



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP) TO PROVIDE HOME DELIVERED MEALS UNDER THE ERIE COUNTY ELDERLY NUTRITION SERVICES (ECENS) PROGRAM

RFP # 1815VF
May 3, 2018

Commissioner Timothy Hogues
Erie County Department of Senior Services
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202

GLOSSARY	
ACL	Administration on Community Living
Blizzard Box	Emergency meal packages that contain 3 day shelf-stable foods which require little or no cooking or minimal preparation. Generally, they are not eligible for reimbursement because they do not meet all the nutritional requirements specified by NYSOFA.
COOP	Continuity of Operations Plan
CPU	Cost Per Unit
ECENS	Erie County Elderly Nutrition Services Program
HACCP	Hazardous Analysis Critical Control Points
HDM	Home Delivered Meals
LOCALLY PRODUCED FOOD	produced and/or processed at a facility located within a 50-mile radius of Buffalo
MBE/WBE	Minority Business Enterprise/Women's Business Enterprise
NYSOFA	New York State Office for the Aging
OAA	Older Americans Act
PI	Program Issuance
RFP	Request for Proposals
WIN	Wellness In Nutrition Program
TAM	Technical Assistance Memorandum

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COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (“RFP”)

RFP# 1815VF

**TO PROVIDE HOME DELIVERED MEALS UNDER THE ERIE
COUNTY ELDERLY NUTRITION SERVICES (ECENS) PROGRAM**

I. INTRODUCTION

The County of Erie, New York (the County) is seeking Proposal Statements from qualified entities interested in providing Home Delivered Meals(HDM) under the Erie County Elderly Nutrition Services (ECENS) program. In 2017, ECENS served 686,422 home delivered meals for 2,658 older adults living throughout the County. Proposers interested in providing home delivered meals, beginning January 1, 2019, to eligible older adults living in any or all of the municipalities within the County are invited to respond to this request.

Good nutrition is essential to maintaining independence for everyone as they age. In recognition of this fact, Title III of the Older Americans Act (OAA), along with New York State’s ,Office for the Aging and Erie County make a substantial investment in providing support for congregate meals, home-delivered meals, and other nutrition services for people age 60 and older.

The purposes of the elderly nutrition program, as stipulated in the Title III of the OAA, are to (1) reduce hunger and food insecurity, (2) promote socialization of older adults, and (3) promote the health and well-being of older adults by assisting them to access nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior. ¹To meet these outcome objectives the County supports a variety of nutrition services including nutrition education, nutrition counseling, home delivered meals, and congregate meals.²These services are part of a larger comprehensive service system that is designed to help older adults maintain both their health and their independence as they age. The goal of the Erie County program is to offer older adults of all ages and functional health levels appropriate nutrition services for their circumstances, along with a host of complementary services to help them sustain independence and overall wellness.

¹Congressional Research Service (June 17, 2011) –Older Americans Act: Title III Nutrition Services Program

² A description of each nutrition service is provided in Table 1 (Appendix A).

Home Delivered Meals: Home-delivered nutrition services provide meals and related nutrition services to older individuals that are homebound, whether that be a long term condition due to frailty or a short term situation resulting from an accident, illness, or other health related incident. These are individuals who are unable to cook or shop for themselves, and who lack informal social supports to assist with these activities. Often times, these are individuals who are socially isolated due to the lack of ability to leave their homes. Given that, an important characteristic of home delivered meals programs throughout the country is delivery of the meal by a volunteer who provides a source of interaction and friendship to the homebound senior. To complete the three-prong purpose of the OAA Title III Elderly Nutrition Services program, the participant will also receive monthly Nutrition education information, which is delivered along with the meal.

Home-delivered meals tend to be the first in-home service that an older adult receives, and the program is a primary access point for other home and community-based services.³ Home-delivered meals are considered one component in a continuum of services to support the homebound elderly in remaining in their own homes. Other components may include personal care, chore, nutrition education/counseling, and transportation services.⁴ Given the eligibility requirements and the likelihood that qualified individuals will be in need of other services, all recipients of ECENS-funded home delivered meals must receive an assessment from an Erie County Department of Senior Services Case Manager⁵ to determine eligibility based on functional status and availability of informal supports, and to set up a plan of care that establishes the number of meals to be provided on a weekly basis, and the length of authorization to receive meals.

Targeting: The ECENS program strives to provide service to all eligible older adults within Erie County, while meeting the targeting objectives set forth in the OAA for these services. OAA Title III requires programs to target or prioritize service to older individuals with *the greatest economic and social need*. The OAA defines such need as (1) living below the poverty threshold; (2) having physical or mental disabilities that pose risk for institutional placement; or (3) cultural, social, or geographic isolation, including isolation caused by language, race, or ethnic status.⁶

Overwhelmingly, recipients of home delivered meals were frail older adults with functional impairments that limit their ability to do daily activities such as cooking and grocery shopping. Details on the descriptive characteristics of clients can be found in Table 2 in Appendix A.

³ Congressional Research Service (2010) –Older Americans Act: Title III Nutrition Services Program

⁴ New York State Office for the Aging (1981) 81-PI-3C-11 —Guidelines for Home Delivered Nutrition Services Manual

⁵ This includes case managers in the employ of subcontracted neighborhood based agencies in the Erie County EISEP-CSE case management system.

⁶ 42 U.S.C. § 3002(23) and (24). See also Government Accountability Office, *Older Americans Act: Options to Better Target Need and Improve Equity. Report to the Ranking Member, Special Committee on Aging, U.S. Senate.* GAO-13-74. (Washington, D.C.: November 2012).

Service Need: Erie County has a growing older adult population. Not only is our older adult population growing, it looks considerably different today than when the OAA was first written. Our older adult population is older—37.7% of seniors are 75 or older, compared to 26.3% in 1970. Our older adult population is considerably more racially and ethnically diverse than it once was—ethnic and racial minorities now constitute 12.3% of the Erie County older adult population, compared to 5.4% in 1970. The City of Buffalo, too, is becoming increasingly diverse and is now home to one of the fastest growing older adult refugee population in the country. In addition, Erie County’s older adult population is more geographically dispersed. In 1970, over half of the older adults in Erie County lived in the City of Buffalo. Today, almost 4 out of 5 live in the suburbs, and the five fastest growing suburbs for older adults are in the outer ring. This increasingly diverse and dispersed population requires that we work to develop our network of providers who can deliver service to Erie County’s older adults wherever they may reside, and in a manner that is culturally competent.

Additionally, the Erie County Department of **Social Services** serves clients in need of Home Delivered Meals. Clients served by the Department of Social Services are under the age of 60, in need of nutritional support, and be below 200% of the poverty level. In 2017, Social Services provided 15,692 meals to approximately 50 clients.

The County seeks proposals that will help the County meet the nutrition needs of these growing, and increasingly diverse and hard to reach populations. In order to effectively provide service to eligible older adults within Erie County, in particular older individuals with the greatest economic and social need, Erie County seeks to contract with service providers that will allow us to provide Home Delivered Meals throughout the County in a comprehensive and cost-effective manner.

Local Intent:

The County intends to support local food production through the purchase of locally sourced products. The County of Erie also intends to support local health initiatives by increasing the amount of fresh fruit and vegetables served in the ECENS program. It is the County's intent to select the Proposer(s) that provide(s) the best solution for the County's needs.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any proposer. The County reserves the right to award negotiated contracts to one or more proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

PROPOSAL PROCEDURES

A. ANTICIPATED SCHEDULE OF PROPOSAL

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP:	<u>May 3, 2018</u>
Pre-Proposal meeting:	<u>May 14, 2018</u> <u>10:00 AM</u> <u>95 Franklin St. Buffalo, NY 14202 Room 1404</u>
Proposals Due:	<u>June 13, 2018</u>
Selection Made:	<u>Approximately July 13, 2018</u>
Contract Signed:	Following all necessary County approvals
Service Start Date:	<u>January 1, 2019</u>

B. GENERAL REQUIREMENTS

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.
2. One (1) original and one (1) electronic copy shall be submitted. Proposals MUST be signed. Unsigned proposals will be rejected.
3. One (1) electronic copy must be submitted to timothy.hogues@erie.gov
4. Submission of the proposals shall be directed to:

Commissioner Timothy Hogues
Erie County Department of Senior Services
95 Franklin St. Buffalo, NY 14202

All proposals must be delivered to the above office on or before Wednesday, June 13, 2018 at 3:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

Requests for clarification of this RFP must be written and submitted to Commissioner Timothy Hogues at timothy.hogues@erie.gov. Questions may be submitted up until 4:00 p.m. on **Wednesday, May 30, 2018**. Formal written responses will be distributed by the County on a rolling basis, beginning on Friday, May 11, 2018, and will be available at <http://www2.erie.gov/purchasing/index.php?q=requests-proposals-amp-construction-bids>

4. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.
5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.
6. No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.
7. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include the Erie County certification letter with the proposal.
8. If proposer is a Veteran Owned Business, proposer should include letter indicating company is 51% or more Veteran-owned.

II. SCOPE OF PROFESSIONAL SERVICES REQUIRED

The County will accept proposals for **food preparation and delivery for the home delivered meal program**, using the County provided menu.

Proposals may include service to any area of Erie County no smaller than a city or town. Proposals must clearly indicate the service area that will be covered within Erie County.

Proposals must include a statement of the degree to which the Proposer(s) may be willing and able to extend its proposed service area in the event that there are no successful proposals for a particular location within Erie County.

Service Period: Services will begin on January 1, 2019. The Contract period will be January 2019 to December 31, 2021. The Contract period may be extended by the County in its sole discretion for up to two additional one (1) year periods, for up to a total of five (5) years.

A. GENERAL NUTRITION PROGRAM REQUIREMENTS

The successful Proposer(s) shall comply with all applicable Federal, State, and Local laws, rules and regulations, including but not limited to those promulgated by the United States Department of Health and Human Services Administration on Community Living (ACL), the New York State Office for the Aging (NYSOFA),⁷ the New York State Department of Health,⁸ and the Erie County Department of Health, in the performance of services, including but not limited to the procurement, storage, handling, preparation, cooking, heating, chilling, transportation and delivery of meals. Proposers shall have written policies and procedures concerning all aspects of the program.

B. GENERAL MEAL REQUIREMENTS

All proposers must demonstrate that they are capable of meeting the meal and food preparation requirements described in Appendix B. These include requirements for the quality of food, and ordering time frames.

⁷ This includes NYSOFA-issued Technical Assistance Memorandums (TAMs) and Program Issuances (PIs).

⁸ This includes Hazardous Analysis Critical Control Points ("HACCP") procedures.

C. PROGRAM DESCRIPTION - HOME DELIVERED MEAL PROGRAM

All proposals must provide for the following:

1. Proposals must include a plan for (i) preparation and delivery of meals, including specialized meals,⁹ to the homes of older persons who are unable to satisfactorily provide for their own nutritional maintenance and who are unable to attend one of the established congregate dining sites operated under Stay Fit Congregate Meal program; (ii) identification and referral of potential clients to the Erie County Department of Senior Services for assessment of eligibility to receive ECENS-funded home delivered meals; (iii) conducting nutritional assessments for persons to whom these meals are delivered (proposers that anticipate serving less than 50,000 meals per year may indicate that they will opt to have these **nutritional assessments** completed by the County); and (iv) recruitment, retention, and training of volunteers and/or paid staff who provide the above service, that ensures participants receive the personal, individual contact and socialization that is required by the ECENS program.¹⁰
2. Proposers that anticipate serving more than 50,000 meals per year **must** include a plan for providing nutritional services. Proposals must include the use of appropriate professionals as required by Law, to individuals referred for and provided home delivered meals. Services should generally include:
 - a. Completion of a nutritional assessment and evaluation of all new clients referred by the Erie County case management system to the Home Delivered Meals Program, within a reasonable time of start of service (with a goal of completing such assessment and evaluation within thirty calendar days of start of service).
 - b. Providing clients with nutrition counseling to improve their nutritional health and document findings. Findings/ notes must be recorded in the NYSOFA operated client database, PeerPlace.
 - c. Completing a nutrition assessment of home delivered meal recipients annually or upon change in their health, circumstances or with the recommendation of the case manager from the County case management system.
 - d. Working with Case Managers, clients, caregivers and doctors to ensure proper meals are ordered.
 - e. Providing nutrition education on proper meal handling and different topics and document these services to clients.
 - f. Identifying and qualifying clients who require a modified diet.
 - g. Notifying the County's case manager of any concerns regarding client issues (safety, behavioral, environmental, etc.).

⁹The following diets must be available for the home delivered meals program: calorie restricted, bland, renal, and ground. New York State Office for the Aging 90-PI-26 and 82-PI-IIIC-10.

¹⁰Further details on the requirements of each are provided throughout Section III C.

- h. Providing training on proper food handling and sanitation to the Proposer(s)'s volunteers/staff when applicable.
- i. Meals are provided based on a menu developed by the County. All menus are provided by the County on a 13 week cycle. Cost proposals must be provided based on the attached sample menu.

3. Delivery Standards:

- a. Primary Service availability: The County seeks proposals that include the provision of up to two meals per day, delivered daily for up to five days per week, plus the delivery of frozen weekend meals, depending on client need as established in the client care plan and as authorized by an Erie County authorized Case Manager

The number, frequency, and type of meals an ECENS client receives will be determined during the case management assessment process in which individual needs and sources of available assistance will be identified. Services must be based on the nature of need since circumstances will vary from individual to individual. Where other sources of meals are available to the service recipient, fewer than two meals seven days a week may be appropriate.¹¹

To meet the goals of the ECENS home delivered meals program, proposers must be able to provide, at minimum, hot mid-day meals at least five days a week, plus an optional cold supper for those clients with an identified need.

In addition to weekday meals, proposals must include delivery of weekend meals, generally consisting of four frozen meals, to those persons that case managers from the County case management system have identified as in need of such service. **Proposals must clearly indicate if the delivery of frozen weekend meals will be available for appropriate clients.**

All meals are to be delivered to each client by contracted staff and/or volunteers within a two-hour time frame from plating to home delivery to client, Monday through Friday. In addition to the two hour timeframe compliance to temperature regulations as outlined in appendix B is required.

Holiday Service is at the discretion of the provider. The normally observed holidays are: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

- b. Alternative service availability: The County seeks proposals that may include the provision of up to 50,000 hot/cold/frozen meals, delivered at regular intervals for service up to seven days per week, Alternative service approval is determined based on client need, including religious beliefs, dietary needs, allergies etc., and as established in the client care plan and as approved by an Erie County authorized Case Manager.

The number, frequency, and type of meals an ECENS client receives will be determined during the case management assessment process in which individual needs and sources of available assistance will be identified. Services must be based on the nature of need since circumstances will vary from individual to individual. Where other sources of meals are available to

the service recipient, fewer than two meals seven days a week may be appropriate.¹¹

All alternative meals are to be delivered to each client on a regular schedule to eliminate any gap in food availability. All proposers must demonstrate the capability to deliver at regular intervals and provide a backup plan.

Proposers must provide a plan to complete wellness or check in calls with alternative meal recipients as recipients will not have the daily visitor associated with traditional HDM services.

Proposals that include partnerships to address wellness checks and/or delivery solutions are encouraged.

Holiday Service is at the discretion of the provider. The normally observed holidays are: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

- c. Routes and Transport: All proposers must demonstrate the capability of meeting the requirements for Routes and Transport described in Appendix B.
- d. Emergency/Back-up Delivery: Proposals must include a Continuity of Operations Plan (COOP) that includes a backup production method/site and a method of back-up delivery when the normal delivery system is disrupted or inoperable, subject to weather, disaster or other unforeseen circumstances beyond the control of the Agency.

Proposals must demonstrate a willingness and ability to deliver meals on non-service days, under emergency conditions, and under special circumstances, as determined jointly by the proposing entity and the County. The type of meal provided under these conditions will be determined according to NYSOFA guidelines and may include —Blizzard Boxes and/or frozen meals as appropriate and feasible.

4. Volunteers/ Delivery Staff

Proposals must provide a detailed description of the plan for maintaining an adequate delivery force to ensure reliable service to ECENS home delivered meal recipients. Where practical, the use of volunteers is highly desired as it furthers the intention of the OAA to encourage volunteerism particularly in relation to meeting critical local needs.¹²

- a. Where the use of volunteers is anticipated, proposals must include a description of current volunteer capacity, volunteer training protocols and procedures, as well as a volunteer recognition plan.

¹¹ New York State Office for the Aging (1981) 81-PI-3C-11 —Guidelines for Home Delivered Nutrition Services Manual

¹² Older Americans Act Title II, Section 202 (c).

- b. Proposals that include the use of volunteers may include the use of paid delivery staff or –paid volunteers in hard to reach areas or where volunteer recruitment may be a challenge.
- c. Proposals should clearly indicate if the proposer will be (1) relying primarily on volunteers, (2) relying primarily on paid staff, or (3) utilizing a mix of volunteers and paid staff.

5. Referral, Eligibility Assessment, and Care Plans

The County’s case management staff will be responsible for completing a full assessment and care plan for people sixty and older who are referred for home delivered meals. The successful Proposer(s) will be responsible for delivering home delivered meals as indicated in the care plan provided by the County or its designee. The successful Proposer(s) will follow referral procedures as provided by the County. Primary Service providers will complete referrals to the County through the Statewide Database PeerPlace. The successful Proposer(s) shall comply with all pertinent eligibility requirements and will not serve food or provide services for reimbursement to persons not eligible as beneficiaries of the Nutrition Program under Title IIIC of the Older Americans Act or the Supplemental Nutrition Assistance Program.

6. Location of Services

Proposals must indicate the city or town within Erie County to be served by the Proposer(s). Table 3 provides 2016 Census information and information on the number of meals served in each town in 2017 that can be used to assess potential service need throughout Erie County.

D. ORGANIZATIONAL CAPACITY AND EXPERIENCE

All proposals must include sufficient information to establish that the proposer(s) have the organizational capacity to provide consistent and reliable service to participants of the ECENS program, and understand the requirements of operating an ECENS Home Delivered Meal program.

Proposals must include a description of the applicant organization and any partner organizations, including staff size, operating budget including major funding sources, structure and a general description of services/programs offered and population(s) served, particularly in relation to the proposed project. Descriptions should include the following:

1. The mission of the organization.
2. The geographic areas the organization currently serves. Be as specific as possible using zip codes, counties or other appropriate parameters.
3. A description of the organization’s experience providing Home Delivered Meals.
4. A description of any current home delivered meal the organization provides including sources of funding (private pay, municipal funding, Medicaid reimbursement, and others).
5. Credentials and professional experience of key personnel, including nutrition staff.

E. ACCOUNTABILITY AND EVALUATION

It is the expectation that all successful proposers will have the ability, commitment and contractual obligation to rigorously evaluate their performance to ensure that all program criteria is met regarding food preparation and delivery.¹³ The successful proposer(s) will work in conjunction with the County to inspect and monitor the meal production and preparation, service and delivery to ensure that food safety, quality, portion control, logistics, as well as all documentation as it relates to food production is in compliance with this agreement.

1. Reporting Requirements:

- a. The successful Proposer(s) must submit monthly invoices to the County reflecting the delivery of and count of meals.
- b. The successful Proposer(s) for the ECENS Home Delivered Meal program must submit client rosters and/or data files that indicate the number of meals served to each registered client at intervals set by the County, but no less frequently than once per month.¹⁴
- c. The successful Proposer(s) must include a method to report the number of nutrition counseling units provided.
- d. The successful Proposer(s) for the ECENS Home Delivered Meal program must work in conjunction with the County to track referrals, service openings and closings, short-term stops in service, and other information deemed necessary and appropriate by the Erie County Case Management system. Tracking, referrals and all other client communication is completed through the confidential and secure client data system, PeerPlace.

2. Outcome Measures: The ECENS program is committed to ensuring a high level of participant satisfaction with the quality and variety of the food that is served, and with other aspects of service that is provided. Participants are surveyed on a regular basis to assess satisfaction with the program. Successful proposer(s) will partner with the County on these efforts by:

- a. Assisting in the distribution and collection of paper surveys.¹⁵
- b. Partnering with the County to review and address issues related to participant satisfaction.
- c. Partnering with the County on quality improvement efforts to identify steps that can be implemented to address dissatisfaction and overall program performance.

Successful applicants should expect site visits by the Erie County Department of Senior Services to review such efforts.

Proposals should include a description of any quality improvement processes that the Proposer(s) currently have in place for existing programs, including how client feedback is incorporated into quality improvement efforts.

¹³ Specific requirements are provided in Appendix B.

¹⁴ Format requirements will be provided to successful proposers.

¹⁵ Participants in the ECENS Home Delivered Meals program are surveyed once per year. Stay Fit participants have access to comment cards that allow the program to assess satisfaction on an on-going basis.

F. FUNDING AVAILABILITY

The County reserves the right to blend funding sources based on the types of services proposed and the mix of applications received. Funding for the HDM program is provided by:

1. Title III C-2—Home Delivered Nutrition Services. This federal grant is used to support the ECENS Home Delivered Meal program.
2. WIN --- Wellness in Nutrition. This State grant has also been used to support the ECENS Home Delivered Meal program.
3. NSIP—Nutrition Services Incentive Program. Federal NSIP funds will reimburse 100% of the cost of U.S. grown food, up to an entitlement rate per eligible meal served during the preceding federal fiscal year. NSIP cash may be used to purchase U.S. agricultural commodities and other foods of U.S. origin. NSIP funds may not be used for administration or other services.
4. Voluntary Participant Contributions
5. County Funds

G. PRICE PROPOSAL

Proposers must submit their Price Proposal using the Excel workbook included in the application materials of this RFP:

- On the HDM muni's tab of the Excel workbook proposers should indicate which municipalities they are bidding to provide service for.
- On the Price Proposal tab of the Excel workbook proposers should enter their per meal price and if applicable the total amount of any applicant match or other income they are willing to contribute to the program to help defray costs.
- The Alternative Service tab of the Excel workbook should be completed by any proposer interested in providing such meals
- The New HDM Area tab of the Excel workbook should be completed by any proposer desiring to provide home delivered meals to a municipality that currently does not participate in the ECENS program

1. COLLECTION OF VOLUNTARY CONTRIBUTIONS

An essential part of the ECENS program is the collection of voluntary contributions from program participants. The suggested voluntary contribution rate is set by the Erie County Department of Senior Services, and the resulting revenue supplements Title III-C and WIN funding, allowing the program to provide significantly more meals than funding would otherwise allow. Successful Primary Service Proposer(s) for the provision of home delivered meals are responsible for collecting voluntary contributions from program recipients. The monies collected are to be utilized by Proposer(s) to defray program operating costs, and as such, this anticipated revenue is incorporated into the Price Proposal worksheet in this RFP.

Proposers must include a plan for collecting home delivered program voluntary contributions. Proposer(s) should include a description of their current capacity, processes, and success rate in collecting voluntary contributions for existing programs they oversee.

Alternative Service Proposers may include a plan for collecting home delivered program voluntary contributions. Proposer(s) should include a description of their current capacity, processes, and success rate in collecting voluntary contributions for existing programs they oversee.

2. EXCESS DEMAND FOR MEALS

Proposers shall have no liability for the delivery of meals beyond the funds budgeted for Meal Costs as set forth in the budget attached to a formally executed agreement, if the demand for meals exceeds available funding. The County will implement wait-list protocols in the event of funding shortages or increased demand for meals.¹⁶

¹⁶. In the event that a waitlist becomes necessary for the ECENS home delivered meal program, the Erie County Department of Senior Services will establish a risk-based wait list that prioritizes service for high risk clients based on assessment of functional status and availability of informal supports

3. FUNDRAISING

Providing nutrition services to the elderly has always been a community effort, not simply a County effort. Funds to support these services have been generously donated by private citizens, foundations, and municipalities within Erie County. It is more important than ever that we strengthen that community effort. There is an increasing recognition of the value of home and community based services like home delivered and congregate meals. That recognition has led to an increasing level of demand for these services. At the same time, federal and state funds for these programs have remained relatively flat, and may decline. Given that, maintaining and strengthening the role of traditional partners in helping to address the nutrition needs of older adults in our community is essential.

Proposals should include a plan for accessing additional revenue, including but not limited to, special fundraising or appeals by the proposers, their related foundations, or other private or public supporters to contribute toward meal costs. We are particularly interested in proposals that would supplement ECENS funding with other sources of income (municipal support, grants, donations), so that ECENS funds can be used to serve as many vulnerable older adults as possible. Proposals that identify mechanisms for addressing excess demand for meals in the event that they arise, or providing meals to those who are on a waitlist for ECENS-funded meals, are also highly desired.

H. OTHER REQUIREMENTS

- A. The successful Proposer(s) is responsible for developing written policies and procedures concerning all aspects of the program.
- B. Proposers must agree to employ older workers, where practical.

III. HOW TO APPLY

Applicants must use the proposal template provided by the Erie County Department of Senior Services for each program for which they seek funding. Applicants may download the template by going to the County's Purchasing Department website:

<http://www2.erie.gov/purchasing/index.php?q=requests-proposals-amp-construction-bids>

Proposals should be of sufficient length to fully address the requirements of the RFP, to a maximum length of 35 pages. This does not include the required cover page and supplemental materials.

STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice, by submission of a proposal in response to this request for proposals, the proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County of Erie and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the proposer to enter into an agreement with the County of Erie for the required services;
- by submitting a proposal, the proposer agrees and understands that the County of Erie is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County of Erie, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature, the Erie County Fiscal Stability Authority, and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the proposer also understands and agrees that the County of Erie reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals;
- To waive any irregularities in proposals received after notification to proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the proposer; and
- To modify dates.

All proposals prepared in response to this RFP are at the sole expense of the proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;

While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process;

The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals **MUST** arrive at the place specified herein and be time stamped prior to the deadline

EVALUATION

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate:

- Proposer's demonstrated capability to provide the services.
- Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services.
- Proposer's experience to perform the proposed services.
- Proposer's financial ability to provide the services.
- Evaluation of the proposer's fee submission. It should be noted that while price is not the only consideration, it is an important one.
- A determination that the proposer has submitted a complete and responsive proposal as required by this RFP.
- An evaluation of the proposer's projected approach and plans to meet the requirements of this RFP.
- The proposer's presentation at and the overall results of any interview conducted with the proposer.
- Proposers **MUST** sign the Proposal Certification attached hereto as Schedule —A1. Unsigned proposals will be rejected.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.
- No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

CONTRACT

After selection of the successful proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority and the Office of the County Attorney. **NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT**

THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

The term of the contract shall be for a three (3) year period commencing January 1, 2019 and terminating December 31, 2021. The County, in its sole discretion may extend the agreement beyond its initial term for up to two (2) additional one (1)-year periods at the same prices and conditions. The vendor and the County of Erie have the option of meal cost review 1 time per year (every 12 months) on the anniversary of the date of the signing of the original contract and mutually agreeable to both parties. If a price increase is warranted it will be based on a Consumer Price Index as determined by the County, not to exceed 3% annually.

INDEMNIFICATION AND INSURANCE

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

—In addition to, and not in limitation of the insurance requirements contained herein the Proposer agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Proposer shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Proposer or third parties under the direction or control of the Proposer; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the proposer and the County, the proposer will be required to provide proof of the insurance coverage described in Schedule –Bll.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

RECORDS

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

All records compiled by the Proposer in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and

remain the property of the County. The Proposer may retain copies of such records for its own use.

NON-COLLUSION

The proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

CONFLICT OF INTEREST

All proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County of Erie. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

COMPLIANCE WITH LAWS

By submitting a proposal, the proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

CONTENTS OF PROPOSAL

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

- a) insert the following notice in the front of its proposal:

“NOTICE

The data on pages ___ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade

secrets or information the disclosure of which would result in substantial injury to the proposer's competitive position.

The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."

and

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page " * **THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**"

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

EFFECTIVE PERIOD OF PROPOSALS

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than 180 days from the proposal date.

Appendix A

TABLE 1: SERVICES OFFERED BY THE ERIE COUNTY ELDERLY NUTRITION SERVICES PROGRAM	
SERVICE	DESCRIPTION
Congregate Meals	A hot or other appropriate meal which meets nutritional requirements and is served to an eligible participant in a group setting.
Home Delivered Meals	A hot or other appropriate meal which meets nutritional requirements and is provided to an eligible person for home consumption.
Nutrition counseling	Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illnesses, or medications use. Counseling is provided one-on-one by a nutrition professional, who evaluates the person's nutritional needs, develops and implements a nutrition counseling plan, evaluates the client's outcome, maintains documentation and distributes appropriate literature. A nutrition professional is defined as a Registered Dietitian (RD), a Registered Dietitian-Eligible who must successfully complete the exam within 18 months (RDE), or a NYS Certified Dietitian/Nutritionist (CDN). Certified Diabetic Educators (CDE) is appropriate only for nutrition counseling with older individuals with diabetes.
Nutrition education	A planned program to promote better nutrition, physical fitness and health through information and instruction on nutrition and related consumer topics of general interest. The program is provided by or under the direction of a Registered Dietitian (RD), Registered Dietitian-Eligible (RDE), NYS Certified Dietitian-Nutritionist (CDN), or a Dietetic Technician-Registered (DTR). Information and instruction may occur in group settings and/or through distribution of materials to individuals.
Source: New York State Office for the Aging "Standard Definitions for Service and Units of Service" 11-PI-03	

TABLE 2: 2012 ERIE COUNTY ELDERLY NUTRITION SERVICES

Home Delivered Meals	
Meals Served¹⁷	686422
Average Per Client	258
Clients Served	2658
Average Age	81
60-74	31%
75-84	30%
85+	38%
Female	72%
Lives Alone	67%
Frail	89%
Below 100% Poverty Level	24%
100-150% Poverty Level	26%
White	69%
Black	27%
Hispanic	3%

Source: Demographic profile compiled from client data collected at time of registration

¹⁷ Meals served for Home Delivered Program include both hot lunch and cold supper, which in 2017 were delivered as a 2 meal unit. .

TABLE 3: OLDER ADULT POPULATION BY TOWN				
Town/City*	60+	75+	85+	Meals Served in 2017
Alden	2149	655	225	0
Amherst	15518	3988	1025	27,731
Aurora	3551	913	235	9,982
Boston	2065	531	136	752
Brant	543	140	36	30
Buffalo	66560	17106	4396	339,600
Cheektowaga	22511	5785	1487	84,443
Clarence	8143	2093	538	7,680
Colden	874	218	56	1,398
Collins	1161	298	77	3,018
Concord	2198	565	145	6,804
Eden	1977	508	131	4,922
Elma	3007	773	199	5,520
Evans	4189	1077	277	11,262
Grand Island	5329	1370	352	0
Hamburg	14889	3826	983	36,759
Holland	870	224	57	5,580
Lackawanna	4624	1188	305	22,787
Lancaster	10980	2822	725	35,151
Marilla	1379	354	91	600
Newstead	2233	574	147	3,382
North Collins	905	233	60	2,774
Orchard Park	7587	1950	501	14,646
Sardinia	716	184	47	884
Tonawanda city	3853	990	254	0
Tonawanda town	18799	4831	1242	21,526
Wales	781	201	52	2,106
West Seneca	11616	2985	767	40,223
Department of Social Services under 60	Social Services serves all towns in Erie County, with a total of 40-50 clients. All proposals should include service to these residents			15692
2016 Census data for Erie County Subdivisions. Data on 'Places' can be found on American Fact Finder.				
Alden, Grand Island and City of Tonawanda did not participate in the ECENS program in 2017				

Appendix B
Meal, Menu, and Service Requirements

- A. Hot Meals must be provided based on a menu(s) created by the County.
 - 1. Cold meals may be provided based on a menu developed by the proposer and approved by the county.

- B. Home Delivered Meal requirement

Meals to individual persons will be based on such dietary needs (such as calorie restricted, low sodium, bland, ground and renal/calorie restricted) as appropriate. Modified diet meals will parallel as closely as possible the regular meals.

- C. For the home delivered meals, the counts will be submitted by Proposer's personnel daily. The Proposer will maintain meal packing in correct route order and accommodate changes in daily meal count, diet category and routes up to 2:00 PM of the day previous to service; additions will be accommodated up to 9:00 AM on the day of service.

- D. Appropriate county staff will meet monthly or more often if necessary to discuss any food preparation, quality or delivery issues.

STANDARD		DATE:								
Week: 1	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO
Hot Meal	Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS									
Meat or Alternate 3oz. Cooked Edible Portion	Salisbury Steak w/ 2 oz Onion Gravy	324/13 44/3	Macaroni & Cheese	508/37	Polish Sausage w/ 1/4c Sauerkraut	273/5 12/3	8 oz Tortellini w/ 3oz Tomato Meat Sauce	180/32 127/7	Boneless Chicken Breast w/ 2oz Marsala Sauce	140/0 138/6
Vegetables & Fruits	Scalloped Potatoes	213/42	Grape Juice	77/19	Fresh Red Skin Potato	94/17	Seasoned Spinach (2)	32/5	Cauliflower	17/3
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Broccoli	45/10	Peas	63/11	Sliced Carrots	27/6	Italian Mixed Vegetable	20/4	Mixed Vegetables	54/10
Bread - 1 Slice or Alternate - ½ Cup	Breakaway Roll	78/13	Wheat Dinner Roll	76/13	Hot Dog Bun	133/22	Italian Bread	54/10	1/2c Brown Rice	109/23
Dessert - ½ Cup	Lorna Doones	150/19	Orange	62/15	Chocolate Cherry Cake	137/24 30/8	Strawberry Yogurt Parfait	69/10	Oatmeal Raisin Cookies	182/29
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0
Milk - 1 cup Vitamin D Fortified 1% or 2% Fat	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12
Calorie Count		990/112		922/107		917/110		619/79		777/83
Salads									Side Salad	
Diet Desserts 1/2c										
Diet Calorie Count										
*Add 20 calories to you total calories if your center serves 2% milk.										
**First number is calories and the second number is carbohydrate in grams										

STANDARD		DATE:								
Week: 2	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO
	Entrée Salad									
Hot Meal	Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS									
Meat or Alternate 3oz. Cooked Edible Portion	Sliced Turkey Breast w/ 2 oz Gravy	106/1 44/3	6 oz Beef Pepper Steak Casserole	241/17	3 oz Meatballs w/ 1/2 c Penne Pasta & 3oz Tomato Sc and Mozzarella Cheese	230/5 106/21 45/9 15/-	Roast Pork Loin w/ 2oz Cranberry Chutney	122/- 39/10	Baked Tilapia w/ 2oz Seafood Sauce	83/0 73/5
Vegetables & Fruits	Mashed Potato	109/21	Broccoli	25/5	Country Cottage Mix	26/5	Sweet Potato	109/19	Baked Potato	130/29
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Carrots	27/6	Waxed Beans w/ Shredded Carrot Garnish	16/4	Pineapple Juice	60/16	Seasoned Collard Greens	31/5	Stewed Tomato and Zucchini	32/7
Bread - 1 Slice or Alternate - ½ Cup	Dinner Roll	78/13	1/2c White Rice	121/27	Roll	78/13	1/3 c Stuffing	80/13	Rye Bread	83/15
Dessert - ½ Cup	Lorna Doones	150/19	Strawberry Bavarian	114/20	Ambrosia	118/22	Chunky Cinnamon Applesauce	55/14	Brownie	160/29
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12
Calorie Count		650/75		654/85		694/98		713/98		799/102
Salads										
Diet Desserts 1/2c										
Diet Calorie Count										
*Add 20 calories to you total calories if your center serves 2% milk.										
**First number is calories and the second number is carbohydrate in grams										

STANDARD		DATE:								
Week: 3	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO
Hot Meal Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS										
Meat or Alternate 3oz. Cooked Edible Portion	Veal Parmesan over Penne with Tomato Sauce & 1 T Mozzarella (1)	279/12 20/4 23/-	Panko Breaded Chicken Thigh	348/8	6 oz. Beef Stroganoff (1)	240/12	eggplant roulette with 3 oz. Tomato Meat Sauce and Mozz Cheese (1)	190/13 49/7 108/0	LS Ham Steak with 1 oz. Maple Glaze	137/3 104/27
Vegetables & Fruits	Broccoli	25/5	Cheddar Mashed Potato	120/20	Cauliflower	17/3	Italian Roasted Vegetables	21/4	Cheesy Scalloped Potatoes	214/42
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Apple Juice	57/14	Lima Bean Bake	138/28	French Bean Medley	23/4	1/2 c Vegetable in Roulette	---	Peas	38/8
Bread - 1 Slice or Alternate - ½ Cup	Dinner Roll	78/13	Multigrain Bread	90/15	1/2 c Brown Rice	109/23	Dinner Roll	78/13	Corn Bread	140/27
Dessert - ½ Cup	Chocolate Pudding	100/19	Tropical Fruit	70/17	Oatmeal Raisin Cookie	182/29	Cantaloupe	27/7	Blueberry Pear Crisp	126/26
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12
Calorie Count		718/79		904/100		708/84		624/55		895/144
Salads										
Diet Desserts 1/2c										
Diet Calorie Count										
*Add 20 calories to you total calories if your center serves 2% milk.										
**First number is calories and the second number is carbohydrate in grams										

STANDARD		DATE:								
Week: 4	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO
Entrée Salad										
Hot Meal Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS										
Meat or Alternate 3oz. Cooked Edible Portion	Roasted Pork Loin w/ 2 oz. Gravy	90/0 43/3	Veggie Burger w/ Ketchup	200/19 10/2	Chicken Biscuit Pie With 1 oz Gravy	442/46 22/1	Meatloaf with 2 oz. Swiss Gravy (1)	324/13	Lasagna w/ 2 oz Meat Sauce	291/29 57/3
Vegetables & Fruits	Mashed Squash	47/12	Roasted Red Potato	94/17	1/2 c Vegetable in Pie	---	Mashed Potato	109/21	California Mix Vegetable	30/6
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Creamed Cabbage with Dill	36/8	Seasoned Spinach	32/5	Apple Slices	68/17	Peas with Pearl Onions	41/8	Grape Juice	77/19
Bread - 1 Slice or Alternate - ½ Cup	Rye Bread	83/15	Wheat Hamburger Roll	160/26	Biscuit (in Pie)	---	Wheat Bread	77/14	Dinner Roll	78/13
Dessert - ½ Cup	Cinnamon Streusel	183/33	Pineapple	70/16	Brownie	160/29	Banana	105/27	Lemon Bavarian	128/21
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12
Calorie Count		618/83		702/97		828/105		792/95		797/103
Salads			Side Salad							
Diet Desserts 1/2c										
Diet Calorie Count										
*Add 20 calories to you total calories if your center serves 2% milk.										
**First number is calories and the second number is carbohydrate in grams										

STANDARD		DATE:									
Week: 5	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO	
Hot Meal		Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS									
Meat or Alternate 3oz. Cooked Edible Portion	Egg and Vegetable Omelet with 2 oz Cheese Sauce (1)	157/6 91/8	Breaded Pork Chop with 2 oz. Gravy	201/9 43/3	1/2c Baked Rigatoni with 3 oz Italian Sausage & 3 oz. Tomato Sauce	106/21 210/0 30/6	Boneless Chicken Breast w/ 2 oz Gravy	140/0 44/3	6 oz. Lightly Seasoned Beef Strips	166/6	
Vegetables & Fruits	Zucchini Medley in the Omelet	—	Lazy Pierogi	151/30	Cauliflower w/ Parsley	17/4	Mashed Sweet Potatoes	116/27	Oriental Mixed Vegetable	30/5	
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Roasted Red Potatoes	94/17	Carrots	27/6	Italian Beans	19/4	Peas	62/11	Pineapple Juice	60/16	
Bread - 1 Slice or Alternate - ½ Cup	Raisin Bread	80/14	Dinner Roll	78/13	Split Top Roll	78/13	Noodles	105/19	1/2c Rice	121/27	
Dessert - ½ Cup	Melon Cup Medley	29/7	Berry Compote	47/12	Peach Bavarian	91/19	Cinnamon Pear Crisp	133/28	Apple	95/25	
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	
Calorie Count		587/64		683/84		688/79		736/100		608/91	
Salads					Side Salad						
Diet Desserts 1/2c											
Diet Calorie Count											

*Add 20 calories to you total calories if your center serves 2% milk.

**First number is calories and the second number is carbohydrate in grams

STANDARD		DATE:									
Week: 6	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO	
Hot Meal		Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS									
Meat or Alternate 3oz. Cooked Edible Portion	Pot Roast with Gravy	234/2 44/3	2 Stuffed Shells w/3 oz. Tomato Meat Sauce and 1 T Mozzarella	240/31 91/6 23/0	Pork Rib with 1 oz BBQ Sc	260/12 70/18	Herb Crusted Tilapia with Fresh Lemon Wedge	230/15	Breaded Chicken Breast with 2 oz of Herb Gravy	149/5 44/3	
Vegetables & Fruits	Mashed Potatoes	109/21	Seasoned Spinach with Mushrooms	32/5	Scalloped Potatoes	214/42	Broccoli Cheese Rice Casserole	108/13	Roasted Red Skin Potatoes	94/17	
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Mixed Vegetable	54/2	Cauliflower	17/4	French Bean Medley	23/4	Zucchini with Diced Tomato	32/7	Peas and Carrots	38/8	
Bread - 1 Slice or Alternate - ½ Cup	Biscuit	144/22	Italian Bread	54/10	Dinner Roll	78/13	Wheat Bread	77/14	Dinner Roll	78/13	
Dessert - ½ Cup	Strawberry Gelatin w/ Fruit Cocktail	81/18	Canoli	152/19	Chocolate Bavarian	128/21	Ice Cream	137/16	Banana	105/27	
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	
Calorie Count		803/88		746/87		909/112		721/77		642/85	
Salads											
Diet Desserts 1/2c											
Diet Calorie Count											

*Add 20 calories to you total calories if your center serves 2% milk.

**First number is calories and the second number is carbohydrate in grams

STANDARD		DATE:								
Week: 7	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO
Hot Meal	Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS									
Meat or Alternate 3oz. Cooked Edible Portion	Turkey Breast with 2 oz. Gravy	91/2 44/3	Beef Stew	301/31	Stuffed Pepper with 2 oz. Tomato Meat Sauce	190/12 20/4	Ham Steak with 1 oz Crushed Pineapple Topping	137/3 33/8	1/2c Cheese Tortellini with Chicken and 2 oz. Cream Sauce	204/36 25/5 140/0
Vegetables & Fruits	Orange Glazed Carrots	127/19	Brussels Sprouts	33/6	Mashed Potato	109/21	Creamed Cabbage	36/8	Seasoned Spinach	32/5
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Green Bean Casserole	57/12	1/2 c Vegetables in Stew	---	Broccoli	26/5	Sweet Potato	91/21	Grilled Italian Vegetables	61/4
Bread - 1 Slice or Alternate - ½ Cup	1/3 c Dressing	72/12	Biscuit	144/22	Italian Bread	54/10	Dinner Roll	78/13	Tortellini	---
Dessert - ½ Cup	Strawberry Bavarian	114/20	Seasonal Fresh Fruit	95/25	Fruit Cocktail	69/18	Shortbread Cookie	224/27	Orange	62/39
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12
Calorie Count		616/80		518/96		666/82		735/92		660/78
Salads									Side Salad	
Diet Desserts 1/2c										
Diet Calorie Count										
*Add 20 calories to you total calories if your center serves 2% milk.										
**First number is calories and the second number is carbohydrate in grams										

STANDARD		DATE:								
Week: 8	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO
							Entrée Salad			
Hot Meal	Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS									
Meat or Alternate 3oz. Cooked Edible Portion	6 oz. Polynesian Chicken	355/31	BBQ Pulled Pork	270/33	Sliced Roast Beef with 2 oz Gravy	136/0 43/3	Egg and Vegetable Omelet w/ 2 oz Cheese Sauce	157/6 67/3	Beer Battered Fish with Fresh Lemon Wedge	240/20
Vegetables & Fruits	Broccoli	25/5	Butternut Squash	47/12	Cheesy Mashed Potatoes	109/21 29/1	1/2c Vegetable in Souffle' (Spinach)	---	Mixed Vegetables	72/14
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Summer Squash w/RedPepper	18/4	Roasted Red Potatoes	94/17	Sliced Carrots	27/6	Harvard Beets	111/26	German Potato Salad	139/28
Bread - 1 Slice or Alternate - ½ Cup	1/2c White Rice	121/27	Wheat Hamburger Roll	160/26	Rye Bread	83/15	Honey Bran Square	153/28	Combread	140/27
Dessert - ½ Cup	Chocolate Cake with Whipped Topping	137/24 13/1	Melon Cup Medley	29/7	Apple	95/25	Mandarin Oranges	46/12	Berry Parfait	69/10
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12
Calorie Count		805/104		736/107		658/82		670/87		796/111
Salads										
Diet Desserts 1/2c										
Diet Calorie Count										
*Add 20 calories to you total calories if your center serves 2% milk.										
**First number is calories and the second number is carbohydrate in grams										

STANDARD		DATE:								
Week: 9	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO
Hot Meal		Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS								
Meat or Alternate 3oz. Cooked Edible Portion	Roast Pork with 2 oz. Warm Cinnamon Apples	90/0 25/6	1/2 C Rotini with 3 oz. Meatballs and 3 oz. Tomato Sauce	210/42 230/5 30/6	Sliced Roast Turkey w/ 2 oz. Gravy	91/2 44/3	Shepherds Pie	343/31	Buffalo Style Breaded Chicken Breast	149/5 50/0 4/0
Vegetables & Fruits	Roasted Carrots	27/6	Cauliflower	17/3	Mashed Sweet Potato	109/19	Vegetable in Stew	---	Fiesta Corn	71/17
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Mashed Potatoes	109/21	Seasoned Spinach	32/5	Peas	62/11	Warm Apple Slices	68/17	Broccoli	26/5
Bread - 1 Slice or Alternate - ½ Cup	Wheat Bread	77/14	Breakaway Roll	78/13	1/3c Dressing	72/12	Garlic Biscuit	144/22	Italian Bread	54/10
Dessert - ½ Cup	Chocolate Mousse	101/13	Fruit Cocktail	69/18	Fruited Tapoica	111/21	Gingerbread Cake	263/36	Orange	62/15
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12
Calorie Count		565/72		802/104		626/80		954/118		552/65
Salads									Side Salad	
Diet Desserts 1/2c										
Diet Calorie Count										

*Add 20 calories to you total calories if your center serves 2% milk.

**First number is calories and the second number is carbohydrate in grams

STANDARD		DATE:								
Week: 10	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO
Hot Meal		Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS								
Meat or Alternate 3oz. Cooked Edible Portion	6 oz. Turkey Ala King	180/9	8 oz. LS Ham and Scalloped Potatoes	311/30	Baked Cod with Mango Salsa	89/0 68/15	Boneless Breaded Chicken Breast w/ 2 oz. Tomato Sauce & 2 tsp of Mozzarella	149/5 20/4 15/0	Sliced Roast Beef with 2 oz. Fresh Onion Gravy	136/0 44/3
Vegetables & Fruits	Mashed Potatoes	109/21	Peas	63/11	Rice Pilaf	129/23	Wax Beans	30/6	Sweet Potato	109/19
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Carrots	27/6	Apricot Nectar	70/18	Broccoli	26/5	Seasoned Spinach	32/5	Spiced Apples	68/17
Bread - 1 Slice or Alternate - ½ Cup	Biscuit	144/22	Rye Bread	83/15	Combread	140/27	Pasta	106/21	Whole Wheat Dinner Roll	76/13
Dessert - ½ Cup	Chocolate Chip Cookie	327/40	Lemon Cake with Powdered Sugar	190/24	Baked Pear Crisp	73/10	Tropical Fruit	90/21	Fruited Gelatin	63/16
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12
Calorie Count		924/109		853/110		614/83		578/74		632/80
Salads										
Diet Desserts 1/2c										
Diet Calorie Count										

*Add 20 calories to you total calories if your center serves 2% milk.

**First number is calories and the second number is carbohydrate in grams

STANDARD		DATE:								
Week: 11	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO
									Entrée Salad	
Hot Meal	Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS									
Meat or Alternate 3oz. Cooked Edible Portion	Italian Sausage Peppers and Onions and 2 oz Tomato Sauce	210/0 17/3 20/4	Meatloaf with Gravy	324/13 44/3	Breaded Fish w/ 2 oz Lemon Cream Sauce	240/20 108/2	Veal Parmesan w/ 2 oz Tomato Sauce	210/18 20/4	8 oz. Chili Con Carne	383/20
Vegetables & Fruits	Roasted Red Potatoes	94/17	Mashed Potato	109/21	Sweet Potatoes	91/21	Italian Green Beans	26/4	Carrots	27/6
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Mixed Vegetables	54/10	Broccoli	26/5	Peas	63/11	Roasted Cauliflower	79/5	Pineapple Juice	60/16
Bread - 1 Slice or Alternate - ½ Cup	Soft Roll	200/33	White Bread	77/14	Wheat Dinner Roll	76/13	1/2 c Penne Pasta	106/21	Corn Bread	140/27
Dessert - ½ Cup	Pineapple	70/16	Vanilla Mousse	95/13	Peach Crisp	126/26	Glazed Pumpkin Cake	268/54	Apple	95/25
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12
Calorie Count		801/95		877/82		840/105		845/118		841/106
Salads										
Diet Desserts 1/2c										
Diet Calorie Count										

*Add 20 calories to you total calories if your center serves 2% milk.
 **First number is calories and the second number is carbohydrate in grams

STANDARD		DATE:								
Week: 12	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO
Hot Meal	Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS									
Meat or Alternate 3oz. Cooked Edible Portion	Roast Turkey w/ 2 oz Gravy	91/2 44/3	8 oz. Beef Stew	294/30	Beef Macaroni Casserole	390/22	Pork Ribette w/ 1 oz BBQ Sauce	260/12 70/18	Breaded Fish with Tartar Sauce & Lemon Wedge	240/20 23/1
Vegetables & Fruits	Mashed Potatoes	107/21	Brussels Sprouts	37/6	California Mixed Vegetables	109/21	Cheesy Scalloped Potatoes	252/42	Macaroni and Cheese	111/15
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Peas and Carrots	38/8	1/2 c Vegetable in the Stew	---	Corn	67/16	Seasoned Spinach with Mushrooms	35/5	Italian Green Beans	19/4
Bread - 1 Slice or Alternate - ½ Cup	1/3 c Stuffing	80/13	Biscuit	144/22	Rye Bread	83/15	Soft Roll	200/33	Dinner Roll	78/13
Dessert - ½ Cup	Gelatin	70/17	Strawberry Bavarian	114/20	Apricots	80/21	Lemon Cake with Lemon Glaze	182/36	Mandarin Oranges	46/12
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12
Calorie Count		566/76		726/89		865/107		1135/158		653/77
Salads	Side Salad									
Diet Desserts 1/2c										
Diet Calorie Count										

*Add 20 calories to you total calories if your center serves 2% milk.
 **First number is calories and the second number is carbohydrate in grams

STANDARD		DATE:								
Week: 13	Monday	Kcal/CHO	Tuesday	Kcal/CHO	Wednesday	Kcal/CHO	Thursday	Kcal/CHO	Friday	Kcal/CHO
Hot Meal		Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Fortified Margarine * NO MILK RENALS								
Meat or Alternate 3oz. Cooked Edible Portion	Cheese Ravioli w/ 3 oz Tomato Meatsauce	260/31 84/5	Bone-In Chicken Breast with 2 oz. Gravy	193/0 44/3	Roast Beef w/ 2 oz Gravy	136/0 44/3	Bratwurst w/ 1/4 c Baked Beans	230/0 60/12	Cheddar Sausage Omelet	409/3
Vegetables & Fruits	Peas	62/11	Carrots	27/6	Sweet Potato	91/21	Mixed Vegetable	54/10	Hash Browns	170/20
2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week	Seasoned Summer Squash w/ Peppers	19/4	Cauliflower	17/4	Savory Cabbage	34/4	Roasted Potatoes	94/17	Tomato and Basil Casserole	35/8
Bread - 1 Slice or Alternate - ½ Cup	Italian Bread	54/10	1/2 c Rice	121/27	Rye Bread	83/15	Hoagy Roll	200/33	Muffin	64/9
Dessert - ½ Cup	Berry Parfait	69/10	Snicker Doodle Cookie	150/19	Cherry Cake	137/24	Mandarin Oranges	42/12	Tropical Fruit	70/17
Butter - 1 tsp.	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0	Butter	34/0
Meat or Alternate 2oz. Portion	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12	1% Milk	102/12
Calorie Count		684/83		688/71		661/79		816/96		884/69
Salads										
Diet Desserts 1/2c										
Diet Calorie Count										
*Add 20 calories to you total calories if your center serves 2% milk.										
**First number is calories and the second number is carbohydrate in grams										

Table 1

Holiday/Occasional Menu Options

Entrée:

Chicken Cordon Bleu

Breaded Chicken Drumsticks

Cabbage Roll w/2oz. meat sauce

Center Cut Bone-In Pork Chops

Corned Beef

Dessert:

Holiday Pies-apple, cherry, sweet potato, chocolate cream, Boston cream, lemon cream, coconut cream, banana cream etc.

Ice Cream/Sherbet

Donut

Strawberry ShortCake-1/2 biscuit, #12 scoop strawberries, 1T whipped topping.

Cheesecake

Éclair

GENERAL MEAL REQUIREMENTS:

The Proposer must guarantee that all meals will conform to the requirements of the program. This includes the provision that each complete meal must provide 1/3 of the Recommended Daily Allowance for adults 60 years of age and older, as specified by the Food and Nutrition Board, National Academy of Science and the National Research Council. The meal must include a good source of Vitamin C every day, a good source of Vitamin A three times per week, and 3 oz. high biological value edible protein every day.

- A. Hot Noon Meal (home delivered and congregate)
In addition to the entrée, the Hot Noon Meal will include:
Vegetables and fruit (two - ½ cup servings)
Once slice of bread or variant (one ounce),
Butter or fortified margarine (one teaspoon)
Dessert (ex.: one serving of at least ½ cup fruit, or fresh fruit, or iced cake, milk pudding, cookies, etc.)
Milk (½ pint: 1% or 2% homogenized low fat milk (fortified with Vitamin A and D)
Enriched or whole grain products (spaghetti, noodles, rice, stuffing, etc), one serving as appropriate
Chef salad 4 oz. or soup 6 oz. as appropriate
- B. Cold Evening Meal (home delivered only)
Meat, fish, poultry, or alternate-2oz. protein edible portion (usually in the form of a sandwich or cold plate)
Bread or variant-2 slices or 2 ounces
Fruit or Vegetable salad or full strength juice – ½ cup
Dessert- 1 serving of at least ½ cup fresh fruit, canned fruit, milk pudding, iced cake, cookies or other acceptable dessert
Butter or fortified margarine 1 teaspoon
Milk- ½ pint 1% or 2% homogenized milk (fortified with vitamin A & D)
- C. Meals must be moderate in sodium (~1500 mg. /meal or less), saturated fat and sugar levels. No salt may be used in the cooking process. Low sodium products are to be used in gravies, soups, sauces, etc.
All meals must be of the highest quality standards and conform to USDA requirements. Meals must be prepared in a manner to preserve optimum flavor, color, texture, size, shape and appearance while retaining nutrients and food value. Provider must ensure entrée tenderness. Provider must sample food items to ensure high quality and entrée tenderness prior to delivery.
- D. The Proposer will be responsible to provide specific recipe information as needed to complete nutritional analysis of all items served for all menus by the county dietitian as required by NYSOFA.

- E. Entrée Specifications:
3 ounces cooked weight serving of edible meat, poultry, seafood, eggs or cheese.
Meat: USDA Choice/Select (when appropriate)
Poultry: USDA Grade A
Seafood: USDA Grade A
Pure Ground Beef: USDA Utility not to exceed 18-22% fat
Eggs: USDA Grade A
Cheese: USDA Grade A

The same entrée type may not be provided more than once per week and on the same day in the next week.

Fillers or breading used in preparation may not be counted as part of the 3 ounce serving.

Fresh, frozen chicken, pork, beef and fish are recommended.
Liver may be provided; however an alternate entrée must be offered.

Meat alternatives must be provided on Ash Wednesday and on Fridays during Lent.

Ground beef entrees (i.e. casseroles, meatballs, meatloaf, hamburger patties, Salisbury steak, etc) may not be used more than one time per week.

All ham products, hot dogs, knockwurst, polish sausage and luncheon meats must be low sodium products.

Luncheon meats must be post-pasteurized.

Casserole and stew items that include a 3 ounce protein requirement will be a minimum of eight ounces served.

If soup, stews or casseroles are provided, each serving must have ½ cup of vegetables included within.

Casserole or entrée mixtures must be defined.

- F. Fruits, Vegetables and Juices
Vegetables and Fruits: Two ½ cup servings-drained
Fresh fruits and vegetables: USDA Number 1
 Bananas-150 Petite
 Oranges 113 ct. Navel
 Apples 120 ct. Ida Red
Frozen vegetables: USDA Grade A Fancy
Canned vegetables: USDA Grade A Fancy
Canned fruit: USDA Grade Choice Light syrup or natural juice packed
Frozen fruits: USDA Fancy
Canned diet fruits: USDA Grade A Choice

Fruit and vegetable juice: USDA Grade A Fancy 100% juice

Fruit and vegetable juices must be 100 % juice and pasteurized. It is recommended that they be fortified with vitamin C.

Individual packaged juice must be provided.

Fresh or frozen vegetables are recommended.

Fresh chef salads with dressing are recommended..

All soup and fruit and vegetable blends must be defined.

Instant mashed potatoes, if utilized, must be fortified with vitamin C.

- G. Butter or fortified margarine: one teaspoon
Individual packets or pats must be provided.

H. Desserts

Dessert: ½ cup: fruit, fresh fruit, or iced cake, milk pudding, cookies, etc.

Dessert variety is recommended.

The same dessert flavor and type must not be provided more than once per week.

A birthday cake may be delivered to all home delivered participants.

Seasonal decorated desserts are highly recommended.

Cakes and cookies must be individually wrapped for all home delivered meals.

Low sugar alternatives must be provided. They must be clearly identified and labeled.

- I. Bread or Variant: 1 ounce serving minimum of enriched whole grain bread, biscuit, roll, muffin, cornbread or bun or variant: enriched and whole grain products such as spaghetti, noodles, rice, stuffing-one standard serving when indicated on menu

Variety is recommended.

The same serving type may not be provided more than one time per week.

Whole grain serving are highly recommended.

The same serving type and flavor may not be provided more than one time per week.

Uniformity and size must be consistent for all servings.

All bread must be individually wrapped unless specified otherwise.

- J. Milk: ½ pint 1 or 2% USDA Grade A, pasteurized and fortified with Vitamin A & D

Individual milk cartons must be provided.

Nutrition program staff will designate milk choice.

Milk cartons with expired dates and/or are spoiled or damaged must be replaced.

A minimum 5 day lead date for all milk cartons is required.

- K. Food Safety and Sanitation:

Prior to and during meal delivery, the hot meals will be maintained at a temperature of 140° or higher and for no longer than two hours from the time of plating at the food preparation facility to when the meal is delivered (or as otherwise required by Law, including Erie County Health Department and/or NYS Health Department guidelines for time and temperature). If food does not meet the minimum time and temperature standards as required by Law, the food will be rejected and must be discarded. The Proposer must replace the food so rejected.

Cold food items will be maintained at the maximum temperature of 45° degrees or less when the meal is delivered (or as otherwise required by Law, including Erie County Health Department and/or NYS Health Department guidelines for cold food items).

Frozen items must be maintained in their frozen state until received by the client or bulk congregate site.

The location where the food is prepared, processed, and/or packaged shall be maintained and operated in compliance with Law, including but not limited to Local and/or State Department of Health regulations.

The Proposer is required to comply with all applicable HACCP procedures and to maintain such records as required by the New York State, Department of Health and to provide such records to the County upon request. The County reserves the right to inspect all aspects of the Proposer's food preparation, storage and delivery and to require that food that does not meet HACCP guidelines be discarded.

The Proposer is required to retain a dated test meal in the freezer for a period of three working days or seventy two hours (or longer if required by Law) after the day of service for all food products served to the clients for the meal. Further, upon appropriate requests by the County, the vendor agrees to submit said test meals for nutritive and/or microbacteriological analysis by a qualified testing laboratory at the Proposer's expense.

All food preparation, storage and distribution facilities, appliances and equipment shall at all times be kept and maintained in a clean and sanitary condition as required by Law and that kitchen appliances and other equipment are kept at all times in good repair for satisfactory operation as required by Law.

L. Delivery Equipment:

All equipment, including automobiles, storage containers, hot boxes, insulated containers, carriers, inserts and other equipment, used by the Contractor for the transport, storage and delivery of meals shall be made available for inspection by the County.

M. Routes:

Meals are to be delivered by routes approved by the County. Generally, no more than 12 meals are delivered in one trip. Routes that go beyond this number, including —Double routes, may be submitted for approval by the County provided that the proposer can demonstrate that there is adherence to the temperature and two-hour maximum time limits.

N. Transport:

Proposals must include a description of food transportation containers to be used.

1. Cold and hot food must be packaged separately.
2. Oliver trays or other approved trays may be used for hot food. The lids must provide an air tight seal.
3. Appropriate containers, lids, or covers must be used for cold foods.¹⁸

¹⁸ For example, a plate wrapped with just saran or aluminum foil is not safe and isn't considered an appropriate package, nor is brown bag packaging an appropriate means of transporting food to the homebound, except in specific client circumstances as permitted by Law.

SCHEDULE "A"

PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County of Erie for the required services. The undersigned agrees and understands that the County of Erie is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and Erie County Fiscal Stability Authority and the Office of the County Attorney.

It is understood and agreed that the County of Erie reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

Proposer Name

By: _____
Name and Title

SCHEDULE "B"

STANDARD INSURANCE PROVISIONS

County of Erie Standard Insurance Certificate



LAW-1 INS (Rev. 3/06)

This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.

I Insured Name _____ Address _____ Zip _____ Phone No. _____	III Companies Affording Coverages A _____ B _____ C _____ D _____
II Issuing Agency Name _____ Address _____ Zip _____ Phone No. _____	

IV This is to certify that the policies listed below have been issued to the insured named above and are in force at this time.

Company Letter - from III above	Indicate Type of Insurance By Checking the Box	Policy Number	Effective Date & Expiration	Limits of Liability in Thousands		
				Check the Box	Occurrence	Aggregate
	1. General Liability <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage <p style="text-align: center;">OR</p> <input type="checkbox"/> Combined Single Limit		
	2. Automobile Liability <input type="checkbox"/> Comprehensive Form <p style="text-align: center;">OR</p> <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage <p style="text-align: center;">OR</p> <input type="checkbox"/> Combined Single Limit		
	3. Excess Liability <input type="checkbox"/> Umbrella Form <p style="text-align: center;">OR</p> <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property Damage Combined \$ _____ Self Insured Retention \$ _____		
	4. Worker's Compensation & Employer's Liability Disability Benefits			Statutory Statutory		
	5. Other <input type="checkbox"/>					

V. County of Erie is included as an additional insured under the following Policy numbers:

VI. Description of Operations: It is understood that this coverage on behalf of the insured is for all locations in the County of Erie, NY.

VII. Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the insured, the issuing company will endeavor to mail _____ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

VIII. Name and Address of Certificate Holder & Recipient of Notice: County of Erie c/o Department of Law 89 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued _____ Auth. Representative _____ Firm name & address _____ _____ _____
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FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate	_____
Purchase Order or Contact Number	_____
Vendor Insurance Classification	_____

INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery or merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
 - A. Shall be made to the "County of Erie, Dept. of Law, Suite 300, 69 Delaware Ave., Buffalo, N.Y. 14202."
 - B. Coverage must comply with all specifications of the contract.
 - C. Executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to : County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Comp. Gen. Liab.	\$1,000,000	\$500,000 CSL	\$500,000 CSL	\$1,000,000	\$500,000 CSL	\$1,000,000	\$500,000 CSL
- Prem. & OPS	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Prods. & Comp. OPS	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Independ. Contract.	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Contractual	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Broad Form P.D.	INCLUDE	Note: Comprehensive Form Not Required					See note below
- X.C.U.							
- Personal Injury			INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Liquor Law				INCLUDE	see note below		
- Host Liquor							INCLUDE
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
- Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess Umbrella Liab.	\$1,000,000 see note below	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000 see note below
Worker's Compensation & Employers Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Professional Liab.			\$1,000,000				
Erie County To Be Named Add'l Insd. On	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

* Construction contracts require excess Umbrella Liability limits of \$3,000,000.
 ** Snow removal contracts require evidence of broad form property damage.
 *** In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.
 **** Transportation of people in buses, vans or station wagons requires \$3,000,000 excess liability.

NOTE: Workers Compensation & Employers Liability plus NYS Disability Benefits does not apply to self employed individuals.
 V. In some circumstances it will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.
 VI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.