

REQUEST FOR PROPOSALS Elderly Nutrition Provider

Agency on Aging of South Central Connecticut

The Request for Proposal (RFP), being issued by the **Agency on Aging of South Central Connecticut (AASCC)**, is seeking proposals from qualified organizations capable of operating an elderly nutrition project, including congregate and home delivered meals, to persons aged 60 years and older residing in some or all of the communities that make up the AASCC's designated region in the state.

This RFP contains specific information applicable to elderly nutrition services procurement in this region. All forms necessary to complete the application proposal, including Letter of Intent to Apply & Notice of Subcontractor Needs, Elderly Nutrition Application and Budget, can be accessed at www.ctagenciesonaging.org. All other standardized information which is applicable to elderly nutrition services is in the Elderly Nutrition Program Policies and Application Instructions at www.ctagenciesonaging.org.

1. Point of Contact and Address

Agency: Agency on Aging of South Central Connecticut
Point of Contact: Jonathan Reiner, Director of Grants and Communications
Address: One Long Wharf Drive, New Haven, CT 06511
Telephone: (203) 785-8533 x3166
E-mail: jreiner@aoapartnerships.org

This office is the **only** contact for this specific competitive procurement process.

2. Designated Agency Sub-Regions (by town)

Sub-Region 1: Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven, Woodbridge

Sub-Region 2: Ansonia, Derby, Oxford, Seymour, and Shelton

Applicants may apply for more than one of the above sub-regions; however, separate letters of intent and applications **must** be submitted for each sub-region. Applications for portions of a sub-region will not be accepted. For example, applications will not be accepted to serve individual towns.

3. Letter of Intent to Apply & Notice of Subcontractor Needs

Any agency planning to apply as an ENP must return the non-binding Letter of Intent form to the AASCC. Applications will not be accepted without a Letter of

Intent to Apply & Notice of Subcontractor Needs. A separate Letter of Intent to Apply & Notice of Subcontractor Needs must be submitted for each sub-region.

The Letter of Intent to Apply & Notice of Subcontractor gives eligible caterers or other subcontractors information on the types and numbers of meals and/or other services for which the ENP is seeking formal or small subcontractor quotations.

Any prospective ENP **must** return the completed non-binding Letter of Intent to Apply & Notice of Subcontractor Needs to AASCC no later than **3:00 pm on January 6, 2012**. Letters of Intent shall be e-mailed, hand-delivered or mailed to the AASCC point of contact. **Senders are responsible for contacting AASCC to confirm receipt.**

4. Questions

All questions must be sent to webadmin@ctagenciesonaging.org by **November 30, 2011**. Only procedural questions will be answered. No questions will be answered verbally. Answers will be posted at www.ctagenciesonaging.org by December 15, 2011.

5. Application Proposal Due Date

Proposals meeting the requirements of this RFP must be received by AASCC by **3:00 pm EST on Friday, April 5, 2012. Applications received after the identified time and date will not be accepted for consideration.**

6. Submission Guidelines

The application will only be accepted in paper format. Submit one application and attachments with original signatures and five (5) copies. See Application Submission in the Elderly Nutrition Program Policies and Application Instructions for complete details.

7. Service Provision

Proposals are being accepted to provide elderly nutrition services which include the following:

- ✓ Community Café meals and site management
- ✓ Home delivered meals
- ✓ Menu development
- ✓ Menu certification
- ✓ Community café meals delivery
- ✓ Home delivered meals delivery
- ✓ Outreach
- ✓ Congregate nutrition education
- ✓ Nutrition counseling

8. Availability of Funding

The following are the estimated funds available for FFY'2013 in the AASCC region: **\$2,083,078**. Approximately **\$1,768,603** will be available in **sub-region 1**, and **\$264,275** in **sub-region 2**. The precise level of funding for FFY'2013 is not available at this time and is subject to Federal and State budget approvals. Non-federal funds equal to at least 15% of the total project cost is required as match. Match shall be from non-federal sources such as state funds, in-kind, municipal funds and fundraising. Matching funds may not be used to match any other federal funds. NOTE: The voluntary contributions received from recipients of services and interest from deposits on federal receipts cannot be used as match. These funds can only be used to expand services. For FFY'2013, sufficient state dollars are *expected* to be available to meet the non-federal match requirement.

9. Estimated Meal Numbers

The table below shows the daily average projected number of each type of meal served by the sub-regions based on FFY 2011 funding levels. The contractor must be able to allow for daily fluctuation. The number of Senior Community Cafés is also shown. A detailed café list is included.

AASCC Region	Average # of Community Café Meals Per Day in FFY'11	# Cafés	Average # of Title III-C Home Delivered Meals Per Day in FFY'11**
1. Sub-region 1	488 - 688	20 - 21	322 - 488
2. Sub-region 2	35 - 47	4	138 - 219

** Estimated numbers include emergency meals to be provided to each recipient in case of emergency interruption of meal delivery.

10. Contract Period

October 1, 2012 - September 30, 2013 with renewals for up to two additional years. Funding levels, however, will be awarded one year at a time and are subject to receipt of Federal and State funds. Limits on price increases for subsequent years within the contract may be established.

11. Right to Reject Proposal

AASCC reserves the right to reject any or all proposals if it is deemed in the best interest of the agency or program.

12. Senior Community Cafés by Sub-region

FFY'11 AASCC Community Café Site Data
Sub-region 1

Meal Site & Town*	Type of Site	Total FFY'11 Clients*	Total FFY'11 Meals	Average Meals/ Week
Canoe Brook Senior Center, Branford	Suburban senior center (M-TH)	85	3185	61
East Haven Senior Center, East Haven	Suburban senior center (M, T, TH, F)	65	4098	78
Max Muravnick Senior Center Meriden	City senior center (M, W-F)	379	12596	242
Milford Senior Center, Milford	Suburban senior center (M-TH)	96	5847	112
Orange Senior Center, Orange	Suburban senior center (M, T, TH, F)	88	3353	64
Dixwell Senior Center, New Haven	City senior center (M-TH)	60	3254	63
Atwater Senior Center, New Haven	City senior center (T-F)	111	6368	122
Wallingford Senior Center, Wallingford	Suburban senior center (M-TH)	95	8612	166
Surfside, West Haven	Elderly housing site (M, T, TH, F)	62	5769	111
Morrissey Manor (Bayshore), West Haven	Elderly housing site (M, W, F)	46	2896	36
West Haven Senior Center, West Haven	Suburban senior center (M, T, TH, F)	95	7660	147
Casa Otoñal (Latino meals, on-site cooking), New Haven	Hispanic elderly housing (M, T, TH, F)	46	4711	91
East Shore Senior Center, New Haven	Suburban senior center (T-F)	43	2274	44
Allingtown Senior Center, West Haven	Suburban senior center (M-TH)	64	3715	71
Davenport/Dunbar, Hamden	Elderly housing site (T-F)	117	10583	204
Madison Senior Center, Madison	Suburban senior center (M, W-F)	57	1820	35
Bella Vista, New Haven	Elderly housing site (M, T, TH, F)	168	11426	220
North Haven Senior Center, North Haven	Suburban senior center (M-TH)	129	5290	102
Meriden Hispanic (Latino meals), Meriden	Hispanic senior center (M-TH)	76	5481	105

Miller Senior Center, Hamden	Suburban senior center (T-F)	117	5604	108
The Greek Olive Senior Choice Dining, New Haven	Restaurant senior café (W)	750	5075	98

Sub-region 2

Meal Site & Town	Type of Site & Days of Service	Total FFY'11 Clients	Total FFY'11 Meals	Average Meals/ Week
Rev. Callahan House, Seymour	Elderly housing site (M-F)	28	3063	59
Doyle Senior Center, Ansonia	Suburban senior center (M, W, F)	40	2047	39
Derby Senior Center, Derby	Suburban senior center (T, TH)	86	2508	48
Senior Meals Option Program, Derby	Griffin Hospital Restaurant site (T, W at 5:30pm, TH at 11:30am & 5:30pm)	77	2005	39

* All meals sites were reduced to 4 days per week as of February 1, 2011 except as noted.