

## REQUEST FOR PROPOSALS Elderly Nutrition Provider

### Western CT Area Agency on Aging, Inc.

This Request for Proposal (RFP), being issued by the **Western CT 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](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). **If you are unable to download the necessary forms, you may request the package in paper format to be picked up at Western CT Area Agency on Aging, Inc.**

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

Agency: Western CT Area Agency on Aging, Inc.  
Attention: Latifa Ranganadan, MHS-BC-P, MBA  
Address: 84 Progress Lane, Waterbury, CT 06705  
Telephone: (203) 757-5449 ext. 118  
E-mail: [latifasharif@sbcglobal.net](mailto:latifasharif@sbcglobal.net)

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

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

##### **Central Naugatuck Valley**

Beacon Falls, Bethlehem, Cheshire, Naugatuck, Middlebury, Prospect, Southbury, Thomaston, Waterbury, Watertown, Wolcott, Woodbury

##### **Housatonic Valley**

Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding, Ridgefield, Sherman

##### **Litchfield Hills/Northwest**

Barkhamsted, Canaan, Colebrook, Cornwall, Goshen, Harwinton, Kent, Litchfield, Morris, New Hartford, Norfolk, North Canaan, Roxbury, Salisbury, Sharon, Torrington, Warren, Washington, Winchester

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.

**SPECIAL INSTRUCTION: Applicants may submit any or all of the following budgets:**

a) **Congregate meals: One budget on forms provided.**

b) **Home delivered meals: Two budgets on forms provided; one budget reflecting meal delivery costs if the WCAAA orders home delivered meals directly from the caterer; one budget reflecting costs if the WCAAA contracts with an independent agency as an administrative entity (current arrangement).**

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 must be submitted for each region.

The Letter of Intent to Apply & Notice of Subcontractor 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 Letter of Intent to Apply & Notice of Subcontractor to Western CT Area Agency on Aging, Inc. 84 Progress Lane, Waterbury, CT 06705 **no later than 3:00 p.m., January 6, 2012.** Letters of Intent shall be emailed, hand-delivered or mailed to Western CT Area Agency on Aging, Inc. point of contact. **Senders are responsible for contacting Western CT Area Agency on Aging, Inc. 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 Western CT Area Agency on Aging, Inc. at the address listed above by **3:00 p.m. EST on Friday, 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 **seven** 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 (may include restaurants) and site management
- ✓ Home delivered meals
- ✓ Menu development
- ✓ Menu certification
- ✓ Community café meal delivery
- ✓ Home delivered meal delivery
- ✓ Congregate Nutrition Education/nutrition counseling as needed
- ✓ Outreach

8. **Availability of Funding:** The following are the estimated funds available for FFY 2013: \$2,060,121. 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 FFY 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 daily fluctuations. The number of Senior Community Cafés is also shown. A detailed café list is included. The WCAAA reserves the right to modify meal service at any site during a fiscal year with two months notice to the ENP and so implement pilot meal service. A maximum of two pilots per year using existing sites listed in this RFP cannot affect caterer or ENP price for that year.

Agency on Aging Region	# Community Café Meals Per Day	# Community Cafés	# Home Delivered Meals Per Day
Central Naugatuck Valley	250-300	20	500-550
Housatonic Valley	150-200	11	300-350
Litchfield Hills/Northwest	150-200	11	550-600

\*\*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 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. **Note that the WCAAA is interested in cost reductions, coordinated service delivery and a client assessment process that results in the most efficient and effective service pattern for clients. Therefore, the WCAAA reserves the right to alter congregate and home delivered meal service provision following year one of any contract.**

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  
Western CT Area Agency on Aging, Inc.**

**Central Naugatuck Valley**

<b>Town</b>	<b>Meal Site Days of Service</b>	<b>Total FY2011 Clients</b>	<b>Total FY2011 Meals</b>	<b>Average Meals/ Week</b>
Bethlehem	Painted Pony (Restaurant) 5 days/week M-F	995	10046	193
Cheshire	Cheshire Senior Center 4 days/week T-F	35	3310	64
Naugatuck	Naugatuck Senior Center 5 days/week M-F	96	5422	104
Middlebury	Middlebury Senior Center 3 days/week T-THURS	84	1884	36
Prospect	Prospect Senior Center 2-3 days/week (BASED ON THE MENU)	31	313	6
Southbury	Southbury Senior Center 4 days/week M-THURS	79	2918	56
Southbury	JFW Kosher 1 day/week TUE	432	1484	28
Thomaston	Clare Hall Housing 5 days/week	48	5082	98
Waterbury	Mt. Olive Senior Center 3 days/week T-THURS	144	2272	41
Waterbury	La Casa Bienvenida Senior Center 5 days/week M-F	90	5968	115
Waterbury	Nottingham Towers Housing 3 days/week MWF	44	2867	55

Waterbury	East Gate Apartments 1 day/week WED	22	382	7
Waterbury	Brass House (Restaurant) 5 days/week M-F	458	1898	36
Waterbury	Monteiros (Restaurant) 5 days/week	432	2568	49
Waterbury	Paisano's (Restaurant) 5 days/week M-F	975	5636	108
Waterbury	Seven Villages (Restaurant) 5 days/week M-F	75	781	15
Watertown	Watertown Senior Center 5 days/week M-F	135	3493	67
Wolcott	Wolcott Senior Center 5 days/week M-F	188	4986	96
Woodbury	Woodbury Senior Center 2 days/week T & THURS	88	1979	38
Woodbury	Elenni's Restaurant 5 days/week M-F	443	1799	35

**Housatonic Valley**

<b>Town</b>	<b>Meal Site Days of Service</b>	<b>Total FY2011 Clients</b>	<b>Total FY2011 Meals</b>	<b>Average Meals/ Week</b>
Bethel	Sycamore Restaurant 5 days/week M-F	69	500	10
Bethel	Jacqueline's Restaurant 5 days/week M-F	73	585	11
Brookfield	Brookfield Senior Center 4 days/week M-THURS	143	2949	57
Danbury	Danbury Senior Center 5 days/week M-F	363	11966	230
New Fairfield	New Fairfield Senior Center 5 days/week M-F	129	5292	102
New Milford	New Milford Senior Center 4 days/week M-THURS	95	4302	83
Newtown	Newtown Senior Center 4 days/week M-THURS	43	2467	47
Redding	Heritage Senior Center 2 days/week T & W	41	1005	19
Sherman	American Pie Restaurant 5 days/week M-F	25	245	5

**Litchfield Hills/Northwest**

<b>Town</b>	<b>Meal Site Days of Service</b>	<b>Total FY2011 Clients</b>	<b>Total FY2011 Meals</b>	<b>Average Meals/ Week</b>
Canaan	Wangum Village 3 days/week M-W	20	902	17
Colebrook	Colebrook Senior Center 3 days/week M, T & THURS	45	1297	25
Falls Village	Congregational Church 1 day/week THURS	20	481	9
Harwinton	Harwinton Senior Center 2 days/week T & THURS	45	1438	28
Kent	Templeton Farms Housing 2 days/week M & W	49	1175	23
Lakeville	Town Grove 3 days/week M, W & THURS	19	737	14
Litchfield	First Congregational Church 5 days/week M-F	75	3949	76
Morris	Morris Senior Center 3 days/week M, W & F	88	2717	52
Norfolk	Meadowbrook Housing 3 days/week M, W & THURS	27	1918	37
Torrington	Torrington Senior Center 5 days/week M-F	540	14111	271
Winsted	McCarthy Senior Center 5 days/week M-F	200	7165	138