

## REQUEST FOR PROPOSALS Elderly Nutrition Provider

### Senior Resources - Agency on Aging

This Request for Proposal (RFP) being issued by the **Senior Resources - Agency on Aging**, 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](http://www.ctagenciesonaging.org). All other standardized information which is applicable to elderly nutrition services is in the Elderly Nutrition Program Policies and Application Instructions at [www.ctagenciesonaging.org](http://www.ctagenciesonaging.org).

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

Agency: Senior Resources - Agency on Aging  
Attention: Kathy Chase, Grants Administrator  
Address: 4 Broadway, 3<sup>rd</sup> Floor Norwich, CT 06360  
Telephone: (860) 887-3561 ext. 113  
E-mail: [kchase@SeniorResourcesEC.org](mailto:kchase@SeniorResourcesEC.org)

**NOTE: Effective 1/1/2012 new address will be 19 Ohio Avenue Norwich, CT 06360**

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

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

**Estuary Region**

Chester, Clinton, Deep River, Essex, Killingworth, Lyme, Old Lyme, Old Saybrook, Westbrook

**Midstate Region**

Cromwell, Durham, East Haddam, East Hampton, Haddam, Middlefield, Middletown, Portland

**Northeast Region**

Brooklyn, Canterbury, Eastford, Killingly, Plainfield, Pomfret, Putnam, Sterling, Thompson, Union, Woodstock

**Southeast Region**

Bozrah, Colchester, East Lyme, Franklin, Griswold, Groton, Ledyard, Lisbon, Montville, New London, North Stonington, Norwich, Preston, Salem, Sprague, Stonington, Voluntown, Waterford

**Windham Region**

Ashford, Chaplin, Columbia, Coventry, Hampton, Lebanon, Mansfield, Scotland, Willington, Windham

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.

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 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 must be submitted for each region.

The Letter of Intent to Apply & Notice of Subcontractor gives 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.

Any prospective ENP **must** return the completed Letter of Intent to Apply & Notice of Subcontractor to Senior Resources – Agency on Aging **no later than 3:00 p.m., January 6, 2012**. Letters of Intent shall be emailed, hand-delivered or mailed to the Senior Resources - Agency on Aging point of contact. **Senders are responsible for contacting Senior Resources - Agency on Aging to confirm receipt.**

4. All questions must be sent to [webadmin@ctagenciesonaging.org](mailto:webadmin@ctagenciesonaging.org) by **November 30, 2011**. **Only procedural questions will be answered. No questions will be answered verbally. Answers will be posted at [www.ctagenciesonaging.org](http://www.ctagenciesonaging.org) by December 15, 2011.**

5. **Application Proposal Due Date:** Proposals meeting the requirements of this Request for Proposal must be received by Senior Resources - Agency on Aging by **3:00 p.m. EST on April 5, 2012**. **Applications received after the identified time and date will not be accepted for consideration.**

6. **Submission Guidelines:** The application will only be accepted in paper format. Submit one application and attachments with original signatures and five (5) copies. See Application Submission in the Elderly Nutrition Program Policies and Application Instructions 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 meal delivery
- ✓ Home delivered meal delivery
- ✓ Outreach
- ✓ Congregate Nutrition Education/Nutrition Counseling

8. **Availability of Funding:** The following are the estimated funds available for FFY 2013: \$2,019,595. The precise level of funding for FFY 2013 is not available at this time and is subject to Federal and State budget approvals. Non-federal funds equal to at least 15% of the total project cost is 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 can not be used as match. These funds can only be used to expand services. For FY 2013 sufficient state dollars are expected to be available 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 based on FFY 2011 funding levels. The contractor must be able to allow for fluctuations. The number of Senior Community Cafés is also shown. A detailed café list is included.

| Agency on Aging Region | # Community Café Meals Per Day in FFY 2011 | # Community Cafés in FFY 2011 | # Home Delivered Meals Per Day in FFY 2011 |
|------------------------|--|-------------------------------|--|
| Estuary Region         | 75-80                                      | 5                             | 195  |
| Midstate Region        | 143  | 10                            | 138  |
| Northeast Region       | 53   | 4                             | 179  |
| Southeast Region       | 143  | 16                            | 533  |
| Windham Region         | 84   | 6                             | 81   |

\*\*Estimated numbers include emergency meals to be provided to each recipient in case of emergency interruption of meal delivery.

10. **Contract Period:** October 1, 2012 - September 30, 2013 with renewals 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 2011 Community Café Site Data**

**Estuary Region**

| <b>Town</b>  | <b>Meal Site<br/>Days of Service</b>                             | <b>Total<br/>FY2011<br/>Clients</b> | <b>Total<br/>FY2011<br/>Meals</b> | <b>Average<br/>Meals/ Week</b> |
|--------------|--|-------------------------------------|-----------------------------------|--------------------------------|
| Clinton      | Clinton Town Hall<br>(Monday – Friday)                           | 25                                  | 1,355                             | 26                             |
| Chester      | United Church of Chester<br>(Monday – Friday)                    | 15                                  | 1,228                             | 24                             |
| Old Lyme     | Lymes Senior Center<br>(Monday – Friday)                         | 40                                  | 3,530                             | 65                             |
| Old Saybrook | Estuary Council of Seniors-Senior<br>Center<br>(Monday – Friday) | 175                                 | 18,470                            | 350                            |
| Westbrook    | Westbrook Senior Center<br>(Thursday)                            | 30                                  | 1,061                             | 20                             |

**Midstate Region**

| <b>Town</b>  | <b>Meal Site<br/>Days of Service</b>                     | <b>Total<br/>FY2011<br/>Clients</b> | <b>Total<br/>FY2011<br/>Meals</b> | <b>Average<br/>Meals/ Week</b> |
|--------------|--|-------------------------------------|-----------------------------------|--------------------------------|
| Cromwell     | Cromwell Senior Center<br>(Monday – Friday)              | 44                                  | 3,790                             | 97                             |
| Durham       | Durham Activity Center<br>(Monday)                       | 47                                  | 843                               | 36                             |
| East Haddam  | East Haddam Senior Center<br>(Monday – Friday)           | 33                                  | 2,090                             | 44                             |
| East Hampton | East Hampton Senior Center<br>(Monday – Friday)          | 122                                 | 3,697                             | 87                             |
| Haddam       | Haddam Senior Center<br>(Monday – Friday)                | 45                                  | 2,970                             | 57                             |
| Middlefield  | Middlefield Senior Center<br>(Monday, Wednesday, Friday) | 37                                  | 1,609                             | 38                             |
| Middletown   | Middletown Senior Center<br>(Monday – Friday)            | 52                                  | 3,850                             | 87                             |
| Middletown   | Stoneycrest Towers Housing<br>(Monday – Friday)          | 42                                  | 3,465                             | 74                             |
| Middletown   | AME Zion Church<br>(1 day per month)                     | 21                                  | 89                                | 19                             |

|          |   |    |       |    |
|----------|---|----|-------|----|
| Portland | Portland Senior Center<br>(Monday - Friday) | 37 | 1,270 | 33 |
|----------|---|----|-------|----|

**Southeast Region**

| Town       | Meal Site<br>Days of Service                                    | Total<br>FY2011<br>Clients | Total<br>FY2011<br>Meals | Average<br>Meals/<br>Week |
|------------|---|----------------------------|--------------------------|---------------------------|
| Bozrah     | Bozrah Senior Center<br>(Friday)                                | 29                         | 707                      | 14                        |
| Colchester | Colchester Senior Center<br>(Monday – Friday)                   | 80                         | 2,077                    | 40                        |
| East Lyme  | East Lyme Senior Center<br>(Monday – Friday)                    | 74                         | 1,845                    | 35                        |
| Franklin   | Franklin Town Hall<br>(Tuesday)                                 | 15                         | 525                      | 10                        |
| Griswold   | Griswold Senior Center<br>(Monday – Friday)                     | 94                         | 5,213                    | 100                       |
| Ledyard    | Ledyard Senior Center<br>(Monday, Tuesday, Thursday,<br>Friday) | 47                         | 595                      | 11                        |
| Lisbon     | Lisbon Senior Center<br>(Monday – Friday)                       | 16                         | 795                      | 15                        |
| New London | New London Senior Center<br>(Monday – Friday)                   | 44                         | 4,336                    | 83                        |
| New London | Beth El Synagogue – Kosher<br>Meals<br>(Monday)                 | 85                         | 1,741                    | 45                        |
| Norwich    | Chase Manor Housing<br>(Monday – Friday)                        | 30                         | 1,977                    | 38                        |
| Norwich    | Rose City Senior Center<br>(Monday – Friday)                    | 147                        | 6,195                    | 119                       |
| Norwich    | Beth Jacob Synagogue – Kosher<br>Meals<br>(Tuesday)             | 37                         | 858                      | 20                        |
| Pawcatuck  | Pawcatuck Neighborhood Center<br>(Monday, Tuesday, Wednesday)   | 66                         | 2,852                    | 55                        |
| Preston    | Preston Senior Center<br>(Monday)                               | 31                         | 1,141                    | 22                        |
| Sprague    | Sprague Senior Center<br>(Monday – Thursday)                    | 23                         | 1,966                    | 38                        |
| Waterford  | Waterford Senior Center<br>(Monday – Friday)                    | 59                         | 2,949                    | 57                        |

**Northeast Region**

| <b>Town</b> | <b>Meal Site<br/>Days of Service</b>                | <b>Total<br/>FY2011<br/>Clients</b> | <b>Total<br/>FY2011<br/>Meals</b> | <b>Average<br/>Meals/<br/>Week</b> |
|-------------|---|-------------------------------------|-----------------------------------|------------------------------------|
| Danielson   | Quinebaug Valley Senior Center<br>(Monday – Friday) | 84                                  | 5,998                             | 115                                |
| Plainfield  | Plainfield Senior Center<br>(Monday – Friday)       | 47                                  | 1,691                             | 33                                 |
| Sterling    | Sterling Senior Center<br>(Wednesday)               | 22                                  | 847                               | 16                                 |
| Thompson    | Thompson Community Center<br>(Monday – Friday)      | 67                                  | 4,704                             | 90                                 |

**Windham Region**

| <b>Town</b> | <b>Meal Site<br/>Days of Service</b>           | <b>Total<br/>FY2011<br/>Clients</b> | <b>Total<br/>FY2011<br/>Meals</b> | <b>Average<br/>Meals/<br/>Week</b> |
|-------------|--|-------------------------------------|-----------------------------------|------------------------------------|
| Ashford     | Earl Smith Senior Center<br>(Tuesday, Friday)  | 51                                  | 1,892                             | 36                                 |
| Columbia    | Beckish Senior Center<br>(Wednesday, Friday)   | 111                                 | 3,491                             | 67                                 |
| Mansfield   | Mansfield Senior Center<br>(Monday – Friday)   | 203                                 | 7,383                             | 142                                |
| Willimantic | McSweeney Senior Center<br>(Monday – Thursday) | 87                                  | 4,799                             | 92                                 |
| Willimantic | Willimantic Housing<br>(Wednesday, Friday)     | 50                                  | 2,718                             | 49                                 |
| Willington  | Willington Senior Center<br>(Monday – Friday)  | 27                                  | 706                               | 14                                 |