

Area Agency on Aging for North Florida, Inc.  
Request for Proposal for Food Vendor for Nutrition Programs for Elderly Persons  
Written Inquires and Responses  
Date of Updates: 05.18.26

**RFP Appendix F - Correction Notice**

**Please note: Appendix F of the RFP document has an incorrect citation for the Department of Elder Affairs Programs and Services Handbook. The correct citation is:**

**Chapter 5, Section X Food Service Contract Provisions, Item 6, Page 5-42 of the Department of Elder Affairs Programs and Services Handbook, dated February 2023.**

**Bidder's Conference Meeting Minutes**

Date	Question	AAA Response	Additional Information
05.07.26	Are responses to questions submitted previously going to be provided?	Yes, all questions will receive a response.	
05.07.26	What is the current total meal volume (HDM + congregate)? And do you have a county breakdown?	We are seeking clarification from a couple of our providers. Once final estimated counts are provided, then AAA will post that information with responses to other questions received.	<b>Response as of 5/18/26:</b> A total number of 280,938 meals were reported to be served through DOEA funded programs for the dates of 01/01/2025 -12/31/2025.
05.07.26	Will this be a single award or a multi-vendor award?	The AAA intends to issue a single vendor award.	
05.07.26	Will the single award be for both the congregate and home delivered meals?	Yes, it will be for both the home delivered meals and congregate.	<b>Clarification:</b> for the purposes of this RPF, shelf-stable meals are not required to be addressed in Provider responses.

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05.07.26	The Bid page has three level bid volumes. Are all meal types for the county area lumped into those three levels of pricing options?	Yes, pricing here should be for the quantity of meals per weekday within these ranges for nutrition projects listed in Appendix F of the Sample Contract.	
05.07.26	Scott asked if July 1st is the absolute start date. Will there be a ramp up period to allow for transition?	In the event the current Provider is not awarded the contract, the Purchaser will coordinate a start date with the contract awardee, to be no later than July 20th.	
05.07.26	Are service providers that are participating in the bid be the same providers that are included in the contract?	Yes, if the individual projects have not entered a contract with a vendor independent of this RFP.	
05.07.26	How will information be shared with potential bidders during the RFP?	All information regarding this RFP can be found on the procurement site at <a href="http://www.advantageaging/procurement">www.advantageaging/procurement</a> .	
05.07.26	Is Leon included in this RFP?	Leon County is not included in the nutrition project list included in the RFP.	
05.07.26	Is there a current rate that can be shared?	Information will be verified and provided.	<b>Response as of 5.18.26:</b> The current rate range is between \$4.90 - \$5.18.

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Written Inquiries Submitted Up to 05.15.26			
05.13.26	Weekly case volume by county?	We do not have that information as we are not the current contract holder.	
05.13.26	What pack meal kits 2, 5,7,10? Weekly volume by meal pack size.	Historically service providers have ordered 5- and 7-day home delivered meal kits for two weeks at a time. The volume of kits is dependent on the number of clients who are active in the OAA programs during the ordering time.	
05.13.26	Meal kits with milk, nonfat dry milk, or no milk kits?	We cannot answer this question as we are not aware of arrangements between the current vendor and nutrition projects.	<b>Reference:</b> In the event we did not answer this question as expected, please refer to the Older Americans Act Title IIIC Chapter 5, Section VI: Menu Review and Approval, Section J.2.B, pg. 5-24 regarding Dairy requirements.
05.13.26	What is the shelf stable meal kit annual case volume.	This varies by provider each year. Between this year and last year, we estimate 440 units were ordered in total between 01/01/2025-12/31/2026.	<b>Clarification:</b> for the purposes of this RPF, shelf-stable meals are not required to be addressed in Provider responses.
05.13.26	What pack shelf stable meal kits, 2,3,5,7?	We do not have this information; however, shelf stable meal orders should follow the current recommendations of per person, per day, from Emergency Management agencies.	<b>Reference:</b> <a href="https://www.floridadisaster.org/planprepare/">https://www.floridadisaster.org/planprepare/</a>

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05.13.26	Copy of current agreement with GA Foods.	We do not have that information as we are not the current contract holder. You may reach out to Stormy Johnson with Liberty County Senior Citizens Association at 850-643-5613. She was part of the development team for the last RFP.	
05.13.26	List of companies and names on bidder's call?	Minutes to that call will be emailed on Friday, May 15th.	<b>Confirmation:</b> Bidder's Conference Meeting Minutes were emailed to those on the call on Friday, May 15 <sup>th</sup> .
05.13.26	Annual volume of disposables by county. Each item required?	Bidders can assume that one (1) set of disposables will be needed per meal ordered.	
05.15.26	Please provide the address of each delivery location.	Please see Appendix A, Sample Food Contract, Draft Meal Delivery Sites	