

**Area Agency on Aging for North Florida, Inc.
Bidder’s Conference Questions and Answers:
2026 Food Vendor Nutrition Programs for Elderly Persons
Date: May 7, 2021
Begin Time: 10:34 am EST
End Time: 11:01 am EST**

I. Lisa Bretz welcomed everyone to the Bidders Conference at 10:34 am EST.

II. Attendance:

Lisa Bretz	Area Agency on Aging for N. Florida
Heather Kirwan	Area Agency on Aging for N. Florida
Diana Bryson – in person	GA Foods
John Dickl – in person	Food with Care
Annette Henry	GA Foods
Erin Cotterell	Brooklyn Kitchen
Lanie Mccaffery	Homestyle Direct
Scott Ball	Trio
Jocelyne Fliger	Elder Care Services
Nicole Ballas	Elder Care Services
Nicole Scarangelo	Brooklyn Kitchen
Libby Moench	Mom’s Meals
Jack Brill	Golden Gourmet Meals
Ranston Chandler	Frenchtown Neighborhood Improvement Association

III. Purpose:

Lisa opened the meeting by providing the attendees with information that this is the first Request for Proposal in twelve years by the Area Agency on Aging for North Florida, Inc.

IV. Bidder’s Conference Open Questions and Answers:

Lisa opened the floor to any questions regarding the timeline.

She did note that there was an identified error with the timeline regarding when the bids will be provided to the Bid review committee. The correct day is Tuesday, June 9th. Lisa provided information that the bid review committee will use an electronic scoring process for their individual evaluations. The committee will make its recommendation for contract award to the board at their June 25th meeting.

Lisa stated that there will be access to that meeting via zoom if the bidders wish to attend.

Lisa shared that after the Board votes to accept or refuse the committee's recommendation for the award, a Notice of Award will be posted on the procurement webpage. Once posted there is a 72-hour window (3 business days) for filing an appeal in accordance with the AAAs Provider Protest Appeal and Contract Enforcement Policy. In the event no appeal requests are submitted, then the Notice of Award will stand.

If no protest is received, the contract will begin July 1st of this year 2026. The contract will be renewed year for year basis for three years.

Menu development, facility development, nutrition analysis is listed with references information on the procurement page.

Any following written questions will be provided in writing. Any inquiries MUST be provided through the procurement email. Any questions submitted to a personal email of the AAA staff will not be answered.

If there is an identified error regarding the RFP document, there will be updates/ clarification provided prior to the Notice of Intent submission. The end of the bidder's question submission period is May 22nd.

1. Question: John asked if there were submitted questions previously will responses be provided.

Response: Lisa advised that yes, all questions will receive a response.

2. Question: What is the current total meal volume (HDM + congregate)? And do you have a county breakdown?

Response: Lisa informed the group that clarification is being sought from a couple of providers. Once final estimated counts are provided, then AAA will post that information with responses to other questions received.

3. Question: Will this be a single award or a multi-vendor award?

Response: The AAA intends to issue a single vendor award.

4. Comment: Lisa shared that we have previously only requested bids for frozen pre-plated meals. Lisa explained that this RFP does not exclude other forms of pre-plated meals that meet the requirements in the DOEA Handbook.

5. Question: Libby asked whether the single award would be for both the congregate and home delivered meals.

Response: Lisa shared that, yes, it was for both the home delivered meals and congregate. Shelf-stable meals are not included in this Request for Proposal.

6. Question: Scott had questions: The Bid page has three level bid volume. Are all meal types for the county area lumped into those three levels of pricing options?

Response: Lisa provided clarification that yes, it is regarding the quantity and quality of the bid. The ranges listed have been used for previous RFPs.

7. Question: Scott asked if July 1st is the absolute start date. Will there be a ramp up period for the awardee?

Response: Lisa indicated that the contract awardee will have an opportunity to negotiate the implementation date to be no later than July 20th.

8. Comment: Lisa provided clarification that not all nutrition projects listed in the attachment of the Sample Contract may choose to order meals from the selected vendor.

9. Question: Diana asked if the service providers that are participating in the bid will be the providers that are included in the contract.

Response: Lisa confirmed that the participating providers in the bid would be the same providers in the contract.

10. Question: Ranston asked about how information would be shared with potential bidders during the RFP.

Response: Lisa stated that all information regarding this RFP can be found on the procurement site at www.advantageaging/procurement. These meeting minutes will be sent out to those on today's call and will be posted on the procurement webpage.

11. Question: Ranston asked how he can ensure his organization will be included in the messaging.

Lisa asked him to include his email in the chat or email us at procurement@aaanf.org.

12. Question: Jack asking if Leon was included in the RFP.

Response: Lisa stated that Leon County is not included in the nutrition project list included in the RFP; however, the current nutrition project, Elder Care Services, may choose to bid on this RFP.

13. Question: Ranston asked for clarification of the previous question by Jack, businesses in Leon County are not necessarily on the list now but are close in proximity to the service area they can still bid for the RFP?

Response: Lisa confirmed that yes, for example Elder Care Services would be entitled to bid on any additional counties they may want to serve.

14. Question: Libby asking if there is a current rate that can be shared.

Response: Lisa will provide that rate (range) with the meal volume information

V. Updates/ Reminders

Lisa provided that the meeting minutes will be provided to emails for the group attendees and posted on the website.

VI. Meeting Closed at 11:01 am EST.