

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. 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 Senior Resources - Agency on Aging.

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

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

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 is to 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 non-binding Letter of Intent to Apply & Notice of Subcontractor to Senior Resources – Agency on Aging, 4 Broadway, 3rd Floor, Norwich CT 06360 **no later than 3:00 p.m., January 2, 2009**. Letters of Intent shall be emailed (kchase@SeniorResourcesEC.org), hand-delivered or mailed to Senior Resources - Agency on Aging point of contact and must be received no later than the due date and time. **Senders are responsible for contacting Senior Resources - Agency on Aging 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 Senior Resources - Agency on Aging 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
- ✓ Outreach
- ✓ Nutrition Education (which may include Nutrition Counseling)
- ✓ Client Assessments in accordance with the following special instructions:
 - Applicants should note that Senior Resources will begin to phase in conducting its own assessments of homebound clients as follows:

FFY 2010: Southeast Region
 FFY 2011: Midstate and Estuary Regions
 FFY 2012: Northeast and Windham Regions

- Therefore, Applicants for the Southeast Region will not propose home delivered client assessments beginning in FFY 2010; the Midstate and Estuary Regions beginning in FFY 2011; and the Northeast and Windham Regions beginning in 2012.

Assessments will be phased out from the ENP's responsibility over a period of time and will be conducted by Senior Resources.

8. **Availability of Funding:** The following are the estimated funds available for FFY 2010: \$2,119,683. 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 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 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
Estuary Region	130	5	134

Midstate Region	93	9	165
Northeast Region	60	4	145
Southeast Region	218	18	465
Windham Region	113	5	85

**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 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 2008 Community Café Site Data

Estuary Region

Town	Meal Site Days of Service	Total FY2008 Clients	Total FY2008 Meals	Average Meals/ Week
Clinton	Clinton Town Hall (Monday – Friday)	87	3,580	69
Chester	United Church of Chester (Monday – Friday)	25	1,315	25
Old Lyme	Lymes Senior Center (Monday – Friday)	96	4,484	86
Old Saybrook	Estuary Council of Seniors-Senior Center (Lunch - Monday – Friday) (Breakfast – Monday – Saturday)	703	19,039	359
Westbrook	Westbrook Senior Center (Thursday)	85	1,848	37

Midstate Region

Town	Meal Site Days of Service	Total FY2008 Clients	Total FY2008 Meals	Average Meals/ Week
Cromwell	Cromwell Senior Center (Monday – Friday)	75	3,454	66
East Haddam	East Haddam Senior Center (Monday – Friday)	72	3,733	72

East Hampton	East Hampton Senior Center (Monday – Friday)	92	4,297	83
Haddam	Haddam Senior Center (Monday – Friday)	54	2,260	43
Middlefield	Middlefield Senior Center (Monday, Wednesday, Friday)	58	1,105	21
Middletown	Middletown Senior Center (Monday – Friday)	99	4,433	85
Middletown	Stoneycrest Towers Housing (Monday – Friday)	20	2,086	40
Middletown	AME Zion Church (1 day per month)	24	152	3
Portland	Portland Senior Center (Monday, Wednesday)	91	1,520	29

Southeast Region

Town	Meal Site Days of Service	Total FY2008 Clients	Total FY2008 Meals	Average Meals/ Week
Bozrah	Bozrah Senior Center (Friday)	38	936	19
Colchester	Colchester Senior Center (Monday – Friday)	83	2,318	60
East Lyme	East Lyme Senior Center (Monday – Friday)	60	3,876	103
Franklin	Franklin Town Hall (Tuesday & Wednesday)	26	822	103
Griswold	Griswold Senior Center (Monday – Friday)	97	3,921	82
Ledyard	Ledyard Senior Center (Monday, Tuesday, Thursday, Friday)	75	1,625	66
Lisbon	Lisbon Senior Center (Monday – Friday)	35	1,236	38
Montville	Montville Senior Center (Monday – Friday)	55	2,324	69
New London	New London Senior Center (Monday – Friday)	64	4,583	104
New London	Beth El Synagogue – Kosher Meals (Monday)	114	1,381	30
Norwich	Chase Manor Housing (Monday – Friday)	29	2,162	76
Norwich	Rose City Senior Center (Monday – Friday)	237	5,672	140
Norwich	Beth Jacob Synagogue – Kosher Meals	48	1,020	16

	(Tuesday)			
Pawcatuck	Pawcatuck Neighborhood Center (Monday, Tuesday, Wednesday)	71	1,965	48
Preston	Preston Senior Center (Monday)	38	1,111	25
Sprague	Sprague Senior Center (Monday – Friday)	60	2,546	70
Stonington	Stonington Community Center (Monday – Friday)	16	743	22
Waterford	Waterford Senior Center (Monday – Friday)	97	4,196	87

Northeast Region

Town	Meal Site Days of Service	Total FY2008 Clients	Total FY2008 Meals	Average Meals/ Week
Danielson	Quinebaug Valley Senior Center (Monday – Friday)	84	4,742	91
Plainfield	Plainfield Senior Center (Monday – Friday)	102	2,410	46
Sterling	Sterling Senior Center (Wednesday)	29	959	18
Thompson	Thompson Community Center (Monday – Friday)	138	5,098	98

Windham Region

Town	Meal Site Days of Service	Total FY2008 Clients	Total FY2008 Meals	Average Meals/ Week
Ashford	Earl Smith Senior Center (Tuesday, Friday)	106	2,208	43
Columbia	Beckish Senior Center (Wednesday, Friday)	103	3,231	62
Mansfield	Mansfield Senior Center (Monday – Friday)	254	6,792	131
Willimantic	McSweeney Senior Center (Monday – Thursday)	164	11,579	223
Willington	Willington Senior Center (Monday – Friday)	60	2,324	45

Windham Region has three new sites scheduled to open in FY2009. The above numbers do not reflect these sites.

The McSweeney Senior Center in Willimantic meal count includes Fridays and breakfast. FY2009 the center is closed on Fridays and no longer serves breakfast.