

REQUEST FOR PROPOSALS Elderly Nutrition Provider

North Central Area Agency on Aging, Inc.

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

The RFP contains the specific information applicable to the 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. **Address and Point of Contact:**

Agency: North Central Area Agency on Aging, Inc.
Attention: Robyn Gulley, Senior Planner/MIS & Grants Manager
Address: 151 New Park Avenue, Box 75, Suite 15, Hartford, CT 06106
Telephone: (860) 724-6443 ext. 264
E-mail: robyn.harper-gulley@ncaaact.org

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

2. **Designated Agency Sub-Regions** consist of:

Capitol Region: Bloomfield, East Hartford, East Windsor, Glastonbury, Hartford, Manchester, Newington, Rocky Hill, South Windsor, West Hartford, Wethersfield, Windsor, Windsor Locks

Central Region: Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, Southington

Farmington Valley Region: Avon, Canton, East Granby, Farmington, Hartland, Granby, Simsbury, Suffield

Hockanum Valley Region: Andover, Bolton, Ellington, Enfield, Hebron, Marlborough, Somers, Stafford, Tolland, Vernon

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

Note: In the North Central Planning and Service Area, the only exception to this policy exists for weekend-only nutrition services and projects specifically designed to address the needs of underserved communities. Proposals that offer nutrition services on weekends or in underserved communities, and specifically target older adults that are nutritionally at risk will be considered. The Agency on Aging reserves the right to evaluate projects of this type based on the needs of the planning and service area. However, please note that a separate letter of intent and application must still be submitted.

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 Agency on Aging. 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 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 Letter of Intent to Apply & Notice of Subcontractor to North Central Area Agency on Aging, **no later than 3:00 p.m., January 6, 2012.** Letters of Intent shall be emailed, hand-delivered or mailed to the North Central Area Agency on Aging point of contact. **Senders are responsible for contacting North Central Area Agency on Aging to confirm receipt.**

4. 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 Request for Proposal must be received by North Central Area Agency on Aging by **3:00 p.m. EST on 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 meal delivery
- ✓ Home delivered meal delivery
- ✓ Outreach
- ✓ Congregate Nutrition Education
- ✓ Home Nutrition Education
- ✓ Nutrition Counseling

8. **Availability of Funding:** The following are the estimated funds available for FFY 2013: \$2,523,000. 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 of federal receipts can not be used as match. These funds can only be used to expand services. For FY 2013 sufficient state dollars are expected to be available to meet the non-federal match requirements.

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

Agency on Aging Region	# Community Café Meals Per Day in FFY 2011	# Community Cafés in FFY 2011	# Home Delivered Meals Per Day in FFY 2011
Capitol Region	600 – 750	23	400 – 550
Central Region	200 – 300	8	300 – 450
Farmington Valley Region	70 – 100	3	30 – 50
Hockanum Valley Region	250 – 350	9	100 – 200

Note: The majority of home delivered meals will be distributed as two-meal packs (one hot and cold meal per pack). Some participants will require only one meal. 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:** The Agency on Aging reserves the right to reject any or all proposals if it is deemed in the best interest of the Agency or the Program.

12. **Senior Community Cafés By Region:**

FFY 2011 Community Café Site Data

Capitol Region

Town	Meal Site Days of Service	Total FY2011 Clients	Total FY2011 Meals	Average Meals/ Week
Bloomfield	Bloomfield Interfaith Homes (Monday – Friday)	41	2,318	45
Bloomfield	Bloomfield Senior Center (Tuesday, Wednesday, Friday)	125	3,032	58
Bloomfield	Federation Homes (Monday – Friday) (Kosher)	55	6,575	126
East Hartford	North End Senior Center (Tuesday)	68	2,550	49
East Hartford	South End Senior Center (Monday, Wednesday)	137	5,099	98
East Windsor	East Windsor Senior Center (Monday – Friday)	218	7,670	148
Hartford	Asian Family Services (one to two days per month)	12	52	8
Hartford	Betty Knox Apartments (Saturday, Sunday)	99	5,868	113
Hartford	Hispanic Senior Center (Monday – Friday) (Hispanic)	79	8,706	167
Hartford	Mahoney Village (Monday – Friday) (Luncheon Club)	7	1,404	3
Hartford	Parkville Senior Center (Monday – Friday)	86	6,188	119
Hartford	Shepherd Park Apartments (Monday) (Dinner)	25	751	14
Hartford	Smith Towers (Sunday – Saturday)	134	18,015	346
Hartford	Tuscan Brotherhood Homes (Monday – Friday) (Luncheon Club)	13	2,182	42
Manchester	Manchester Senior Center (Monday – Friday)	363	10,926	198
Manchester	Westhill Gardens (Monday – Friday)	23	2,661	51
Newington	Newington Senior & Disabled Center (Monday – Friday)	302	15,170	2,012
South Windsor	South Windsor Community Center (Monday – Friday)	314	6,763	130
West Hartford	Elmwood Community Center (Monday – Friday)	180	10,311	198
West Hartford	Federation Square (Monday – Friday) (Kosher)	149	9,406	181

Wethersfield	Wethersfield Senior Center (Monday – Friday)	66	5,736	110
Windsor	L. P. Wilson Community Center (Monday – Friday)	190	7,403	142
Windsor Locks	Windsor Locks Senior Center (Monday – Friday)	71	4,756	91

Central Region

Town	Meal Site Days of Service	Total FY2011 Clients	Total FY2011 Meals	Average Meals/ Week
Berlin	Berlin Senior Center (Monday – Friday)	59	2,124	41
Bristol	Bristol Senior Center (Monday – Friday)	177	13,544	260
Bristol	Kennedy Apartments (Monday – Friday)	33	2,058	40
New Britain	New Britain Senior Center (Monday – Friday)	102	7,903	152
Plainville	Plainville Senior Center (Monday – Friday)	109	5,877	113
Plymouth	Gosinski Park (Monday – Friday)	28	1,620	31
Southington	Calendar House Senior Center (Monday – Friday)	94	7,658	147

Farmington Valley Region

Town	Meal Site Days of Service	Total FY2011 Clients	Total FY2011 Meals	Average Meals/ Week
Avon	Avon Senior Center (Tuesday, Thursday)	128	4,283	82
Canton	Canton Senior Center (Wednesday, Friday)	133	4,095	79
Granby	Granby Senior Center (Tuesday, Thursday)	71	4,080	78

Hockanum Valley Region

Town	Meal Site Days of Service	Total FY2011 Clients	Total FY2011 Meals	Average Meals/ Week
Bolton	Bolton Senior Center (Monday)	16	367	7
Enfield	Enfield Senior Center (Monday – Friday)	456	21,535	414
Enfield	Mark Twain Congregate (Sunday – Saturday)	92	12,204	235

Hebron	Russell Mercier Senior Center (Monday – Thursday)	54	1,802	35
Marlborough	Marlborough Senior Center (Monday – Friday)	60	2,955	57
Stafford	Stafford Springs Senior Center (Monday – Friday)	162	6,101	117
Vernon	Florence Mills Apartments (Monday, Wednesday)	79	2,630	51
Vernon	Franklin Park Apartments (Monday – Friday)	66	4,939	95
Vernon	Highrise Apartments (Tuesday, Thursday, Friday)	79	3,943	76