

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.

<u>1. ENP Applicant:</u>	Business Name: Thames Valley Council for Community Action, Inc. (TVCCA) Address: 81 Stockhouse Road Bozrah, CT 06334 Telephone: (860) 886-1720 Fax: (860) 892-2295 Email: sdrake@tvcca.org Contact: Sarah Drake, Director of Nutrition Services
<u>2. Geographic Area Covered:</u>	<p>Southeast Region: Bozrah, Colchester, East Lyme, Franklin, Griswold, Groton, Ledyard, Lisbon, Montville, New London, North Stonington, Norwich, Pawcatuck, Preston, Salem, Sprague, Stonington, Voluntown, Waterford,</p>
<u>3. Subcontractor Needs – check one:</u>	
X	This agency will submit an application without subcontractors
	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. NO FORMAL QUOTATIONS WILL BE ACCEPTED AFTER THE DEADLINE.	
<u>4. Subcontractor Quotation Submission Deadline</u>	Deadline Date: Deadline Time: Number of copies to be submitted: Submit Quotations to:

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	(SC) Emergency Meals only	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	21	Columbus Day, Mon 12th
November	17	Veteran's Day Weds 11 th , Thanksgiving, Thurs 26 th , Fri 27 th
December	22	Christmas, Fri 25 th
January	19	New Year's Day Fri Jan 1 st Martin Luther King Day, Mon 18 th
February	19	President's Day, Mon 15 th
March	23	
April	21	Good Friday, Fri 2 nd
May	19	Employee Day Fri 14 th , Memorial Day Mon 31 st
June	22	
July	21	Independence Day, Mon 5 th
August	22	
September	21	Labor Day, Mon 6 th
Estimated Total # of Serving Days	247	

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)			34,550	
Home Delivered, double pack				
Home Delivered, hot only				97,800 Includes holidays
Home Delivered, cold only				0
Home Delivered, frozen				12,000 Weekend
Breakfast meals				
Dinner meals				22,000
Special event meals				
Restaurant meals			800	
Quick chilled meals				
Emergency meals, shelf stable		2,000		
Emergency meals, frozen				
Kosher Meals			2,300	
Spanish meals			250	2,000
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				
Chopped/pureed meals				
Other special diets or therapeutic (specify)				200 Renal
Other (specify)				
Total (unduplicated)		2,000	37,900	134,000

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			153	542
Tuesdays			153	542
Wednesdays			153	542
Thursdays			153	542
Fridays			153	542
Saturdays				
Sundays				
Estimated Total Weekly Meals		2,000 Emergency meals	765	2,710

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites		18
Home delivered meal routes		36