



Invitation for Bid:
Meal Vendors for Yuba Sutter Meals on Wheels
Contract Cycle: SFY 2026-27; Renewable for SFY 2027-28

EVALUATION REVIEW TOOL

Last modified on January 8, 2026

Applicant: Click or tap here to enter text.

Reviewer: Click or tap here to enter text.

Date: Click or tap to enter a date.

Bid Application Review Categories:

1. Company Profile
2. Proposed Cost of Meals
3. Service Type and Meal Preparation
4. Business References
5. *Summary- Not rated*
6. Proposed Program Costs and Explanations
7. *Terms & Conditions- Not rated*
8. *Meal Delivery Service Plan- Not rated*
9. Application Attachment Checklist

Required Information

Reviewers: Please provide your rating scores by each category item and provide explanation if needed

1. Company Profile	Rating Score and Explanation
a. Legal name of your firm and dba, if applicable	
b. Legal structure of your firm (i.e., private or non-profit, corporation, partnership, etc.)	
c. Date the organization was established	

d. Name(s) of partners/owners/directors	
e. Description of services provided by your organization	
f. Please specify the number of staff members involved in this program and their respective titles.	
g. Is your organization based within Yuba or Sutter Counties. YES <input type="checkbox"/> NO <input type="checkbox"/>	
h. Please describe your methods for sourcing products from these counties and your level of engagement with local suppliers.	
2. Proposed Cost of Services	Rating Score and Explanation
a. Provide a description of the meals that will be offered, including examples of at least five menus for this program. You must submit one menu that includes five (5) different meals as part of this application. Refer to Section 9 for additional details.	
b. What is the cost per meal? The cost per meal refers to the average fixed rate for producing the meal. This amount should exclude any meal delivery costs.	
c. Does your organization intend to apply for the full contract amount of \$315,000 and serve approximately 150 participants? Or are you requesting a different amount based on your service capacity. <input type="checkbox"/> Full contract amount of \$315,000 <input type="checkbox"/> Partial amount	
d. 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)	
e. Service days – indicate which weekdays that meals would normally be ready for a pick-up (for example: Monday, Wednesday, and Friday between 11 am and 11:30 am)	
f. AAA4's intention is to ensure that the cost per meal remains consistent throughout the entire year. Describe strategies and measures that will be implemented to maintain consistent cost per meal during the contract period from July 1, 2026 - June 30, 2027, despite potential fluctuations in food production costs.	
g. 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]	
h. How does your business prioritize the use of local produce and primary ingredients in menu development? Please provide examples of how you have integrated locally sourced ingredients into your dishes.	
3. Service Type and Meal Preparation	Rating Score and Explanation
Please select only one option that best describes your proposed service <i>NOTE: This question will not be rated.</i> <input type="checkbox"/> 3a. Meal preparation only <input type="checkbox"/> 3b. Meal preparation and delivery of meals to a local location <input type="checkbox"/> 3c. Meal preparation and delivery of meals to participants	
3a. MEAL PREPARATION ONLY	
1) How far in advance will meals be prepared and packaged prior to the scheduled pickup time?	
2) Where will the meals be prepared?	
3) How will meals be stored prior to pick-up?	

Commented [BL1]: Add line- G. Describe your ability to incorporate local produce (within 50 mile radius) into your menu planning, including your sourcing practices and experience working with local farmers or suppliers.
OR
How does your business prioritize the use of local produce in menu development? Please provide examples of how you have integrated locally sourced ingredients into your dishes.

4) What type of meals will you serve – hot, cold, frozen, or some combination of these?	
5) Describe the meal pick-up process for delivery drivers at your location.	
6) On average, how long will the meals remain fresh and safe to consume?	
7) Describe how meals will be packaged – include materials used and the labeling process (meals must preserve freshness and be easy to transport).	
3b. MEAL PREPARATION/DELIVERY OF MEALS TO A LOCAL LOCATION ONLY:	Rating Score and Explanation
1) How far in advance will meals be prepared and packaged prior to the scheduled delivery date?	
2) Where will the meals be prepared?	
3) How will meals be stored prior to delivery, considering that AAA4 has limited meal storage capacity? Please describe how the applicant will accommodate this constraint at the central storage location.	
4) What type of meals will you serve – hot, cold, frozen, or some combination of these?	
5) On average, how long can we expect the meals to stay fresh and safe for consumption?	
6) Describe how meals will be packaged – include materials used and the labeling process (meals must preserve freshness and be easy to transport).	
3c. MEAL PREPARATION/DELIVERY OF MEALS TO PARTICIPANTS:	Rating Score and Explanation
1) How far in advance will meals be prepared and packaged prior to the scheduled delivery date?	
2) Where will the meals be prepared?	

3) How will meals be stored prior to delivery?	
4) What type of meals will you serve – hot, cold, frozen, or some combination of these?	
5) On average, how long can we expect the meals to stay fresh and safe for consumption?	
6) Describe how meals will be packaged – include materials used and the labeling process (meals must preserve freshness and be easy to transport).	
7) How will meals be transported from the meal vendor site to MOW YS participant's homes? Please describe the type of vehicle that will be used to ensure safety and proper temperature maintenance of the food during transport. For example, refrigerated vans, car, etc.	
8) How many drivers are you planning to use?	
9) Describe the contingency plans pertaining to vehicle breakdowns and driver unavailability.	
10) Delivery issues may occur, and meals cannot be left unattended at a participant's door; someone must accept the meals. Does your organization have flexibility to reschedule the delivery if needed to ensure someone is available to receive them? Explain how you plan to incorporate flexibility into your scheduling to accommodate potential rescheduling needs.	
11) Please describe your organization's approach to training delivery drivers in participant engagement, including communication and safety	

procedures. Since volunteers are often participants' only visitors or means of communication throughout the week, how will you encourage drivers to actively engage with participants?		
4) Business references		Rating Score and Explanation
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		
5) Summary		
6) Proposed Program Costs and Explanations		Rating Score and Explanation
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	Amount	Explanation of how funds will be used
Personnel – Paid & In-Kind		
Insurance		
Nutrition/Food		
Other Costs		
TOTAL Program Costs:		
Comments: Click or tap here to enter text.		
7) Terms and Conditions		
8) Meal Plan Service Delivery		

9) Application Attachment Checklist				Rating Score and Explanation
Items	Check One		Explanation	
A. Nutrition Menu ¹	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	[Click or tap here to enter text.]	
B. Photos of meals ²	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	[Click or tap here to enter text.]	

Overall Assessment of the proposal: Click or tap here to enter text.