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ADDENDUM NO. 1

SOLICITATION FOR NEIGHBORHOOD SENIOR CENTERS PIN NO. 12511SCINNOV/EPIN NO. 12511N0003

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This addendum is in reference to the Neighborhood Center (NC) solicitation issued by the Department for the Aging on December 19, 2011. The solicitation has been amended as follows:

1. Proposal Due Date and Time

The Neighborhood Center proposal due date and time have been extended. The proposals are now due on **February 17, 2012 by no later than 5 p.m.**

2. Service Level Proposal, Appendix A

Revisions to the Service Level Chart (Appendix A) include:

- Only annual levels of service are now reflected on the chart;
- Column H will now automatically compute units of service for those services with new unit definitions;
- Entering FY 2011 Service levels is required only for Congregate Lunch and Case Assistance (if applicable);
- Required Services/Service Levels are given on Page 2 of Appendix A; and
- There is now a comprehensive Instruction document to accompany Appendix A.

3. General Information for Proposers, Appendix B

The General Information for Proposers has been corrected to delete the words "Innovative Senior Center" from the header.

4. Prequalification Status Certificate of No Change, Appendix C

The Prequalification Status Certificate of No Change has been revised to delete the words "Innovative Senior Center" and to add in the words "Neighborhood Center."

5. Budget Instructions, Appendix F; Budget Worksheets, Appendix G; and new Discretionary Worksheet

Please find attached the revised budget instructions and worksheets correcting

the formula for cell D18, congregate meals cost center on the summary worksheet. Budget worksheets were also revised to include a line for MTA payroll tax on the Personnel page. A new optional worksheet was added for discretionary funding (not baselined). If you would like to show DFTA the discretionary funding the proposed senior center program depends on and its associated service units, please fill out the additional spreadsheet. Please note that the units funded by discretionary funding do not count towards the 60 meal or 75 unduplicated count minimum. Completing this discretionary worksheet is optional.

6. Senior Center Lists, Appendix H and Appendix I

The Senior Center lists have been updated to reflect recent changes in sponsorship of programs.

7. Award Methodology, Page 3 – The following language is added as the 3rd paragraph.

DFTA's goal with this RFP is to award contracts to high quality providers in every community to be served. DFTA reserves the right to relocate technically viable proposed programs to a City-owned or City-leased site in the same or adjoining community district that can accommodate the proposed number of participants. Proposers willing to consider such an arrangement may indicate their willingness by filling out the Indication Form of Proposer's Interest attached as Appendix J. Each proposer should consider this option, as it may result in an award at an alternative location, even where such a proposer might otherwise not receive the award for the location initially proposed. If this option is exercised by DFTA, proposers may be required to provide additional information concerning their approach to serving that community prior to award.

8. Written Clarifications to Questions/Amended Changes

The written clarifications or amended changes to the solicitation made in response to the questions raised at the proposers' conference as well as received via email have been addressed in the Q & A document that follows, which is grouped into several categories.

9. Acknowledgment of Addendum Form

Proposers are requested to complete and submit the attached form as part of the proposal package. The form serves as the proposer's acknowledgment of the receipt of addendum/addenda in response to this solicitation.

QUESTIONS AND ANSWERS – WRITTEN CLARIFICATIONS

PROGRAM AND SERVICE LEVEL PROPOSAL – NARRATIVE AND APPENDIX A

- **What are the definitions of a satellite and a drop-off site and how do they count for services/unduplicated count?**
 - **Satellite:** This term refers to current senior center contracts that include multiple sites. For the purpose of this procurement, each senior center must have a "stand-alone" proposal with its own budget and service plan. You may submit a separate proposal for as many sites as you wish as long as each one independently meets the minimum criteria described in the solicitation.

- Drop-off sites: This term refers to a location that is not a DFTA-funded senior center, but where a DFTA-funded senior center provides (i.e., “drops off”) meals only, without providing program or staffing. The DFTA-funded center may include the meals that are dropped off in the reported monthly total # of meals; however, the dropped off meals must be in addition to the required minimum of 60 meals at one meal-time at one individual site.
- **How would an organization propose for a site that currently operates as a part-time senior center?** An organization may propose such site as a new full-time Neighborhood Center meeting all of the minimum criteria described in the solicitation.
- **What is the definition of a vegetarian meal?** A vegetarian meal is defined as a plant-based meal that can include dairy or eggs, and excludes all meat (red meat, poultry or fish). A vegetarian meal may be provided at breakfast, lunch, or dinner. Good sources of protein may include, but are not limited to the following: tofu, eggs, multigrain high protein cereal or pancakes, yogurt, beans, nuts/seeds, high protein grains and/or cheese. Serving a vegetarian meal at least one time per week is encouraged but not required.
- **Define minimum standards and service counts (60 meals and 75 unduplicated count, with examples):**
 - A minimum of 60 meals daily on average must be provided at one meal time, whether breakfast, lunch or dinner. Any number of other meals may also be provided at other times and/or at drop-off sites, assuming approval of the plan by DFTA in reviewing submitted proposals. The average daily meals are calculated by determining the number of meals provided over the course of the month at a given meal time divided by the number of service days in that month.
 - Also, a minimum of 75 people must attend the site each day on average. This is an unduplicated count, representing 75 different individuals. The people who take a meal can count toward this minimum number of 75. The average number of unduplicated daily attendees is calculated by determining the number of individual attendees each day over the course of the month divided by the number of service days in that month.
 - Service totals are calculated separately from the average daily attendees and are based on the defined unit of service for each service. If a service is to be counted based on number of attendees at each session (e.g., Health Promotion activities), the number reported monthly is the cumulative total of attendance at each session.
 - Please see the instructions on Appendix A for various sample scenarios of these counts.
- **Do all meals served have to meet the Dietary Reference Intakes (DRI)?** Meals funded by the Department for the Aging must meet 1/3 of the DRI.
- **Can a senior center be open 2 days in one site and 3 days in a different site and count as one full-time center?** A senior center proposed under this solicitation must be located at one address. The program may not be moved from location to location on different days. A service may be offered off-site (e.g., a trip to an activity at the local library), but the senior center program itself is to be in one consistent location.

- **Why do you recommend serving fresh produce versus frozen?** Eating fresh fruits and vegetables is part of a healthy diet. Fresh fruits and vegetables are packed with nutrients and low in sodium. Buying fresh produce allows one to eat foods that are not processed, are in season or that are locally grown. Fresh fruits and vegetables may be provided during breakfast, lunch, or dinner. Serving fresh fruits and vegetables is recommended but not required.
- **What counts as a collaboration with a Green Market CSA?** Collaborating with a green market or community supported agriculture (CSA) helps people with the food they consume. Green Markets and CSAs work with local farmers allowing consumers to know where their food is coming from. Collaborating with a green market or community supported agriculture is recommended but not required. Examples may be taking seniors on a trip to a farmer's market one time per month or purchasing some of the fruits or vegetables that are served at lunch from a green market.
- **Does the Stanford Model Chronic Disease Self-Management Program count as an evidence based program?** Yes.
- **Do take home meals count toward the DFTA funded meals?** Take home meals, many of which were previously funded as "congregate weekend meals" or "6th meals" are not encouraged, and will not count toward the monthly meals service.

BUDGET AND BUDGET WORKSHEETS – APPENDIX G

- **How can I redistribute funds among sites?** Existing providers are allowed to pool their total FY13 monies on a multi-site contract and redistribute the funding by program as they see fit. However, the monies pooled for redistribution must be within the same borough. Providers who have contracts in multiple boroughs can not shift funding from one borough to another borough. This also pertains to proposed mergers. Please keep in mind that the level of proposed services at the merged site should be equivalent to the combined actual levels of service currently provided at the individual sites. For example, 60 meals were served at site A and 50 meals were served at site B. If site A and site B were to merge, the merged site should serve approximately 110 meals per day.
- **Will start-up costs be made available to new providers?** There is no additional funding for start-up costs for new neighborhood center programs.
- **How does a program cost allocate personnel?** If there is one full-time (FT) person splitting his or her time at multiple sites, please allocate the salary of this person based on the time spent at each program. For example, if a social worker spends half of her time at one program and the other half at another program, her salary on each program's budget should be one-half of the annual salary. However, if there is one FT cook preparing meals for two 60 congregate meal programs, please allocate half the cook's salary on the program budget for the site where the cook is actually cooking. The second site, the site receiving the meals, should have a catered meal cost. That catered meal cost should be inclusive of all the costs needed to have the meals delivered to the second site. The per catered meal cost should include the other half of the cook's salary, raw food costs, delivery costs, transportation, a portion of utility costs, etc.

- **MTA Payroll Tax:** Please put the estimated MTA payroll tax costs on the personnel page of the budget, using the revised budget forms issued with this Addendum.
- **If a program is still looking for an insurance provider, how should insurance costs be reflected on the budget?** Please budget insurance costs realistically based on the estimated actual cost.
- **Are there established/set costs per raw or catered meal and disposables, and will the current rates go up to account for inflation and stricter dietary guidelines (e.g., fresh food)?** It is up to each provider to set the meal cost for their budget based on cost of food. Providers should not assume increase rates due to inflation or Cost of Living increases.
- **Will additional funds be available if a program wishes to offer breakfast and if so, what is the unit cost per breakfast?** Expansion of services must be covered within the request for up to a 10% increase over the existing budget. Unit costs for meals are established by the proposer based on costs of food.
- **Are there additional funds available if a center exceeds its proposed service levels?** Organizations are encouraged and welcomed to propose additional services. Additional funds of up to 10% of a current provider's current funding amount may be requested. No additional funds will be made available after contracts have been executed.
- **How does a program estimate Food/Meal Costs?** Please propose the actual cost of raw food, catered food, and/or disposables on the budget.
- **How can a program request its Program Budgets?** If a program hasn't done so already, DFTA strongly encourages providers to contact Betty Lee at blee@aging.nyc.gov to request the FY13 baseline budgets for their programs.

AWARDS/EVALUATION PROCESS

- **Where can one find information on the PIN formula?** The link to the PIN data is provided on Page 3 of the solicitation.
- **Can you clarify how proposals will be reviewed in order to select winning proposals?** DFTA used both a PIN formula and figures on current participant usage of senior centers to determine a range of funding for each borough. In reviewing proposals within a borough, DFTA aims to award grants that will allow for: a) adequate senior center capacity located near to where **current** participants reside; and b) allow the system to best meet relative **potential** need based on the PIN formula. Thus, within the range of funding available to a borough, DFTA will select proposals that distribute grants, funding and capacity in such a way as to ensure that each CD receives the portion of overall borough funding and capacity represented by that CD. To meet that need, DFTA will start by selecting the most highly rated proposal in the borough and continue with other qualifying proposals until the need is met. DFTA expects to award at least one program within each of the 59 community districts, but reserves the right to make contract awards to ensure: 1) appropriate distribution of necessary services and programs across geographic areas and target population; and 2) program diversity (e.g., program type, size, and hours). If the

Agency determines that there is insufficient competition for a particular geographic area, DFTA may decide to re-solicit for such areas.

- **Are bonus points being awarded for the Additional Program Features section of this solicitation?** Bonus points will not be awarded. Rather, a maximum of 70 points will be offered within the category Program Design and Service Levels section, which the Additional Program Features is covered under. Several of the 70 points will be awarded to those who offer one or more of the items listed in Additional Program Features.
- **Are the Additional Program Features a requirement?** These program features are not required.
- **What will the Rolling Award Process look like?** It is anticipated that awards will be announced for individual boroughs, and that they may be announced on a rolling basis, with one or more boroughs announced at different points in time. It is anticipated that the announcements will be tied to contracts commencing as early as July 1, 2012 for one or more boroughs or as late as January 1, 2013.

FACILITIES

- **What documents need to be submitted in order to satisfy the Site Control requirement?** Site control for sponsor owned and sponsor leased sites must be demonstrated by a signed lease or a letter from the landlord. Site control must cover the period from the anticipated contract start date to a date at least three years thereafter. Sites in city owned, city leased or NYCHA facilities are exempt from the site control requirement.
- **What documents need to be submitted in order to satisfy the Certificate of Occupancy and Place of Assembly requirements?** All proposers must submit either a Certificate of Occupancy/current Temporary Certificate of Occupancy and/or current Place of Assembly permit for their site and/or a detailed explanation of exemption from those requirements (e.g., building was erected prior to 1938 and occupancy is unchanged since initial construction). Pending Temporary Certificates of Occupancy/Certificates of Occupancy or pending Place of Assembly permit filings will not be considered acceptable forms of documentation.

5% MATCH/CONTRIBUTIONS

- **What qualifies for the 5% Match?** Private fundraising counts towards the 5% match. In-kind services or rent also count towards the 5% match. Volunteer services, not provided by senior center members, count towards the 5% match. Governmental funding does not count towards the 5% match. Senior center participant contributions do not count towards the 5% match. A nearby or onsite NORC program operated by the same organization does not count towards the 5% match. Please describe the in-kind services. Please estimate their value. The 5% match is not a requirement albeit strongly encouraged.
- **When can programs request contributions from members?** Members can be asked to contribute for meals, transportation (if provided), and any other activity at the center. Contributions are voluntary. Services may not be denied to an individual if they choose not to contribute.

- **Where should a program include its budget justifications for a requested increase?** Budget justifications should be included in the relevant program design and service level sections of the narrative.

PROCUREMENT/PROCEDURAL

- **Is an organization precluded from submitting a proposal for an Innovative Senior Center (ISC) for the same site location it is proposing for under the Neighborhood Center (NC) solicitation? Does this change if the organization is awarded a NC contract?** No, in either case cited above, the organization is not precluded from submitting an ISC proposal for the same site location. This is conditional on the entity maintaining its prequalification status.
- **How do I submit the Doing Business Data Form (DBDF)?** The DBDF may be printed, completed and signed, then submitted with the proposal in a separate PDF file so that the proposal submission would be complete. The original DBDF may be sent to Betty Lee.
- **How do I apply an electronic signature to the proposal form?** If you click on the electronic signature section, the form will provide instructions on how to apply an electronic signature. If you continue to have problems, please feel free to reach out to Betty Lee, the authorized agency contact person, at (212) 442-1112. The proposer may also hand sign and then send a scanned and signed printed proposal form if they are unable to apply an electronic signature.
- **Will the program receive a confirmation when it submits the Neighborhood Center proposal electronically?** Yes, the organization will receive an e-mail confirmation that DFTA has received your proposal.
- **Can a program apply for a site location in a borough location for which it is not prequalified if it partners with an organization that is prequalified for the borough?** The lead organization must be prequalified for the borough in which the proposed site is located. As stated in the solicitation, providers may only submit proposals for sites within the borough(s) for which they are prequalified, and if a proposal is submitted for a site outside of the prequalified borough, the proposal will be found non-responsive.

PERFORMANCE OUTCOMES/EVALUATION

- **How and when will DFTA assess a center in meeting the minimum performance outcomes?** Performance based reimbursement will be phased in after a start-up period. The start-up period will be determined prior to award.
- **What performance-based factors will be used to determine whether an organization qualifies for the full amount of funding?** Performance-based reimbursement will be implemented as funding reductions in the contracted bottom line for services not rendered. This is true for both new and existing DFTA centers. Payment under this contract will consist of a phased in performance-based model where a maximum of 10% of the annual contract amount is subject to performance outcomes. Meals, Attendance (unduplicated count), Informational and Assistance, Health Promotion and Ed/Rec will be used to assess performance.