

Older Adult Food Access Program
Frequently Asked Question Submissions #6

1. **The RFP Addendum 2 document states that the bidder must complete 12 worksheets that represent 24 meals (12 lunch and 12 dinner) proposed for weeks 1 and 2. In addition, there should be a variety across the 6 meals and Vendors are asked to try and avoid repetition within each week. Are vendors expected to provide 24 different meal varieties for the 2-week menu submitted with the bid and an additional 24 meal varieties for the additional 2 weeks of menus after the commencement of service, for a total of 48 meal varieties?**

Yes. Vendors can create variety across the week by using the same basic ingredients – for example, baked chicken breast—and then adding a different sauce, seasoning, vegetable or a different grain.

2. **How is meal choice/preference, specifically vegan, vegetarian, allergens determined and how is the customer informed about the menu. Will the customers have a chance to preview the menu options in advance and opt-out of select days? How? The meals are bundled as 6.**

The recipient chooses a specialty food preference when they enroll or were enrolled. If you are awarded several different meal types, you will not provide the multiple food types like Latin and Kosher on one delivery list. The lists will be separated by meal type.

3. **In the interest of providing contactless delivery we would like to leave meals at the door but would like further clarification on what constitutes a delivered meal. Does the driver need to wait to confirm that someone brought the meal inside? Would ringing the doorbell and taking a picture of the delivered meal be enough?**

The driver must wait until the recipient opens the door to ensure that the recipient received the meal. It is not sufficient to ring the doorbell and leave the food.

4. **Do the drivers need to be employees? Can we supplement our drivers with independent contractors? Can we supplement our owned vehicles with rented vehicles?**

Drivers can be employees and/or subcontractors. You can also rent vehicles to support your meal deliver. If the drivers are subcontractors, they are still considered agents of your company and must comply with terms of the contract as your agents.