

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: TEAM, Inc. Address: 30 Elizabeth Street Derby, CT 06418 Telephone: 203-736-5420 ext. 234 Fax: 203-736-5425 Email: dstroman@teaminc.org Contact: Diane Stroman
<u>2. Geographic Area Covered:</u>	AASCC Region II Lower Naugatuck Valley (Ansonia, Derby, Oxford, Seymour, Shelton)
<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: 2/10/2012 Deadline Time: 4:00 P.M. Number of copies to be submitted: 5 Submit Quotations to: Diane Stroman TEAM, Inc., 30 Elizabeth Street, Derby, CT 06418

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	19	Vets, Thksng, Day after Thksngng
December	19	Day before and Christmas Day
January	21	New Years day, MLK Day
February	19	President's Day
March	21	
April	21	Good Friday
May	22	Memorial Day
June	20	
July	22	Independence Day
August	22	
September	20	Labor Day
Estimated Total # of Serving Days	248	

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)	9,920			
Home Delivered, double pack				
Home Delivered, hot only		37,100		
Home Delivered, cold only				
Home Delivered, frozen		2,450		
Breakfast meals				
Dinner meals				
Special event meals				
Restaurant meals			3,120	
Quick chilled meals				
Emergency meals, shelf stable		750		
Emergency meals, frozen				
Kosher Meals				
Spanish meals				
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				
Chopped/pureed meals		2,900		
Other special diets or therapeutic (specify)				
Other (Third Party Non Title III)		12,000		
Total (unduplicated)	9,920	55,200	3,120	

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	40	161 Title III 48 Third party Total 209		
Tuesdays	40	161 Title III 48 Third party Total 209	20	
Wednesdays	40	161 Title III 48 Third Party Total 209	20	
Thursdays	40	161 Title III 48 Third Party Total 209	20	
Fridays	40	161 Title III 48 Third party Total 209		
Saturdays				
Sundays				
Estimated Total Weekly Meals	200	805 Title III 240 Third Party Total 1,045	60	

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites	3	1
Home delivered meal routes	4	