

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: Town of Enfield Dept. of Social Services Address: 100 High Street Enfield, CT 06082 Telephone: 860-253-6394 Fax: 860-253-6400 Email: pbrown@enfield.org Contact: Pamela Brown, Director of Social Services
<u>3. Subcontractor Needs – check one:</u>	
<input checked="" type="checkbox"/>	This agency will submit an application without subcontractors
<input 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: 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		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		
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	8	
November	9	2
December	8	1
January	9	2
February	8	2
March	9	
April	8	1
May	9	1
June	9	
July	9	
August	9	
September	9	1
Estimated Total # of Serving Days	104	10

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)			5800	
Home Delivered, double pack				
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				
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)				
Total (unduplicated)			5800	

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			50	
Sundays			50	
Estimated Total Weekly Meals			100	

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