



Request for Proposals

Senior Center Programming and Congregate Meals Targeted Toward Individuals Age 60+

Goal: To support Northeast Iowa Area Agency on Aging's efforts to provide senior programming, congregate meals and home delivered meals, and outreach to individuals 60 years of age and older.

Funding: Reimbursement is on a per meal basis

Desired project location: City of Dubuque

Minimum project components that grantees must fulfill:

- Senior center programming to improve the lives of older persons, including the preparation of a monthly program calendar
- Providing an appropriate location to hold daily congregate meals
- Preparing and serving congregate meals in accordance with NEI3A and Iowa Department on Aging (IDA) nutrition standards (nutrition standards included in this packet)
- Request participants to contribute toward the cost of the meals and remit such contributions to NEI3A
- Make appropriate referrals to NEI3A for persons needing additional services
- Comply with required reporting requirements by NEI3A and federal, state, and local requirements
- Completing the Aging and Disability Network Consumer Intake Form once per year for each meal participant (intake form included in this packet)
- Provide monthly rosters of participants and narrative report of findings, concerns, issues, solutions.

Eligible applicants: Single organization or a collaboration of organizations who can fulfill minimum project components.

Project period: July 1, 2023 – June 30, 2024

Direct questions to: Greg Zars, gzars@NEI3A.org

Submit one digital copy of your proposal to the following email addresses:

gzars@nei3a.org

jbuls@nei3a.org

Proposals due: May 30, 2023 by 12:00 noon to the NEI3A office

Include the following:

- Bid Cover Sheet
- RFP Worksheet
- Program Budget
- Menu for July 2023
- Activities calendar for July 2023
- List of current Board members
- Cover letter of most recent audit

BID COVER SHEET

Organization Name: _____

DATE: _____

TO: Northeast Iowa Area Agency on Aging
3840 West 9th St
Waterloo, IA 50702

The undersigned, in compliance with your invitation for bids, having examined the bid instructions and specifications, hereby proposes to perform the service in accordance with the bid requirements, specifications, standards at the price stated on the attached bid form.

Signed: _____

Authorized Signature

Date

Printed Name

Title

Email address

Phone number

RFP WORKSHEET

Please complete the following worksheet completely and accurately. Responses may be typed or written. Additional pages may be used if necessary.

Prior to submitting, please verify all the following are complete and included with your proposal:

- ✓ **Bid Cover Sheet**
- ✓ **RFP Worksheet**
- ✓ **Meal Service Budget**
- ✓ **Menu for July 2023**
- ✓ **Activities calendar for July 2023**

Site Location

Provide the physical address of the meal site and kitchen location (if different):

Meal type

Indicate the types of meals you plan to prepare

Hot

Frozen

Shelf Stable

All types

Previous experience and expertise in food preparation and service

Please describe your organization's experience and expertise in food preparation and service. (500 words)

Staffing

Please describe current meal preparation staff including management and any anticipated changes to your staffing plan necessitated by this contract, if applicable (250 words)

Kitchen facility

Please describe and discuss your organization's meal preparation facilities including equipment, size, storage capacity, sanitation and cleanup equipment, and overall capacity to produce and meals. (250 words)

Previous experience and expertise in working with and serving older adults

Please describe your organization's experience and expertise working with older adults (500 words)

MEAL SERVICE BUDGET

Raw Food: _____

Labor and Fringe: _____

Facilities: _____

Other Costs: _____

Proposed per meal rate: _____

Reference:

- Raw food costs include all food costs in preparation of the meal
- Labor and fringe include all direct and indirect personnel costs
- Facilities includes all kitchen costs including equipment and utensils

Attachments

Please attach any additional information you believe will inform the RFP committee of your organization's capacity to carry out the provisions specified in this RFP.