

Helping Older Virginians Live Independently

OAA - TITLE III-C-2

Home Delivered Meals

Application

Packet

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THE CENTER FOR AGING

Interstate Corporate Center, 6350 Center Drive, Building 5, Suite 101, Norfolk, VA 23502



September 21, 2020

Application for providing Home Delivered Meals

Senior Services of Southeastern Virginia (“SSSEVA”) is the regional organization in South Hampton Roads and Western Tidewater that supports and enriches the lives of seniors and their families through advocacy, education, information and comprehensive services. For almost half a century, we’ve changed the lives of tens of thousands of the region’s seniors for the better. We’ve served over two million meals, contributed more than six million hours of senior volunteer services, driven seniors over 11 million miles and helped thousands of seniors live in their homes independently as an alternative to nursing home care.

We are a private, nonprofit organization, and the designated Area Agency on Aging. We serve residents in Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach, and Isle of Wight and Southampton counties. Services include Case Management, In-Home Care, Meals on Wheels home-delivered meals and congregate meals, Care Transitions, Evidence-Based Wellness classes, I-Ride Transportation, Medicare Benefits Counseling and more. SSSEVA receives funding from federal, state, municipal and private sources.

Mission: To provide seniors and their caregivers with access to programs and services so they may live their lives with choice and dignity in their communities

Vision: We envision a community that empowers, respects, and values seniors and their caregivers.

Values: Act with courage; Create trust; Exhibit respect; Deliver results

Senior Services is accepting applications for support of Home Delivered Meals during FY 2021, (January 1, 2021 - September 30, 2021). Public and private non-profit agencies, profit making organizations and municipalities are eligible to apply. The deadline for submitting completed applications is Friday, November 18, 2020 at close of business day, 4:30 p.m.

Enclosed for your completion is an application kit.

Additional information and technical assistance is available from Senior Services during your proposal development process by calling Shelby Craig at (757) 222-4506.

Applicants will be notified by Senior Services of its decision to accept or reject a service proposal on or before December 1, 2020.

We look forward to receiving your application.

Brigid Miller

Brigid Miller
Chief Financial Officer

Senior Services of Southeastern Virginia
REQUEST FOR PORPOSAL
Information & Instructions

1. Proposal Timeline

The anticipated selection process is as follows:

ACTION	DATE
RFP Issued	September 21, 2020
Due Date for Questions	4:30 PM EST October 23, 2020
Proposals DUE	4:30 PM EST, November 18, 2020
Vendor Presentations	November 19-20, 2020
Intent to Award Date	December 1, 2020
Contract Period	January 1, 2021

- If you have questions regarding this RFP, you must submit them by email to Shelby Craig at scraig@ssseva.org no later than **4:30 PM EST on October 21, 2020**.
- Responses to all appropriately submitted questions will be provided **on October 28, 2020**.
- The deadline for submissions in response to this **Request for Proposals is 4:30 PM EST November 18, 2020**.

Please submit your responses via email. Telephone, mail or fax responses will not be accepted for this RFP.

Senior Services of Southeastern Virginia is accepting applications for provision of Home Delivered Meals. Funding will be available for the period January 1, 2021 to September 30, 2021 (FY21). Proposals accepted for funding in FY21 may be renegotiated for four additional years.

2. Goals, Objectives, and Guidelines

- A. Meals must adhere to the enclosed meal planning guidelines as defined by the Virginia Department of Aging and Rehabilitative Services.
- B. Meal Delivery must adhere to the attached service standards as presented by the Virginia Department of Aging and Rehabilitative Services.
- C. Presently, we are servicing the following zip codes. The number of clients in zip code is reflected in the charts

Zip Code	City	Number of Clients
23701	Portsmouth	32
23702	Portsmouth	8
23703	Portsmouth	9
23704	Portsmouth	39
23707	Portsmouth	14
23502	Norfolk	43
23503	Norfolk	31
23504	Norfolk	57
23505	Norfolk	42
23507	Norfolk	1
23508	Norfolk	9
23509	Norfolk	28
23510	Norfolk	2
23513	Norfolk	51
23517	Norfolk	11
23518	Norfolk	21
23523	Norfolk	12
23314	Carrollton	10
23430	Smithfield -IOW county	24
23432	Suffolk	2
23434	Suffolk	82
23435	Suffolk	21
23436	Suffolk	2
23437	Suffolk	6
23438	Suffolk	3
23487	Windsor- IOW county	11
23304	Battery Park	2
23837	Courtland	11
23827	Boykins	3
23828	Branchville	1
23829	Capron	4
23851	Franklin	38
23866	Ivor	9
23874	Newsoms	7
23898	Zuni	1
23320	Chesapeake	58
23321	Chesapeake	10
23322	Chesapeake	14
23323	Chesapeake	18
23324	Chesapeake	28
23325	Chesapeake	6
23451	Virginia Beach	12
23452	Virginia Beach	29
23453	Virginia Beach	10

23454	Virginia Beach	20
23455	Virginia Beach	27
23456	Virginia Beach	5
23462	Virginia Beach	30
23464	Virginia Beach	35

- D. Services will commence on January 1, 2021 and the project year ends September 30, 2021. Proposals accepted for funding in FY21 may be renegotiated for four additional years.
- E. Explanation may be required for a proposal received. If this should be the case with your application, your agency will be notified by Senior Services.
- F. You will be asked to meet with the reviewers to answer any questions they have from your proposal.
- G. Each applicant is given an opportunity to appeal the decision. Such request should be in writing to Steve Zollos, Chief Executive Officer of Senior Services, within ten (10) working days of notification of the decision.
- H. All contracting agencies must be equal opportunity employers and must serve the elderly without regard to race, sex, color, national or ethnic origin, or handicap.
- I. Payment of funds requested from Senior Services will be made on a monthly reimbursement basis upon receipt of Senior Services' monthly invoice and detailed information on deliveries.

3. Evaluation Criteria

The following criteria will be utilized to evaluate the qualifications of each proposer:

- A. Experience and ability of the agency/organization in delivery of the service
- B. Expertise in delivering meals to the elderly
- C. Reasonableness of costs
- D. Adherence to service standards and service delivery parameters
- E. Geographic area(s) to be served
- F. Customer Service

4. Proposal Format

All proposals must contain the following components and be organized in the following format:

- **Cover Letter:** Provide a cover letter outlining the components of your proposal.
- Provide responses to the following evaluation criteria:
 - **Experience and ability in delivery of the service:** Describe your approach to serve our seniors with meals. Include such items as your delivery method, type of meals and how many meals per delivery.
 - **Expertise in delivery meals to elderly:** Provide your experience in meal delivery, include accomplishments and any lessons learned. Don't forget to include the challenges in delivering to the elderly and how you overcome these challenges.
 - **Adherence to service standards:** Please provide sample menus and nutritional values to ensure meeting our menu guidelines.
 - **Adherence to service delivery parameters:** Please outline your approach to delivering the meals that are within our parameters to ensure safe meals are delivered.
 - **Geographic area(s) to be served:** Provide your delivery method to ensure all our geographic areas are served.
 - **Customer Service:** Describe how you would approach developing an understanding of our organization and our unique needs in meal delivery and the seniors to whom you will be delivering meals.
 - **Potential growth:** Describe your ability to handle more than our present capacity if the need should arise.
- **Proposed Pricing:** Submit a per meal price to include delivery and the meal.
- **Resumes:** Provide the resumes for the key personnel that will be responsible for the completion of work identified in this RFP.
- **References:** Complete and attach the mandatory references form (Attachment 1, Contractor Information and Certifications)
- **Required Forms:** The following forms must be included with proposal. Failure to submit mandatory forms could result in rejection of the company's proposal. The following forms must be completed and submitted:
 - 1) Attachment 1: Contractor Information & Certifications
 - 2) Attachment 2: Bid Form

Submissions must be in PDF format and contain a signature of a duly authorized agent of the company submitting the proposal. Submissions should be sent to Shelby Craig at scraig@ssseva.org.

Submitted by _____

Attachment 1
RFP FY 2021
Home Delivered Meals

(If this proposal is submitted by a joint venture, each business shall provide the information requested below)

Senior Services of Southeastern Virginia
Attention: Shelby Craig
Interstate Corporate Center
6350 Corporate Drive, Bldg. #5, Suite 101
Norfolk, VA 23502-4107

Or via email to Shelby Craig at: scraig@ssseva.org

A. ACKNOWLEDGEMENT OF RFP & ADDENDA

Respondent has received RFP FY 2021 for Home Delivered Meals and the Following Addenda (if any), receipt of which is hereby acknowledged:

Addendum Number: _____ Date Received: _____

Addendum Number: _____ Date Received: _____

Addendum Number: _____ Date Received: _____

Do you take any exception or have any objections to the terms and conditions to this RFP? Yes ___ No ___

If "yes" please attach a separate page titled "Objections to the RFP" stating the specific paragraphs and why you are taking exception or objecting.

B. CONTRACTORS INFORMATION

Legal Business Name	
DBA (if used)	
Mailing Address	
Physical Address (if different)	
Federal Tax ID	
Fax	
Email	
Legal Structure	Sole Proprietor__ Partnership Corp.__ LLC__ JV__
Years in Business Under this Name:	

- Do you intend to subcontract any part of the Work: Yes_____No____
If "yes", attach a listing of contractors and the work they will perform.
- Has your firm been disqualified, removed, or otherwise declared in material breach or default of any public works contract by a public agency; or debarred from participating in bidding for any public works contracts? Yes_____ No_____

C. REFERENCES

1	Company:	
	Name of Contact:	
	Email:	
	Phone Number:	
2	Company:	
	Name of Contact:	
	Email:	
	Phone Number:	
3	Company:	
	Name of Contact:	
	Email:	
	Phone Number:	

D. CERTIFICATIONS

Equal Employment Opportunity: By submitting its proposal, the respondent certifies that it complies fully with all government regulations regarding nondiscriminatory employment practices.

Non-collusive Affidavit: The party making the proposal, that such proposal is genuine and not collusive or sham: that said bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead profit or cost element of said bid price, or that any other bidder, or to secure any advantage against SSSEVA or any personal interest in the proposed contracts; and that all statements in said proposal or bid are true.

Under penalties of perjury, as prescribed in 18 U.S.C 1001, the undersigned certifies that the statements set forth in its proposal are true and correct.

(If a Corporation, President or CEO should sign; if a Partnership, a partner should sign' and if LLC, managing member should sign. If some other employee signs, evidence of authority m must be submitted)

Submitted by:

Signature

Date

Printed Name

Title

Attachment 2

RFP FY 2021

Home Delivered Meals

Bid Form

To: Senior Services of Southeastern Virginia
Attention: Shelby Craig
Interstate Corporate Center
6350 Corporate Drive, Bldg. #5, Suite 101
Norfolk, VA 23502-4107

Or via email to Shelby Craig at: scraig@ssseva.org

We, _____,
(firm name)

the undersigned, having examined the RFP FY 2021 for Home Delivered Meals, hereby propose and agree to furnish all services, labor, materials and equipment necessary to complete the Work, as required by said RFP, including any Addenda (if any thereto), at the following lump-sum fixed-fee prices:

Cost Per Meals	\$
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Submitted by:

(Signature)

Date

(Printed Name)

Date