

## **AgeGuide FY2022 Request for Proposals Frequently Asked Questions #1**

### **I'm having trouble accessing the website**

SmartSimple has reported that their website experienced a brief outage. If you attempt to log onto the SmartSimple website and receive an error message, please try back another time. If the issue persists, please reach out to [rfps@ageguide.org](mailto:rfps@ageguide.org) to let us know. In some cases, if the problem is not replicated with our other applicant agencies, the technical issue may be related to settings on your system. Please reach out to your IT contact if this is the case.

### **What is allocated CPU? Do nutrition providers have to meet the allocated CPU?**

The allocated CPU is a special measure being used only for Nutrition applicants (C1 Congregate Meals and C2 Home Delivered Meals). Budgets submitted for these applications must reflect an allocated CPU of \$7.50 or less. This value is auto-calculated for you in the budget template.

To be considered a strong application, you must submit a budget with an allocated CPU of \$7.50 or below. If you submit a budget outside of these guidelines, your application will not be automatically disqualified. However, this will be factored in when evaluating your application. When submitting your application, include an explanation for why the allocated CPU cannot be met, and the impact of the restriction on your service design.

### **I am applying for a service in multiple counties. The application only allows me to select one county. What should I do?**

You must submit a separate application for every county for which you are applying.

### **Is my agency the only one applying for a particular service or county? Is there competition?**

Applications that are submitted must adhere to the Service Standards for the service which the applicant is applying. In addition, if the applicant does not submit a reasonable budget, a service design and distribution plan that meets the requirements of the service standards or submit other required documents requested, the application can be denied or declared non-reviewable. AgeGuide would then search for other potential providers to provide the service.

**What do I do if my agency will not have an April or May board meeting prior to the due date of the RFP?**

Please enter your most recent board meeting minutes prior to the application deadline. Once you have updated the meeting minutes, please upload to SmartSimple. If you are a new applicant, the BOD minutes must be uploaded by the application due date.

**When is the TA session? How do I sign up?**

You do not need to sign up for the TA sessions. The call-in information will be emailed to all currently funded providers and those who submitted an LOI. The TA sessions will be held:

Wednesday, April 14, 1:30-3:30

Thursday, April 15, 10-12

**Is the TA session a training?**

The purpose of the TA session is to make sure all applicants are prepared to submit their RFP applications. Staff will present some information, including more detailed instructions for budget submission. The remaining time is allotted for applicants to ask any questions they have about the process, the application materials, the service design, or any other aspect of the RFP.

**I can't attend either TA session. What do I do?**

We encourage everyone to attend a TA session. However, we will make available the presentation materials and will also post any questions asked and answered at the sessions.