

Notice of Funding Opportunity (NOFO) – Request for Qualified Applicants (RFQ)

Notice is hereby given that Clackamas County, by and through the Health, Housing and Human Services Department (H3S), Social Services Division, Aging and Disabled Services (“SSD-ADS”) is conducting a Request for Qualification (RFQ) process for the delivery of Older Adult Community Nutrition Program services. These programs are currently operated at Adult Community Centers throughout the County.

To request that this NOFO be translated into another language, contact Stefanie Reid-Danielson at (503) 655-8646 or via email: stefanierei@clackamas.us

Por medio del presente aviso se comunica que el Condado de Clackamas, a través de los Servicios para Adultos Mayores y Personas con Discapacidades de la División de Servicios Sociales (“SSD-ADS”, por sus siglas en inglés) del Departamento de Servicios Humanos, de Salud y de Vivienda (H3S) está llevando a cabo un proceso de Solicitud de Calificación (RFQ, por sus siglas en inglés) para la prestación de servicios de los Programas Comunitarios de Nutrición para Adultos Mayores. Estos programas se ofrecen actualmente en Centros Comunitarios para Adultos en todo el condado.

Para solicitar la traducción de este NOFO a otro idioma, comuníquese con Stefanie Reid-Danielson al (503) 655-8646 o por correo electrónico: stefanierei@clackamas.us

В настоящем уведомлении сообщается о том, что администрация округа Клакамас посредством и в лице Отдела обслуживания престарелых и лиц с ограниченными возможностями Управления социального обеспечения (SSD-ADS) при Департаменте здравоохранения, жилищного и социального обеспечения (H3S) объявляет о приеме конкурсных предложений (RFQ) по реализации программы питания для престарелых лиц. В настоящее время реализация этих программ осуществляется общественными центрами для престарелых, расположенными на всей территории округа.

Для того, чтобы обратиться с запросом о переводе на другой язык текста настоящего уведомления о приеме заявок на финансирование, обращайтесь к Стефани Рейд-Даниэльсон (Stefanie Reid-Danielson) по тел. (503) 655-8646 или эл. почте: stefanierei@clackamas.us.

This preliminary Request for Qualification (RFQ) will determine which organizations are qualified to make an offer to provide Food Service and Meal Site Management, or just Meal Site Management, through a detailed Request for Proposal (RFP).

SSD-ADS receives supportive federal Older Americans Act Title III funds and state funds to help support the system and has the responsibility to plan, develop, and coordinate services for a comprehensive delivery system for citizens age 60 and older. Since Older Americans Act funding is supportive funding, the expectation is that applicants have the means to meet match requirements, 11.13% for nutrition programming, as well as cover the majority of program costs. Current awards cover less than 50% of the cost of total program delivery.

The Older Adult Nutrition Program provides both Congregate and Home Delivered meals for older adults age 60 and older. Meals offered under this program must meet the requirements outlined in the State of Oregon, Dept. of Human Services, State Unit on Aging's Oregon Congregate and Home-Delivered Nutrition Program Standards.

Food Service is the production of meals for the congregate and home delivered meal recipients. Each meal must contain at least one-third of the Recommended Dietary Allowance (RDA) as established by the Food and Nutrition Board, National Research Council - National Academy of Science. A unit is one meal prepared and served, delivered.

Meal Site Management includes such tasks as: supervising final on-site preparation and serving/delivery of meals to eligible congregate and home-delivered participants; recruiting, training, scheduling and monitoring program volunteers; determining eligibility of participants – including home visits to home delivered meal participants; collecting and accounting for participant donations; completing and submitting required budget and program reports, providing events and activities for meal site participants; meeting with meal site Advisory Committee; and publicizing meal site in the community to enhance visibility and encourage participation. One unit is one meal served.

Reporting is submitted to SSD-ADS on a monthly basis and must include completed Daily Meal Record reports as well as Congregate and HDM client activity logs. These report must accompany the monthly reimbursement requests.

Our existing providers that wish to continue to providing services must submit a letter of intent to continue services as part of this RFQ process.

This process may result in multiple contract awards for fiscal year 2019-20 (July 1, 2019 - June 30, 2020). With satisfactory performance, the contract may be renewed annually for four additional years. Awards will be based on available funding, service area, and anticipated meals served.

Current Meal Sites are: Canby Adult Center; Estacada Community Center; Gladstone Senior Center; Hoodland Senior Center; Lake Oswego Adult Comm. Center; NCPRD-Milwaukie Center; Molalla Adult Comm. Center; Pioneer Community Center; Sandy Senior and Comm. Center; and Wilsonville Community Center.

In response to this Request for Qualification (RFQ), please provide the following:

1. Brief description and history of your organization, including relevant experience providing the service proposed for contracting. (not to exceed ½ page)
2. Evidence of your organization's legal power to contract, be incorporated and have legal authority to operate in Oregon and enter into contracts or other legal agreements.
3. Your organizations DUNS number and proof of SAM.Gov registration in good standing. Proof of being disbarred or suspended will disqualify Applicant.
3. Proof of General Liability Insurance. (Note: Clackamas County requires a \$1,000,000 general liability policy which includes the County as an additional insured and holds Clackamas County harmless.)
4. A statement of fiscal solvency. (Note: Your organization must be able to ensure working capital to cover program expenses for at least 60 days.)
5. Evidence a certified audit was performed within the last two years.
6. A statement that your organization adheres to Equal Opportunity Employer Affirmative Action standards and has adequate personnel policies in effect.
7. An up-to-date organizational chart of existing structure and chart showing where proposed service would fit into that structure.
8. Brief description of: (not to exceed 1 page)
 - a. Level of interest in providing services --
 - i. single site or multiple sites
 - ii. Food Service & Meal Site Management or
 - iii. Just Meal Site Management
 - b. Ability to coordinate with multiple meal sites if wishing to provide services at multiple sites.
 - c. Ability to transport food to meal sites if wishing to provide services across multiple sites.
 - d. Any plans to subcontract.

Responses must be received at SSD-ADS office by 4:00 p.m., January 15, 2019 via electronic submittal to Stefanie Reid-Danielson, stefanierci@clackamas.us. Postmarks and Faxes will not be considered.

SSD-ADS reserves the right to reject responses which are late or incomplete.

You will receive written notice of the results of your RFQ. Those accepted as qualified, including current providers, will be sent the Request for Proposal (RFP) package no later than January 22, 2019. The RFP package will be due to SSD-ADS no later than 4pm Tuesday, March 12, 2019.

Per the Civil Rights Act of 1964, no person shall, on the basis of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any County program, service or activity.