

LETTER OF INTENT TO APPLY & NOTICE OF SUBCONTRACTOR NEEDS

The following agency declares its intention to apply as an Elderly Nutrition Provider (ENP) under Title IIIC of the Older Americans Act.

<u>1. ENP Applicant:</u>	Business Name: Estuary Council of Seniors, Inc. Address: 220 Main Street Old Saybrook, CT 06475 Telephone: 860-388-1611 Fax: 860-388-6770 Email: director@ecsenior.org Contact: Paula C. Ferrara, Executive Director
<u>2. Geographic Area Covered:</u>	Estuary Region
<u>3. Subcontractor Needs – check one:</u>	
<input type="checkbox"/>	This agency will submit an application without subcontractors
<input checked="" type="checkbox"/>	This agency will subcontract services – See details below
Potential subcontractors should contact this ENP applicant directly to receive complete quotation/contract information. Deadline for submission of formal subcontractor quotations to this ENP applicant is listed below. NO FORMAL QUOTATIONS WILL BE ACCEPTED AFTER THE DEADLINE.	
<u>4. Subcontractor Quotation Submission Deadline</u>	Deadline Date: February 3, 2012 Deadline Time: Noon Number of copies to be submitted: 1 Submit Quotations to: Paula C. Ferrara ECSI, 220 Main St., Old Saybrook, CT 06475

5. ITEMS TO BE SUBCONTRACTED

Activity	Pages of ENP Application Form to be completed for Subcontractor Quotation	Subcontractor Formal Quotation (FQ) or Small Subcontractor (SC) Requested	ENP Will Provide Without a Subcontractor
Meal Preparation Including: food sanitation and safety, and final product quality	Pages: 8 -16 and appropriate meal cost quotation sheets		X
Menu Development	Pages: 17-19	Small Caterer Procurement request	
Menu Certification	Pages: 20-21	Small Caterer Procurement request	
Community Café Meal Delivery	Pages: 22-23		X
Home Delivered Meal Delivery	Pages: 24-25		X
Nutrition Education	Pages: 41-44	Small Caterer Procurement request	
Outreach	Pages: 45-47		X
Nutrition Counseling	Page: 55	Small Caterer Procurement request	

6. PROJECT CALENDAR

Month	Estimated # of Serving Days	Holidays
October	23	Columbus Day
November	20	Thanksgiving/Day After Thanksgiving
December	19	Christmas Eve/Christmas Day
January	21	New Year's Day/Martin Luther King Day
February	19	Presidents' Day
March	20	Good Friday
April	22	

May	22	Memorial Day
June	20	
July	22	Fourth of July
August	22	
September	20	Labor Day
Estimated Total # of Serving Days	250	

7. ESTIMATED NUMBER OF MEALS PROPOSED BY ENP

Type of Meal	Meals for which Formal Caterer Quotations (FQ) or Small Caterer Process (SC) May Be Requested		Meals to be prepared by ENP without a subcontractor	
	Congregate	Home Delivered	Congregate	Home Delivered
Congregate (regular)			20,020	
Home Delivered, double pack				
Home Delivered, hot only				22,512
Home Delivered, cold only				
Home Delivered, frozen				4,000
Breakfast meals				
Dinner meals				
Special event meals				
Restaurant meals				
Quick chilled meals				
Emergency meals, shelf stable				500
Emergency meals, frozen				
Kosher Meals				
Spanish meals				
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				11,000
Chopped/pureed meals				
Other special diets or therapeutic (specify)				
Other (specify)				
Total (unduplicated)			20,020	38,012

8. Estimated number of meals to be served per day

Type of Meal	Meals for which Formal Caterer Quotations (FQ) or Small Caterer Process (SC) May Be Requested		Meals to be prepared by ENP without a subcontractor	
	Congregate	Home Delivered	Congregate	Home Delivered
Mondays			74	116
Tuesdays			75	114
Wednesdays			75	118
Thursdays			86	115
Fridays			75	118
Saturdays				75
Sundays				75
Estimated Total Weekly Meals			385	731

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites		5
Home delivered meal routes		13