

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. 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 Western CT Area Agency on Aging, Inc.

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

Agency: Western CT Area Agency on Aging, Inc.
Attention: Latifa Sharif, Grants Manager
Address: 84 Progress Lane, Waterbury, CT 06705
Telephone: (203) 757-5449 ext. 118
E-mail: 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.

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 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 to Western CT Area Agency on Aging, Inc. 84 Progress Lane, Waterbury, CT 06705 **no later than 3:00 p.m., January 2, 2009**. Letters of Intent shall be emailed (Latifasharif@sbcglobal.net), hand-delivered or mailed to Western CT 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 Western CT 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 Western CT 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 (may include restaurants) and site management
- ✓ Home delivered meals
- ✓ Menu development

- ✓ Menu certification
- ✓ Community café food delivery
- ✓ Home delivered meal delivery
- ✓ Nutrition Education (may include nutrition counseling as needed)
- ✓ Outreach

8. **Availability of Funding:** The following are the estimated funds available for FFY 2010: **\$2,055,958**. 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 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. 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	16	500-550
Housatonic Valley	150-200	11	350-400
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, 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 2008 Community Café Site Data
 Western CT Area Agency on Aging, Inc.**

Central Naugatuck Valley

Town	Meal Site Days of Service	Total FY2008 Clients	Total FY2008 Meals	Average Meals/ Week
Bethlehem	Painted Pony (Restaurant) 5 days/week	547	5239	101
Cheshire	Cheshire Senior Center 4 days/week	48	4533	87
Naugatuck	Naugatuck Senior Center 5 days/week	76	6404	123
Middlebury	Middlebury Senior Center 4 days/week	108	2188	20
Prospect	Prospect Senior Center 2-3 days/week	47	941	18
Southbury	Southbury Senior Center 5 days/week	54	3826	74
Southbury	JFW Kosher 1 day/week	168	2422	47
Thomaston	Clare Hall Housing 5 days/week	46	4641	89
Waterbury	Mt. Olive Senior Center 3 days/week	58	2272	44
Waterbury	La Casa Bienvenida Senior Center 5 days/week	82	8222	158
Waterbury	Nottingham Towers Housing 5 days/week	20	2666	51
Waterbury	East Gate Apartments 1 day/week	25	657	13
Watertown	Watertown Senior Center 5 days/week	114	4039	78
Wolcott	Wolcott Senior Center 5 days/week	188	4986	96
Woodbury	Woodbury Senior Center 2 days/week	41	1994	38
Woodbury	Elenni's Restaurant 3 days/week	126	2452	47

Housatonic Valley

Town	Meal Site Days of Service	Total FY2008 Clients	Total FY2008 Meals	Average Meals/ Week
Bethel	Sycamore Restaurant 5 days/week	59	1056	20
Bethel	Jacqueline's Restaurant 5 days/week	47	577	11
Brookfield	Brookfield Senior Center 3 days/week	81	2183	42
Danbury	Ives Manor (Housing) 5 days/week	29	3692	71
Danbury	Danbury Senior Center 3 days/week	313	8327	160
Danbury	Danbury Towers (Housing) 5 days/week	32	3206	62
Danbury	Mt. Pleasant (Church) 2 days/week	20	930	18
New Fairfield	New Fairfield Senior Center 5 days/week	89	6318	122
New Milford	New Milford Senior Center 4 days/week	73	2948	40
Newtown	Newtown Senior Center 4 days/week	34	3420	66
Sherman	American Pie Restaurant 5 days/week	28	237	5

Litchfield Hills/Northwest

Town	Meal Site Days of Service	Total FY2008 Clients	Total FY2008 Meals	Average Meals/ Week
Canaan	Wangum Village 3 days/week	21	1256	24
Colebrook	Colebrook Senior Center 3 days/week	51	1284	25
Falls Village	Congregational Church 1 day/week	28	785	15
Harwinton	Harwinton Senior Center 2 days/week	45	1233	24
Kent	Templeton Farms Housing 2 days/week	45	1969	38
Lakeville	Town Grove 3 days/week	25	1374	26
Litchfield	First Congregational Church 5 days/week	62	3587	69

Morris	Morris Senior Center 3 days/week	64	3276	63
Norfolk	Meadowbrook Housing 3 days/week	32	2039	39
Torrington	Torrington Senior Center 5 days/week	445	14836	285
Winsted	McCarthy Senior Center 5 days/week	149	7119	137