**Area 4 Agency on Aging IFB APPLICATION For Meals  
for Yuba Sutter Meals on Wheels**

**1) Company Profile**

a. Legal name of your organization and DBA, if applicable

b. Legal structure of your organization (i.e., public vs. private, non-profit vs. profit-making, independent vs. incorporated)

c. Date the organization was established.

d. Name(s) of partners/owners/directors

e. Description of services provided by your organization.

f. Number of FTE (full-time equivalent) management and staff to be dedicated to this program; please attach job descriptions.

**2) Proposed Cost of Meals**

a. Description of meals to be provided, include examples of at least five menus for this program. Menu examples can be submitted as an additional attachment to this application.

b. Cost per meal – this is the average, fixed-rate cost for all meals to be provided under this bid.

c. Maximum number of meals your organization can provide per day and per week (consider your kitchen and staff capacity and how many meals can be served, for example: 50 meals per day, multiplied by 3 days per week = 150 meals a week).

d. Service days – indicate which weekdays that batches of meals would normally be ready for pick-up (for example: Monday, Wednesday, and Friday between 11 am and 11:30 am).

e. Explain how the cost per meal will be sustained throughout the proposed contract term, July 1, 2024 - June 30, 2025, even as food production costs fluctuate.

f. Describe how often you plan to modify menu items. [For example, partial menu changes to include seasonal fruit and vegetables, or complete menu changes on a quarterly/monthly/bi-annually basis to accommodate meal variety]

**3) Describe meal preparation, storage, and packaging processes:**

a. How far in advance will meals be prepared and packaged prior to the scheduled pickup time?

b. What type of meals will you provide – hot, cold, frozen, or some combination of these?

c. How will meals be stored prior to pick-up?

d. Describe how meals will be packaged – include materials used and the labeling process (meals must preserve freshness and be easy to transport).

e. On average, how long will the meals remain fresh and safe to consume?

f. Describe the meal pick-up process for delivery drivers at your location.

**4) Yuba Sutter Meal-Delivery [OPTIONAL]**

**Are you interested in providing meal-delivery?**

**Yes or  No**

**If yes, please fill out the section below.**

**Describe how meals will be delivered:**

1. How will meals be transported from vendor site to YSMOW participants’ homes; describe the type of vehicle to be used? [For example, refrigerated van, car(s), etc.]

1. How and where will the delivery vehicle(s) be stored and maintained?

1. How many drivers are you planning to use?

1. Describe contingency plans pertaining to vehicle breakdowns and driver illnesses.

1. Delivery issues – meals cannot be left unattended at a participant’s door – someone must accept the meals. Can you reschedule delivery of the meals if needed?

Delivery drivers will be responsible for briefly interacting with program participants upon meal delivery and for responding to emergencies (such as a fall or apparent illness), receiving complaints, and reporting signs of abuse and/or neglect. AAA4 will provide necessary training and tools.

**5) List two business references:**

AAA4 may conduct reference checks to assist in the decision-making process. Please provide the name of two (2) organizations to be called, and contact names, phone numbers and email addresses for each.

Reference 1:

Reference 2:

**6) Summary**

Provide a concise recap of the key elements that already have been stated in the application. Please note that this information will be used to provide a brief description of the proposed activities; it will not be rated during the evaluation process.

**7) Proposed Program Costs and Explanations**

Identify annual costs as related to the categories listed in a detailed budget below and include a budget narrative for each line item as appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Categories** | **Brief description of Cost** | **Actual Cost** | **Cost to be Covered by the Grant/Requested Funds** |
| Personnel- Paid & In-kind |  |  |  |
| Insurance |  |  |  |
| Nutrition/Food |  |  |  |
| Other Cost |  |  |  |
| **TOTAL Expenses:** |  |  |  |

**8) Terms and Conditions**

It is understood and agreed by the applicant organization that funds awarded as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedures of AAA4, the California Department of Aging, and the Administration on Aging: U.S. Department of Health and Human Services.

The applicant organization further understands that upon the final resolution of this IFB, the entire contents of this proposal are subject to the Public Records Act and shall be furnished to third parties upon formal request unless the applicant organization notifies AAA4 in advance and in writing to request that specified proprietary elements be redacted.

IFB bidders may request to review all of the following:

(A) Authorizing statutes and federal and State regulations.

(B) The federal Office of Management and Budget Administrative and Cost Policy circulars.

(C) The AAA's:

1. Policy manuals and memoranda.

2. Reporting requirements and procedures.

3. Assessment/evaluation criteria and instruments.

4. Appeal procedures.

5. Any other public information that the AAA determines may be helpful to prospective bidders.

To receive any of the above documentation, please send an email request to RFP@agencyonaging4.org

**9) Contract Agreement**

AAA4 will establish a written contract agreement with the selected bidder(s) with all agreement specifications and standards, including the following:

(A) The selected bid shall be made a part of the contract.

(B) The AAA may negotiate modifications after the bid has been selected to assure that all necessary program requirements are covered before the contract agreement is signed.

(C) Tentative date for the contract agreement to be sent to selected bidders is June 1, 2024.

**10) Evaluation and Selection Process**

The composition of the Bid Evaluation Panel will include at least three AAA4 staff who will review, evaluate, and grade the bids. The same Evaluation Review Tool and the same Evaluation Rating Guide will be used to evaluate all qualified bids.

The AAA4 Staff recommendation on which bid(s) are selected will be made by AAA4’s Executive Director. The AAA4 Staff recommendation will go to the Grants Review Committee and Governing Board for final approval (see Timeline for details).

At a minimum the evaluation shall consider all the following factors:

(A) Qualifications of the bidder's personnel.

(B) The bidder's experience.

(C) Adequacy of the service/program plan or methodology.

(D) Adequacy of the bidder's facilities and resources.

(E) Cost-effectiveness of the bidder's service/program.

(F) Comparability of the objectives in the bid/proposal to the objectives specified in the IFB.

**11) Meal Plan Service Delivery**

Bidder(s) shall provide appropriate meals on a weekday. For purposes of satisfying the State requirement to specify a minimum number of service units, the selected bidder(s) must provide at least one (1) meal per year. A calendar schedule of planned meals must be submitted with the contract agreement packet annually to AAA4.