

# **Response to Questions and Answers & Summary of Amendments to CAPCOG Request for Proposals for Older Americans Act Services for Fiscal Years 2024 and 2025**

7/18/2023

## **Notes on Revisions to RFP on 7/3/2023**

CAPCOG amended the RFP on 7/3/2023 in the following ways:

- Changed letters of intent from being required to being optional
- Extended the request for information to 7/7/2023
- Extended the deadline for questions to 7/12/2023
- Extended application deadline to 4 pm, 8/4/2023
- Corrected attachment 2 - service work plan workbook: we had inadvertently saved over the file we intended to post, and had duplicated the rate-setting workbook
- Added attachment 5 - Data use agreement - this had been inadvertently omitted in our posting
- Updated attachment 7 - rate-setting workbook was split into two separate spreadsheets:
  - A spreadsheet for nutrition providers (note, although one participant in the conference call noted that the new rates for common providers are now \$5.31 and \$6.46 for HHS OAAA & Title XX and for Title XIX, respectively, not the \$5.31 and \$6.12 that are listed in these sheets; however, CAPCOG has not updated these figures in this spreadsheet for now since this document was just recently provided directly by HHSC)
  - A spreadsheet for senior centers

## **Questions and Answers**

### **Q1: Can you please provide further explanation of the request for information form and go over it at the bidder's conference?**

A1: The request for information form is available to prospective applicants who may need or wish to receive help in obtaining demographic data. The deadline for submitting a request for information has passed, but applicants who wish to obtain demographic data directly for themselves can go to <https://data.census.gov/> or <https://demographics.texas.gov/>.

### **Q2: Are we required to submit the rate-setting workbook in the RFP?**

A2: No. Initially, CAPCOG inadvertently posted a 2<sup>nd</sup> copy of the rate-setting workbook that was labeled "CAPCO\_RFP\_Older\_Americans\_Act\_Services\_FYs\_2024-2025\_ATT\_02\_service\_work\_plan\_workbook.xlsx" instead of the actual service plan workbook and subsequently corrected it in the 7/3 revision. The rate-setting workbook will be used for the contract, however, and may be helpful to your organization in developing the budget for your proposal. You are required to complete the service plan workbook.

### **Q3: When will the new area plan be available to review?**

A3: CAPCOG expects the draft of the area plan that was approved by the Executive Committee and is being transmitted to the Texas Department of Health and Human Services Commission (HHSC) on CAPCOG's website no later than close of business on Wednesday, July 19, 2023. The plan will be posted here: <https://www.capcog.org/divisions/area-agency-on-aging/>.

### **Q4: Do we have to complete**

A4: CAPCOG expects the draft of the area plan that was approved by the Executive Committee and is being transmitted to the Texas Department of Health and Human Services Commission (HHSC) on CAPCOG's website no later than close of business on Wednesday, July 19, 2023. The plan will be posted here: <https://www.capcog.org/divisions/area-agency-on-aging/>.

### **Q5: What is a "common provider?"**

A5: Someone who provides both nutrition services under a contract with the Texas Health and Human Services (HHSC) under Title 20 and under a contract with CAPCOG under Title 3.

### **Q6: Can space donated by a third party be counted towards in-kind match?**

A6: Yes, but applicants would need to be able to prove/document the basis for claiming that amount of space and what the valuation of it is. For example, if a church donates space but otherwise would have rented it out, you can count the rental income that they declined to charge your organization as an in-kind contribution.

### **Q7: What are the new common provider meal rates?**

A7: CAPCOG is providing the rate spreadsheets provided by HHSC that we expect to use for the FY 2024 rate-setting process, so we believe these to include the updated rates, but if you want/need confirmation, you'll need to find out directly from HHSC.

### **Q8: How much should I request in funding?**

A8: CAPCOG cannot advise applicants on how much they should apply for.