

OFFICIAL RESPONSES TO VENDOR QUESTIONS RFA-2023-BEAS-04-BEASN

No.	Question	Answer
1.	Section 1, Request for Services, Subsection 1.1, Purpose and Overview, Paragraph 1.1.1.	The Department has modified this requirement. See Addendum #4.
	Is it permissible to limit Congregate meals only to New Hampshire residents under Older Americans Act regulations?	
	Section 1, Request for Services, Subsection 1.1, Purpose and Overview, Paragraph 1.1.2.	
2.	If the person is visiting their family member in New Hampshire or lives in another state part of the year and meets the eligibility criteria for Title III as defined in the New Hampshire Administrative Rule He-E 502, are we able to bill for their congregate meal?	Yes. See Addendum #4.
3.	Section 1, Request For Services, Subsection 1.2., Scope of Services, Paragraph 1.2.1., Subparagraph 1.2.1.8. Do vendors not need to make "wellness calls" on non-delivery days?	No, the Vendor is not required to make wellness calls on non-delivery days.



No.	Question	Answer
4.	Section 1, Request for Services, Subsection 1.2. Scope of Services, Paragraph 1.2.1, Subparagraph 1.2.1.10., and Subparagraph 1.2.3.2. Can units be transferred from Title III-C	Yes, BEAS aligns with the Administration for Community Living (ACL) and the Older Americans Act (OAA) funding guidelines as it relates to transfer of Title IIIC1 & Title IIIC2 funding for these services. See Adopted Rule 3/18/22 with Amendment He-E 502.
	congregate and Title III-C home meals categories as has been done during the COVID-19 pandemic to account for Grab 'N Go and shopping requests in case of emergency?	
5.	Section 1., Request for Services, Subsection 1.2, Scope of Services, Paragraph 1.2.1, Subparagraph 1.2.1.10 Is Grab N' Go allowed also when there is not a declaration of disaster or emergency?	Yes. See Adopted Rule 3/18/22 with Amendment He-E 502.
6.	Section 1, Request For Services, Subsection 1.2, Scope of Services, Paragraph 1.2.1, Subparagraph 1.2.1.10., and Subparagraph 1.2.3.2. If Vendors are unable to provide services to all eligible clients, can we institute a waitlist for support services?	He-E 501.15 and He-E 502.13 outlines the requirements for waitlists for services provided. He-E 501.15 (a) and He-E 502.13 (a) states that services shall be provided to the extent that staff are available.
7.	Section 1, Request for Services, Subsection 1.2, Scope of Services, Paragraph 1.2.1, Subparagraph 1.2.1.10	In the event of a declaration of disaster or a state of emergency, the Department will provide guidance in order to help selected Vendors coordinate that effort.



No.	Question	Answer
	Will Grab-N-Go meals need to be provided at every site location or at least at one location regardless of zoning or landlord regulations?	
8.	Section 1, Request For Services, Subsection 1.2., Scope of Services, Paragraph 1.2.2., Subparagraph 1.2.2.5. Congregate Dining appears to be defined as sites that must provide on five (5) or more days per week at least one (1) hot or other appropriate meal per day. Given that some don't operate five (5) days a week, should we be listing them as dining sites for the sake of this RFP?	Yes, the vendor may include sites that don't operate five (5) days a week if it is in a rural area where such frequency is not feasible and/or a lesser frequency is approved by the Department.
9.	Section 1, Request for Services, Subsection 1.2., Scope of Services, Paragraph 1.2.2, Subparagraph 1.2.2.3. What would be an example of required comments of any follow-up service provided?	The department requires that the Selected Vendor maintain a log of all meals served and any follow up services provided, and only expects that the vendor take accurate records of what transpired during meal delivery.
10.	Section 1, Request for Services, Subsection 1.2., Scope of Services, Paragraph 1.2.3., Subparagraph 1.2.3.1. Is accessing nutrition services as simple as referring individuals to other programs or	Subparagraph 1.2.3.1. states that the selected Vendor must assist individuals in accessing nutrition services by accepting requests directly from individuals or their designated/appointed representatives and Adult Protective Services staff. This is not a requirement to refer clients to additional nutrition services outside of what is being provided by a selected Vendor, unless it is to



No.	Question	Answer
	agencies who may be able to provide additional nutrition services?	meet any additional needs identified in a client's person centered plan and is not able to be provided by a selected vendor.
11.	Section 1, Request for Services, Subsection 1.2., Scope of Services, Paragraph 1.2.3., Subparagraph 1.2.3.1. Does the designated representative of an individual only include a representative that is of legal stature and/or when such legal steps, like Durable Power of Attorney, has been enacted?	No, whomever the client designates as a representative is acceptable.
12.	Section 1, Request for Services, Subsection 1.2. Scope of Services, Paragraph, 1.2.3., Subparagraph 1.2.3.2., and Lines 1.2.3.2.1. How are these support service components funded?	The Department anticipates using Federal and General Funds for the resulting contract(s). The Department may choose to modify the source of funding contingent upon the availability of funds at the time of award. However, the Department is unable to predict any changes to funding that may occur in the event there is a State of Emergency. See Addendum #4.
13.	Section 1, Request for Services, Subsection 1.2. Scope of Services, Paragraph, 1.2.3., Subparagraph 1.2.3.2. What is the expectation from the Department on how often each Vendor should perform these services?	Per the RFA, Section 1, Request for Services, Subsection 1.2. Scope of Services, Paragraph 1.2.3., Subparagraph 1.2.3.2., Line 1.2.3.2.1., "During a declaration of emergency or disaster." See Addendum #4.
14.	Section 1, Request for Services, Subsection 1.2. Scope of Services, Paragraph, 1.2.3., Subparagraph	Yes. See Addendum #4.



No.	Question	Answer
	1.2.3.2., and Lines 1.2.3.2.1., 1.2.3.2.2., and 1.2.3.2.6.	
	Is this only during a declared emergency or disaster?	
15.	Section 1, Request for Services, Subsection 1.2. Scope of Services, Paragraph, 1.2.3., Subparagraph 1.2.3.2., and Lines 1.2.3.2.1., 1.2.3.2.2., and 1.2.3.2.6. Do these requirements apply to Adult Protective Services clients only?	No. The requirements in Subparagraph 1.2.3.2 apply to all individuals served in the event of a declared emergency or disaster. See Addendum #4.
16.	Section 1, Request For Services, Subsection 1.2, Scope of Services, Paragraph 1.2.3., Subparagraph 1.2.3.2., Line 1.2.3.2.1. Can you provide examples of mandated support services to be delivered during a declaration?	The selected Applicant must have the ability to provide support services to eligible clients during a declaration of emergency or disaster, which may include delivery of services for essential needs. See Addendum #4.
17.	Section 1, Request for Services, Subsection 1.2. Scope of Services, Paragraph, 1.2.3., Subparagraph 1.2.3.2., and Lines 1.2.3.2.1., 1.2.3.2.2., and 1.2.3.2.6.	Yes, that would be an appropriate response to a participant's request, as long as it falls within that provider's scope of work. See Addendum #4.



No.	Question	Answer
	If there is a homemaker service available, is a referral to that program considered meeting this requirement?	
18.	Section 1, Request for Services, Subsection, 1.2. Scope of Services, Paragraph, 1.2.3., Subparagraph 1.2.3.2., and Lines 1.2.3.2.1., 1.2.3.2.2., and 1.2.3.2.6. Does a vendor have to have these protocols in place prior to a declaration of emergency or can they be established when and if the vendor decides to provide these additional services?	In the event of a declaration of disaster or a state of emergency, emergency the Department will provide guidance. See Addendum #4.
19.	Section 1, Request for Services Subsection 1.2, Scope of Services Paragraph 1.2.5., Subparagraph 1.2.5.5. Is the Vendor's current ability to activate a service authorization directly through Options without submitting Form 3502 being eliminated?	No.
20.	Section 1, Request For Services, Subsection 1.2., Scope of Services, Paragraph 1.2.6., Subparagraph 1.2.6.4 BEAS rules (He-501.10 He-E 502.09) indicated that "If a contract agency wishes to terminate services from an eligible	This subparagraph speaks to the selected Vendors requirement to provide protocols and practices to the Department within 30 days of the contract effective date to ensure that each individual receives services despite problematic behaviors due to mental health, developmental issues or criminal history. Therefore, the



No.	Question	Answer
	individual who is currently receiving services because the contract agency determines that the individual's behavior or living environment creates a health or safety hazard for contract agency staff" that the vendor has the option to do so."	department will consider all vendors policy, practices and protocols as it relates to staff and client safety.
	Are vendors now obliged to serve anyone despite risks that may endanger employees? Can some flexibility be given to vendors to manage unsafe situations?	
21.	Section 1, Request For Services, Subsection 1.2., Scope of Services, Paragraph 1.2.8., Subparagraph 1.2.8.1., Line 1.2.8.1.6. If a family member asks us to email them the number of meals delivered for the purpose of them sending us donations, is that considered an invoice?	No.
22.	Section 1, Request for Services Subsection 1.2, Scope of Services Paragraph 1.2.8, Client Donations and Fees Subparagraph 1.2.8.1., Part 1.2.8.1.6.	The Department has modified this requirement to quarterly. See Addendum #4.



No.	Question	Answer
	How will donations be reported monthly compared to current processes that are reported quarterly?	
23.	Section 1., Subsection 1.2. Scope of Services, Paragraph 1.2.8. Subparagraph 1.2.8.2.1 Does the Department have any samples or suggestions for the sliding fee schedule for	No. See He-E 501.14 (b).
24.	Title XX? Section 1, Request For Services, Subsection 1.2., Scope of Services, Paragraph 1.2.14., Subparagraph 1.2.14.1. Will the Department provide an approved method to Vendors for client feedback?	The vendor must develop a process for obtaining client feedback and provide it to the Department within (30) days of the contract effective date and then the Department will approve or make recommendations if what is proposed is not acceptable.
25.	Section 1, Request for Services, Subsection 1.2., Scope of Services Paragraph 1.2.14 Client Feedback, Subparagraph 1.2.14.1. May the selected Vendor satisfy this requirement by sharing feedback from its annual client survey, or must it be a new survey?	Yes, as long as the survey results and feedback fall within a calendar year of the date of submittal.



No.	Question	Answer
26.	Section 1, Request For Services, Subsection 1.2., Scope of Services, Paragraph 1.2.14., Subparagraph 1.2.14.1. Many Vendors conduct their annual client surveys in October, can some flexibility be given to Vendors who already have a routine schedule for soliciting feedback?	Yes, as long as the survey results and feedback fall within a calendar year of the date of submittal.
27.	Section 1, Subsection 1.2. Scope of Services, Paragraph 1.2.14., Subparagraph 1.2.14.1 Can we use the client feedback results reported in January 2022 if we are a current Vendor?	Yes, selected Applicants must obtain client feedback as required by New Hampshire Administrative Rule He-E 502.11 and He-E 501.13.
28.	Section 1, Request for Services Subsection 1.2, Scope of Services Paragraph 1.2.16, Performance Measures, Subparagraph 1.2.16.1.2. Will the Department clarify what it means by "99% of all clients receive services in accordance with their needs," and how is it calculated?	By "in accordance with their needs," the Department means that services provided to an individual with a person-centered plan must address any needs that have been identified in their person centered plan. See Addendum #4.
29.	Section 1, Request for Services Subsection 1.2, Scope of Services, Paragraph 1.2.17, Reporting Requirements, Subparagraph 1.2.17.2	The selected Vendor(s) must complete the Quarterly Program Service Report in accordance with instructions provided by the Department. See Paragraph 1.2.17, Reporting Requirements.



No.	Question	Answer
	How often will selected Vendor(s) be required to submit a report to the Department? What is required to be included in the reports?	
30.	Section 1., Request for Services Subsection 1.2, Scope of Services, Paragraph 1.2.17, Reporting Requirements Will unduplicated clients per month give the Department an accurate picture of clients?	Yes, this would allow the Department to know how many individuals receive services for each service type. Also, this is a reporting requirement the Department is required to report back to our federal partners (ACL) in our annual reporting.
31.	Section 1., Request for Services Subsection 1.2, Scope of Services, Paragraph 1.2.18, Food Delivery, Subparagraph 1.2.18.1, Part 1.2.18.1.3 Can we report on total miles for meal delivery rather than separating Title III C-1, Title III C-2 and Title XX as each trip may have multiple deliveries across all client categories?	No, Vendor(s) do not have to report miles. The Department has modified this requirement. See Addendum #4.
32.	Section 1, Request for Services Subsection 1.2, Scope of Services Paragraph 1.2.18, Food Delivery Subparagraph 1.2.18.2. Will we be allowed to continue the practice of submitting the required forms for a	The selected Vendor(s) must submit quarterly reports by October 15, January 15, April 15, and July 15, as applicable to each State Fiscal Year in the contract period as stated in 1.2.18.2.



No.	Question	Answer
	complete year, once per year due to the time-consuming tracking requirements of completing the reports twice a year?	
33.	Section 1, Request for Services, Subsection 1.3, Compensation & Contract Value, Paragraph 1.3.5 Could you provide a numerical example of the funding methodology along with the language explanation?	The Department will use the methodology described in Section 1, Request for Services, Subsection 1.3, Compensation & Contract Value and Chart Paragraph 1.3.5 to allocate services units. Vendors can run projections using this model if they choose.
34.	Section 1, Request for Services, Subsection 1.3. Compensation & Contract Value, Paragraph 1.3.5., Chart 1.3.6. How did the Department determine the number of Service Units to make available for each county? What research, formula, metric, data, or other information that was used to determine the allocation of units?	 Used current standard contract allocation total as of 7/1/21 and determined "by-county" estimated unit counts using current providers Performed analysis on census data* for NH's estimated Over-60 population by county to determine if current contract allocation is applicable and appropriate Confirmed that current contract allocation by county is statistically adjacent to NH percentage of Over-60 population by county In an effort to align contract allocation by county even closer to the data of NH's percentage of Over-60 population by county, a simple weighted allocation formula was used as follows to calculate adjusted current contract allocation by county: 95% of current contract allocation (base) +
		 5% of the estimated contract allocation if using only NH percentage of Over-60 population by county



No.	Question	Answer
		The department's goal with this allocation alignment was to limit any potential reductions to any one county/provider, while pulling projected unit distribution closer to census data for NH's older adult population
		This result is referred to as the weighted projected contract distribution by county
35.	Section 1, Request for Services, Subsection 1.3. Compensation & Contract Value, Paragraph 1.3.5, Chart 1.3.6. How will the total number of service units applied for in each geographic area be calculated?	The total number of service units applied for in each geographic area will be the sum of all service units requested by Vendors selected to provide service in each of the geographic areas.
36.	Section 1, Request for Services, Subsection 1.3. Compensation & Contract Value, Paragraph 1.3.5, Chart 1.3.6. Will selected Vendors be required to deliver the same number of meals if the number of service units awarded is less than in previous years?	Selected Vendors will be required to provide services based on the number of service units they are actually awarded.



No.	Question	Answer
37.	Section 1, Request for Services, Subsection 1.3. Compensation & Contract Value, Paragraph 1.3.5., Chart 1.3.6. May an Applicant apply for a number of units that that exceeds the service units specified by the Department for that geographic region?	No. Applicants may apply for service units by geographic area, but service unit applications must not exceed the number of service units available for each geographic area. See Section 1, Request for Services, Subsection 1.3, Compensation & Contract Value, Paragraph 1.3.5.
38.	Section 1, Request for Services, Subsection 1.3. Compensation & Contract Value Paragraph 1.3.5., Chart 1.3.6. If Vendors are given more units in one category than we can use, but need them in another category, can they be transferred from other areas, or do Vendors keep all units for our catchment area, and transfer them where needed?	No, BEAS aligns with the Administration for Community Living (ACL) and the Older Americans Act (OAA) funding guidelines as it relates to transfer of Title IIIC1 & Title IIIC2 funding for these services.
39.	Section 1, Request for Services, Subsection 1.3. Compensation & Contract Value, Paragraph 1.3.5., Chart 1.3.6. Are units in this chart estimates?	These units are accurate based on the available funding the Department has at this time.
40.	Section 1, Request for Services, Subsection 1.3. Compensation &	Applicants are required to complete Appendix D – Application for Service Units. Appendix D must be completed separately for each



No.	Question	Answer
	Contract Value Paragraph 1.3.5., Chart 1.3.6. How do Vendors apply to be awarded service units, and how will awarded service units be allocated to selected Vendors?	geographic area for which the Applicant is applying. See Section 1, Request for Services, Subsection 1.4, Compensation & Contract Value, and Appendix F, Counties.
41.	Section 1, Request for Services, Subsection 1.3., Compensation & Contract Value, Paragraph 1.3.5., Chart 1.3.6. This procurement states an expected decrease in current services for home delivered III-C and Title XX meals. Is this accurate?	The Chart in 1.3.6 outlines the units available per county, which is based on the available funding and includes a per unit rate increase from the current contracts for these services. The Department met with the current Vendors of the existing nutrition services contract and had a dialogue with them about actual meal costs, challenges with caterers, and other challenge points. The Department proposed several options and moved forward with the option that gets Vendors closer to the actual cost per unit, keeping the price limitation the same as before, if not slightly increased, but the total units are adjusted due to the rate increase.
42.	Section 1, Request For Services, Subsection 1.3, Compensation & Contract Value, Paragraph 1.3.5., Chart 1.3.6. May an Applicant apply for a number of units that that exceeds the service units specified by the Department for that geographic region?	No. Applicants may apply for service units by geographic area, but service unit applications must not exceed the number of service units available for each geographic area. See Section 1, Request for Services, Subsection 1.3, Paragraph 1.3.5.



No.	Question	Answer
43.	Section 1, Request For Services, Subsection 1.3, Compensation & Contract Value, Paragraph 1.3.5., Chart 1.3.6. When applying for service units, will Vendors have the flexibility to "level" the funding to better reflect usage, i.e. balance units between Home Delivery and Congregate, as long as we stay within the total units listed?	No, as the units available for each service are tied to a specific funding source and cannot be blended.
44.	Section 1, Request For Services, Subsection 1.3, Compensation & Contract Value, Paragraph 1.3.5., Chart 1.3.6. A) Does The Department anticipate using additional ARPA funds to the awarded contract? B) If so, will Vendors be able to use ARPA as discretionary funding rather than for food?	No, as the ARPA funding was utilized to increase the rate of services provided and to minimize the impact of units lost due to the rate increase.
45.	Section 1, Request For Services, Subsection 1.4., Geographic Area Served, Paragraph 1.4.1., Subparagraph 1.4.1.1. and Appendix F	Vendors may apply for specific towns and cities within a county. See Addendum #4.



No.	Question	Answer
	This section states that Applicants may propose to serve a specific area that could be a County, City/Town, or State. However, Appendix F states that Applicants must provide services for an entire County. Which is correct?	
46.	Section 1, Request For Services, Subsection 1.4., Geographic Area Served, Paragraph 1.4.7., and Appendix D Are Applicants being asked to provide the realistic projection numbers for each geographic region, even if that projection exceeds the service units available for that region?	No. Vendors must apply for the total number of service Units they expect to deliver, up to the total number of service units available for that geographic region.
47.	Section 1, Request For Services, Subsection 1.4., Geographic Area Served, Paragraph 1.4.1., Subparagraph 1.4.1.1. and Appendix F Is the interpretation correct that if one applicant applies for the entire county and another applicant applies for a partial geographic area in the same county, then that the applicant applying for the entire county will be awarded all available units?	No. In the event there is an application for service for a partial geographic area, applications to provide services to the same full geographic area will receive the total number of service units applied for, up to the total service units available for the geographic area. Any remaining service units for the same geographic area will be assigned using the formula in Paragraph 1.3.5. of the RFA. See Section 1, Subsection 1.4, Paragraph 1.4.1, Subparagraph 1.4.1.1 and Addendum #4.



No.	Question	Answer
48.	Section 1, Request for Services, Subsection 1.5, Contract Period, Paragraph 1.5.2. What is the application submission deadline?	April 12, 2022 12:01 AM
49.	Section 2., Notices, Subsection 2.5., Compliances, Paragraph 2.5.4, Subparagraphs 2.5.4.1., and 2.5.4.2. Why is the Department including these requirements?	The Department must approve all materials produced or purchased under any contracts resulting from this RFP before printing, production, distribution or use of said materials to ensure compliance with federal requirements.



No.	Question	Answer
50.	Section 2., Notices, Subsection 2.5., Compliances, Paragraph 2.5.6. When does an audit need to be submitted?	You must submit an audit as directed if any of the conditions in Paragraph 2.5.6. are met.
51.	Section 3, Application Process, Subsection 3.2., Application Content, Paragraph 3.2.4. What are the specific Licenses, Certificates, and Permits that the Applicant must include in the application?	Requirements for supporting documentation are included throughout the RFA. Applicants must include licenses, certificates, and permits are indicated in each section of Licenses, Certificates, and Permits. Licenses, Certificates and Permits as required by this Request for Application. Section 3, Application Process, Subsection 23.2, Application content, Paragraph 3.2.4.



No.	Question	Answer
52.	Section 3, Application Process Subsection 3.4., Applicant's Questions and Answers Will the Department include other options for Applicants to submit questions for this RFP in addition to the method described in Section 3, Application Process Subsection 3.4.2., Applicant's Questions and Answers?	No.
53.	Appendix A, Exhibit K, Section III Retention and Disposition of Identifiable Records Can you please clarify what data the three dispositions are referring to as it appears in contrast to He-E 501 rules?	Exhibit K only mandates data destruction if not otherwise required by law or permitted by the contract. Under this contract, data must be retained in accordance with He-E 501 and He-E 502.



No.	Question	Answer
54.	Appendix C, Appendix E Could you please clarify the differences between Appendix C and Appendix E?	We have removed Appendix E, see Addendum #4.
55.	Appendix D How are we to reflect the status of Congregate meals with the COVID-19 Pandemic still taking place which limits the amount of Congregate meals we can do?	Selected vendors will be required to use their professional judgement in determining the amount of meals they project they will provide during this contract period.



No.	Question	Answer
56.	Appendix D How do we reflect Congregate meals as they are not delivered, but served?	Selected Vendors must report that detail in Appendix D within the column labeled "report total # of units of service projected to be delivered" in the row labeled "Congregate Meals (Title III C-1)
57.	Appendix D Where do we enter miles on Appendix D?	The Department has modified Appendix D to remove this requirement. See Addendum #4.



No.	Question	Answer
58.	Appendix D Will the "Total # of Units of Service projected to be delivered" be multiplied by twelve (12) for the total of service units being applied for?	No. See Section 1, Request for Services, Subsection 1.3. Compensation & Contract Value Section 1, Subsection 1.3, Paragraph 1.3.5.