from MARC: The proposal forms file is located with the EBP RFP on the MARC website. These are writable forms that you can download.**

**<https://marc.org/about-marc/funding-and-rfps>.**

*In Part B, Section 2, B, 1, it reads that "Contractor must provide services to new clients as soon as possible, and never more than five working days after MARC has provided approval to the contractor..."*

*My question is: Is there a limit to how many clients a Contractor will be committed to taking on? Is there an amount of clients the Contractor can cap the contract for?*

**Response from MARC: We typically add clients as soon as they are authorized for meals through our assessment process. We can control how many clients we will assign our partners and we won't add more clients than you can reasonably serve. We usually do not have a cap on the clients we authorize for meals each month.**

*For the Evidenced-Based Programs RFP, do we have to submit a proposal for each location or a combined proposal with all the forms? All of our forms with the exception of the fictitious name registration will be the same.*

**Response from MARC: A combined proposal will be all you need to do. Just provide the information for all locations in your narrative.**

*The Evidenced-Based Programs RFP does not address a narrative, is there one required and if so what should it contain? This is not mentioned in the RFP.*

**Response from MARC: The Proposal Narrative is addressed in Part C, on page 11.**

*For the Evidenced-Based Programs RFP, is there a budget required for the proposal, I don't see that mentioned in the RFP.?*

**Response from MARC: No, a budget form is not necessary. The rates are already set for reimbursements.**

*Is the MBE required, we are not minority owned, we are a non-profit organization. The page after that is a waiver request, is this a request to be waived from the MBE requirement?*

**Response from MARC: No an MBE form is not necessary. It's only recommended you submit one if you are. This is always considered in the proposal review process.**

*I didn't see an anti-lobbying form for our signature. Is this something we will get if our proposal is selected?*

**Response from MARC: All additional needed forms will be included for completion when an award of contract occurs.**

*Who from our organization needs to sign the proposal before we submit it?*

**Response from MARC: The person within your organization that is authorized to sign awarded contracts should be the one to sign the proposal.**

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*The MARC Nutrition Program Menu Analysis Form, has different nutrients/values compared to the requirements listed in the RFP. Which set of nutrient requirements should be followed?*

**Response from MARC: Below is the current meal pattern and nutrition analysis template that should be used. It was updated in accordance with the State's most recent policy and procedures manual that was last updated in October.**

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*PART E – MENU ANALYSIS FORM*

MARC Nutrition Program Menu Analysis												
Caterer:		<b>1/3 DRI</b>							MARC RD#:			
Program Year/Quarter:									MARC RD Name:			
RD Signature:									MARC RD Signature:			
RD #:									Date:			
Meal Pattern		Calories 540-660	Protein ≥15.3 gm	Carbohydrates 67.5-97.5 g	Fiber ≥7.2 gm	Fat 18-38.5% of total calories	Saturated Fat <11% of total calories	Calcium ≥360 mg	Sodium ≤1100 mg	Potassium ≥900 mg	Vitamin B12 ≥0.72 mcg	Vitamin D ≥180 IU
Entrée												
Vegetable												
Fruit												
Grains												
Fat												
Optional Item												
Dairy												
Meal # _____	<b>Meal Total</b>											

\*\*Accepted ranged based on AMDR 45-65%.

**Excel version of Menu Analysis Form available upon request**