

## **ADDENDUM #1**

### **Request for Proposal (RFP)**

### **OAA Title III-C(1) Congregate Meals**

**Issued by:** Jayhawk Area Agency on Aging, Inc. (JAAA)

**Original RFP Release Date:** February 3, 2026

**Addendum #1 Issued Date:** February 11, 2026

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### **Purpose of Addendum**

This Addendum #1 is issued to make **clerical corrections only** and to reiterate existing procurement requirements related to official communications.

Specifically, this Addendum:

1. Corrects **clerical labeling errors** in the Title III-C(1) application cover sheet;
2. Corrects a **clerical labeling error** in the Reviewer Score Sheet related to section maximum point values; and
3. Reiterates that **only written responses issued by JAAA through the official Question & Answer and addendum process are binding.**

No other changes to the RFP, response requirements, evaluation criteria, scoring methodology, scope of services, or contract terms are made by this Addendum.

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### **1. Clerical Corrections — Title III-C(1) Application Cover Sheet**

The **Title III-C(1) Congregate Meals Application Cover Sheet** includes incorrect references to “IIIB.” These references are clerical errors.

The following fields shall be read and completed as **Title III-C(1)** fields:

- “TOTAL **IIIB** FUNDS REQUESTED” is corrected to  
“TOTAL **III-C(1)** FUNDS REQUESTED”
- “TOTAL **IIIB** RIDES PROPOSED” is corrected to  
“TOTAL **III-C(1)** MEALS PROPOSED”
- “CALCULATED PER RIDE RATE” is corrected to  
“CALCULATED PER MEAL RATE”

No other changes to the application cover sheet are made.

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## 2. Clerical Correction — Reviewer Score Sheet Section Maximums

The **OAA Title III-C(1) Congregate Meals Reviewer Score Sheet** contains a clerical labeling error in the calculation line for several sections.

Certain sections incorrectly reference a “**Section Weighted Score (Max 10)**” in the calculation line, although the correct maximum point values are clearly stated in the section headings and total score table.

For clarity, the correct maximum point values are:

<b>Evaluation Section</b>	<b>Correct Maximum Points</b>
Organizational Capacity	15 points
Service Delivery Plan	20 points
Eligibility, Registration & Client Rights	15 points
Outreach and Nutrition Education	10 points
Data Management & Reporting	10 points
Coordination and Quality Assurance	10 points
Budget & Financial Management	20 points

### **Correction Applied:**

Any reference within the Reviewer Score Sheet to “Section Weighted Score (Max 10)” for sections with a different maximum point value shall be read as “**Section Weighted Score (Max [correct section point value])**” consistent with the table above.

The weighted score calculation formula remains unchanged:

$$\text{(Raw Score } \div 5) \times \text{Section Maximum Points} = \text{Weighted Score}$$

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## 3. Official Communications and Written Q&A Control

Jayhawk Area Agency on Aging, Inc. reiterates the following procurement standard:

- **Only written responses issued by JAAA through the official Question & Answer process or formal addenda are considered official and binding.**
- Verbal statements made during the pre-bid meeting or other informal communications are **not binding** and may not be relied upon by proposers.
- If any information discussed verbally appears to conflict with the RFP or an addendum, the **written RFP and written addenda control.**

All questions regarding this RFP must be submitted in writing by the deadline stated in the solicitation. Written responses, if provided, will be posted in accordance with the published procurement timeline.

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#### **4. No Other Changes**

Except as expressly stated in this Addendum #1:

- All terms, conditions, requirements, evaluation criteria, scoring methodology, submission instructions, and deadlines contained in the original RFP remain **unchanged and in full force and effect.**
- Proposers are responsible for reviewing this Addendum and incorporating it into their proposal preparation.