

2026-2029 CATERER PROPOSAL QUESTIONS & ANSWERS

(As of 10/10/2025)

- 1. Question:** Pertaining to the number of meals for Lorain County, currently our agency has the Home Delivered Meals contract for Lorain County and the number of meals to deliver for the year is 213,325. On the RFP, appendix D, the number of meals goes down to 146,661. Can you please clarify the reason for the decrease and confirm that we are to base our per meal pricing on the 146,661?

Answer: The Group D approximate meal total for the 2026-2029 caterer proposal is based on projected funding availability.

- 2. Question:** I'm reading over the Caterer Specifications and exploring frozen meal options. I'm in contact with a number of companies that provide such, including Traditions and Golden Gourmet, both of whom I know are used by others in the Western Reserve area. Are there specific menus that need to be followed for the frozen foods as long as all general components are met for nutritional adequacy or just for the hot catered meals, as those are the only menus that I can find?

Answer: All meals for this opportunity, including frozen meals, must meet the OAA nutrition guidelines.

- 3. Question:** Can you clarify what menus the frozen meals need to follow, though? I can only find menus referencing the hot meals.

Answer: WRAAA does not provide a menu for frozen meals. The Food Preparer is responsible for providing frozen meals that meet OAA guidelines. The Food Preparer must provide the menu for frozen meals to WRAAA.

- 4. Question:** My question is in regard to the bid bond process. Do we need both a bid bond and a check for 5% of the contract amount? Also, is the contract amount, the amount for 1 year or for all 4 years?

Answer: The competitive proposal in excess of \$10,000 must be accompanied by a Bid Bond in a sum equal to five percent of the amount proposed in the competitive proposal.

- 5. Question:** Why does the price remain the same on the bid sheet for all four years in the proposal?

Answer: The price is set for four years because the funding does not typically change from year to year for Older Americans Act programs. Food preparers may request price increases, but they are not guaranteed.

- 6. Question:** In our reviewing of the RFP, we had a question about the number of meals for Cuyahoga and Medina counties. The number of meals for these two counties appears to be less than what we are presently doing through our current contract, and less than what was in the previous RFP from 2022. Can you advise if there is a planned reduction in the number of meals to be provided for the new contract period?

Answer: The approximate number of meals appearing on the bid pricing sheets are based on projected funding availability. The approximate number may be lower on some pricing sheets than in previous years.

7. Question: I am wondering if you are able to answer a couple basic questions about Medina. Such as how many sites to deliver to, the days of service, time of preferred delivery, and do they run a heat and serve HDM line like Neighborhood Alliance does?

Answer: Medina has two sites. The Medina site offers Home Delivered meals Mondays, Tuesdays, Thursdays and Fridays; and Congregate meals Tuesdays and Thursdays. The Brunswick site offers Congregate meals on Wednesdays and Fridays. The Delivery times are 8:00am for the Medina location and 8:30am for the Brunswick location. The Medina meals program receives bulk chilled items and heats and serves from both locations.

8. Question: Can you please define the number of Sites that will need deliveries for Group B-Lake County As well as Group C Medina County? The service style notes Congregate and HDM. What is the expected style of service for these sites? Hot, Chilled, Frozen? Bulk preparation or pre-plate?

Answer: Group B – Lake County has 5 sites. Group C – Medina County has 2 sites. Meal providers at all of these sites receive bulk chilled meal items for heating and serving, and may order frozen meals for their Home Delivered Consumers per the specifications.

9. Question: We are currently working on preparing our backup spaces and assessing storage. Do we need to have the equipment already on hand to bid for the contract or can we simply submit the plan to with the intent to purchase the equipment if we are awarded the contract? We are inquiring simply because if we are not awarded the contract, we will not need the equipment with our current output, primarily with regards to available square footage of refrigeration and freezer space. Thank you, in advance for your time.

Answer: A plan and list of items with the intent to purchase prior to the start of the contract, if awarded a contract can be submitted with the proposal.

10. Question: Appendix N, the date on the second page says 2023 instead of 2025. Can our notary edit the date and initial?

Answer: The Appendix N has been updated and is available for download on our website.

11. Question: Our President and CEO is out of town today through Friday and she had to sign documents yesterday. Our notary made an edit on the document [Appendix N] and initialed and dated it. Can you please advise if that will be accepted? Per our notary's rules and guidance, this is permitted.

Answer: Submitted document will be reviewed. Acceptance or non-acceptance will be determined.

12. Question: To confirm, if we have a bid bond then we don't need to submit a check?

Answer: Yes, as long as it meets the criteria on page 7 of the specifications.