

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: FSW, Inc. Ct Address: 475 Clinton Avenue Bridgeport, Ct 06605 Telephone: (203) 752-9919 Fax: (203) 752-9691 Email: kpontin@fswinc.org Contact: Kathy Pontin, Director
<u>2. Geographic Area Covered:</u>	Bethany, Branford, East Haven, Hamden, Madison, Meriden, Milford, North Branford, North Haven, New Haven, Orange, Woodbridge, Wallingford, West Haven
<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: 3:00 p.m. Number of copies to be submitted: Original, 4 copies Submit Quotations to: FSW, Inc Ct Kathy Pontin, Director 317 East Street New Haven, CT 06511

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

6. PROJECT CALENDAR

Month	Estimated # of Serving Days	Holidays
October	22	Columbus Day
November	20	Thanksgiving & day after
December	20	Christmas
January	21	New Year & Martin Luther King
February	19	Presidents' Day
March	21	
April	22	
May	22	Memorial Day
June	20	
July	22	Independence Day
August	22	
September	20	Labor Day
Estimated Total # of Serving Days	251	

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)	109,164			
Home Delivered, double pack		21,867*		
Home Delivered, hot only		90,131		
Home Delivered, cold only				
Home Delivered, frozen		5,336		
Breakfast meals				
Dinner meals				
Special event meals	4,780			
Restaurant meals				
Quick chilled meals				
Emergency meals, shelf stable		2600		
Emergency meals, frozen				
Kosher Meals				
Spanish meals	10,752			
Russian meals				
Other ethnic meals (specify)				
Diabetic meals		35% of total volume		
Chopped/pureed meals		Are therapeutic meals		
Other special diets or therapeutic (specify)		19% of total volume		
Other (specify)				
5 meal packs		514		
Total (unduplicated)	124,696	120,449		

*** Note: Double meal packs are actually 2 meals**

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	488-688	500 - 640		
Tuesdays	488-688	500 - 640		
Wednesdays	488-688	500 - 640		
Thursdays	488-688	500 - 640		
Fridays	488-688	500 - 640		
Saturdays				
Sundays				
Estimated Total Weekly Meals	2440-3440	2500-3200**		

****Note: Double packs are two meals**

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites	20	
Home delivered meal routes	8	