Request for Quote

The Heritage Area Agency on Aging is requesting quote(s) from vendors for a nutrition pilot project in Marion, Iowa to targeted vendors with experience in the provision of food service to older adults.

Quotes are requested by Noon on Wednesday, March 7, 2018.

# Pilot Project Summary and Desired Outcome

The Heritage Area Agency on Aging is implementing a pilot project to address the continued decline of participation in the currently established congregate meal program, increased need and desire for nutrition and health and wellness programming for older adults, and to combat the increasing level of older adults at-risk for Prediabetes and Diabetes.

The “Innovations in Nutrition” Pilot Project concentrates on providing older adults throughout Linn County, with two new senior dining locations in Marion, Iowa: Lowe Park (Wednesday and Thursday) and the Marion Public Library (Monday and Friday). Each site will offer a choice menu, access to fresh fruit and vegetables, and opportunities to participate in nutrition education and evidence-based programming such as chronic disease self-management and falls prevention. The Marion-Lowe Park location will also feature a salad bar during the established meal service. All services will be available to older adults age 60+ on a voluntary contribution basis.

The desired outcome is to identify successful strategies that increase participation, satisfaction, and health benefits that can be replicated throughout the Heritage seven county region.

# Scope of Work for Quote Summary

* Offer meals at Marion site(s) through 6/30/2018 with an option to renew an additional year
	+ Lowe Park: 2 days per week – Wednesday and Thursday
	+ Marion Public Library: 2 days per week – Monday and Friday
* Offer choice menus
	+ Hot or cold meals on set days with attention to the appeal of the meal in the areas of garnish, color, shape/texture and plating
	+ Salad bar at Lowe Park each day
	+ Offer a breakfast option in place of the lunch option at one or both of sites monthly
	+ Offer two special meals per year (holiday/themed meals)
* Service delivery
	+ Delivery of meals/food supplies to the site(s)
	+ Meals should include all items specific to the particular meal, including beverages such as but not limited to coffee, water, etc.
	+ All menus must follow established Iowa Department on Aging nutritional guidelines and if not using current Heritage menu cycle, must be analyzed and approved by a registered dietician at the vendor’s expense
	+ Two “chef choice” days, which do not need to be analyzed, can be offered every four weeks.
	+ Bulk/buffet service of meals is preferred on either reusable plates or hard plastic disposable plates.
	+ Publish menu on a monthly basis with carb count listed for each meal/item
	+ Reservations may be required
* Site operation
	+ Maintain staff or volunteer presence at sites to serve and complete required registration forms and other basic reports
	+ Submission of monthly reports (such as rosters, billing, etc.)
	+ Adherence to Iowa Food Code
	+ One staff/volunteer to maintain certified food protection manager certification. This individual does not need to be at the program site.
	+ Participate in annual site visit evaluation and any other visits by Heritage or other entities.
	+ Meals need to be offered on a voluntary contribution basis. The suggested contribution rate can be established by the vendor. The vendor owns any contributions, but will need to report them to Heritage and follow Heritage fiscal standards for collection and deposit.
* Heritage assistance available
	+ Obtaining and sustaining Food Establishment License for both Marion locations
	+ Purchasing of salad bar and associated service ware/pans/equipment
	+ Purchasing of needed serving utensils
	+ Providing white hard plastic plates, bowls, salad plates if vendor so chooses
	+ Food safety supplies (fluid clean-up kits, thermometers, cleaning buckets, etc.)
	+ Technical assistance in the area of site management/operation

## Required information to be submitted in vendor quote:

1. Cost per meal with explained rationale
2. Number of meals per day vendor has capacity to serve each day
3. Summary of staffing/volunteer strategy
4. Summary of meal type and presentation/service method
5. Summary of planned menus and development if not planning to use Heritage menus
6. Any other extraordinary fees to cover the meal service of the pilot project that are not equipment related to the program site as Heritage will be purchasing salad bars and other necessary program equipment.

Heritage will accept responses electronically or in writing until Noon on March 7, 2018.

# Reimbursement method

Heritage will provide a per meal reimbursement with additional bonus payments awarded for increased participation and meeting/surpassing satisfaction rate goals. The rate is proposed by the vendor and bonuses will be established in a contract awarded to the successful quote based on available funding.

## Preference given to vendors that offer:

* The ability to serve both Marion locations
* Appealing and creative plating or packaging
* Vendors that are currently providing a similar service with the Lowe Park
* Vendors that have staff/volunteers that are trained in evidenced based health programs desired by Heritage

At least three potential vendors will be contacted.

Please contact Tim Getty of The Heritage Area Agency on Aging at 319-398-7682 with any questions. Thank you.