

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 IIIC of the Older Americans Act.

<u>1. ENP Applicant:</u>	Business Name: Hands On Hartford Address: 40 Pratt Street Suite 210 Hartford CT 06103 Telephone: 860-728-3201 x 2003 Fax: 860-549-8550 Email: tbright@handsonhartford.org Contact: Tom Bright
<u>2. Geographic Area Covered:</u>	Hartford
<u>3. Subcontractor Needs – check one:</u>	
<input type="checkbox"/>	This agency will submit an application without subcontractors
<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. NO FORMAL QUOTATIONS WILL BE ACCEPTED AFTER THE DEADLINE.	
<u>4. Subcontractor Quotation Submission Deadline</u>	Deadline Date: March 1, 2009 Deadline Time: 5:00 pm Number of copies to be submitted: 3 Submit Quotations to: Tom Bright

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	Meal Preparation Including: food sanitation and safety, and final product quality	
Menu Development	Pages: 17-19	Menu Development	
Menu Certification	Pages: 20-21	Menu Certification	
Community Café Meal Delivery	Pages: 22-23	Community Café Meal Delivery (to our site)	Community Café Meal Delivery (to dining sites)
Home Delivered Meal Delivery	Pages: 24-25	Home Delivered Meal Delivery (partial)	Home Delivered Meal Delivery (partial)
Client Assessments	Pages: 41-42		Client Assessments
Nutrition Education	Pages: 43-46		Nutrition Education
Outreach	Pages: 47-53		Outreach

6. PROJECT CALENDAR

Month	Estimated # of Serving Days	Holidays
October	8	
November	9	
December	8	
January	10	
February	8	
March	8	
April	8	
May	11	
June	8	
July	10	
August	9	
September	9	
Estimated Total # of Serving Days	106	

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)	3800			
Home Delivered, double pack		8400 doubles (total 16800)		
Home Delivered, hot only				
Home Delivered, cold only				
Home Delivered, frozen				
Breakfast meals				
Dinner meals				
Special event meals				
Restaurant meals				
Quick chilled meals				
Emergency meals, shelf stable	400	200		
Emergency meals, frozen				
Kosher Meals				
Spanish meals				
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				
Chopped/pureed meals				
Other special diets or therapeutic (specify)				
Other (specify) Congregate cold	3800			
Total (unduplicated)	8000	17000		

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				
Tuesdays				
Wednesdays				
Thursdays				
Fridays				
Saturdays	4000	8500		
Sundays	4000	8500		
Estimated Total Weekly Meals	8000	17000		

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites		2
Home delivered meal routes	1	1