

REQUEST FOR PROPOSALS Elderly Nutrition Provider

Senior Resources - Agency on Aging

This Request for Proposal (RFP) being issued by the **Senior Resources - Agency on Aging**, 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: Senior Resources - Agency on Aging
Attention: Kathy Chase, Grants Administrator
Address: 4 Broadway, 3rd Floor Norwich, CT 06360
Telephone: (860) 887-3561 ext. 113
E-mail: kchase@SeniorResourcesEC.org

NOTE: Effective 1/1/2012 new address will be 19 Ohio Avenue Norwich, CT 06360

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

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

Estuary Region

Chester, Clinton, Deep River, Essex, Killingworth, Lyme, Old Lyme, Old Saybrook, Westbrook

Midstate Region

Cromwell, Durham, East Haddam, East Hampton, Haddam, Middlefield, Middletown, Portland

Northeast Region

Brooklyn, Canterbury, Eastford, Killingly, Plainfield, Pomfret, Putnam, Sterling, Thompson, Union, Woodstock

Southeast Region

Bozrah, Colchester, East Lyme, Franklin, Griswold, Groton, Ledyard, Lisbon, Montville, New London, North Stonington, Norwich, Preston, Salem, Sprague, Stonington, Voluntown, Waterford

Windham Region

Ashford, Chaplin, Columbia, Coventry, Hampton, Lebanon, Mansfield, Scotland, Willington, Windham

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.

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 Senior Resources – 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 Senior Resources - Agency on Aging point of contact. **Senders are responsible for contacting Senior Resources - 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 Senior Resources - 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/Nutrition Counseling

8. **Availability of Funding:** The following are the estimated funds available for FFY 2013: \$2,019,595. 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
Estuary Region	75-80	5	195
Midstate Region	143	10	138
Northeast Region	53	4	179
Southeast Region	143	16	533
Windham Region	84	6	81

**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 Cafes By Region:**

FFY 2011 Community Café Site Data

Estuary Region

Town	Meal Site Days of Service	Total FY2011 Clients	Total FY2011 Meals	Average Meals/ Week
Clinton	Clinton Town Hall (Monday – Friday)	25	1,355	26
Chester	United Church of Chester (Monday – Friday)	15	1,228	24
Old Lyme	Lymes Senior Center (Monday – Friday)	40	3,530	65
Old Saybrook	Estuary Council of Seniors-Senior Center (Monday – Friday)	175	18,470	350
Westbrook	Westbrook Senior Center (Thursday)	30	1,061	20

Midstate Region

Town	Meal Site Days of Service	Total FY2011 Clients	Total FY2011 Meals	Average Meals/ Week
Cromwell	Cromwell Senior Center (Monday – Friday)	44	3,790	97
Durham	Durham Activity Center (Monday)	47	843	36
East Haddam	East Haddam Senior Center (Monday – Friday)	33	2,090	44
East Hampton	East Hampton Senior Center (Monday – Friday)	122	3,697	87
Haddam	Haddam Senior Center (Monday – Friday)	45	2,970	57
Middlefield	Middlefield Senior Center (Monday, Wednesday, Friday)	37	1,609	38
Middletown	Middletown Senior Center (Monday – Friday)	52	3,850	87
Middletown	Stoneycrest Towers Housing (Monday – Friday)	42	3,465	74
Middletown	AME Zion Church (1 day per month)	21	89	19

Portland	Portland Senior Center (Monday - Friday)	37	1,270	33
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Southeast Region

Town	Meal Site Days of Service	Total FY2011 Clients	Total FY2011 Meals	Average Meals/ Week
Bozrah	Bozrah Senior Center (Friday)	29	707	14
Colchester	Colchester Senior Center (Monday – Friday)	80	2,077	40
East Lyme	East Lyme Senior Center (Monday – Friday)	74	1,845	35
Franklin	Franklin Town Hall (Tuesday)	15	525	10
Griswold	Griswold Senior Center (Monday – Friday)	94	5,213	100
Ledyard	Ledyard Senior Center (Monday, Tuesday, Thursday, Friday)	47	595	11
Lisbon	Lisbon Senior Center (Monday – Friday)	16	795	15
New London	New London Senior Center (Monday – Friday)	44	4,336	83
New London	Beth El Synagogue – Kosher Meals (Monday)	85	1,741	45
Norwich	Chase Manor Housing (Monday – Friday)	30	1,977	38
Norwich	Rose City Senior Center (Monday – Friday)	147	6,195	119
Norwich	Beth Jacob Synagogue – Kosher Meals (Tuesday)	37	858	20
Pawcatuck	Pawcatuck Neighborhood Center (Monday, Tuesday, Wednesday)	66	2,852	55
Preston	Preston Senior Center (Monday)	31	1,141	22
Sprague	Sprague Senior Center (Monday – Thursday)	23	1,966	38
Waterford	Waterford Senior Center (Monday – Friday)	59	2,949	57

Northeast Region

Town	Meal Site Days of Service	Total FY2011 Clients	Total FY2011 Meals	Average Meals/ Week
Danielson	Quinebaug Valley Senior Center (Monday – Friday)	84	5,998	115
Plainfield	Plainfield Senior Center (Monday – Friday)	47	1,691	33
Sterling	Sterling Senior Center (Wednesday)	22	847	16
Thompson	Thompson Community Center (Monday – Friday)	67	4,704	90

Windham Region

Town	Meal Site Days of Service	Total FY2011 Clients	Total FY2011 Meals	Average Meals/ Week
Ashford	Earl Smith Senior Center (Tuesday, Friday)	51	1,892	36
Columbia	Beckish Senior Center (Wednesday, Friday)	111	3,491	67
Mansfield	Mansfield Senior Center (Monday – Friday)	203	7,383	142
Willimantic	McSweeney Senior Center (Monday – Thursday)	87	4,799	92
Willimantic	Willimantic Housing (Wednesday, Friday)	50	2,718	49
Willington	Willington Senior Center (Monday – Friday)	27	706	14