

## 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.

<b><u>1. ENP Applicant:</u></b>	Business Name: New Opportunities, Inc. Address: 232 North Elm St. Waterbury, CT 06702  Telephone: 203-575-4209 Fax: 203-575-4318 Email: mgill@newopportunitiesinc.org Contact: Mary-Kate Gill
<b><u>2. Geographic Area Covered:</u></b>	Housatonic Valley Region: Danbury, New Milford, Brookfield, New Fairfield, Newtown, Bethel, Redding, Sherman, Bridgewater, Ridgefield
<b><u>3. Subcontractor Needs – check one:</u></b>	
	<b>This agency will submit an application without subcontractors</b>
<b>X</b>	<b>This agency will subcontract services – See details below</b>
Potential subcontractors should contact this ENP applicant to receive complete quotation/contract information. Deadline for submission of formal subcontractor quotations to this ENP applicant is listed below. <b>NO FORMAL QUOTATIONS WILL BE ACCEPTED AFTER THE DEADLINE.</b>	
<b><u>4. Subcontractor Quotation Submission Deadline</u></b>	<b>Deadline Date: 2/10/12</b> <b>Deadline Time: 2 pm</b> <b>Number of copies to be submitted: 4</b> <b>Submit Quotations to: Mary-Kate Gill</b>

**5. ITEMS TO BE SUBCONTRACTED**

Activity	Pages of ENP Proposal 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		X
Menu Certification	Pages: 20-21		X
Community Café Meal Delivery	Pages: 22-23	X	X
Home Delivered Meal Delivery	Pages: 24-25		X
Nutrition Education	Pages: 41-44		X
Outreach	Pages: 45-47		X
Nutrition Counseling	Page: 55		NA

**6. PROJECT CALENDAR**

Month	Estimated # of Serving Days	Holidays
October	22	10/8/12
November	19	11/12/12; 11/22/12; 11/23/12
December	20	12/25/12
January	21	1/1/13; 1/21/13
February	18	2/12/13; 2/18/13
March	20	3/29/13
April	22	
May	22	5/27/13
June	20	
July	22	7/4/13
August	22	
September	20	9/2/13
Estimated Total # of Serving Days	249 HD/245 Cong	

**7. ESTIMATED NUMBER OF MEALS PROPOSED BY ENP - HV**

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)	23,270			
Home Delivered, double pack		124,896 meals (62,448 dbl pkg)		
Home Delivered, hot only single meal		1,442		
Home Delivered, cold only		0		
Home Delivered, frozen		12,616 meals (6,308 dbl pkg)		
Breakfast meals				
Dinner meals				
Special event meals	800			
Restaurant meals	1,270(SC)			
Quick chilled meals	7,760	17,298 meals 8,649 dbl packs		
Emergency meals, shelf stable		2,000 meals		
Emergency meals, frozen		2,000 meals		
Kosher Meals		0		
Spanish meals		1,800 meals (900 dbl pkg)		
Russian meals				
Other ethnic meals				
Diabetic meals				
Chopped/pureed meals				
Other special diets or therapeutic				
Other (specify)				
Salad Bar	900			
<b>Total (unduplicated)</b>	<b>34,000</b>	<b>162,050</b>		

Approximately 43% of the above HD meals are special diets  
 Approximately 1% of the above meals are either chopped or pureed  
 Approximately 45% of the above HD meals are TIII; 55% of the above HD meals are non-TIII

**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	130	575		
Tuesdays	140	575		
Wednesdays	150	575		
Thursdays	132	575		
Fridays	77	575		
Saturdays		121		
Sundays		121		
Estimated Total Weekly Meals	629 (FQ) 25(SC)	3,116 (FQ)		

9. Proposed number of:	Meals To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites	8	
Home delivered meal routes	26	