OFFICIAL WRITTEN Q&A

OAA Title III-C(1) Congregate Meals RFP
Jayhawk Area Agency on Aging, Inc. (JAAA)

This document contains the only official responses to questions received by the deadline. In accordance with the RFP and Addendum language, only written responses issued by JAAA are binding. Verbal statements made during the pre-bid meeting or through informal communication are not binding.

Question 1

Does JAAA have minimum staffing expectations per congregate site for FY 2027? The RFP requests detailed descriptions of staffing roles and responsibilities, but neither the RFP nor the KDADS Field Service Manual outline specific staffing standards. Clarification would help ensure plans are aligned with program expectations.

Response

JAAA does not prescribe a fixed minimum number of staff per congregate meal site, and neither the RFP nor the KDADS Field Support Manual establishes a specific staffing ratio.

Proposers are responsible for demonstrating in their proposal that staffing levels and assigned roles are sufficient to ensure compliant and effective program operations, including the ability to:

• Safely receive and serve meals in accordance with all applicable food safety and sanitation requirements
• Maintain required documentation, including attendance and units of service
• Complete and maintain Uniform Program Registrations (UPR) in accordance with KDADS requirements
• Properly offer, safeguard, document, and report voluntary contributions (program income)
• Support day-to-day site operations and volunteer coordination, as applicable
• Meet all KDADS, OAA, and JAAA service delivery and reporting requirements
• Maintain uninterrupted service throughout the contract period

JAAA will evaluate staffing plans under the Organizational Capacity and Service Delivery Plan criteria based on the adequacy of staffing, clarity of assigned responsibilities, and the proposer's ability to maintain compliant operations and full-year service continuity.

Question 2

Does JAAA require a federally negotiated indirect cost rate, or will it accept a 10% de minimis rate?

Response

JAAA does not require a federally negotiated indirect cost rate.

Proposers may:

- Use a federally negotiated indirect cost rate, if available; or
- Elect to use the 10% de minimis indirect cost rate in accordance with 2 CFR Part 200 (Uniform Guidance) if the organization has never had a federally negotiated rate.

However, the use of an indirect cost rate does not change the required cost classification and reporting structure for OAA Title III-C Congregate Meals.

All proposed costs must be:

- Allowable
- Allocable
- Reasonable
- Consistently applied
- Properly categorized in the JAAA Schedule EE budget format

The cost per meal must include all appropriate costs incurred in the provision of the meal, including:

- Primary Meal Costs
  Purchased food, food preparation labor, kitchen supplies, NSIP commodities and cash, and other direct meal production costs.
- Associated Meal Costs
  Building space and utilities, equipment maintenance and repair, and other allowable facility costs directly supporting meal production.
- Site Operation Costs
  Site manager salary when supervising food preparation staff and other allowable site-level operational costs.
- Project/Program Management Costs
  Appropriate administrative and management costs.

All costs must be allocated to the appropriate program in accordance with generally accepted accounting principles (GAAP) and KDADS policy.

Proposers must enter costs under the appropriate Schedule EE program categories:

- Primary & Associated Costs – Caterer and costs directly related to meal preparation and delivery to distribution sites
- Program Management – Personnel not involved in preparing or serving meals, travel, audits, consultants, insurance, rent, office equipment, and supplies
- Meal Delivery Cost – Only if applicable to home-delivered meals (not congregate)

Education and outreach costs should be included under Program Management.

If a proposer elects to use the 10% de minimis indirect rate, those costs must still be placed in the appropriate Schedule EE category and may not be used to reclassify or remove required meal production costs from the cost per meal calculation.

For evaluation and JAAA reporting purposes:

Cost per meal = Total program request ÷ Total meals proposed

Proposers may work backward from a calculated cost per meal; however, the final budget must be reconciled to this methodology and the Schedule EE categories.

- Depreciation may not be charged to OAA programs in accordance with State of Kansas policy.
- Capital equipment requests require separate documentation and State pre-approval and must not be included in the cost per meal.
- Indirect costs must not be used to duplicate, supplant, or obscure direct meal production or allowable program management costs.

JAAA reserves the right to request during the evaluation process:

• Detailed cost allocation methodology
• Supporting financial documentation
• Clarification of indirect cost calculations

Question 3

Will JAAA publish a master checklist of required attachments to avoid non-responsive findings?

Response

JAAA will not issue a separate master checklist. All required proposal components, forms, certifications, and assurances that must be submitted by proposers are identified within

Section 6 of the RFP and the official Proposal Response Template. In accordance with the Procurement Requirements and Submission Standards, the responsibility for submitting a complete and responsive proposal rests solely with the proposer. Failure to include required components may result in a proposal being deemed non-responsive.

Question 4

Are digital signatures acceptable on required documents?

Response

Yes. Digital/electronic signatures are acceptable, provided the signature is attributable to the authorized official and the submitted documents are complete, legible, and submitted in the required format by the deadline. Proposers are responsible for ensuring the signer has authority to bind the organization.

Question 5

Where will written Q&A be posted?

Response

Written Q&A responses will be posted on the Jayhawk Area Agency on Aging, Inc. website www.jhawkaaa.org/procurement in the same location where the RFP and addenda are posted.

Proposers are responsible for monitoring the website for:

- Written Q&A
- Addenda
- Official procurement updates

Only materials posted in writing by JAAA through this process are considered official and binding.