



Invitation for Bid:

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

INSTRUCTIONS & INFORMATION

Last modified on January 8, 2026

The primary means of communication during this IFB process shall be email.

LETTER OF INTEREST (LOI) FORM INSTRUCTIONS

1. All required information on the Letter of Interest Form must be submitted.
2. Submit one electronic form prior to the deadline, Friday January 16, 2026 by 5:00 PM (PST). To submit a Letter of Interest Form, follow these steps:
 - a. Go to <https://www.agencyonaging4.org/funding-opportunities>
 - b. Complete the Letter of Interest Form under "Invitation for Bids- Meal Vendors"

After successfully submitting the LOI through the designated webpage, a confirmation message will appear indicating that all electronic materials have been received.

If you encounter technical issues submitting the LOI Form on AAA4's website, please email a written LOI with all required fields, and a screenshot of the error page to rfp@agencyonaging4.org.

No paper copy of the LOI Form may be submitted. Be sure to allow sufficient time for the LOI to be submitted prior to the deadline.

3. LOI Forms submitted after the deadline will not be accepted and the applicant will be ineligible to submit a bid.
4. "Once an LOI Form has been successfully submitted, AAA4 will email the mandatory Bidders' Conference details for Thursday, January 22, 2026."

APPLICATION SUBMISSION INSTRUCTIONS

1. All Required Information must be written into this application.
2. After the IFB is issued, email any questions to rfp@agencyonaging4.org, Subject Line "IFB Question". IFB questions will be accepted until 5:00 p.m. (PST),



Thursday, January 29, 2026; after that time, no questions will receive a response. All questions and responses will be available on our website at <https://www.agencyonaging4.org/funding-opportunities> by Tuesday, Feb 3, 2026, 5:00 p.m. (PST).

3. When submitting a bid, only send material specifically requested in the IFB. Additional materials will be discarded.
4. Submit one electronic copy of the bid prior to the deadline, which is February 13, 2026 at 12:00 Noon (PST). To submit application, follow these steps:
 - a. Go to <https://www.agencyonaging4.org/funding-opportunities>
 - b. Complete the application submission form under “Invitation for Bids- Meal Vendors”
 - c. Upload the application and required documentation to the form.

After successfully submitting the application through the designated webpage, a confirmation message will appear indicating that all electronic materials have been received.

If you encounter technical issues submitting the bid on AAA4’s website, please email the application, all required documents, and a screenshot of the error page to rfp@agencyaging4.org.

No paper copy of the bid may be submitted. Be sure to allow sufficient time for the bid to be submitted prior to the deadline.

Late bids will not be opened as they are not eligible for consideration.

5. Failure to follow these Instructions may render a bid non-responsive and, therefore, ineligible for consideration.

EVALUATION AND SELECTION PROCESS

All bids will be evaluated on their responsiveness to each of the required information questions. Though cost per meal is an important element, it will not be the sole determining factor in being awarded a contract. Contracts will be awarded to a qualified meal vendor whose bid is most advantageous to the program, with price and other factors considered (i.e., price is one of several quantitative and qualitative factors).

The composition of the Bid Evaluation Panel will consist of at least three AAA4 staff members, along with invitations extended to at least one individual from both Yuba and Sutter counties to participate in reviewing, evaluating and grading the bids. AAA4’s



Governing Board will decide which bid(s) should be funded, based upon recommendations from AAA4 Staff and from the Grants Review Committee. If the decision is to fund a for-profit organization(s), then final approval must be obtained from the California Department of Aging.

At a minimum, the evaluation shall consider all of the following factors, with special consideration given to applicants based within the local area:

- 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.

More than one contract may be awarded.

CONTRACT AGREEMENT

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

- A. The selected bid shall be made as part of the contract.
- B. The AAA4 may negotiate modifications after the bid has been selected to ensure 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, 2026.

AWARD OF BID

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Upon approval, the applicant will be notified, and a contract will be developed.

Services will begin on July 1, 2026.