

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: Senior Nutrition Program of Catholic Charities of Fairfield County, Inc. Address: 30 Myano Lane, Suite 14 Stamford, CT 06902 Telephone: 203-324-6175 Fax: 203-323-1108 Email: cphelps@ccfc-ct.org Contact: Cindy Phelps
<u>2. Geographic Area Covered:</u>	Southwestern Connecticut (Greater Norwalk & Stamford area including Westport, Norwalk, Darien, Stamford and Greenwich)
<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 10, 2012 Deadline Time: 4:00 p.m. Number of copies to be submitted: Original & 5 copies Submit Quotations to: Cindy Phelps Senior Nutrition Program 30 Myano Lane, Suite 14 Stamford, CT 06902

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	Yes	
Menu Development	Pages: 17-19		Yes
Menu Certification	Pages: 20-21		Yes
Community Café Meal Delivery	Pages: 22-23	Yes	
Home Delivered Meal Delivery	Pages: 24-25		Yes
Nutrition Education	Pages: 41-44		Yes*
Outreach	Pages: 45-47		Yes
Nutrition Counseling	Page: 55		Yes

* In partnership with assessor at SWCAA.*

6. PROJECT CALENDAR

Month	Estimated # of Serving Days	Holidays
October	22 Congregate 31 HDM	1: Columbus Day
November	19 Congregate 30 HDM	3: Veteran' day, Thanksgiving, Day after Thanksgiving
December	19 Congregate 31 HDM	2: Christmas Day and day after Christmas
January	21 Congregate 31 HDM	2: New Year's, MLK Holiday
February	19 Congregate 28 HDM	1: President's Day
March	21 Congregate 31 HDM	None
April	22 Congregate 30 HDM	1: Good Friday
May	22 Congregate 31 HDM	1: Memorial Day
June	20 Congregate 30 HDM	None
July	22 Congregate 31 HDM	1: Independence Day
August	22 Congregate 31 HDM	None
September	20 Congregate 30 HDM	1: Labor Day
Estimated Total # of Serving Days	249 Congregate 365 HDM	

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)	55,045		--	
Home Delivered, double pack		14,481/9,247		--
Home Delivered, hot only		4,261/3,378		--
Home Delivered, cold only		499/685		--
Home Delivered, frozen		17,976/9,464		--
Breakfast meals	60	--	--	--
Dinner meals	16,183	--	--	--
Special event meals	--	--	--	--
Restaurant meals	13,536*		--	
Quick chilled meals	--	--	--	--
Emergency meals, shelf stable	--	--	--	--
Emergency meals, frozen	--	--	--	--
Kosher Meals	5,414*	--	--	--
Spanish meals	--	100/100	--	--
Russian meals	--	100/100	--	--
Other ethnic meals (specify)	--	--	--	--
Diabetic meals	--	8,489/9,247	--	--
Chopped/pureed meals	--	1,497/1,027	--	--
Other special diets or therapeutic (specify)	--	250 Renal/250 250 Veg/250 250 Lac free/250 1,780 LoCh/250	--	--
Other (specify)				
Total (unduplicated)	90,238*	49,933/34,248		
		84,181		

* Small Caterer

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	337	123/86		
Tuesdays	362	123/86		
Wednesdays	337	123/86		
Thursdays	362	123/86		
Fridays	337	123/86		
Saturdays	--	173/115		
Sundays	--	172/114		
Estimated Total Weekly Meals	1,735	960/659		

1,619

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites	11	N/A
Home delivered meal routes	8	N/A