
2025 Bidder's Zoom Conference

July 11th, 2024
11:00 am – 12:30 pm



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Agenda

- Timeline
- CMCOA 14 County Area
- Request for Proposal
- Service Priorities
- Eligibility and Targeting
- Budget
- NAPIS and PeerPlace
- Narrative



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Timeline

Date	Activity
June 14, 2024	Older Americans Act Title III information and Request for Proposal available on-line at https://cmcoa.us-1.smartsimple.com/s_Login.jsp
July 11, 2024 11:00 am – 12:30 pm	Nutrition Open Bid Conference Call. Please Contact Amanda Schindele at amanda.schindele@cmcoa.org to request an invite Via e-mail. Subject of e-mail should read: CMCOA 2025 Nutrition Open Bid
July 11, 2024, 4:30 PM CST	Questions regarding Nutrition Request for Proposal Due in writing to Amanda Schindele at amanda.schindele@cmcoa.org by e-mail, with Subject of the e-mail: CMCOA 2025 Nutrition Open Bid
Monday, July 15, 2024	Post Questions from Nutrition Open Bid Conference call and those received by e-mail on CMCOA website https://cmcoa.org/title-iii/
August 1, 2024; 3:00 PM CST	All applications Title III C Nutrition Services Funding submitted on CMCOA SmartSimple website https://cmcoa.us-1.smartsimple.com/s_Login.jsp
September 4, 2024	Title III Applicants receive clarifying questions
September 18, 2024	Title III Applicants clarifying responses due
October 22, 2024	Advisory Review Team meeting – RFP applicant’s will be offered opportunity to present to Advisory review team
November 7, 2024	CMCOA Board makes 2025 Title III C Nutrition services funding decisions.
November – December 2024	CMCOA staff complete negotiations with approved projects and all contracts finalized and sent for signature.



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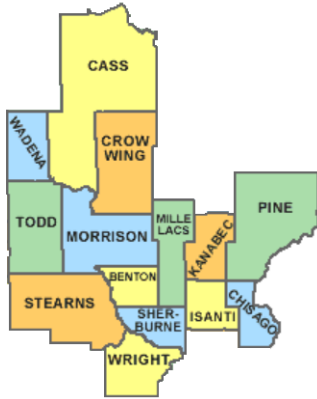
To Obtain RFP

Older Americans Act Title III information and RFP available on-line at https://cmcoa.us-1.smartsimple.com/s_Login.jsp



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CMCOA Service Area



- Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena and Wright



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Title III C Nutrition Geographic Service Area

Proposers' proposals must encompass one or more of the geographical service

- Area A comprised of the following counties: Cass, Crow Wing, Todd, Wadena and Morrison
- Area B comprised of the following counties: Benton, Northern Chisago, Isanti, Kanabec, Mille Lacs, Pine, Sherburne, Stearns, and Wright and/or
- Area C comprised of the following county: Southern Chisago County



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Eligibility vs. Targeting

- Eligibility
 - Who is eligible to receive the service
- Targeting
 - placing priority of service provision for Title III-funded services to individuals meeting certain criteria
 - the 2006 reauthorized Older Americans Act requires Area Agencies and Title III-funded providers to target services to older individuals with greatest economic and social need and older individuals at risk for institutional placement



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Congregate C1 Eligibility and Targeting

III C1 – Congregate Dining

- Eligibility
 - Client (age 60 or older),
 - Spouse of client (regardless of age),
 - Staff age 60+ (who work at congregating dining site),
 - Volunteer (individual of any age providing volunteer services during meal hours), or
 - Individual with disability under age 60 (who lives in a housing facility occupied primarily (i.e., more than 50%) by older adults at which congregating nutrition services are provided)
- Targeting
 - individuals age 60+ who are at moderate to high nutrition risk.
 - Priority will be given to individuals with incomes at or below poverty level and who meet at least one of the following criteria: (a) member of diverse population, (b) limited English proficiency, (c) lives in rural area or (d) at risk for institutional placement



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Home Delivered Meal C2

Eligibility and Targeting

III C2 – Home Delivered Meals

- Eligibility
 - Client (age 60 or older),
 - Spouse of client (regardless of age),
 - Individual with disability under age 60 (who lives with an eligible client age 60 or older)
- Targeting
 - individuals age 60+ who are at moderate to high nutrition risk and have 2 or more limitations in Activities of Daily Living (ADLs). Greater priority will be given to individuals with incomes at or below poverty level and who meet at least one of the following criteria.
 - Priority will be given to individuals with incomes at or below poverty level and who meet at least one of the following criteria: (a) member of diverse population, (b) limited English proficiency, (c) lives in rural area or (d) at risk for institutional placement



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NAPIS

- National Aging Program Information System
- Data must be directly entered into the MBA approved software (PeerPlace) and can not be uploaded from any other electronic data tracking software system
- Reassessment shall occur as needed, but at least annually



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PeerPlace

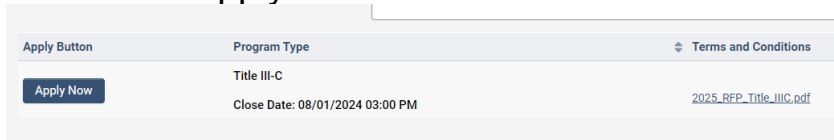
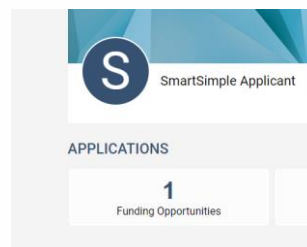
- Cost/fees to maintain PeerPlace license are an allowable expense on your Budget
- \$1,500 establishing a new agency and one program (service) (\$800 each service thereafter)
- \$1000 New service for existing program
- \$750 individual access fee



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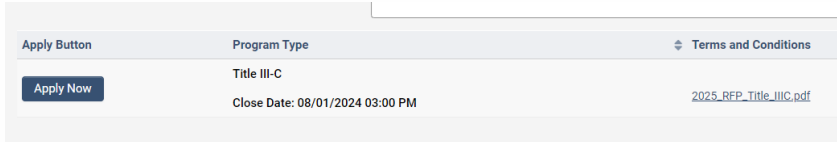
SmartSimple

- <https://cmcoa.us-1.smartsimple.com/s/Login.jsp>
- Title III C listed under Funding Opportunities
- Click on Apply Now



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SmartSimple



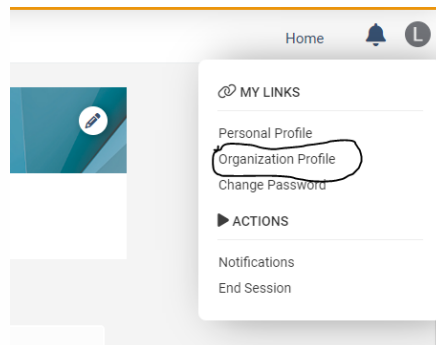
- Full Request for Proposal: 2025_RFP_Title_IIIC.pdf
- The time period of this RFP is January 1, 2025 through December 31, 2025. The CMCOA has the option to renew annually for up to four additional years. Renewal is contingent upon acceptable performance, the continuing availability of Older Americans Act Title III-C funds, and mutual agreement on contract terms between CMCOA and the proposer. After a maximum of five years, the procurement process must be completed again.



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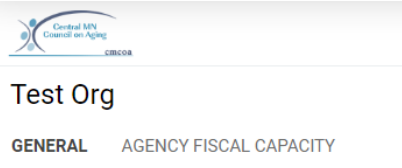
Verify the Organization Profile information is Accurate! In the application you will verify Please check the box below to confirm that the Agency Fiscal Capacity information on your organization profile is up to date and correct.



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SmartSimple

- Under Organization Profile:
 - General
 - Agency Fiscal Capacity
 - IRS tax-exempt determination letter (If Applicable)
 - Insurance certificate
 - Annual financial audit
 - Organizational chart
 - Organization Experience
 - Board of Directors with terms
 - Details of accounting system



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SmartSimple Application

- Please complete the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

CONTACT INFORMATION PROJECT INFORMATION APPLICATION PERSONS SERVED APPLICATION NARRATIVE

- Contact Information
- Project Information
- Application
- Persons served
- Application Narrative



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SmartSimple Project Information

- Project Name
- Counties in Service Area
- Choose Congregate and/or Home Delivered Meals
- Chose service area you are applying for



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SmartSimple Persons Served

- Select if you are applying for Congregate or Home Delivered Meals
 - Projected Total # of Unduplicated Persons Served
 - Number of unduplicated persons living in rural areas
 - Persons served by county



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SmartSimple Application Narrative Budget – Service Data by Site

- Location
- County
- Clarify which service – Congregate, HDM Delivered, HDM pick-up
- Number of Days per week hot meals provided – this may be different by site for Congregate and HDM
- Total # Title III meals for 2025
- Unduplicated Title III persons served for 2025
- How the meal is prepared
- Name of Meal provider
- Number of Non-Title III Meals for 2025, example: Waiver, private pay



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Budget – Targeting by Site

Provide how the target population is being met by site.

If you currently are serving clients use the month of March 2024. If you do not/did not currently serve clients, at this site, but anticipate to, use the amount you anticipate to serve.



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Budget – Proposed Service Change

- If you currently are serving clients, provide any site changes for the 2025 contract year.
- If you do not/did not currently serve clients, at this site, This should be entered as well.
- Highlight Red if the site/location will be closed/removed
- Highlight Green if you are adding a site/ location



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Budget – Part A Personnel Costs

- Personnel Costs – for the CMCOA Area
- For those directly Employed by your organization
- Including Title III, AC/EW, Private Pay and any others
- Divided into 2 sections -
 - Project Management
 - Meal (Site-Staff)



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Budget – Part B: Nutrition Service Costs

- Divided between Project Management and Meals
- Broken out between Title III Congregate, Title III Home Delivered, AC/EW/ECS, Private Pay, other option if needed
- Adding a line could affect the formulas!
- Included a question on if organization has a Negotiated Indirect Cost Rate Agreement (NICRA)



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Budget – Part B: Nutrition Service Costs Continued

- List the number of total meals for 2025 by Service
- The Total Cost for Service will be calculated by automatically
- The cost per meal is calculated by the Total Cost/total number of meals
- Enter total unduplicated persons served



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Budget – Part C: Cash Revenue

- Participant contributions
- Other non-Match cash support
- Nutrition Funds (Federal, NSIP, State) is calculated later
- Match required for Title III Federal Funds (may be cash or in-kind) is calculated later



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Budget – Part C (a b): Third Party Inkind

- Provide Third Party In-Kind used for match
- Match requirement is 15%
- Valuation should represent the amount that the proposer would have to pay if the in-kind support had to be paid for, i.e. the value of a volunteer site manager can not be valued higher than the wage paid to a site manager employed by the proposer.



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Budget – Part D Match & Reimbursement

- This is an example how the Title III Funds are calculated.
- Applicants do not need to complete.



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SmartSimple Application Narrative

Priority	Description	Score
Capacity	The project demonstrates the capacity to provide the proposed services, evidence of the capacity to manage the financial resources associated with the proposed services, including participant contributions.	25%
Accuracy and completeness of client data	Proposed steps will ensure the accuracy and completeness of participant data for nutrition program participants	20%
Targeting	Proposed service design and program management will target services to persons who meet one or more of the targeting criteria	20%
Quality	The proposed quality assurance activities are appropriately detailed and relevant to assuring high quality meals and participant satisfaction	20%
Reasonable Cost	Reasonableness of meal cost	15%



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Capacity

- Clearly describe your entire service area. Include if there is an area you are unable to serve, which includes delivery of a traditional Home Delivered Meal. If there is another provider which serves an area, clearly define the area they are willing/are not willing to serve. For example, ABC provider will serve within the city limits of Mytown but will not provide Home Delivered Meals outside of the city limits, we will serve the clients not in the city limits of Mytown
- New Service Area
 - Timetable
 - Transition Plan: hiring and training staff, leases, providing continuity of service to clients, cost (CMCOA not responsible for cost of transition, plan to have NAPIS database operational for tracking and reporting on January 1, 2025.
- Meal delivery
- Rationale for number of meals
- Do you plan to subcontract



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Data Accuracy

- Describe specific activities that will be undertaken to ensure the accuracy and completeness of the participant data collected and entered in the PeerPlace database.
- Describe how you will ensure that only eligible participants receive Title III-funded congregate and/or home delivered meals and that all other participants pay the full cost of the meal they receive, regardless of age of participant.
- Describe your organization's capacity to generate accurate and timely financial reports required for the contract. Describe staff capacity to collect NAPIS data, generate the required reports and analyze the data to inform the targeting of services. Specify how often you will analyze the data and how often you will use the analysis to inform changes to existing service arrangements.



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Targeting

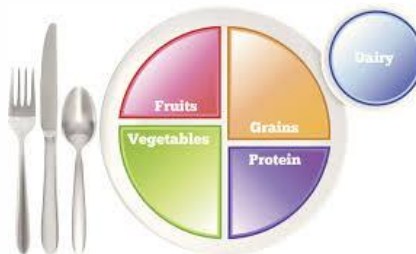
- Describe accommodations that will be made to serve eligible persons who are visually impaired, deaf/heard of hearing and/or who have functional limitations.
- Describe activities that will be undertaken to target persons who meet one or more of the targeting criteria
- Outline efforts to address the unique needs of elders from diverse cultures. At a minimum address cultural and language barriers and solutions for overcoming those barriers, selection of communities with an identified need, methods for providing cost effective and ethnically appropriate meal service, outreach efforts, collection of participant contributions, and data collection and reporting (including completion of accurate NAPIS Registration Forms).



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High Quality Service

- Upload menu (including alternative menus)
- Food purchasing specifications
- monitoring and improving the quality of meals
- Describe how your program will assure that the DGAs and one-third (1/3) of the DRIs for meals are met. Identify method used to evaluate the nutrient content of menus, including nutrient analysis software used and how you will address discrepancies



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Reasonable Cost

- Describe how client service levels, expenditures and income will be monitored and managed to ensure funds will be fully utilized
- List the suggested participant contribution per meal for congregate meal participants and for home delivered meal participants and describe how both amounts were determined
- Upload a sample subcontract



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Reminder of Key Dates

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Questions



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Thank you!



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