

FFY 2010

October 31, 2008

**LETTER OF INTENT TO APPLY  
&  
NOTICE OF SUBCONTRACTOR NEEDS**

The following agency declares its intention to apply as an Elderly Nutrition Provider (ENP) under Title III C of the Older Americans Act.

<b>1. ENP Applicant:</b>		Business Name: TEAM, Inc.
		Address: 30 Elizabeth Street Derby, CT 06418
		Telephone: 203-736-5420 ext 1226
		Fax: 203-736-5425
		Email: rbohannon@teaminc.org
		Contact: Bob Bohannon
<b>2. Geographic Area Covered:</b>		
AASCC REGION II Lower Naugatuck Valley (Ansonia, Derby, Oxford, Seymour, Shelton)		
<b>3. Subcontractor Needs -- check one:</b>		
	<input type="checkbox"/> This agency will submit an application without subcontractors	
XX	<input checked="" type="checkbox"/> This agency will subcontract services -- See details below	
Potential subcontractors should contact this ENP applicant to receive complete quotation/contract information. Deadline for submission of formal subcontractor quotations to this ENP applicant is listed below. <b>NO FORMAL QUOTATIONS WILL BE ACCEPTED AFTER THE DEADLINE.</b>		
<b>4. Subcontractor Quotation Submission Deadline</b>		Deadline Date: 2/6/09 Deadline Time: 4:00 P. M. Number of copies to be submitted: 5 Submit Quotations to: Bob Bohannon TEAM, 30 Elizabeth Street, Derby, CT 06418

*Rec on 12/29/08*

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**5. ITEMS TO BE SUBCONTRACTED**

Activity	Pages of ENP Proposal Form to be completed for Subcontractor Quotation	Subcontractor Formal Quotation (FQ) or Small Subcontractor (SC) Requested	ENP Will Provide Without a Subcontractor
Meal Preparation Including: food sanitation and safety, and final product quality	Pages: 8 -16 and appropriate meal cost quotation sheets	X	
Menu Development	Pages: 17-19		X
Menu Certification	Pages: 20-21		X
Community Café Meal Delivery	Pages: 22-23		X
Home Delivered Meal Delivery	Pages: 24-25		X
Client Assessments	Pages: 41-42		X
Nutrition Education	Pages: 43-46		X
Outreach	Pages: 47-53		X

**6. PROJECT CALENDAR**

Month	Estimated # of Serving Days	Holidays
October	22	Columbus Day
November	22	Vets, Thksng, Day after Thksgrng
December	21	Christmas, day before Christmas
January	23	New years Day, MLK day
February	20	President's day
March	22	
April	21	Good Friday
May	23	Memorial Day
June	21	
July	22	Independence Day
August	23	
September	20	Labor Day
Estimated Total # of Serving Days	260	

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## 7. ESTIMATED NUMBER OF MEALS PROPOSED BY ENP

Type of Meal	Meals for which Formal Caterer Quotations (FQ) or Small Caterer Process (SC) May Be Requested		Meals to be prepared by ENP without a subcontractor	
	Congregate	Home Delivered	Congregate	Home Delivered
Congregate (regular)	12,350			
Home Delivered, double pack				
Home Delivered, hot only		43,225		
Home Delivered, cold only				
Home Delivered, frozen		2,450		
Breakfast meals				
Dinner meals				
Special event meals				
Restaurant meals			3,900	
Quick chilled meals				
Emergency meals, shelf stable		750		
Emergency meals, frozen				
Kosher Meals				
Spanish meals				
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				
Chopped/pureed meals		5,200		
Other special diets or therapeutic (specify)				
Other (specify)				
<b>Total (unduplicated)</b>	<b>12,350</b>	<b>51,625</b>	<b>3,900</b>	

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8. Estimated number of meals to be served per day

Type of Meal	Meals for which Formal Caterer Quotations (FQ) or Small Caterer Process (SC) May Be Requested		Meals to be prepared by ENP without a subcontractor	
	Congregate	Home Delivered	Congregate	Home Delivered
Mondays	50	175		
Tuesdays	50	175	REG 25	
Wednesdays	50	175	PACT 25	
Thursdays	50	175	REG 25	
Fridays	50	175		
Saturdays				
Sundays				
Estimated Total Weekly Meals				

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites		3
Home delivered meal routes		4