

## 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: <b>Community Renewal Team, Inc.</b><br>Address: <b>555 Windsor Street, Hartford, CT 06120</b><br>Telephone: <b>860-560-5826</b><br>Fax: <b>860-560-5829</b><br>Email: <b>Stefanie@crtct.org</b><br>Contact: <b>Stefanie Belding</b>  |
| <b><u>2. Geographic Area Covered:</u></b>  | <b>MIDSTATE REGION:</b> Cromwell, Durham, East Haddam, East Hampton, Haddam, Middlefield, Middletown, Portland  |
| <b><u>3. Subcontractor Needs – check one:</u></b>  |   |
| <input type="checkbox"/>   | <b>This agency will submit an application without subcontractors</b>  |
| <input checked="" type="checkbox"/>  | <b>This agency will subcontract services – See details below</b>  |
| 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. <b>NO FORMAL QUOTATIONS WILL BE ACCEPTED AFTER THE DEADLINE.</b> |   |
| <b><u>4. Subcontractor Quotation Submission Deadline</u></b>   | <b>Deadline Date:</b> February 10, 2012<br><b>Deadline Time:</b> 4:00 PM<br><b>Number of copies to be submitted:</b> 1 original/2 copies<br><b>Submit Quotations to:</b><br>Community Renewal Team, Inc.<br>Attention: Nutrition Department BID<br>555 Windsor Street<br>Hartford, CT 06120 |

**5. ITEMS TO BE SUBCONTRACTED**

| <b>Activity</b>   | <b>Pages of ENP Application Form to be completed for Subcontractor Quotation</b> | <b>Subcontractor Formal Quotation (FQ) or Small Subcontractor (SC) Requested</b> | <b>ENP Will Provide Without a Subcontractor</b> |
|---|--|--|---|
| 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   |
| Home Delivered Meal Delivery  | Pages: 24-25   | X (SC)   | X   |
| Nutrition Education   | Pages: 41-44   |  | X   |
| Outreach  | Pages: 45-47   |  | X   |
| Nutrition Counseling  | Page: 55   | X(SC)  |   |

**6. PROJECT CALENDAR**

| <b>Month</b>                      | <b>Estimated # of Serving Days</b> | <b>Holidays</b>                                      |
|-----------------------------------|------------------------------------|--|
| October                           | 21                                 | No Holidays  |
| November                          | 19                                 | 3 Holidays (Veteran's Day, Thanksgiving & day after) |
| December                          | 20                                 | 1 Holiday (Christmas Day)                            |
| January                           | 20                                 | 2 Holidays (New Year's Day & Martin Luther King Day) |
| February                          | 18                                 | 2 Holidays (Lincoln's Birthday & President's Day)    |
| March                             | 22                                 | No Holidays  |
| April                             | 20                                 | 1 Holiday (Good Friday)                              |
| May                               | 22                                 | 1 Holiday (Memorial Day)                             |
| June                              | 22                                 | No Holidays  |
| July                              | 20                                 | 1 Holiday (4 <sup>th</sup> of July)                  |
| August                            | 23                                 | No Holidays  |
| September                         | 20                                 | 1 Holiday (Labor Day)                                |
| Estimated Total # of Serving Days | 247                                |  |

\*These are CRT observed Holidays and do not reflect additional closing related to other Religious Holidays and/or Host Congregate Site Closings

**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)                         |   |                | 26,173  |                         |
| Home Delivered, double pack                  |   |                |   | 11,645 or (5,822 packs) |
| Home Delivered, hot only                     |   |                |   | 27,174                  |
| Home Delivered, cold only                    |   |                |   |                         |
| Home Delivered, frozen                       |   |                |   |                         |
| Breakfast meals                              |   |                |   |                         |
| Dinner meals                                 |   |                |   |                         |
| Special event meals                          |   |                |   |                         |
| Restaurant meals                             |   |                |   |                         |
| Quick chilled meals                          |   |                |   | 4720                    |
| Emergency meals, shelf stable                |   |                |   | 250                     |
| Emergency meals, frozen                      |   |                |   |                         |
| Kosher Meals                                 |   |                |   |                         |
| Spanish meals                                |   |                |   |                         |
| Russian meals                                |   |                |   |                         |
| Other ethnic meals (specify)                 |   |                |   |                         |
| Diabetic meals                               |   |                |   |                         |
| Chopped/pureed meals                         |   |                |   |                         |
| Other special diets or therapeutic (specify) |   |                |   |                         |
| Other (specify)                              |   |                |   |                         |
|  |   |                |   |                         |
|  |   |                |   |                         |
| Total (unduplicated)                         |   |                | 26,173  | 43,789                  |

\* Weekend Meals

\*\*Home delivered meals reflect modified/therapeutic diets

**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                      |   |                | 121   | 151            |
| Tuesdays                     |   |                | 89  | 151            |
| Wednesdays                   |   |                | 103   | 151            |
| Thursdays                    |   |                | 88  | 151            |
| Fridays                      |   |                | 103   | 301            |
| Saturdays                    |   |                |   |                |
| Sundays                      |   |                |   |                |
| Estimated Total Weekly Meals |   |                | 504   | 905            |

| 9. Proposed number of:     | To Be Subcontracted | ENP Without a Subcontractor |
|----------------------------|---------------------|-----------------------------|
| Congregate meal sites      |                     | 10                          |
| Home delivered meal routes | 1                   | 15                          |