

## REQUEST FOR PROPOSALS Elderly Nutrition Providers (ENP)

### Southwestern Connecticut Agency on Aging (SWCAA)

This Request for Proposals (RFP), being issued by the **Southwestern Connecticut Agency on Aging (SWCAA)**, is seeking proposals from qualified organizations capable of operating elderly nutrition projects, including congregate and home delivered meals, for 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](http://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](http://www.ctagenciesonaging.org).

#### 1. **Address and Point of Contact:**

Agency: Southwestern Connecticut Agency on Aging  
Point of Contact: Patricia Knebel, Grants Manager  
Address: 10 Middle Street, 9th Floor, Bridgeport CT 06604  
Telephone: (203) 814-3637  
E-mail: [pknebel@SWCAA.org](mailto:pknebel@SWCAA.org)

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

#### 2. **Designated Agency Regions** consist of:

##### **Greater Bridgeport**

Bridgeport, Easton, Fairfield, Monroe, Stratford, Trumbull

##### **Greater Stamford/Norwalk**

Darien, Greenwich, New Canaan, Norwalk, Stamford, Weston, Westport, Wilton

Applicants may apply for more than one of the above regions; however, separate letters of intent and applications **must** be submitted for each region. **Please note: Each application must combine both congregate and home delivered projects for a region in one application.** 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 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 Needs gives SWCAA, eligible caterers, or other subcontractors information on the types and numbers of meals and/or other services the ENP plans to provide and for which services 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 the Southwestern Connecticut Agency on Aging, 10 Middle Street, Bridgeport CT 06604 **no later than 3:00 p.m., January 6, 2012**. Letters of Intent shall be e-mailed to [pknebel@SWCAA.org](mailto:pknebel@SWCAA.org) (preferred), hand-delivered, or mailed to the SWCAA point of contact. **Senders are responsible for contacting SWCAA to confirm receipt.**

4. All questions must be sent to [webadmin@ctagenciesonaging.org](mailto: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](http://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 SWCAA at the address listed above by **3:00 p.m. EST on Thursday, April 5, 2012**. **Applications received after the identified date and time 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 all of 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
- ✓ Home Delivered Nutrition Counseling

8. **Availability of Funding:** The following are the estimated funds available for FFY 2013: \$2,000,000. 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 funding 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 there are sufficient state dollars 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 fluctuation. The number of Senior Community Cafés is also shown. A detailed café list is included below.

Agency on Aging Region	Estimated Average # of Community Café Meals Per Day FY 2011/FY 2012	Current Number of # Community Cafés	Estimated Average # Home Delivered Meals Per Day FY 2011/FY 2012
Greater Bridgeport	250/225	10	630/540**
Greater Stamford/Norwalk	380/345	11	420/385**

\*\*The majority of home delivered meals will be distributed as 2-meal packs (one hot and one 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. **SWCAA Community Cafes By Region:**

**FFY 2011 Community Café Site Data  
Southwestern Connecticut Agency on Aging**

**Greater Bridgeport Region**

<b>Town</b>	<b>Meal Site Days of Service</b>	<b>Total FY 2011 Clients</b>	<b>Total FY 2011 Meals</b>	<b>Average Meals/ Week</b>
Bridgeport	2400 North Avenue (Senior Housing) (Monday - Friday)	44	4,765	92
Bridgeport	Bethany North End Senior Center (Monday - Friday)	57	2,955	57
Bridgeport	Black Rock Senior Center (Monday - Friday)	45	2,734	53
Bridgeport	Jewish Home for the Elderly Kosher meals, Congregate Kosher meals, Home Delivered (Monday - Friday)	35	2,629	51
		23	3,481	67
Bridgeport	East Side Senior Center (Monday - Friday)	80	9,502	183
Bridgeport	Eisenhower Senior Center (Monday - Friday)	100	4,585	88
Bridgeport	Ella Jackson Senior Center (Monday, Tuesday & Thursday)	33	1,764	34
Fairfield	Fairfield Senior Center (Monday - Friday)	120	10,390	200
Stratford	Baldwin Senior Center (Monday - Friday)	235	17,289	332
Trumbull	Trumbull Senior Center (Monday - Friday)	98	4,965	96

**Greater Stamford/Norwalk Region**

<b>Town</b>	<b>Meal Site Days of Service</b>	<b>Total FY 2011 Clients</b>	<b>Total FY 2011 Meals</b>	<b>Average Meals/ Week</b>
Norwalk	Broad River Homes (Congregate Housing) (7 days a week)	53	11,100	213
Norwalk	The Marvin (Congregate Housing) Cooks on site; Evening Meal (7 days a week)	57	16,250	312
Norwalk	Norwalk Senior Center (Monday - Friday)	330	4,637	89
Norwalk	Norwalk Senior Center South Senior Center located in Senior Housing (Monday - Friday)	106	3,240	62
Norwalk	Irving Freese (Senior Housing) Evening Meal (Monday - Friday)	32	4,651	89
Riverside	Hill House (Congregate Housing) Cooks on site (7 days a week)	49	13,190	254
Stamford	Quintard/Our Lady of Montserrat Senior Center located in Senior Housing (Monday - Friday)	77	7,420	143
Stamford	Stamford Jewish Center Kosher meals (Monday - Friday)	91	5,680	109
Stamford	Stamford Senior Center Restaurant Program; Breakfast or Lunch (Monday - Friday)	522	17,014	327
Stamford	Over 60 Club Senior Center (Tuesday & Thursday)	140	4,800	92
Westport	Westport Center for Senior Activities Senior Center; Cooks on site (Monday - Friday)	469	11,255	216