

JAN 05 2012

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: Thames Valley Council for Community Action, Inc. Address: 81 Stockhouse Road Bozrah, CT 06334 Telephone: 860-886-1720 ext. 28 Fax: 860-892-2295 Email: tgrills@tvcca.org Contact: Timothy Grills, Director, Nutrition Services
<u>2. Geographic Area Covered:</u>	Windham Region: Ashford, Chaplin, Columbia, Coventry, Hampton, Lebanon, Mansfield, Scotland, Willington, Windham
<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 pm Number of copies to be submitted: 1 original 5 copies Submit Quotations to: TVCCA Commissary; 81 Stockhouse Road; Bozrah, CT 06334

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	(SC) Emergency Meals Only	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	1
November	19	3
December	20	1
January	21	1
February	19	1
March	20	1
April	22	
May	21	2
June	20	
July	22	1
August	22	
September	20	1
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)			20247	
Home Delivered, double pack				
Home Delivered, hot only				10106 Includes Holidays
Home Delivered, cold only				
Home Delivered, frozen				2465 weekends
Breakfast meals				
Dinner meals				6345
Special event meals			500	
Restaurant meals				
Quick chilled meals				
Emergency meals, shelf stable		200		
Emergency meals, frozen				
Kosher Meals				
Spanish meals				1122
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				
Chopped/pureed meals				
Other special diets or therapeutic (specify)				
Other (specify)				
Total (unduplicated)		200	20747	20038

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			46	63
Tuesdays			73	59
Wednesdays			123	63
Thursdays			57	56
Fridays			101	70
Saturdays				39
Sundays				39
Estimated Total Weekly Meals		200 Yr Emergency meals	400	389

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites		6
Home delivered meal routes		7