



## **REQUEST FOR PROPOSALS**

**Contract Cycle: SFYs 2025-27. Renewal for SYFs 2027-29**

### **QUESTIONS & ANSWERS PART 2**

1. **Question:** Where Can I get the Bidders' Conference recording?

**Answer:** It is posted on our website under Funding Opportunities Page.

2. **Question:** Does the \$315,000 include costs associated with meal delivery and distribution, or are those delivery expenses funded separately?

**Answer:** The annual \$315,000 posted in the IFB represents the estimated funding for meal costs only and is contingent on the availability of Older Americans Act funding. This amount may fluctuate depending on State, Federal, or other funding sources, and additional funding may become available for the program.

The costs associated with meal delivery and distribution are not included in the \$315,000. After meal vendors are selected, the delivery component will be evaluated and negotiated separately, as needed. While we primarily rely on volunteers for meal delivery, there are times when additional support is necessary—that is why the IFB allows vendors to indicate whether they are willing and able to provide delivery services as well.

To be clear, this IFB is fundamentally intended to solicit bids for meal production. Submitting a proposal for delivery services is optional and will not increase a vendor's chances of being awarded the meal contract.

3. **Question:** Specifically, could you please provide the winning bid information from the last two bid cycles? This information would be very helpful for our review and planning purposes.

**Answer:** Per the IFB instructions, email [rfp@agencyonaging4.org](mailto:rfp@agencyonaging4.org) the information of the documents you are requesting. Our Operations



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Manager will then get in touch with you about our Public Records Request process.

4. **Question:** The March 12th meeting, is that an in-person or a Zoom meeting?  
**Answer:** The meeting is hybrid, so in-person and Zoom meeting.
  
5. **Question:** Is this meeting in Sacramento, your office in Sacramento?  
**Answer:** Yes, it is. You will receive information about the Grants Review Committee meeting sometime after you submit your application. You will be given the time and the Zoom link.
  
6. **Question:** We do all our deliveries via refrigerated vans. Do you need us to provide our service reports as well?  
**Answer:** No, we are interested in the temperature of the food because food safety is very important.
  
7. **Question:** In my other social enterprise work, I usually deliver frozen meals in boxes of five, once a week. What I'm unsure about is how flexible this program is meant to be. Would it be appropriate for me to submit a bid using that once-a-week, five-meal model, or even something like two deliveries a week with smaller quantities? Or is there a specific delivery structure that I'm expected to follow?

**Answer:** there's no required delivery model—you can propose whatever structure works best for you. The only firm expectation is that all meals must be delivered and distributed within the regular work week, since the program doesn't operate on weekends. The main goal is to understand your schedule so they can plan for storage needs, volunteer availability, and overall support on their end. We have no preference for how many days you operate or how you structure your delivery schedule. It's entirely up to your company to propose what you can realistically provide. Our



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review team will evaluate your plan and determine whether it fits the program's needs, but there are no preset expectations about delivery days or meal quantities per day.

8. **Question:** I'd like to ask about your frozen storage capacity, because that really affects what kind of delivery schedule I can responsibly propose. I need to know whether you can handle a full week's worth of frozen meals at once, or if your freezer space would require me to deliver twice a week instead.

**Answer:** All storage and meal-holding responsibilities fall on AAA4, not the meal vendor. We are still working out the storage capacity, but it won't affect how proposals are evaluated. If a vendor only wants to handle meal preparation, that's acceptable—delivery logistics and centralized storage are the agency's responsibility to coordinate.

9. **Question:** What is the size of the delivery zone? Can you share anything about how you currently deliver?

**Answer:** We do have multiple routes going in Yuba County as well as Sutter County. It's separated based on the county, and then some routes we combine for both counties. We have three different routes directly to Yuba City area. We also do a rural route. Primarily, our main locations right now are Yuba City and Marysville. On Mondays, we have 4 different routes going, for about 42 individuals. On Tuesday, Wednesday, Thursday, Friday, there is 3 to 4 different routes per day. We average 10-15 stops. We currently have 7 volunteers, two of our providers provide delivery, and we also have volunteers to fill in the rest.

10. **Question:** Right now, the program is delivering hot meals, which means deliveries happen more frequently. If we were to switch to frozen meals, the delivery schedule wouldn't need to be as frequent, is that correct?



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**Answer:** We currently have frozen meals that all go out on Mondays, and then we also have cold meals that are delivered Tuesday through Friday. Some deliveries are 2 meals per day, some deliveries are 3 meals per day, in order to maintain the freshness and be mindful of expiration dates. It depends on what your meal option is to offer, that will suggest what schedule for it.

11. **Question:** For the pictures that will be attached to the application, do you want them to be on a plate that the customer's going to be eating from, or do you want it in a container that will be delivered?

**Answer:** How the client is going to receive the meal.

12. **Question:** Do you want the pictures formatted in a certain way? (For example, JPEGs, or in Excel file, etc)

**Answer:** There will be 5 uploads just for pictures so there is no preference but whatever you are able to upload as a photo, usually that is a .jpg file. You can put the picture into a PDF format. Since there's 5 different uploads for 5 different pictures, you have to make sure your 5 pictures are each in a PDF format.

13. **Question:** Can the food containers be reusable or returned?

**Answer:** No, not reusable. We have 200 individuals on the program so receiving all materials back would be not only unsanitary, but also impractical.

14. **Question:** I know you had a minimum of 15,000 meals, is that the max?

**Answer:** The maximum for the 150 clients would be 39,000 meals. (We are looking at next year's number, which should be 150 clients)

15. **Question:** Should we state our capacity level?



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**Answer:** Yes, include your capacity for maximum and demonstrate how flexible you are. We would never want to push further than your capacity, but we want to know if we have these large fluctuations that you can shift with us.

16. **Question:** Is there another way that we can reach out directly to your agency to get help with the details of how the body of the bids are supposed to be constructed?

**Answer:** You can formally request the previous applications of the Meals on Wheels Yuba Sutter IFB. It's a formal request, so you would need to email the RFP email what documents are you requesting. It is all in the application. Once you submit that request to the RFP email, we will send it over to our Operations Manager, who oversees all the public records requests.

17. **Question:** I want to clarify the options on the application where we choose 3A, B, or C. Since it says the choices aren't weighted, I'm wondering how much flexibility there is, especially if the program wants to use volunteers. If we can offer a hybrid model, should I include that in the application so you know we can deliver if needed, but are also open to volunteer-based delivery? I'm also trying to understand whether choosing one option would limit us or put us at a disadvantage if the program prefers volunteer delivery.

**Answer:** They explained that the question isn't scored at all—they just want to understand the service model you can provide. You should choose the option that best reflects your actual capacity, especially if you're able to deliver meals yourself. Then, in the application, you can note that you're also able to work with volunteers if needed. It is preferred that you select only one option since each one corresponds to a different section, but you can clarify any flexibility in your written responses.



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18. **Question:** What is a delivery of meals to a local location? Is that a vendor delivering all the meals to one location, and then somebody else coming to pick them up to deliver?

**Answer:** In this model, the restaurant or organization would prepare all meals at their own kitchen and then deliver them to a centralized cold-storage facility in Yuba or Sutter County. AAA4—not the vendor—would be responsible for securing and managing that storage location. This option is meant for situations where the vendor can prepare and deliver the meals but doesn't have enough freezer space to store a full week's supply.

19. **Question:** If we're preparing hot meals and delivering them to a chosen location, can we get our hot food delivery containers back every other day?

**Answer:** Yes. If you're providing equipment to our volunteers, whether it be our organization or you, our delivery drivers (if that's the way that we had volunteer drivers set up) would have the equipment and they can bring it directly back to your restaurant or organization.

20. **Question:** What is the cutoff time on January 29th for questions?

**Answer:** 5PM Pacific Standard Time.