

PLEASE NOTE: As of 12/1/2008, AASCC sub-region 1 is exempt from this process at this time.

REQUEST FOR PROPOSALS Elderly Nutrition Provider (ENP)

Agency on Aging of South Central Connecticut

This Request for Proposal (RFP), being issued by the **Agency on Aging of South Central Connecticut (AASCC)**, is seeking proposals from qualified organizations (Elderly Nutrition Providers) 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 the Agency on Aging of South Central Connecticut (AASCC).

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

Agency: Agency on Aging of South Central Connecticut (AASCC)
Attention: Jerry Katz, Grants and Contracts Manager
Address: One Long Wharf Drive, New Haven, CT 06511
Telephone: (203) 785-8533 ext. 3166
E-mail: jkatz@aoapartnerships.org

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

2. **Designated Agency Sub-Regions** consist of: (By Town)

Region 1. Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven, Woodbridge

Region 2. Ansonia, Derby, Oxford, Seymour, and Shelton

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 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 Agency on Aging of South Central Connecticut (AASCC), One Long Wharf Drive, New Haven, CT 06511 **no later than 3:00 p.m. EST January 2, 2009**. Letters of Intent shall be emailed to (jkatz@aoapartnerships.org), hand-delivered or mailed to the Agency on Aging of South Central Connecticut (AASCC) point of contact and must be received no later than the due date and time. **Senders are responsible for contacting Agency on Aging of South Central Connecticut 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 the Agency on Aging of South Central Connecticut (AASCC) 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
- ✓ Nutrition education (may include nutritional counseling).
- ✓ Outreach

*** Note:** For FFY 2010 - 2012 the Agency on Aging of South Central Connecticut (AASCC) will be conducting its own assessments to determine the eligibility of individuals who are seeking to receive and/or receiving home-delivered meals.

8. **Availability of Funding:** The following are the estimated funds available for FFY 2010 in the Agency on Aging of South Central Connecticut Region: **\$1,899,405**. Approximately **\$1,620,549** will be available in **Region 1**, and approximately **\$278,856** will be available in **Region 2**. 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 cannot 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	Average # of Community Café Meals Per Day in FFY 2008	# Cafés	Average # of Title III-C Home Delivered Meals Per Day in FFY 2008**
1. Region 1	715 - 815	23 - 25	500 - 600
2. Region 2	35 - 60	3 - 4	190 - 220

** 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 Cafés By Region:**

**FFY 2008 Community Café Site Data
Agency on Aging of South Central Connecticut (AASCC)**

Region 1

Meal Site & Town	Type of Site	Total FY2008 Clients	Total FY2008 Meals	Average Meals/ Week
Canoe Brook Senior Center, Branford	Suburban senior center	46	5,081	98
East Haven Senior Center, East Haven	Suburban senior center	48	6,261	120
Max Muravnick Senior Center, Meriden	City senior center	212	20,668	397
Milford Senior Center, Milford	Suburban senior center	75	10,081	194
Orange Senior Center, Orange	Suburban senior center	60	5,503	106
Dixwell Senior Center, New Haven	City senior center	60	4,812	93
Atwater Senior Center, New Haven	City senior center	106	8,552	165
Salvation Army Senior Center, New Haven,	Private senior center	13	1,612	31
Wallingford Senior Center, Wallingford	Suburban senior center	111	11,667	224
Surfside, West Haven	Elderly housing site	85	8,570	165
Morrissey Manor (Bayshore), West Haven	Elderly housing site	22	3,310	64
West Haven Senior Center, West Haven	Suburban senior center	38	10,686	206
Casa Otoñal (Hispanic meals, on-site cooking), New Haven	Hispanic elderly housing	62	9,735	187
East Shore Senior Center, New Haven	Suburban senior center	62	3,818	73
West River Senior Center, New Haven	City senior center	47	4,697	90
Allingtown Senior Center, West Haven	Suburban senior center	59	5,736	110
Davenport/Dunbar, Hamden	Elderly housing site	91	16,388	315
Madison Senior Center,	Suburban senior center	50	3,261	63

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FFY 2010**

Madison				
Bella Vista, New Haven	Elderly housing site	119	13,835	266
North Haven Senior Center, North Haven	Suburban senior center	73	7,925	152
Meriden Hispanic (Hispanic meals), Meriden	Hispanic senior center	57	6,816	131
Woodview, East Haven	Elderly housing site	31	3,139	60
Miller Senior Center, Hamden	Suburban senior center	66	7,862	151
Westville Senior Center, New Haven	City senior center	12	2,542	49
The Greek Olive Senior Choice Dining, New Haven	Restaurant senior café (Wednesday)	574	4,991	96

Salvation Army Senior Center and Woodview Elderly Housing site are closed in FY2009.

Region 2

Meal Site & Town	Type of Site & Days of Service	Total FY2008 Clients	Total FY2008 Meals	Average Meals/Week
Rev. Callahan House, Seymour	Elderly housing site (Monday – Friday)	33	2,690	52
Doyle Senior Center, Ansonia	Suburban senior center (Mon/Wed/Fri)	59	3,496	67
Derby Senior Center, Derby	Suburban senior center (Tues/Thurs)	79	1,781	34
*Senior Meals Option Program, Derby	Griffin Hospital Restaurant site (Tuesday & Wednesday at 5:00 p.m. and Thursday at 11:45a.m.)	*2	*2	*2

* The Senior Meals Option Program opened during the last week of September 2008. The above numbers reflect this.