



REQUEST FOR PROPOSALS

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

QUESTIONS & ANSWERS

Question 1: What is an Invitation for Bid (IFB)?

Answer 1: An Invitation for Bid is a formal requests for bids to procure goods or services.

Question 2: What is the Meals on Wheels Yuba-Sutter Program?

Answer 2: Meals on Wheels Yuba & Sutter Counties (MOW YS) is a direct service of Agency on Aging Area 4 (AAA4).

The home-delivered meal program or as otherwise known as meals on wheels program provides meals to Program Participants who are homebound, and frail (physically and/or mentally), and are in need of meals either because they cannot prepare simple meals for themselves or they lack adequate support for meal preparation both paid (i.e., caregivers, grocery or restaurant delivery) and unpaid (i.e., family, friends or neighbors).

Our Meals on Wheels Yuba & Sutter Counties meals are delivered to Program Participant's doors. MOWYS meals are prepared fresh by local restaurants, and delivered cold. Meals are fully cooked and must be refrigerated until ready to be consumed. Our drivers are trained and will wait for someone to open the door during scheduled delivery timeframe to accept the meals. All meals are nutritionally balanced, pre-approved by a registered dietitian and designed for older adult's needs. MOWYS meals include vegetables, protein, grain or starch, fruit and dairy.

Question 3: Do I have to submit a Letter of Interest (LOI)?

Answer 3: It is a requirement to submit a Letter of Interest. If a LOI is not submitted by the deadline, the agency will be ineligible to submit a Meal Vendor Application. All Letter of



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Interest Forms shall be submitted via our website no later than Friday, January 16, 2026.
<https://www.agencyonaging4.org/funding-opportunities>

Question 4: What happens after I submit an LOI Form?

Answer 4: An email with the mandatory Bidders' Conference information will be sent from AAA4's RFP Team.

Question 5: What is a Bidders' Conference?

Answer 5: It is a mandatory meeting for eligible applicants who submitted an LOI to ask questions about the IFB and Meal Vendor Application requirements, terms and submission.

Question 6: Can I still ask questions after the Bidder's Conference?

Answer 6: Yes. All questions regarding the IFB MOWYS will be accepted until Thursday January, 29, 2026. All questions will be answered and posted by Tuesday, February 3, 2026. Any questions submitted after the deadline will not be answered.

Question 7: Is there a timeline for this process?

Answer 7: Yes, it is posted on our website under the Invitation for Bids- Meal Vendor-Timeline Section. <https://www.agencyonaging4.org/funding-opportunities>

Question 8: Once applications are complete, can a locked version of the PDF be submitted?



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Answer 8: No. We request the Meal Vendor Application be submitted as Word documents.