

REQUEST FOR PROPOSALS Elderly Nutrition Provider

North Central Area Agency on Aging, Inc.

This Request for Proposal (RFP), being issued by the **North Central Area Agency on Aging, Inc.**, is seeking proposals from qualified organizations capable of operating an elderly nutrition project, including congregate and home delivered meals to persons sixty years of age and older residing in some or all of the communities that make up the Agency's designated region in the state.

The RFP contains the specific information applicable to the elderly nutrition services procurement in this region. All forms necessary to complete the application proposal, including Letter of Intent to Apply & Notice of Subcontractor Needs, Elderly Nutrition Application and Budget can be accessed at www.ctagenciesonaging.org. All other standardized information which is applicable to elderly nutrition services is in the Elderly Nutrition Program Resource Manual at www.ctagenciesonaging.org. If you are unable to download the necessary forms, you may request the package in paper format to be picked up at North Central Area Agency on Aging, Inc.

1. **Address and Point of Contact:**

Agency: North Central Area Agency on Aging, Inc.
Attention: Robyn Harper-Gulley, Senior Planner/Grants Manager
Address: 2 Hartford Square West, Suite 101, Hartford, CT 06106
Telephone: (860)724-6443 ext. 264
E-mail: robyn.harper-gulley@ncaaact.org

This office is the **only** contact for this specific competitive procurement process.

2. **Designated Agency Sub-Regions** consist of:

Capitol Region: Bloomfield, East Hartford, East Windsor, Glastonbury, Hartford, Manchester, Newington, Rocky Hill, South Windsor, West Hartford, Wethersfield, Windsor, Windsor Locks

Central Region: Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, Southington

Farmington Valley Region: Avon, Canton, East Granby, Farmington, Hartland, Granby, Simsbury, Suffield

Hockanum Valley Region: Andover, Bolton, Ellington, Enfield, Hebron, Marlborough, Somers, Stafford, Tolland, Vernon

Applicants may apply for more than one of the above regions; however, separate letters of intent and applications **must** be submitted for each region. Applications for portions of a region will not be accepted. For example, applications will not be accepted to serve individual towns.

(Note: In the North Central Planning and Service Area, the only exception to this policy exists for weekend-only nutrition services. Proposals that offer nutrition services on weekends and specifically target older adults that are nutritionally at risk will be considered. However, please note that a separate letter of intent and application must still be submitted.)

- 3. Letter of Intent to Apply & Notice of Subcontractor Needs:** Any agency planning to apply as an ENP **must** return the non-binding Letter of Intent form to the applicable Agency on Aging. Applications will not be accepted without a Letter of Intent to Apply & Notice of Subcontractor Needs. A separate Letter of Intent to Apply & Notice of Subcontractor Needs is to be submitted for each region.

The Letter of Intent to Apply & Notice of Subcontractor Needs gives eligible caterers or other sub-contractors information on the types and numbers of meals and/or other services for which the ENP is seeking formal or small subcontractor quotations.

Any prospective ENP **must** return the completed non-binding Letter of Intent to Apply & Notice of Subcontractor Needs to North Central Area Agency on Aging, Inc., 2 Hartford Square West, Suite 101, Hartford, CT 06106 **no later than 3:00 p.m., January 2, 2009**. Letters of Intent shall be emailed (robyn.harper-gulley@ncaaact.org), hand-delivered or mailed to North Central Area Agency on Aging, Inc. point of contact and must be received no later than the due date and time. **Senders are responsible for contacting North Central Area Agency on Aging, Inc. to confirm receipt.**

- 4.** All questions must be sent to webadmin@ctagenciesonaging.org by **November 21, 2008**. **Only procedural questions will be answered. No questions will be answered verbally. Answers will be posted at www.ctagenciesonaging.org.**
- 5. Application Proposal Due Date:** Proposals meeting the requirements of this Request for Proposal must be received by North Central Area Agency on Aging, Inc. at the address listed above by **3:00 p.m. EST on Friday, April 3, 2009.** **Applications received after the identified time and date will be disqualified.**
- 6. Submission Guidelines:** The application will only be accepted in paper format. Submit one application and attachments with original signatures and seven copies. See Application Submission in the Elderly Nutrition Program Resource Manual for complete details.

7. **Service Provision:** Proposals are being accepted to provide elderly nutrition services which include the following:
- ✓ Community Café meals and site management
 - ✓ Home delivered meals
 - ✓ Menu development
 - ✓ Menu certification
 - ✓ Community café food delivery
 - ✓ Home delivered meal delivery
 - ✓ Nutrition Education (including nutrition counseling)
 - ✓ Outreach
 - ✓ Client Assessments (in accordance with the instructions noted below)
 - Applicants should note that North Central Area Agency on Aging will begin to phase in the direct provision of client assessments for home delivered meals clients, according to the following implementation schedule:
 - FFY 2009: Central Connecticut Region (PILOT)
 - FFY 2010: Hockanum Valley Region
 - FFY 2011: Capitol Region
 - FFY 2012: Farmington Valley Region
 - Therefore, Applicants for the Hockanum Valley Region will not propose home delivered meal client assessments beginning in FFY 2010; the Capitol Region beginning in FFY 2011; and the Farmington Valley Region beginning in FFY 2012.
 - Assessments will be phased out from the ENP's responsibility over a period of time and will be conducted by North Central Area Agency on Aging.
8. **Availability of Funding:** The following are the estimated funds available for FFY 2010: **\$2,655,000**. The precise level of funding for FFY 2010 is not available at this time. Non-federal funds equal to at least 15% of the total project cost are required as match. Match shall be from non-federal sources such as state funds, in-kind, municipal funds, and fundraising. Matching funds may not be used to match any other federal funds. NOTE: The voluntary contributions received from recipients of services and interest from deposits of federal receipts cannot be used as match. These funds can only be used to expand services. For FY 2010 there are sufficient state dollars to meet the non-federal match requirements.
9. **Estimated Meal Numbers:** The table below shows the daily average projected number of each type of meal served by the regions. The contractor must be able to allow for daily fluctuation. The number of Senior Community Cafés is also shown. A detailed café list is included.

Agency on Aging Region	# Community Café Meals Per Day	# Community Cafés	# Home Delivered Meals Per Day
Capitol Region	600 – 700	22	700 – 800
Central Region	250 – 300	8	300 – 400
Farmington Valley	70 – 90	3	50 – 100
Hockanum Valley	260 – 300	9	150 – 200

Note: The majority of home delivered meals will be distributed as 2-meal packs (one hot and one cold meal per pack). Some participants will require only one meal. Estimated numbers include emergency meals to be provided to each recipient in case of emergency interruption of meal delivery.

10. **Contract Period:** October 1, 2009 - September 30, 2010 with renewals possible for up to two additional years. Funding levels, however, will be awarded one year at a time and are subject to receipt of Federal and State funds. Limits on price increases for subsequent years within the contract may be established.
11. **Right to Reject Proposal:** The Agency on Aging reserves the right to reject any or all proposals if it is deemed in the best interest of the Agency or the Program.
12. **Senior Community Cafes By Region:**

**FFY 2007 Community Café Site Data
North Central Area Agency on Aging, Inc.**

Capitol Region

Town	Meal Site Days of Service	Total FY2007 Clients	Total FY2007 Meals	Average Meals/ Week
Bloomfield	Bloomfield Interfaith Homes (Monday – Friday)	47	3,112	60
Bloomfield	Bloomfield Senior Center (Tuesday, Wednesday, Friday)	80	3,846	74
Bloomfield	Federation Homes (Monday – Friday)	53	9,276	178
East Hartford	Meadow Hill Apartments (Monday – Friday)	54	6,786	131
East Hartford	North End Senior Center (Tuesday)	77	2,183	42
East Hartford	South End Senior Center (Monday, Wednesday)	35	1,990	38
East Windsor	East Windsor Senior Center (Monday – Friday)	177	10,886	209

Hartford	Betty Knox Apartments (Saturday, Sunday)	64	7,193	138
Hartford	Hispanic Senior Center (Monday – Friday) (Hispanic)	55	6,657	128
Hartford	Mahoney Village (Luncheon Club) (Monday – Friday)	17	1,916	37
Hartford	Parkville Senior Center (Monday – Friday)	30	3,177	61
Hartford	Shepherd Park Apartments (Monday) (Dinner)	37	1,391	27
Hartford	South Green/Smith Towers (Sunday – Saturday)	87	8,933	172
Manchester	Westhill Gardens (Monday – Friday)	36	2,510	48
Newington	Newington Senior Center (Monday – Friday)	215	9,545	184
South Windsor	South Windsor Community Center (Monday – Friday)	86	4,455	86
West Hartford	Elmwood Community Center (Monday – Friday)	111	9,790	188
West Hartford	Federation Square (Monday – Friday) (Kosher)	118	11,337	218
Wethersfield	Wethersfield Senior Center (Monday – Friday)	42	3,691	71
Windsor	L.P. Wilson Community Center (Monday – Friday)	64	3,340	64
Windsor Locks	Windsor Locks Senior Center (Monday – Friday)	50	6,212	119

Central Region

Town	Meal Site Days of Service	Total FY2007 Clients	Total FY2007 Meals	Average Meals/ Week
Berlin	Berlin Senior Center (Monday – Friday)	26	622	12
Bristol	Bristol Senior Center (Monday – Friday)	149	14,550	280
Bristol	Kennedy Apartments (Monday – Friday)	25	723	14
New Britain	New Britain Senior Center (Monday – Friday)	140	10,937	210
New Britain	Perlas Hispanas Center (Monday – Friday) (Hispanic)	34	3,210	62
Plainville	Plainville Senior Center	74	4,869	94

	(Monday – Friday)			
Plymouth/ Terryville	Gosinski Park (Monday – Friday)	35	2,598	50
Southington	Calendar House Senior Center (Monday – Friday)	83	8,390	161

Farmington Valley Region

Town	Meal Site Days of Service	Total FY2007 Clients	Total FY2007 Meals	Average Meals/ Week
Avon	Avon Senior Center (Tuesday, Thursday)	47	1,897	36
Canton	Canton Senior Center (Wednesday, Friday)	125	6,162	119
Granby	Granby Senior Center (Tuesday, Thursday)	59	7,840	151

Hockanum Valley Region

Town	Meal Site Days of Service	Total FY2007 Clients	Total FY2007 Meals	Average Meals/ Week
Bolton	Bolton Senior Center (Monday)	38	1,241	24
Enfield	Enfield Senior Center (Monday – Friday)	224	18,013	346
Enfield	Mark Twain Congregate (Sunday – Saturday)	87	12,333	237
Hebron	Russell Mercier Senior Center (Monday – Thursday)	58	3,429	66
Marlborough	Marlborough Senior Center (Monday, Wednesday, Friday)	34	708	14
Stafford	Stafford Springs Senior Center (Monday – Friday)	133	5,972	115
Vernon/ Rockville	Florence Mills Apartments (Monday, Wednesday)	68	4,236	81
Vernon/ Rockville	Franklin Park Apartments (Monday – Friday)	31	5,488	106
Vernon/ Rockville	Highrise Apartments (Tuesday, Thursday, Friday)	68	6,355	122