**2024 Caterer Proposal Questions and Answers**

**Question:** Are electronic signatures accepted?

**Answer:** Electronic signatures will be accepted for the electronic submission (Dropbox) only. The paper copy must have original signatures.

**Question:** Is there a deadline to submit questions?

**Answer:** We will accept questions up until 12:00pm the day the proposal is due on Tuesday, October 3, 2023. All questions must be submitted to [caterercompetitiveproposalquestions@areaagingsolutions.org](mailto:caterercompetitiveproposalquestions@areaagingsolutions.org).

**Question:** Will the answers to the questions submitted be given after they are asked or will an amended document come out with all the answers on it?

**Answer:** All questions will be answered as they come in and uploaded to an FAQ document posted on our website.

**Question:** What day are the documents due?

**Answer:** The deadline for the RFP documents is Tuesday, October 3, 2023, at 4:00pm.

**Question:** Is the question deadline the same as the proposal due date?

**Answer:** Yes, we will accept questions up until 12:00pm the day the proposal is due on Tuesday, October 3, 2023. All questions must be submitted to [caterercompetitiveproposalquestions@areaagingsolutions.org](mailto:caterercompetitiveproposalquestions@areaagingsolutions.org).

**Question:** Will we get an email confirmation once we submit the documents to Dropbox?

**Answer:** Yes.

**Question:** Is this a public or private opening?

**Answer:** This is not a bid opening. We have moved to a competitive proposal process.

**Question:** Is there a sliding scale for scoring?

**Answer:** Yes, scoring is on a sliding scale depending on how questions are answered. It will not be an “all or nothing” scoring process.

**Question:** Are all the RFP documents on separate Appendices on the website or is there a master RFP?

**Answer:** All the RFP documents are on our website. The master RFP is referred to as the 2024 - 2025 WRAAA Caterer Specifications document on our website.

**Question:** When clicking on Appendix J – Proposal Checklist, it’s the same document as Appendix J – Proposal Evaluation II and III. In addition, when going to print the checklist, it will not print on 8.5x11 sized paper – it cuts the documents off and settings must be changed to print on legal. Can the settings be changed for this so that when printed, it will print to 8.5x11? It will make the submission process easier, especially when scanning documents.

**Answer:** The correct document has been uploaded to the website.

**Question:** Application Order #03 references RFP Specs page 20 but the page does not contain information on a Pricing document with Cost Breakdown. Is this referencing Appendices A-I?

**Answer:** The Caterer checklist references page 20 of the RFP Specs for a description of what should be included in the cost breakdown.  This was an error.  The description is on page 19, item J.

**Question:** Application Order #12 – is this referring to Appendix J, Monitoring Report? If so, are we to complete pages 1-12? Or do we complete the top of page 1 and leave the following blank for future use?

**Answer:** No, the site visit monitoring report is generated by the Food Preparer. Food Preparers submit a template of what they will use when they perform site visits with Nutrition Providers.

**Question:** Application Order #17 – Appendix L, should we be entering in our company information on page 2 as the agency receiving/requesting funding? Are we to mail this document to the address provided?

**Answer:** Yes, the Food Preparer applicant is the agency receiving/requesting the funds.  Please complete and include this document with the submission packet.  You do not have to mail the document to the address on the form.

**Question:** Application Order #19 – What type of proof do you require? On the RFP Specs page 23, section D the link does not work.

**Answer:** Submit a copy of the verification of registration with the State of Ohio Office of the Secretary of State.   The address in the RFP Specs is not a hyperlink.  Please go to the Ohio Secretary of State website to register.

**Question:** Do you require proof of insurance be submitted with the proposal or only if our proposal is selected?

**Answer:** Yes, proof of insurance must be submitted with the proposal.

**Question:** Question 11 in the caterer questionnaire asks about the cubic feet of refrigeration/freezer/commissary space, and we are also providing that detail in question 13. In our response in question 11, can we refer to question 13 for this information, or do we need to list the response under both questions?

**Answer:** Question 11 refers to the amount of space (cubic feet) required to perform other contracts for 2024-2025.

Question 13 refers to total space (cubic feet) and the amount of space available for the potential OAA contract groups you are applying for.

**Question:** Page 23, section H. Other Assurances – do you require documentation be submitted for each sub-bullet?

**Answer:** Yes, these items must be included in the Affirmative Action Plan. The Plan does not need to be submitted  with proposal applications, but each item should be described. The applicant’s Affirmative Action Plan will be provided to WRAAA on request.

**Question:** Are the follow appendix for our reference? Do we need to submit them with our proposal?

* 1. Appendix K
  2. Appendix P through Appendix V

**Answer:** Yes, these are provided for applicant’s reference. These do not need to be submitted to WRAAA with the proposals.

**Question:** We wanted to confirm the address below for delivery of the hand signed hard copy submittal. Is delivery via FedEx is acceptable?

Western Reserve Area Agency on Aging (WRAAA)

1700 East 13th Street

Cleveland, Ohio, 44114

800-626-7277

**Answer:** Yes, that is correct.