

**EAST BATON ROUGE
COUNCIL ON AGING**

AREA AGENCY ON AGING

965 N. 18th Street
ADDRESS

BATON ROUGE, LOUISIANA 70802

SOLICITATION FOR PROPOSALS

SPECIFICATIONS FOR ELDERLY NUTRITION PROGRAM

FY 2024 to 2027

PUBLIC NOTICE---PUBLIC NOTICE: Notice of Advertisement for Public Bid

PUBLIC NOTICE---PUBLIC NOTICE Notice of Advertisement for Public Bid from food service providers for the period July 1, 2023 through June 30, 2024 with an option to extend an additional 36 months. Due to an expected increase in population need and additional days of providing meals in the Title III-C Elderly Nutrition Program which operates under provisions of the Older American Act, the East Baton Rouge Council on Aging/Area Agency on Aging, will receive sealed proposals for provision of goods from food vendors that can provide raw foods, bread, milk, supplies (non-edibles), paper goods, and dietary management services inclusive of menu creation, preparation and printing to serve the Title III-C Elderly Nutrition Program; Congregate (C-1) and Meals On Wheels (C-2) meals to seniors 5 to 7 days per week including certain holidays. Approximately 2,000 Home Delivered meals are required each day, at least 345 days each year and 1,250 Congregate Hot Meals are required each day, at least 250 days each year. Total funding available for all Meals and related supplies is **\$2,819,217**, and **\$2,316,398** is solely designated for the **provision of Raw Food, Paper Goods, Bread, and Chemicals**; **\$350,689** is solely designated for the **provision of Milk** and **\$152,130** is solely designated for the **provision of Fresh Produce (inclusive of Fresh Fruits and vegetables)**. By virtue of and in conformity with the provisions of Louisiana Revised Statutes 38:2211, et seq., the East Baton Rouge Council on Aging an Area Agency on Aging, will accept sealed bids on or before the 11th day of May, 2023 at 10:00 a.m. Bid packets can be picked up beginning the 17th day of April, 2023 from the East Baton Rouge Council on Aging, 965 N. 18th Street, Baton Rouge, Louisiana 70802, on the website www.ebrcoa.org, by mail or telephone request. **Bids must be received by 10:00 am on May 11, 2023 at 965 N. 18th Street, Baton Rouge, LA 70802 and must be accompanied by a Bid Guaranty Bond equal to five percent (5%) of the bid.** The initial term of any award made as a result of this process will be for 12 months, beginning July 1, 2023 and ending June 30, 2024. This award is contingent upon receipt of funds for the purpose of providing services described herein. The East Baton Rouge Council On Aging/Area Agency on Aging will contract for four years with the option to renew **annually** for the time period equal to the term of the Area Plan. 897,074 meals served during the prior Fiscal Year. When submitting sealed bids (4) hard copies of each bid as well as a digital copy must be submitted. Digital Bid copies can be emailed to bids@ebrcoa.org. All sealed bids need to be submitted by 10:00 a.m. on the 11th day of May, 2023, to the East Baton Rouge Council on Aging: Attention Tasha Clark-Amar, 965 N. 18th Street, Baton Rouge, Louisiana 70802, Telephone: 225-923-8000. Bid prices shall be exclusive of all state/local taxes. East Baton Rouge Council on Aging Area Agency on Aging is exempt from all state and local taxes. Bid must be submitted in a sealed envelope with the words **“Food Service Bids”**, written clearly on the outside. Public opening of sealed proposals will be held at 9:30 am. Thursday, May 11, 2023, at the main office of EBRCOA/AAA, 965 North 18th Street, Baton Rouge, Louisiana. The EBRCOA/AAA will award or deny proposal(s) at a meeting to be held Thursday, May 18, 2023, at 9:00 am. At the EBR Council on Aging Office, 965 North 18th Street, Baton Rouge, LA 70802. No bid may be withdrawn for a period of thirty (30) days after the receipt of bids, except under the provisions of La. R.S. 38:2214. The EBRCOA/AAA reserves the right to reject any and all bids for just cause.

Contact Tasha Clark-Amar, Chief Executive Officer at 225.923.8000 for any clarification or information regarding the Public Notice and Food Service Bid.

SPECIFICATIONS FOR ELDERLY NUTRITION PROGRAM

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SOLICITATION FOR PROPOSALS

Specifications for Elderly Nutrition Program in Baton Rouge, Louisiana

1.0 INTRODUCTION

The Title III-C Elderly Nutrition Program operates under provisions of the Older American Act. This information is provided to Food Service entities desiring to submit a proposal for furnishing **meal related foods and supplies** for the Elderly Nutrition Program administered by The East Baton Rouge Council On Aging / Area Agency on Aging. The successful bidder must provide documented evidence of its ability to successfully implement and maintain the services required for the Elderly Nutrition Program administered by the AAA.

The East Baton Rouge Council On Aging/Area Agency on Aging has the responsibility to develop and implement the congregate and home delivered meals programs as provided for under The Older Americans Act of 1965 and its amendments.

Bids must be received by 9:00 am on May 11, 2023 at 965 N. 18th Street, Baton Rouge, LA 70802 and **must be accompanied by a Bid Guaranty Bond equal to five percent (5%) of the bid.**

The term of any award made as a result of this process will be for 12 months, beginning July 1, 2023 and ending June 30, 2024. This award is contingent upon receipt of funds for the purpose of providing services described herein. The East Baton Rouge Council On Aging /Area Agency on Aging will contract for a total of four years, with the option to renew **annually** for the time period equal to the term of the current Area Plan cycle which is July 1, 2023 – June 30, 2027. 897,074 meals were served during the prior Fiscal Year.

1.1 The East Baton Rouge Council On Aging / Area Agency on Aging, pursuant to requirements of the **Older Americans Act; Office of Management and Budget Circular A-102, A -110, A-122, A-128; Federal Procurement Circular 74-4; Governor’s Office of Elderly Affairs Policy Manual**, sub-chapter B, section 1143, sub-chapter D, section 1201, sub-chapter E, section 1223, and as advertised in the Advocate Newspaper, will receive sealed proposals for the provision of Raw Food, Paper Goods, Bread, and Chemicals; as well as individual proposals for Milk; and Fresh Produce; under the Title III-C Elderly Nutrition Program provisions of the Older Americans Act and as described in these specifications. Area Agencies in Louisiana are governed by regulations and statutes of the U.S. Department of Health and Human Services, the U.S. Department of Agriculture, and the Office of Public Health in addition to the above listed regulations.

1.2 DEFINITIONS

Area Agency on Aging (AAA): also called **Contractor**, responsible for contracting for the Elderly Nutrition Program, **through a competitive process** and in compliance with GOEA guidelines, with a **Food Service Provider (FSP)** to furnish **meal related foods and supplies** for congregate and home delivered meals. A primary responsibility of the Agency is improving the nutritional status of persons 60 years or older, with emphasis on those persons with the greatest social and economic needs, especially low-income minority individuals, individuals with limited English proficiency, individuals residing in rural areas and those with severe disabilities.

Congregate Meal: a meal provided at an Older American Act (OAA) Title III-C Program "nutrition site." Congregate meals may be hot, cold or a combination of both. Must be provided at least once a day, five or more days a week, but not less than 250 days per year, except at sites located in rural areas where such frequency is not feasible and a lesser frequency is approved by the GOEA. May be referred to as **C-1 meal**.

Home Delivered Meals: a meal served in the home to an individual who meets the criteria established by Section 1223.B.2.a, of the Louisiana State GOEA Policy Manual. Home delivered meals (HDMs) may consist of hot, cold, frozen, dried, canned or medical foods. HDMs shall be available to participants five or more days a week, **but not less than 250 days per year**, except in rural areas where such frequency is not feasible and a lesser frequency is approved by the GOEA. HDM may be referred to as **C-2 meal**.

Food Service Provider (FSP): an entity awarded a contract by an Area Agency to furnish congregate and/or home delivered meals under the Area plan; also called **Vendor**.

1.3 ABBREVIATIONS

AAA	Area Agency on Aging; also called Contractor
OAA	Older Americans Act
ENP	Elderly Nutrition Program
FSP	Food Service Provider; also called Vendor
GOEA	Governor's Office of Elderly Affairs
RDA	Recommended Dietary Allowances
AI	Adequate Intake
C-1 Meal	Meals served at congregate site
C-2 Meal	Meals delivered to home of qualified individuals; also called HDM
LDN/RD	Licensed Dietitian/Nutritionist; Registered Dietitian
HACCP	Hazard Analysis Critical Control Point
USDA	United States Department of Agriculture

2.0 Scope of Elderly Nutrition Program administered by East Baton Rouge Council On Aging / Area Agency on Aging consist of **17 Senior Center/Congregate Meal Sites, 4 Nutritional Feeding Sites and 50 Home Delivered Meal Routes** (frozen meals). We have factored in the current increase in need, and additional days of providing meals/meal supplies. The EBRCOAAA will need a/an food vendor(s) that can provide raw food, bread, milk, fresh produce, supplies (non-edible), paper goods, and dietary management services to serve congregate meals to seniors 5 days a week, home delivered meals to seniors served 7 days per week including certain holidays and agency events/activities.

Approximately 1,250 HOT meals served 5 days per week; and, 2,000 Frozen meals served 7 days per week, average number of meals served 365 days each year. The number of meals per month ranges from a minimum of 74,756 to a maximum of 84,782.

Total funding available for all meals and related supplies is **2,819,217**. **2,316,398** is solely designated for **the provision of Raw Food, Paper Goods, Bread, and Chemicals**; **350,689** is solely designated for **the provision of Milk** and **152,130** is solely designated for **the provision of Fresh Produce (inclusive of Fresh fruits and vegetables)**.

3.0 BIDDING REQUIREMENTS

3.1 Bid prices offered by any entity seeking a contract as a result of this process must be submitted on the Bid Quotation Form (Attachment 1).

Bid prices shall reflect the total cost of **the Raw Food, Paper Goods, Supplies (non-edible) Chemicals and Bread; As well as separate bids for Milk; separate bids for Fresh Produce**, for congregate and home-delivered meals, and shall specifically list costs for: raw food, supplies (non-edibles), chemicals, milk, fresh produce. Bid prices shall be exclusive of all state/local taxes. **East Baton Rouge Council On Aging an Area Agency on Aging** is exempt from all state and local taxes. Failure to submit **Bid Quotation Form** is cause for, and may result in, disqualification of the bid. Bids **must be submitted** in a sealed envelope with the words **“Food Service Bid”** written clearly on the outside.

3.2 Bids will be opened on Thursday, May 11, 2023 at 965 N. 18th Street at 9:30 am. Bids received after the deadline to submit proposals will not be considered.

3.3 All bids shall be subject to review and acceptance by the East Baton Rouge AAA Board of Directors, or its designee, and the Louisiana Governor’s Office of Elderly Affairs (GOEA).

3.4 Bid evaluation will be in accordance with criteria described on the Nutrition Bid Evaluation Form (Attachment 2). A low bid will not necessarily be the deciding factor. East Baton Rouge AAA reserves the right to reject any and all bids.

3.5 Questions or inquiries relative to submission of the bid should be referred to Shan Barrow at 225.252.8464 or 225.923.8000 (Office main line) at EBRCOAAAA.

3.6 Pre-bid conference is not applicable to this process for FY 2024

An Area Agency on Aging cannot award a contract until GOEA has approved the bid.

3.7 A vendor who is denied the contract to provide service has the right to request a hearing by the Area Agency on Aging. When all the hearing procedures at the Area Agency on Aging have been exhausted, the vendor can request a hearing at the Office of Elderly Affairs.

3.8 A vendor whose services are terminated has the right to a hearing by the Area Agency on Aging. When the hearing procedures at the Area Agency on Aging has been exhausted a hearing at the Office of Elderly Affairs can be requested.

Elderly Nutrition Program
BID QUOTATION FORM

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

AUTHORIZED CONTACT PERSON: _____
(Type or Print)

FISCAL YEAR: _____

	Hot Meals Bulk	Hot Meal Pre-Plated	Frozen Meals
Raw Food Cost			
Labor Cost			
Transportation Cost			
Cost of Supplies:			
Flatware Option A			
Flatware Option B			
Total Price			

Signature of Company Representative Authorized to Submit Bid

Elderly Nutrition Program-BID QUOTATION FORM

TOTAL PRICE PER MEAL: (quantity discount)

	Hot Meals Bulk	Hot Meal Pre-Plated	Frozen Meals
Raw Food Cost			
Labor Cost			
Transportation Cost			
Cost of Supplies:			
Flatware Option A			
Flatware Option B			
Total Price			

TOTAL PRICE PER MEAL: (quantity discount)

A.

	Hot Meals Bulk	Hot Meal Pre-Plated	Frozen Meals
Raw Food Cost			
Labor Cost			
Transportation Cost			
Cost of Supplies:			
Flatware Option A			
Flatware Option B			
Total Price			

Signature of Company Representative Authorized to Submit Bid

4.0 Documentation Required With Bid;

Food Service Providers who submit bids must provide documented evidence of their ability to successfully implement and maintain the services required for the Elderly Nutrition Program administered by the East Baton Rouge Council On Aging an Area Agency on Aging.

4.1 All bids shall be accompanied by the following documentation:

Address and description of current food preparation site(s) and storage areas. Production Center/Warehouse shall be located within 200-mile radius of EBRCOAAAA Office located at 965 N. 18th Street.

- Include a complete description of storage (dry, cold, and freezer) and production areas.
- Attach a floor plan including kitchen equipment.

4.2 A complete description of current food service and management staff. Include name of individual responsible for primary management of the project, credentials and expertise relative to this type of service and any relevant special training and/or certifications.

Staff must include:

- A full-time food service manager with a current Serve–Safe Certificate who will devote the necessary time to the execution and maintenance of this contract.
- Staff must have access to a registered dietitian (LDN/RD), licensed by the State of Louisiana, who is available for menu planning, HACCP, and consultation with the AAA LDN/RD and Nutrition Program Manager. Additionally, the LDN/RD employed by the **FSP** shall be available, upon request, to provide assistance with nutrition education. Include name of individual responsible for primary management of the project, credentials, and experience relative to this type of service and any relevant special training and/or certifications.

4.3 A sample 20-day (4 week) cycle menu including specifications for food items to be used in sample cycle menu, including condiments.

- Include copies of standardized recipes for all menu items listed on sample menu that will be produced at above-listed food production site.
- Provide nutritional analysis for sample 20-day menu

Copies of additional standardized recipes and products specifications shall be made available for review by Contractor upon request.

4.4 A description of current procurement procedures followed to ensure products meet specifications ad established quality standards.

4.5 A description of methodology in place for ensuring that meals meet all nutritional requirements specified herein.

4.6 A detailed description of the HACCP program currently in place. Include specific procedures for:

- Purchasing/procurement;
- Receiving/storage
- Preparation;
- Cooking; and
- cooling and reheating pertaining to:
 - (a) poultry and meat'
 - (b) soup/stews/sauces/gravies;
 - (c) produce; and
 - (d) salads

- 4.7 A description of food transporting equipment to be used in making deliveries, including food containers and delivery vehicles, if applicable. Include number and type of vehicles. All vehicles must be equipped with either a cell phone or a 2-way radio to allow for immediate communication with the driver.
- 4.8 Describe the procedure utilized for frozen food, if provided, for home Delivered Clients. List the procedure followed at the kitchen from preparation to transporting the frozen meals and the transport equipment utilized for transport.
- 4.9 A description of the maintenance schedule and sanitation procedures/schedules for delivery vehicles.
- 4.10 A list of specifications for single-service (disposable) eating utensils, napkins, straws, food trays, drinking cups/lids, fruit/dessert cup/lid, soup/stew bowls and lids, sandwich bags, etc. for ENP meals. Other items such as garage bags, disposable gloves, food storage bags, etc. may also be included (For information, refer to **Attachment 6.**)
- 4.11 Most recently audited financial statement.
- 4.12 Sanitation inspection reports from the Department of Health and Human Services for the last two years.
- 4.13 Provide a copy of current operating permit from Department of Health.
- 4.14 Describe past experience, which demonstrates expertise in the operation of a food service which can successfully implement and consistently sustain all of the services required by a contract entered into as a result of this process.
- Provide the names of at least two current references (active clients within the last two years) who are willing to respond, in writing, to inquires regarding satisfaction with services provided by your firm.
 - Include Louisiana clients, if applicable.
- 4.15 The name, phone number and address of the alternate vendor for each meal site.
- 4.16 **A description of the method which will be used to provide meals after a disaster.** This description shall include:
- Where the meals will be obtained,
 - The type of meal that will be provided, and
 - The method of delivery of the meals.

5.0 TERMS OF CONTRACT

- 5.1 The **FSP** awarded a contract as a result of this process shall be capable of implementing services within 45 days (July 3, 2023) of the date on which contract is signed. Said **FSP** shall not subcontract any portion of the contract to another food service entity or to any other agency without prior written approval of the Contractor.

5.2 Should the **Food Service Provider** fail to adhere to the terms and conditions of the contract awarded as a result of this process, the AAA may terminate the contract by providing written notice not less than **thirty (30) days prior** to anticipated termination date.

5.3 The **Contractor** reserves the right to cancel any contract awarded as a result of this process, without notice, under the following conditions:

5.3.1 Outbreak of food borne illness traced to **Food Service Provider**;

5.3.2 Revocation of operating permit of **Food Service Provider** by Department of Health;

5.3.3 Failure of **Food Service Provider** to maintain insurance as required by contract.

5.4 Should the **FSP** desire to cancel the contract, the **Contractor** must be notified, in writing, not less than **one hundred twenty (120) days prior** to anticipated cancellation date.

5.5 Should funds not be appropriated to support continuation of the contract awarded as a result of this process, the contract shall be terminated. When the contract is terminated under these conditions, no additional funds shall be paid to the FSP as a result of such action (LA. R.S. Title 39, Sec. 1615).

5.6 No part of this agreement shall be waived or altered except by written amendment by both parties to the contract. All amendments shall be carried out in accordance with policies and procedures announced by the Area Agency, and shall be required whenever there is any change in the approved project period and effective date of obligation herein, or whenever there is any change in State and/or Federal funding.

5.7 During the term of a contract awarded as a result of this process, failure to meet required standards may result in sanctions imposed by the **Contractor** or in revocation of the contract. Such deviations may include, but not be limited to:

- Failure to furnish copy of inspection report from Department of Health.
- Failure to correct **critical** violations cited in inspection report from Department of Health.
- Failure to maintain project manager's staff position as specified in SFP.
- Failure to maintain safe food handling procedures and/or techniques.
- Failure to submit menus for review/approval as specified in SFP.
- Failure to adhere to food purchasing standards as listed in **Section 13** of SFP.

6.0 INSURANCE REQUIREMENT

Food Service Provider awarded a contract as a result of this process shall obtain insurance inclusive of liability, property, food preparation, worker's compensation and bonding and professional practice as required to protect the interest of all parties of the contract entered into as a result of this process.

6.1 **Insurance coverage** carried by the **FSP** shall be not less than:

Worker's Compensation	\$1,000,000	Employer's Liability
Comprehensive (including Products)	\$1,000,000	Combined Single Unit
Automotive or other vehicle Liability	\$1,000,000	Combined Single Unit (if applicable)

6.2 The **FSP** shall provide evidence of ability to furnish Performance Bond equal to the following: estimated number of meals to be served per day x 65 days x \$ 4.79. Performance Bond must accompany bid. Performance bond furnished shall be written by a surety or insurance company currently on the U.S. Department of Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an **A rating** in the latest printing of the A.M. Best Key Rating Guide to write individual bonds up to ten percent of policy holders' surplus as shown in the A.M. Best Key Rating Guide or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. The bonds will be provided to the **Contractor** within 15 days after the contract award. It is estimated that approximately 4,225 meals (hot/cold/frozen) will be served per day.

6.3 The bid bond furnished shall be written by a surety or insurance company currently on the U.S. Department of Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an **A rating** in the latest printing of the A.M. Best Key Guide for writing individual bonds up to ten percent of policyholders' surplus shown in the A.M. Best Key Rating Guide by an insurance company. *(the Performance Bond and Bid Bond are not like/same)*

6.4 Proof of self-insurance will suffice to obtain a waiver for the insurance and bond requirements when the **FSP** is a municipality, parish entity, federal or state agency.

7.0 INDEMNIFICATION

The **FSP** as an entity separate and apart from the East Baton Rouge Council On Aging/Area Agency on Aging, shall assume full liability for and shall indemnify, defend and hold the Contractor (AAA) harmless from and against all claims, demands and causes of action of any kind or any liability whatsoever which may be incurred by the actions of the **FSP** or any subcontractor, their employees, agents or representatives. The **FSP**, at a minimum, will submit the following guarantees:

7.0.1 Hold the **Contractor**, its agents and employees and the State of Louisiana harmless against any liability for negligent acts or omissions by the **FSP**.

7.0.2 Hold the **Contractor** its agent and employees and the State of Louisiana harmless against any liability for infringement of any copyright or patent arising from performance of this contract.

7.0.3 Protect the **Contractor** and the State of Louisiana against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit. Protection shall include improper food preparation, storing and transporting of meals by the **FSP**.

7.0.4 Pay for any necessary permits, licenses and fees, and give all notices and comply with all laws, ordinances, rules and regulations of the cities and/or towns where the services are to be rendered, and to the State of Louisiana.

8.0 MEAL PRICE GUARANTEE

The **FSP** issued a contract as a result of this process will guarantee the price of the meals for the first twelve months of the contract. A request to adjust the rate per meal must be submitted by the **FSP** to the **EBRCOA/AAA** on or before each **March 1** for **subsequent years of the contract term.**

8.1 Requests for an adjustment must be accompanied by written justification to support the basis for the request. Increases in the U.S. Producer Price Index for Finished Goods, or in the U.S. Consumer Price Index for All Items, whichever is less, as reported in December immediately preceding the March 1 deadline, or the most recent data available will be used to evaluate requests for an increase in the price per meal.

8.2 **FSP** shall submit invoices monthly to the **EBRCOA/AAA** on or before the 5th working day of each month. Invoices must specify the number of congregate, hot HDMs, and frozen meals, if applicable, delivered each day of the month to each site. The Contractor following verification of information and reconciliation with records submitted by each site, will process and forward payment to **FSP**. The Contractor will deduct any and all alternate vendor bills for missing meals and/or meal components, and any and all alternate vendor expenses incurred by the **Contractor** in replacing meals and/or meal components, and provide **FSP** with appropriate documentation in support of said deductions.

9.0 NUTRIENT REQUIREMENTS FOR ELDERLY NUTRITION PROGRAM

(Core requirements, all of which **MUST** be met)

All meals, whether congregate or home-delivered, hot, chilled or frozen, must provide a minimum of one-third of the Recommended Dietary Allowances (**RDAs**) as per most currently revised recommendations for men over 51 years **OR** Adequate Intake (**AI**) for men either 50 to 70 years of age or 70+, whichever is the higher requirement as established by the Food and Nutrition Board of the National Academy of Sciences-National Research Council. Additionally, meals shall comply with the latest revised Dietary Guidelines for Americans published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture.

- Caloric content of meals must offer not less than 600 kilocalories per meal.
- The nutrient analyses must follow the guidelines established by GOEA which are based on the “Dietary Guidelines for Americans” (most recent edition) published by the U.S. Departments of Health and Human Services and Agriculture.
- The following may be average for the week:
- The fat content, based on total average calories per week, must not exceed 35% of the calories, and
- The sodium content of the daily meal may not exceed 1300 milligrams of sodium, and
- The fiber content of the meal shall average 7 grams, and
- Vitamin A content of the meal shall average 300 RE Vitamin A content may be averaged for the week.
- Meals must comply with **NUTRIENT REQUIREMENTS** defined herein are subject to change based on directives issued by U.S. Department of Health and Human Services, Administration on Aging, and/or GOEA. (Such changes may require contract amendment).

9.1 Meat or Meat Alternative Group:

A serving shall consist of three (3) ounces of cooked, edible meat, fish or fowl; eggs; or cheese. Meat alternates, such as cooked, dried beans are encouraged in order to increase fiber and lower fat content of meals. One-fourth (1/4) cup of cooked beans or peas may replace (1) ounce of cooked, edible meat, fish or fowl, eggs or cheese.

9.2 Vegetable and Fruit Group:

Two one-half (1/2) cup servings, drained weight or volume, of all fruits and vegetables shall be provided. A four (4) ounce serving of full-strength fruit or vegetable juice may be substituted for one of the servings. Fruit used as a dessert should not be counted toward the suggested two servings of vegetables and fruits.

9.3 Bread or Bread Alternate Group:

One serving shall be provided of whole grain or enriched bread, biscuits, muffins, rolls, sandwich buns, cornbread or other hot breads. Bread alternates may include enriched or whole grain cereals or cereal products, such as grits, macaroni, spaghetti, variety of rice, dumplings, pancakes and waffles.

9.4 Dessert Group:

One serving of at least one-half (1/2) cup shall be provided. All fruits, full strength fruit juices as well as simple desserts, such as puddings, gelatin desserts, ice cream, ice milk and sherbet, yogurt, either frozen or custard style (with or without added fruit), cakes, pies, cookies and similar foods may be included for variety and client satisfaction.

9.5 Milk Group:

One-half pint of milk with a butterfat content of no more than two (2) percent (fluid only) shall be provided for hot or frozen meals. Buttermilk or flavored milk is allowed.

10. MENU AND SERVICE REQUIREMENTS

To help assure that menus address nutritional requirements but also flavor, appearance, texture, acceptability and cultural preferences of the elderly being served, **menu meetings** should be held regularly, **but not less than four times a year**. Representatives of the Contractor including the RD/LDN, will meet with a designated representative of the FSP, the RD/LDN representing the FSP, and where possible, clients willing and able to participate in the process. Written meal evaluations solicited from clients should be considered in assessing meal satisfaction and acceptability. New products must be presented for sampling prior to their incorporation into the menu, and all substitutions that deviate from approved items must be authorized prior to their use. Minutes of the menu meetings shall remain on file in the office of the Contractor for not less than three years, and shall be available for review by the GOEA.

10.1. Each twenty (20) day, four (4) cycle menu shall include the following:

10.1.1 Regional favorites, such as red beans/sausage with rice, jambalaya, gumbo, white beans or black eye peas and rice/ham, brown gravy (optional, white) etc. based on client included preferences. (See **Attachment 9**)

10.1.2 Monthly special event menu suggestions (see **Attachment 10**). Special events will be determined by the EBRCOA/AAA.

10.1.3 Monthly birthday cake and ice cream for congregate participants. Appropriate special desserts for clients receiving HDMs shall be sent on these days. Birthdays shall be celebrated on the 15th of each month.

10.1.4 FSP may be asked to serve non-meat entrees or a choice of a meat and non-meat entrees on Ash Wednesday and each Friday during the Lenten season.

10.1.4 Any additional requirements may be added as needed.

10.2 FSP awarded a contract as a result of this process will be required to submit an initial set of proposed menus for approval within thirty (30) days of the date on which contract is signed. Subsequently, proposed menus must be submitted by the FSP to the **Contractor** for consideration four (4) months prior to implementation. Following approval by the **Contractor**, FSP will submit menus with nutrition analyses to GOEA four (4) weeks prior to implementation.

10.3 Menus submitted to the Contractor and GOEA for review must be accompanied by nutrient calculations using computer software based on “Food Values of Portions Commonly Used” by Bowes and Church or USDA Handbook #8, or other appropriate nutrient database. Additionally, these menus must be certified, in writing, by the licensed dietitian/nutritionist whose services are utilized by the FSP, as meeting one-third of the current RDAs or DRI for men over 51 years of age.

10.4 Menu planning in general should incorporate a commitment to offer a wide variety of foods consistent with recommendations of Dietary Guidelines. Whole grain products and foods high in fiber should be emphasized. Foods containing significant amounts of sugar, saturated fat and sodium must be minimized. The FSP should emphasize the use of **homemade (prepared from scratch)** foods, such as soups, stews, casseroles and desserts whenever possible. Menu items that deteriorate dramatically in color, flavor, texture and appearance when subjected to extended holding times at 140° F. or above should be avoided. Menu items which deteriorate to the point that they are rendered unpalatable when held for long time periods shall not be included on the menu. Entrees which contain significant amounts of moisture should be emphasized. They tend to maintain palatability when held for long periods of time at temperatures mandated for food safety.

10.5 To the extent possible, menus shall include seasonally appropriate fresh fruits and vegetables given to the incorporation of frozen fruits/vegetables in lieu of the canned products. [Canned vegetables may contain excessive amounts of sodium, and may lose their integrity (texture, color, etc.) when subjected to long holding times.]

10.6 For number of meals required at each site, see **Attachment 5**. FSP shall allow for flexibility in the number of meals to be provided to each site. **The Contractor** shall be expected to provide reasonable notice in order to permit FSP to adjust production schedules; provide toll-free telephone service to **Contractor** for this purpose when necessary.

FSP shall allow for fluctuations in the number of meals resulting from the AAA availability of funds and for client population changes, as well as for changes in sites where HDMs and/or congregate meals are delivered. (Elderly Nutrition Program funding is from federal and state appropriations, as well as monies from other public sources, therefore subject to change.)

10.7 FSP shall prepare and deliver hot and/or chilled meals to each designated site as described in **Attachment 5**. All foods delivered to each site will be “ready to eat” and **shall meet safe food handling temperatures at time of arrival at each site**. **Hot meals** shall be prepared fresh daily and maintained at required temperatures to ensure food safety (**140° F. or higher**). Meal components requiring refrigeration must be maintained at a temperature of **40° F. or below**. Frozen meals shall be maintained at a temperature of **30° F. or below**. All condiments (include salt/pepper for congregate meals; exclude for HDMs) shall be furnished as appropriate and specific to menu items, such as portion-controlled salad dressing, mustard, ketchup, mayonnaise, etc. for all ENP meals.

10.8 The maximum allowable time interval between preparation and delivery to participants shall be six (6) hours for hot (congregate).

10.9 FSP shall be expected to adhere to delivery time schedules specified for each meal site on **Attachment 8**. Delivery personnel shall be appropriately dressed and wear proper identification. **Contractor** and **FSP** will work cooperatively to develop most effective and cost-efficient delivery route.

10.9.1 Meals **not received at designated sites** within thirty (30) minutes of scheduled delivery time shall be considered late. The Contractor reserves the right to exercise the following option(s):

10.9.2 Refuse all meals, in which case, site manager will attempt to use alternate vendor, and **FSP** will be responsible for all charges from alternate vendor; or

10.9.3 Accept late delivery and assess **FSP** an amount equal to fifty (50) percent of the cost of the meals PLUS any and all costs incurred by the AAA in order to ensure service to clients despite late delivery, such as additional compensation for staff, transportation, etc.

10.9.4 Late-delivery assessment may be waived in the event of a legitimate emergency (weather, emergency road closures, power failure, etc.) that is beyond the control of the **FSP** provided that Contractor is notified that delivery schedule will not be met. The Contractor reserves the right to assess or waive late delivery fees.

10.10 All menus shall be served as planned. When substitutions or complete exchanges of menus (one day’s menu exchanged for another day’s) are necessary, a written request should be faxed/mailed to the Contractor for approval prior to implementation. The Contractor must approve all substitutions. Unauthorized menu substitutions shall be at the expense of the **FSP**.

10.11 Retain an eight-ounce (8 oz.) sample of each batch of temperature-controlled foods under refrigeration for 72 hours following the time of actual service. The samples must be properly dated and labeled with contents, time cooked, time chilled. These samples may be required should there arise questions concerning allegations of food borne contaminants or illness.

10.12 FSP shall be responsible for typing and distribution of the menu to the Contractor and to each meal site no later than the first day of the month. The menu to be posted at the site shall be in size 18 font.

10.13 FSP shall provide serving size guide sheets to the Contractor for review and approval thirty (30) days prior to implementation of the approved menus.

11 TECHNICAL REQUIREMENTS

FSP awarded a contract as a result of this process **shall**:

- 11.1 Direct all correspondence and/or other communications related to contract resulting from this process to the EBRCOAAAA;
- 11.2 Comply with Title VI and Title VII of the Civil Rights Act of 1964;
- 11.3 Comply with Section 504 of the Rehabilitation Act of 1973, as amended;
- 11.4 Comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 STAT.975 approved December 31, 1976;
- 11.5 Comply with requirements of the Drug Free Work Place Act (1988)
- 11.6 Comply with the Americans with Disabilities Act of 1990 (ADA);
- 11.7 Prepare and package food for the ENP in facilities that comply with all local and State requirements of the Louisiana Sanitary Code Part 23, Title 51-Retail Food Establishments, Feb. 20, 2002 and which operate under permits issued by the Louisiana State Department of Health. If production facility is located outside of Louisiana, the **FSP** shall comply with all applicable local and State sanitary codes, rules and regulations governing food service in the State in which it is licensed to operate.
- 11.8 Retain an eight-ounce (8 oz.) sample of each batch of temperature-controlled foods under refrigeration for 72 hours following the time of actual service. The samples must be properly dated and labeled with contents, time cooked, time chilled. These samples may be required should questions arise concerning allegations of food borne contaminants or illness.
- 11.9 Maintain a staff of competent food service professionals trained in food handling techniques and **practices** that preserve food quality and minimize the opportunity for contamination or spoilage. **FSP** must have at least one staff member who has earned a food safety certificate as required by the Department of Health. A copy of each inspection report from the Department of Health shall be forwarded to the Contractor within five (5) working days of the inspection.
- 11.10 Permit members of the food service management team, or other staff members designated by the **FSP**, to be available to participate, when requested, in various nutrition program activities held throughout the service area. Representatives of the **FSP** are encouraged to visit each congregate site to determine the quality of service and acceptability of food by participants.
- 11.11 Ensure that all equipment used in preparation and/or delivery of food for the ENP meets standards **established** by the Louisiana DHH Environmental Health Services and the National Sanitation Foundation (NSF) and any other applicable sanitation standards as may be required by the **Contractor**. All equipment must be maintained in good working condition.
- 11.12 Implement a Hazard Analysis Critical Control Point Food Safety Program (HACCP). Reports must be submitted to the Contractor, the GOEA or the Louisiana DHH Environmental Health as requested. The Contractor reserves the right to review and/or modify the Food Service Provider's HACCP program when necessary.
- 11.13 Maintain safe holding temperatures for hot (140°F or above) and refrigerated foods (40°F or below) and frozen foods (30°F or below) throughout delivery process.

- 11.14** Transport and deliver food in properly sanitized and fully enclosed containers and vehicles.
- 11.15** Package and transport all food items in containers that prevent leakage/spillage, crushing, bruising or other damage that compromises the integrity and quality of the product. Stainless steel counter pans are required for all HOT food items.
- 11.16** Package bulk foods in such a manner that no food is spilled during transportation. **FSP** shall implement whatever means required, including, reducing fill levels, and covering pans with stretch film, and/or heavy-duty aluminum foil, and stainless-steel lid to prevent spillage. Total weight of food and serving pan shall not exceed 20 pounds. Chilled and frozen foods shall be transported in carriers with a minimum of one (1) eutectic lid. Additional eutectic lids may be necessary to ensure that specified food holding temperatures are maintained during transportation to sites and clients. Food transport carriers designed to accommodate required number of servings of food for each site will be furnished by the **FSP**.
- 11.17** Develop an emergency disaster plan to ensure uninterrupted delivery of services. Procedures shall include provisions for power outages, floods, hurricanes and other disasters. Disaster plan must be submitted to Contractor within 30 days of awarding of contract.
- 11.18** Furnish and maintain/repair the following commercial food service utensils for use at congregate sites. (If meals are pre-plated this section should be omitted.) At a minimum, the following items are required:
- 11.18.1 Spoodle, solid, 4 oz. 2
 - 11.18.2 Spoodle, solid, 8 oz. 1
 - 11.18.3 Spoodle, perforated, 4 oz. 2
 - 11.18.4 Tongs, stainless steel, 6 or 9-inches 2
 - 11.18.5 Spatula 1
 - 11.18.6 Ice cream scoops, stainless steel, #8 size 4
- 11.19** Furnish all components required for meal service, including, but not limited to: disposable plates, bowls, lids cutlery, napkins, straws and garbage bags for all congregate meal sites **AND** microwave disposable plates, bowls and cups with lids, sandwich bags and plastic storage bags that can be sealed for HDMs (hot, cold, frozen). Maintain a one week's supply of single-service items required by each site as determined by the estimated number of participants as shown on **Attachment 5**. Refer to **Attachment 6** for additional information regarding single-service items.
- 11.20** Maintain complete and accurate procurement records related to the contract. All such records shall be kept on file for a minimum of three (3) years after the end of the federal fiscal year to which they pertain or any other period which the Contractor may require. The **FSP** must make the above-listed records available to auditors and/or those authorized by the upon request. The Contractor reserves the right to visit and inspect at any time during regular production, business, or service hours, announced or unannounced, the facilities and storage units at commercial storage facilities operated by the **FSP** for the purpose of monitoring and evaluating activities and services provided under the terms of any contract that may be awarded as a result of this process.

11.21 Be responsible for all fees, licenses and taxes (including all applicable Louisiana sales tax) required to fulfill the provisions of the contract awarded as a result of this process.

12.0 Special Menu Considerations

12.1 Picnic in the Park: At least once per year, in each parish (may vary based on needs of AAA) the **FSP** shall provide an outdoor event for the congregate program. **FSP** is required to assist with set-up, serving, removal of serving equipment and other duties as may be requested by the Contractor. Refer to **Attachment 10** for suggested menus. Where facilities permit, on-site cooking may be requested. The **FSP** may be asked to furnish charcoal to cook the entree item. These meals shall be reimbursed at the same rate as regular hot meals.

12.2 Shelf-Stable Meals: The **FSP** shall maintain, at all times, a supply of shelf-stable meals equal to one day's average number of meals to be used in the event of a disaster. The **FSP** shall be capable of providing approved shelf-stable meals a maximum of ten (10) days per year for both congregate and home delivered meals at each site as requested. At a minimum, the **Contractor** shall require two (2) such meals per participant per year to be reimbursed at the same rate as regular hot meals; additional shelf-stable meals shall be negotiated, as required. Distribution dates for these meals shall be provided by the Contractor.

12.3 Meals for Special Events: The **FSP** shall furnish meals for special events (see **Attachment 10**). Events may include, but not be limited to: Annual Meeting for Contractor, Fair Days; Special Night Events; Meal Site Bus Trips, etc. These meals shall be reimbursed at the same rate as regular hot meals.

12.4 Discretionary Holiday Meal: Meals will not be required on the dates listed as annual holidays on **Attachment 7**. Additionally, one discretionary holiday meal per year may be requested by the Contractor. Said meal will ordinarily require the **FSP** to deliver components for a sandwich lunch or shelf stable meal which meets all of the nutritional requirements stated herein (**Section 8**) one day prior to the discretionary holiday.

13.0 Failure To Deliver Meals As Ordered

Should the **FSP** fail to deliver meals or any of the components that comprise the meal, or any required supply items, or furnish meals that fail to comply with standards of quality, temperature, taste, type of menu item, sanitation and/or safe food handling techniques, the following procedures will apply:

13.0.1 Meal site personnel are to notify the AAA of missing items or of items that fail to meet the established standards. Site personnel will obtain necessary items from an approved alternate vendor.

13.0.2. The **FSP** shall be responsible for authorizing local food outlets or grocery stores located closest to the site to furnish, at the request of the Contractor, a meal which is equivalent to the meal which had been ordered, but was not delivered **OR** the components that are required to complete a meal with missing components.

13.0.3 The **FSP** shall be responsible for all charges incurred by site managers and/or Contractor's designee as a result of replacing complete meal(s) or parts of meal(s). Additionally, the **FSP** will be responsible

for reimbursement of travel expenses (at current State travel rate) incurred as a result of replacing meals or parts of meals.

13.0.4 The Contractor will furnish copies of receipts from alternate vendors and travel vouchers to **FSP** for verification. Expenses incurred as a result of replacing meals/parts of meals shall be deducted from the payment due the **FSP** in the month following the incident

13.1 In the event that meal site personnel are unable to secure replacement meals, and/or replace missing meal components, the **FSP** shall reimburse the Contractor in accord with the recommended

following schedule:

<u>Missing Component</u>	<u>Percent of Contracted Meal Price</u>
Entree	100 percent
Milk	24 percent
Fruit or Fruit Juice	22 percent
Dessert, except fruit	20 percent
Vegetables or Soup	20 percent
Bread Group	8 percent
Condiments	3 percent
Margarine	3 percent

13.2 In the event of a civil or chemical emergency or disaster (rain, flood, fire, tornado, etc.) at one or more of the sites, the Contractor will be held harmless. The **FSP** is expected to provide meal services despite natural disaster unless public highways to the site(s) are impassable/closed or unless otherwise instructed by the Contractor. The Contractor shall notify **FSP** immediately upon determining that meal services must be suspended, allowing sufficient time for **FSP** to adjust production schedules to minimize waste and/or spoilage.

14.0 FOOD PURCHASING REQUIREMENTS/STANDARDS

All food purchased for use in ENP meals must meet established standards of quality, sanitation and safety applicable to commercially processed foods. No foods canned or frozen at home shall be used. No food items whose shelf life has expired (as evidenced by product expiration date) shall be used in the preparation of meals for the ENP.

Raw foods purchased for use in ENP meals shall meet or exceed the following standards:

- 14.1 Frozen vegetables** **US Grade A or better**
- 14.2 Canned fruits, packed in light syrup or fruit juice** **US Grade A or better**
- 14.3 Canned vegetables** **US Grade A or better**
- 14.4 Fresh fruits and vegetables** **US No.1 or Fancy and appropriately ripened**

Requirements: apples, Red or Golden Delicious or Gala-size 125; oranges-size 125/138; pears, Bartlett or D’Anjou size 120; bananas, 90% free of defects, size 6” minimum. Seasonal fruit as appropriate: satsumas, navel oranges, tangerines peaches, plums, nectarines, grapes, seedless, red or green; cantaloupe, watermelon, etc.

Note: When served raw, in salads, cabbage and carrots, must be chopped/shredded very finely; coarsely grated products are not acceptable.

14.5 Eggs and dairy products -----USDA Grade A or better

14.6 Reduced Fat or Fat-free, 2% butterfat content or less, milk-fluid only

14.7 Beef, Roast USDA Choice or better, fully cooked (specify degree of doneness: medium, medium well); shall be free of water and isolated soy protein additives; equal to or better than Manda Item #451.

14.8 Beef Patties, to be all beef, except that if TVP is added, not more than 3% may be used; fat content may not exceed 25%; cooked weight of patty shall be not less than three (3) ounces.

14.9 Ground Beef Crumbles Fully cooked ground beef for use casserole; shall not exceed 10 percent.

14.10 Meatloaf or Salisbury Steak-these menu items must be freshly prepared in the FSP's production facility, from scratch, using ground beef that is 75% lean; may include up to 3% TVP; if ground poultry is combined with ground beef, poultry may not exceed 30%.

14.11 Pork (to be No.)1; must be lean, well-trimmed of visible fat; tender when cooked.

14.12 Ham (pork only, no turkey ham); boneless, buffet style, offered as whole meat entree; shall be at least 95% fat free; equal to or better than Reliance Brand by Sysco.

14.13 Sausage, smoked, fully cooked: to be made from pork or pork/beef blend without addition of poultry products; fat content shall not exceed 30%; equal to or better than Manda's Rope Style #308.

14.14 Frankfurters, fully cooked: 100% 4 ounces each. Beef/Pork blend without added poultry products or fillers.

14.15 Chicken quarters: USDA Grade A Chicken: must be cut from 2.5 lb. fryer, such that the resulting fully-cooked edible portion (breast quarter w/wing or leg quarter) served client is not less than 3 oz.

Option: serving pans must contain approximately one-half of each: breast quarters/leg quarters.

Option: serving pans may contain only leg quarters. **Note:** Frozen meals use leg and thigh only.

14.16 Chicken patties and/or boneless chicken: offered as entrees must contain 100% breast meat.

14.17 Turkey breast, whole muscle: offered as meat entree, must contain 100% breast meat; equal to or better than Sysco Classic. (Turkey roll not acceptable) Three-ounce portion shall not exceed five (5) slices.

14.18 Skinless fish- cod, halibut, catfish fillets may be offered provided that integrity of menu item is preserved during extended holding time.

15.0 STANDARDS FOR FROZEN MEALS

The AAA may elect to offer frozen home-delivered meals to some/all clients. Bidders will be required to submit a price to provide frozen HDMs for the contract period when such service is identified on the bid request. **Food Service Providers** may be requested to provide delivery of additional frozen meals during the life of the contract OR to substitute hot meals for the frozen meals, depending on client needs. The AAA proposes to submit change request to **FSP** not less than 30 days prior to effective date of change.

15.1 Frozen meals must meet all the nutrition requirements described herein, **Section 8**. Meals must be packaged in a three-compartment tray sealed with film approved by the Contractor. Meals must be identified by production date on outside of lid. Immediately following packaging, meal shall be **chilled** (to minimize formation of ice crystals) prior to sealing and freezing. Following sealing, meals shall **immediately** be stored in a freezer maintained at zero degrees F. or colder, such that the internal temperature of the meal shall reach 40 degrees F. or below within two hours and reach 32 degrees F within four (4) hours. Meals shall be stored at zero degrees F. or colder and stored not more than thirty (30) days from production date.

15.2 Meals for one five (5) day week and/or one (7) day week shall be packaged together using heavy duty rubber bands or heavy-duty strapping tape/plastic wrap or bagged such that clients receive one pack with five/seven meals.

15.3 Frozen meals must be transported in insulated carriers/chests (not Styrofoam) to maintain a hard frozen state and a temperature of not less than 32 degrees F.

15.4 Each client who receives frozen meals must be issued one copy for heating instructions to include procedures for heating meals in a regular oven, a toaster oven, and a microwave oven when receiving first frozen meal. Upon request, instructions shall be provided in Braille for visually impaired clients. Instructions must be updated annually.

15.5.0 FSP must provide the following to each participant receiving a weekly supply of frozen meals:

15.5.1 Bread, sliced, commercially baked, packaged, labeled; 16 oz. loaf; (whole wheat/white) to be furnished for each client **every other week**. Provide loaves of whole wheat and white bread alternately.

15.5.2 Milk, reduced fat (1%, 2% butterfat) or fat-free, commercially sealed in waxed/plastic container; one quart plus one 1/2 pint for clients receiving five meals/week; one-half gallon container for clients receiving seven meals/week. Maintain at required temperature of not more than 40 degrees F.

15.5.3 Other items such as individually wrapped cookies, crackers and fresh fruit must be packaged separately in containers labeled with the number of items per container. Fragile items must be packed to prevent damage during transportation/handling such as crushing, bruising, mashing. etc.

BID EVALUATION FORM

Date: _____

FOOD SERVICE PROVIDER NAME: _____

I. TECHNICAL MERIT

<u>Criteria Awarded</u>	<u>Possible Points</u>	<u>Points</u>
A. Proposal package is well organized and complete; sample menus meet nutritional requirements	10	_____
B. Production facility, equipment, storage are adequate To meet program requirements.	25	_____
C. Experience, credentials, training of staff responsible for project are appropriate for ENP requirements.	25	_____
D. Experience and expertise in elderly and/or institutional food service demonstrates ability to implement and sustain required services.	20	_____
E. Performance based on current or prior contracts and/or documentation from references.	20	_____
<hr/>		
I. TECHNICAL MERIT SCORE	100	
(I.) FSP SCORE:		_____
II. PRICE PROPOSAL SCORE:		
(unit cost=weighted average unit cost)		
Lowest unit cost-	50 points	
Second lowest unit cost-	40 points	
Third lowest unit cost-	30 points	
Fourth lowest unit cost-	20 points	
All other unit costs-	10 points	
FOOD SERVICE PROVIDER'S <u>TOTAL SCORE:</u>		_____
(sum of I. + II.)		

ENP CHECKLIST TO EVALUATE NARRATIVE PROPOSAL

Evaluation of documentation furnished by **Food Service Provider** in response to bid specifications.
This form can be used as a basis for awarding points on Bid Evaluation form, Attachment 2, if desired.

10 Points each with Total possible score=150 points

_____ Description of food preparation site indicates adequacy to comply with Area Agency requirements.

_____ FSP employs staff with experience, credentials and training to successfully produce and package congregate and home delivered meals for the Area Agency.

_____ FSP employs LDN/RD responsible for menu development and nutritional requirements compliance.

_____ Sample menu submitted by FSP meets nutritional requirements as listed in **Section 9**

_____ Sample menu reflects client preferences.

_____ Specifications for food items consistent with Area Agency standards.

_____ Specifications for single-service items consistent with Area Agency standards.

_____ Standardized recipes submitted are clear, consistent in format, explicitly states weights and/or measures, yield and portion size.

_____ Sanitation inspection reports reflect that FSP meets or exceeds local and State requirements of LA Sanitary Code, Part 23, Title 51 - Eating and Drinking Establishments, (2021).

_____ FSP documents that HACCP program in effect addresses safe food handling procedures.

_____ Copy of current operating permit from health department provided.

_____ Food transport equipment meets Area Agency requirements for holding food at safe temperatures.

_____ Schedule for maintenance and cleaning for delivery vehicles is acceptable and reflects FSP understands the importance of clean and safe vehicles.

_____ Financial statement reflects financial stability and viability of FSP.

_____ Past experience and expertise in the operation of commercial/institutional food service demonstrates ability to implement and sustain services required by Area Agency.

ENP WORKSHEET FOR BID PRICE EVALUATION

_____ Area Agency on Aging Date _____

- A = Home delivered meals per day (estimated)** _____
- B = Congregate meals per day (estimated)** _____
- C = Frozen meals per day (estimated)** _____
- D = Total estimated meals required per day** _____
- E = 250 service days per year, minimum #** _____

	Food Service Provider	Vendor: (Name)	Vendor: (Name)	Vendor: (Name)
F = unit price, Home delivered meal				
G = unit price, Congregate meal				
H = unit price, Frozen meal				
A (# of HDMs) <u>times</u> E (unit price of HDM) =	[a]			
B (# of congregate meals) <u>times</u> G (unit price, congregate meal)=	[b]			
C (# of frozen meals) <u>times</u> H (unit price of frozen meal)=	[c]			
J = TOTAL MEAL COST PER DAY	[<u>add</u> a + b + c]			
E = NUMBER OF SERVICE DAYS		250	250	250
K = GRAND TOTAL COST, MEALS PER YEAR	[<u>J times</u> E]			
L = TOTAL NUMBER OF MEALS PER YEAR	[<u>D times</u> E]			
AVERAGE UNIT COST PER MEAL	[<u>divide</u> K by L]			

ESTIMATED NUMBER OF MEALS REQUIRED PER DAY

AAA

Delivery Address of CONGREGATE Site	C-1 Meals	C-2 Meals	Frozen Meals	Weekend Meals (C-2)	Special Instructions

REQUIREMENTS FOR SINGLE-SERVICE ITEMS

Based on the number of participants shown on Holiday Schedule (Attachment 7), FSP is required to furnish the following; A one week supply of these items shall be on hand at all times at each site:

FOR CONGREGATE MEALS:

Meal Tray Five compartment tray, 10 1/2-in. x 8 1/4-in. non-absorbent polystyrene, FDA approved. (Congregate meals use; one per day/person)

Bowls Able to contain **one cup** (8 oz.) of gumbo, soup, chili, or other hot item **plus one-half cup** rice with at least one-half inch headspace to bowl rim when filled. (Congregate meals use). **Contractor** reserves the right to designate menu items requiring bowls.

Flatware, Napkins, Straws

Option A: Bulk, (individually wrapped/unwrapped) flatware: Plastic knives, forks, spoons, napkins, wrapped straws, salt and pepper packets shall be delivered to sites as needed for **congregate meals**. Pre-packaged flatware shall be sent for special events, i.e. picnics, annual meetings, etc.

Option B: Pre-packaged flatware, which includes knife, fork, spoon, napkin, salt, pepper and straw shall be delivered to sites as needed for **congregate meals**. Pre-packaged flatware shall be sent for special events, i.e. picnics, annual meetings, etc.

Recommended: Specify minimum length; Define either light, medium or heavy gauge plastic for flatware; and Specify size of napkin desired.

Garbage bags Plastic bags at least 1/5 mil thickness; 30 gallon capacity or larger.

Provide at congregate sites as follows:

30 meals/site or less	-	1 bag per service day;
31-60 meals/site	--	2 bags per service day;
61 or more meals/site	-	3 bags per service day

Gloves, polyethylene, disposable

Six (6) pair of gloves per site per service day;

Size: ___ Large ___ Extra-Large ___ One size fits all

Aprons, polyethylene

Four (4) per site per day.

Hair restraints or hair caps

Disposable- Four (4) per site
Per day.

REQUIREMENTS FOR SINGLE-SERVICE ITEMS

FOR HOT/FROZEN HOME-DELIVERED MEALS:

Meal Tray w/lid

Three (3) compartment tray, aluminum foil (gauge .0004), with laminated lid; with high dividers; compartment capacity: 13.3 fl. oz; 5.8 fl. oz; 5.8 fl. oz.; height of dividers: 1 1/4 in; equal to or better than Reynolds Item #750. (One per each meal.)

Soufflé Cup/lid

Plastic portion cup with tight-fitting lid; 4-ounce capacity; equal to or better than Solo Item P400, and Item 57L. (used for cold food items, salads, etc.)

Container/lid

Able to contain one cup (8 oz.) of gumbo, soup, chili, or other hot item **plus one-half cup** rice with at least one-half inch headspace to top of container when filled. Lid must seal container to prevent leakage, spillage, during transport. **Contractor** reserves the right to designate menu items requiring the containers.

Sandwich bags

Waxed, translucent bag, size 6 1/2 inches square, with 1/2' fold flap; equal to or better than Maret 130.

Plastic bag

Plastic food storage with closure that seals product against leakage, spillage; One-half pint capacity or larger (used for freshly cut fruit, i.e. melon, grapefruit, etc.)

HOLIDAY SCHEDULE

July 1, 2024 to June 30, 2027

HOLIDAY	FY 2024	FY 2025	FY 2025	FY 2026
Independence Day				
Labor Day				
Thanksgiving Day				
Acadian Day (Day after Thanksgiving)				
Christmas Eve				
Christmas Day				
New Year's Eve				
New Year's Day				
Martin Luther King, Jr. Day				
Mardi Gras				
Good Friday				
Memorial Day				

SAMPLE DELIVERY ROUTE SCHEDULE*

_____ **AAA**

***Schedule to be devised by Contractor in conjunction with FSP; will vary based on needs of each AAA.**

ROUTE	PAN UP TIME	TIME OF ARRIVAL

MENU FREQUENCY GUIDELINES/PORCTIONS

Contractor requires that the following lists/guidelines be used in developing cycle menus. On each cycle, Menu items should be featured, at a minimum, in accordance with the information specified herein. FSP is encouraged to regularly present to Contractor, for consideration, new menu items that add variety to menus without adding additional costs. At any time during the life of the contract, Contractor may request that unsatisfactory items be deleted from the menu.

Note: Entrees featuring **ground beef** as the main ingredient should not be served more than seven (7) times in a 20-day cycle.

MEAT OR MEAL ALTERNATE GROUP: (excluding special event meals)

LIST A---Four (4) selections per cycle

8 ounce (1 cup) edible portion:

Shrimp Gumbo (without added fish), Shrimp Creole, Shrimp Jambalaya, Catfish Creole

Quartered fryers: Baked, Smothered, Barbequed, Marinara

6-ounce edible portion: Beef Tips with Peppers

3-ounce edible portion: Sliced Roast Beef, Fresh or Cured Pork Ham, Roast Turkey Breast, Pork Cutlet/Choppette, Boneless Chicken Breast or Chicken Tenders

LIST B---Nine (9) selections per cycle

8-ounce (1 cup) edible portion: Chicken and Vegetable Stew, Chicken Stir Fry, Turkey or Chicken Tetrizzini, Chicken and Sausage Gumbo, Chicken and Sausage Jambalaya

4-ounce edible portion:

*Tuna Salad (sandwich), *Chicken or Turkey Salad (sandwich), *Barbeque Beef on Bun

3-ounce edible portion:

Baked/grilled Fish or Salmon Patty with sauce, Baked Chicken Patty, **Meatloaf, **Salisbury Steak, *Baked/grilled all-beef Hamburger Patty

*Sandwiches: to consist of two (2) ounces meat and one (1) ounce cheese: Ham/cheese, Roast Beef/Swiss cheese, Sliced Turkey/cheese

*Chef's Salad, meat/alternate requirement: two(2) ounces julienne meat, 1/2 ounce shredded/julienne cheese, 1/2 oz. hard-cooked egg (not sliced or chopped)

LIST C---Seven (7) selections per cycle

8 ounce (1 cup) edible portion:

Beef and Macaroni Casserole, Meat Sauce with Spaghetti, Baked Rigatoni, Lasagna, Country Beef Stew, Beef and Cabbage Casserole, Black Eye Peas with/Ham, Chili Con Carne Ham or sausage, two (2) ounces plus 6 ounces of white, green Lima, pinto or red beans

4 ounce edible portion: *Sloppy Joe on Bun

3 ounce edible portion:

Meatballs (2 or 3) in Gravy, Tomato Sauce, Barbeque Sauce, Sausage patties or links used at breakfast,

Pepper Steak Beef Patty, Beef Liver and Onions

Frankfurters and Chili- two (2) ounces of frankfurters and one (1) ounce chili

*** Not used in frozen meals; substitution required. See substitutions listed herein.**

**** Suggestion: Meat preparation can be from scratch with mixture of seventy (70%) percent ground beef and thirty (30) percent ground turkey**

MENU FREQUENCY GUIDELINES/PORCTIONS

Substitution List for Frozen Meals:

• Beef Patty with/gravy	for	Hamburger menu
• Sliced Roast Beef/gravy or barbeque sauce	for	BBB Beef menu
• Sliced Ham	for	Ham/Cheese Sandwich
• Sliced Roast Beef/gravy	for	Roast Beef Sandwich
• Sliced Turkey Breast	for	Sliced Turkey Sandwich
• Cod or Catfish Patty	for	Tuna Salad
• Chicken Patty	for	Chicken/Turkey Salad
• Meat Loaf or Pepper Steak/gravy	for	Sloppy Joe menu
• Sliced Turkey or Sliced Roast Beef	for	Chef Salad menu
• Additional serving, cooked vegetables or fruit approved by Contractor herein	for	Salad Items listed

VEGETABLE AND FRUIT GROUP:

Two (2) selections required per meal; incorporate at least four (4) high-fiber items per week. Fruit offered as dessert shall be in addition to the **two selections** from this group.

Four (4) ounces or 1/2-cup edible portion of vegetables listed:

- Dried beans/peas, such as kidney (red), white, pinto, green limas, Crowder, field, black eye
- Whole kernel corn, succotash, sweet potatoes, yam patties, beans w/pork or baked beans
- Mashed, tiny whole, diced/parsley, au gratin, O'Brien potatoes, etc.
- Tiny green peas (preferably, frozen), with or without diced carrots
- Green beans, mustard/collard/turnip greens (with diced turnips), spinach (preferably, frozen)
- Zucchini or yellow squash slices (preferably frozen)
- Carrots, sliced or diced (preferably frozen)
- Mixed vegetables (preferably frozen)
- Seven-minute cabbage
- Orange-glazed beets
- Okra and tomatoes (half and half), Stewed tomatoes
- Stewed apples w/cinnamon

Salad Items:

- *Potato Salad or Pasta Salad (with vegetables)
- *Carrot/Raisin or Carrot/Pineapple Salad (chop carrots very finely)
- *Coleslaw (chop cabbage very finely)
- *Beet/Onion Salad
- *Lettuce/Tomatoes, Tossed Salad, Garden Salad, etc.
- *Sliced Tomatoes-- 3 small or 2 medium/large slices
- *Shredded Lettuce for Sandwich accompaniment

* **Not used in frozen meals; substitution required. See substitutions listed herein.**

MENU FREQUENCY GUIDELINES/PORCTIONS

Fruit Items:

- Canned fruit: peaches, sliced or diced; pears, sliced or diced; applesauce; pineapple tidbits, chunks, or slices (2); fruit cocktail; plums, prunes; sliced apricots; fruit juices, canned or refrigerated, full strength, pasteurized.
- Dried fruits, such as prunes, raisins, apples, peaches, mixed fruits...serving size to be 1/4 cup.
- Seasonal fresh fruit, such as melons, grapes, satsumas, navel oranges, peaches, pears, nectarines, plums, pink grapefruit shall be featured at least once each week during peak availability.

BREAD/BREAD ALTERNATE GROUP:

One (1) serving of bread **must be served daily**. **Avoid extremely hard or chewy rolls**. Menu may include:

- Soft roll, whole wheat or white
- Sliced bread, enriched whole wheat, or 100% whole wheat, white, raisin
- Muffins: cornbread, bran, oat bran, raisin bran, whole wheat, etc.
- Hamburger/Hot Dog Buns
- French Bread; Texas Toast
- Biscuit
- Crackers, saltines or whole wheat, 2/pack --- 3 packs
- **Rice, spaghetti, macaroni, grits, noodles - 1/2 cup- must served as per menu listing:** red beans/rice, meat sauce/spaghetti, macaroni/cheese sauce, beef/noodle casserole, broccoli/rice casserole, etc.

DESSERT GROUP:

One (1) selection per meal; variety contingent on meeting requirements for essential nutrients, including fiber, or to enhance color, palatability and client satisfaction.

Note: Shelf-stable pudding shall be included with frozen meals at least once a month, or for variety, 4 oz. custard-style yogurt with fruit.

Four (4) ounces or 1/2 cup edible portion:

- **Fresh fruit:** apples, oranges, bananas;
- **Canned fruit:** peaches, sliced or diced; pears, sliced or diced; applesauce; pineapple, tidbits, chunks, or slices (2); fruit cocktail; plums, prunes; sliced apricots; fruit juices, canned or refrigerated, full strength, pasteurized.
- Dried fruits, such as prunes, raisins, apples, peaches, mixed fruits...serving size to be 1/4 cup.
- Seasonal fresh fruit, such as melons (cantaloupe, watermelon, honeydew), strawberries, grapes, satsumas, navel oranges, peaches, pears, nectarines, plums, pink grapefruit shall be featured at least once each week during peak availability.
- Fruit compotes, can be mixture of fresh, frozen, canned fruits, melons, grapes, apples, berries.
- Fruit cobbler or crisp
- Puddings, such as chocolate, vanilla, banana, bread pudding
- Fruited or plain gelatin dessert
- Custard-style yogurt with fruit (4 oz. cup)

MENU FREQUENCY GUIDELINES/PORCTIONS

Portion sizes for miscellaneous dessert items:

- Cake squares: yellow, white, chocolate, marble, banana, applesauce, pink lemonade, gingerbread
- Not iced -- 3-inch x 3-inch x 1 1/4-inch minimum
- Cookies, oatmeal, oatmeal-raisin, chocolate chip, sugar, etc. - 3-inch size, 2 ea.
- Brownies, without nuts - 4-inch x 4-inch
- Angel Food Cake- not iced--1 slice (1/12th or 1/16th of cake)
- Cupcake, not iced- 1 small
- Individually packaged Baked Goods, equal to or better than “Little Debbie” brand. 1 each
- Individually packaged granola bars. 1 each
- Birthday cake. 2” x 2” slice
- Ice Cream or Frozen Yogurt... for congregate meals only.....2-ounce cup

For frozen meals: use sealed, individually packaged, baked items or fruit as substitute.

ACCOMPANIMENTS:

- Gravy, as required by menu. At least one (1) ounce per serving.
- Portion-controlled packets of oleomargarine (1) are required for congregate meals only.
- Portion-controlled packets of salt (iodized) and pepper are required.
- Portion-controlled packets of mayonnaise, mustard, salad dressing, catsup, etc. are required when appropriate for menu items, **and are to be listed on menu by LDN/RD** when writing menus
- Portion-controlled **jelly packets (1)** should accompany biscuits.
- Sandwich entrees **must** be accompanied by shredded lettuce, sliced tomato, sliced pickle, mayonnaise/mustard packet, **Exception:** Tuna/Chicken/Turkey salad sandwiches require shredded lettuce and sliced tomato, only.

SPECIAL EVENTS MENU SUGGESTIONS

Summer Grill

Hamburgers/ Hot Dogs with Buns
 Baked beans or Potato Salad
 Lettuce/ tomatoes/ pickles/onions
 Mayonnaise/mustard/catsup/ pickle relish
 Chilled watermelon
 Milk and Lemonade

Bar-B-Que Chicken

Barbeque Chicken quarters
 Baked beans
 Pasta salad/vegetables or Potato salad
 French bread
 Chilled watermelon
 Milk and Fruit Punch

PoBoy on the Bayou

Roast Beef or Ham Po-Boys
 On PoBoy Bun
 Lettuce/tomato/pickle
 Mayonnaise/mustard
 Potato salad
 Brownie
 Ice cream
 Milk and Lemonade

Oven Fried Chicken

Oven Fried Chicken Quarters
 Corn on the Cob
 Tossed salad/dressing
 French bread
 Strawberry shortcake
 Ice cream
 Milk and Fruit Punch

Home on the Range

Barbeque Riblet OR
 Barbeque/Baked chicken quarters
 Corn on the cob
 Baked beans
 French bread
 Escalloped apples

Weiner Roast

Hot dogs (2) with
 Chili and Hot Dog Buns
 Baked beans
 Coleslaw
 Rice Krispy squares
 Milk and Fruit Punch

Cajun Day

Chicken and Sausage Jambalaya
 Whole kernel corn
 Garden Vegetable Salad/dressing
 Soft roll
 Bread pudding/custard sauce
 Milk and Fruit Punch

Deli Day

Barbequed Chopped Beef or
 Chicken breast/BBQ sauce on Bun
 Baked Beans or Potato salad
 Coleslaw
 Assorted cookies
 Assorted hand fruit
 Milk and Fruit Punch

Lenten Menu Suggestions

MENU 1

Shrimp Gumbo/Rice
Okra and tomatoes
Carrot/raisin salad
Wheat roll
Almond cookies
Milk

MENU 2

Tuna Fish Salad
Macaroni w/cheese sauce
Lettuce and tomatoes
Green beans/pimiento
Whole-wheat crackers
Apple cobbler
Milk

MENU 3

Catfish filet w/Creole sauce/rice
Frozen green peas
Tossed salad w/fat-free
Italian dressing
French bread
Chocolate cake square
Milk

MENU 4

Shrimp Jambalaya
Mixed vegetables
Coleslaw
French Bread
Cherry Crisp
Milk

MENU 5

Baked Cod/Halibut in
Creole Sauce
Potatoes au gratin
Frozen peas/carrots
Soft roll
Chocolate putting
Milk

MENU 6

Shrimp Etouffee w/Rice
Frozen spinach
Whole kernel corn
Wheat roll
Fresh apple
Milk

EMERGENCY MEALS/BOX LUNCHESES/SAMPLE MENUS

EMERGENCY MEAL

(Must be shelf-stable)

Sample Menu for:

Water-packed, canned tuna/chicken w/pull top lid
Whole-wheat crackers – 6 each
Portion-controlled mayonnaise packet
Canned fruit juice
Cocoa mix
Canned fruit
Canned pudding/packageged dessert

SAMPLE BOX LUNCH

Option 1:

Canned, ready-to-eat Beef or Chicken Stew*
(8 oz. container equals meal & vegetable
Component)
Peanut butter crackers- 6 each
Fresh orange or orange juice
Individual packaged dessert
Cocoa mix
*to be equal to or better than Hormel

Option 2:

Canned, ready-to-eat Spaghetti and
Meatballs* (7 ounces)
Cheese crackers – 6 each
Fresh fruit
Fresh juice
Pudding
Cocoa Mix
*to be equal to or better than Chef Boyardee

BAG BREAKFAST/BAG LUNCH FOR TRIPS

(Must be assembled in individual bags
ready for distribution to clients)

Option 1:

Ham or Sausage biscuits (2)
Breakfast pastry, individual serving
Fresh fruit (banana)
Orange juice, individual serving
Milk

Option 2:

Ham and cheese sandwich
Portion-controlled mayonnaise & mustard
Potato chips, individual bag
Fresh fruit
Canned juice, individual serving
Packaged dessert, individual serving
Milk

SANDWICH MEALS TO BE PRE- AT CONGREGATE SITES

Sliced ham and cheese
Lettuce and tomatoes
Potato salad
Sliced bread (2) per person
Portion-controlled mayonnaise & mustard
Packaged dessert
Milk

EMERGENCY MEALS/BOX LUNCHES/SAMPLE MENUS

Meat

Vienna Sausage, (8 oz.)- 1 can
Corned Beef hash, (7 ½ oz.)- can
Spam, (7 ½ oz.)- 1 can
Beef Stew, (7 ½ oz.)- 1 can

Vegetables

Green Beans (8 oz.)- 1 can
Whole White Potatoes (14 oz.)- 1 can
Pork & Beans (8 oz.)- 1 can
Green Peas (8 oz.)- 1 can
Macaroni & Cheese, dried,
(4 oz. box)- 1 box

Fruit

Applesauce (8 oz.)- 1 can
Pears, sliced (8 oz.) 1 can
Apricots, (8 oz.)- 2 cans
Raisins, individual pkg- ¼ cup

Cereal (5/8 oz.)

Rice Krispies – box
Total Raisin Bran- 1 box
Cheerios- 1 box
All-Bran- 1 box

Soups, single serving size

Cream of Tomato
Vegetarian Vegetable
Chicken Noodle

Juices

Orange Juice, (6 Oz.)- 1 can
Grapefruit Juice (6 oz.)- 1 can
Tomato Juice (5 ½ oz.)- 1 can

Beverages

Skim Milk Powder = 1 quart milk
Evaporated Milk
Sanka powder, individual pkg – 2
pkg.
Tag bags, individually wrapped- 4 ea.