

Nutrition Services Request for Proposal Frequently Asked Questions (FAQ)

1. Does submitting a Letter of Intent obligate us in any way to compete for the actual contract?

Response: No. The Letter of Intent is received as your letter of interest/intent; not a letter of commitment. The 2nd tier of the process will allow for negotiations between the HCAAA and the proposed contractor.

2. Will the AAA consider a Letter of Intent or a future proposal that does not include all 13 centers?

Response: Yes. The organization submitting a RLI may bid on one, multiple, or all centers listed.

3. Would submitting a Letter of Intent for all 13 sites obligate us to submit a proposal for all 13 sites?

Response: Please see response to question #1.

4. Will potential contractors be allowed to inspect the YWCA senior centers to determine if there are any building code, facility or equipment concerns that would need to be addressed if the contract was awarded?

Response: Yes. Tours may be scheduled after program hours so as not to disrupt services. To request a tour a prospective bidder must arrange the visit through the YWCA's Director, Rayanne Darenbourg or the Operations Manager, Allison Brooks by calling 713.868.9922.

5. Will you please provide an inventory list of equipment, i.e., steam tables, computers, etc that will be transferred to the new contractor.

Response: Existing equipment and or/supplies are the property of the contractor. However, the contractor has agreed to negotiate potential equipment transfer and/or sale to the new contractor.

6. Will you please provide fixed or other cost information about each center, i.e., rent, utilities, etc. that will need to be absorbed by the new contractor.

Response: Three of the centers identified require lease agreements. Two of which are an estimated \$575 monthly and the other is an estimated \$250 monthly. The YWCA has agreed to work in tandem with the new provider to negotiate for a seamless transfer of the lease, where applicable.

7. Will you please provide average daily attendance information about each center?

Response: This information has been added to the web site along with the center's name.

8. Have the seniors been informed yet about the YWCA's decision to withdraw from the congregate meal program?

Response: Yes.

9. Have City Council members been informed yet about the YWCA's decision to withdraw from the congregate meal program?

Response: This information has been shared with the department's leadership and council liaison.