

## **INSTRUCTIONS FOR COMPLETION OF LETTER OF INTENT TO APPLY & NOTICE OF SUBCONTRACTOR NEEDS**

Purpose of the Letter of Intent:

- a. To give Agencies on Aging information of who plans to apply (or is considering applying) as an Elderly Nutrition Provider (ENP) and a brief overview of the services they plan to provide; and
- b. To give eligible caterers or other subcontractors information on the types and numbers of meals and/or other services for which the ENP is seeking formal or small subcontractor quotations.

Completion of this form indicates the intent of an organization to apply to an Agency on Aging for selection as an ENP under Title III of the Older Americans Act. ENP proposals will be accepted only from applicants that have submitted this form.

If appropriate facilities are available and the ENP can meet all the Program standards and requirements at its own facility(ies), subcontracting is unnecessary.

Subcontracting Requirements:

All prospective ENPs that intend to subcontract for food services and/or other services MUST follow the procurement processes as set forth in the Elderly Nutrition Program Policies and Application Instructions. The formal subcontractor Request for Quotation process is required for all caterer subcontracts which equal or exceed \$100,000 in value. At the discretion of the Agency on Aging, the small caterer procurement process may be used for subcontracts with a value under \$100,000.

If no quotations are being requested from caterers or other subcontractors through the formal Request for Quotation (RFQ) process, the form must still be completed. If the ENP applicant intends to request permission from the Agency on Aging to follow the Small Caterer Procurement process for caterers or other subcontracts less than \$100,000, this information must be indicated on the form.

Eligible caterers or other subcontractors who are interested in submitting a quotation shall contact individual ENP applicants to obtain the ENP's complete Quotation Package. Interested caterers or other subcontractors should go to [www.ctagenciesonaging.org](http://www.ctagenciesonaging.org) for the Notice of Subcontractor Needs.

How to Complete this Form:

1. ELDERLY NUTRITION PROVIDER APPLICANT: Fill in Agency name and contact information.

2. **GEOGRAPHIC AREA COVERED:** List the region in which services will be provided. A separate Letter of Intent must be submitted for each region.
3. **SUBCONTRACTOR NEEDS:** If a subcontractor is not needed, check the box that says: "This agency will submit an application without subcontractors." If a subcontractor is needed, check the box that says: "This agency will subcontract services."
4. **SUBCONTRACTOR QUOTATION SUBMISSION DEADLINE:** The ENP must complete this section prior to release. Fill in the number of copies required, deadline date and time, and the address to which quotations should be delivered.
5. **ITEMS TO BE SUBCONTRACTED:** For each activity, indicate whether the ENP will be responsible for the activity or whether quotations are requested for the service. The pages from the ENP application should be used to provide quotation packages for prospective subcontractors.
  - If all of an activity is to be subcontracted or all of an activity is to be handled by the ENP applicant, a check may be placed in the appropriate box.
  - If an item is to be shared, appropriate text may be entered in the boxes. For example, for the menu development activity, "therapeutic" could be entered in the subcontractor column and "regular meals" under the ENP column.
  - If an ENP applicant wishes to use the Small Caterer Procurement Policy to subcontract all or part of an activity, indicate that in the box.
6. **PROJECT CALENDAR:** List the holidays when meals will not be served. Indicate the approximate number of serving days in each month and approximate total for the project year.
7. **ESTIMATED NUMBER OF MEALS PROPOSED BY ENP:** For each type of meal listed, indicate the total number of meals to be proposed for one fiscal year. Two columns are for meals for which subcontractor quotations are requested. Two columns are for meals for which the ENP will prepare meals without a subcontractor. Each meal should be counted only once in the number of meals section. (i.e., Kosher congregate lunches should be counted only in the "Kosher Meals" box and should not be included in the "Congregate (lunch)" box.)
8. **ESTIMATED NUMBER OF MEALS TO BE SERVED PER DAY:** List the subcontracted and non-subcontracted meals to be served daily.
9. **SITES AND ROUTES:** Enter the number of congregate meal sites and/or home delivered meal routes planned for subcontracted meals and for meals to be prepared by ENP without a subcontractor.

**NOTE:** Information provided in these tables is meant to be an honest estimate of the number of meals an ENP applicant expects to serve and the number of meals to be

subcontracted. As caterer quotations are reviewed and program and budget proposals are finalized, these numbers may be adjusted.

In order to provide a clear picture of what services the ENP applicant plans to provide and which services the applicant wishes to subcontract (either through the formal RFQ process or through the small procurement process), the ENP applicant may enhance entries on the table with clarifying text.

- Boxes may be completed with a definite number of meals or a probable range of meals
- Short explanations may be included along with numbers in the boxes or footnotes may be included at the bottom of the table.

For example: If an ENP applicant is considering the possibility of offering Russian meals and would like a quotation, either fill in the box “considering # of meals”: or include the number in the box with a footnote explaining the circumstances, such as: “If Russian meals are not contracted for, regular meals would be increased by this number.” or “If Russian meals are not contracted for, the ethnic site will not be included.”

Indicate which meals or services the ENP applicant wishes to subcontract using the small caterer procurement policy. Once the Letters of Intent are reviewed, the Agency on Aging will contact ENP applicants in writing to authorize use of the small caterer procurement policy where appropriate.

If the ENP applicant wishes to request quotations from prospective caterers for a total number of meals that include Title III meals and meals funded by other than Title III sources, include all the meals in the table but make clear how many of those meals are to be Title III funded meals and how many are non-Title III.