

# **REQUEST FOR PROPOSAL**

**LifeSpan Resources, Inc.**

## **SENIOR NUTRITION/MEALS TO GO!**

**PROPOSAL SPECIFICATIONS FOR**

**FOOD CATERING CONTRACT**

**July 1, 2023 – June 30, 2026**

*Inquiries and Proposals should be addressed to:*

LifeSpan Resources, Inc.

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Attn: Ramona Miller, Nutrition Director

SERVING THE COUNTIES OF CLARK, FLOYD, HARRISON AND SCOTT (INDIANA)

*Mission Statement: It is the mission of LifeSpan Resources, Inc., the designated Area Agency on Aging, to promote independent living for people of all ages.*



*Promoting Independent Living for People of all Ages.*

A member of the  connect Alliance.

## Table of Contents

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<b>Title Page</b>	<b>1</b>
<b>Table of Contents</b>	<b>2</b>
<b>Introduction and Statement of Purpose</b>	<b>3-4</b>
<b>Submission of Costs/Proposal Timeline</b>	<b>5-6</b>
<b>Proposal Specifications for Catering Services</b>	<b>7-13</b>
<b>Vendor's Technical Qualifications</b>	<b>13</b>
<b>Proposal Evaluation</b>	<b>15</b>
<b>Review Process</b>	<b>16</b>
<b>Certifications</b>	<b>17</b>
<b>Proposal Submission Checklist</b>	<b>18</b>
<b>Attachments:</b>	
A. Title VI of the Civil Rights Act of 1964	
B. Section 504 of the Rehabilitation Act of 1978 and Americans with Disabilities Act of 1990	
C. Meal Requirements and Preparation/Catering Facility Requirements	
C.1.Menu Standards/Planning Guidelines/DRI requirements	
D. Nutrition Site Operating Hours	
E. Food Replacement Costs	
F. Holiday Schedule	
G. Bulk/Hot and Pre-Pack Sample Menu Plan	
H. Box Lunch Sample Menu Plan	
I. Frozen Meal Sample Menu Plan	
J. Supplies Used in Congregate Sites (Caterer supplied)	
K. Equipment Provided by Caterer	
L. Insurance/Workers Comp Ins.	
M. Drug-Free Workplace Certification	
N. Certification Regarding Lobbying	
O. Hipaa Compliance	
P. Hipaa Vendor Confidentiality Sign off	

## INTRODUCTION AND STATEMENT PURPOSE

LifeSpan Resources, Inc. is the designated Area Agency on Aging (Area 14) in accordance with the regulations set forth in Title III of the Older Americans Act of 1965, as amended since 1973. As the Area Agency on Aging (AAA) LifeSpan Resources is responsible for administering federal and state funded programs for the elderly and those with disabilities in the Indiana counties of Clark, Floyd, Harrison and Scott which comprise LifeSpan Resource's service area. LifeSpan Resources is also a 501 3c non-profit organization and as such, receives various local and private grant funding to support its programming.

The Senior Nutrition/Meals on Wheels Program of LifeSpan Resources, Inc., henceforth to be known as Area 14 Senior Nutrition Program proposes to purchase approximately 125,000 meals annually: approximately 50,000 hot congregate plus approximately 75,000 frozen home delivered meals. **(NOTE: Meal numbers are estimates only)**. In addition, consumable supplies used to package meals will be provided by the caterer and included in the meal price.

The funds for contract are federal, state and local. Federal regulations include those of the Older Americans Act, The Civil Rights Act, the Rehabilitation Act of 1973, Department of Agriculture and the Dietary Guidelines for Americans. State regulations include those of the Family and Social Services Administration/Division of Aging and the Indiana State Board of Health (See Attachments A, B, C and C1).

The proposal will be for preparation and delivery of meals to senior nutrition sites and directly to clients' homes (home-delivered) as described in specifications for catering services. The meals are to be prepared in a food production center that complies with state and local fire, health sanitation and safety regulations and meets federal accessibility requirements and OSHA standards. A foodservice system must assure microbial safety, nutrition retention and sensory qualities of the food products. The quality of these meals is to be pleasing, appetizing, and nutritious, and of such color, texture, size and shape as appropriate. Transportation and delivery of meals to each location must be accomplished in a safe and sanitary manner to ensure temperature retention and quality.

The Area 14 Senior Nutrition Program will be represented in its overall food service operations by the Nutrition Director and/or designated representative who shall have the right and authority to the following:

1. Inspect food to determine compliance with the specifications required and to reject food not meeting specifications.

2. Inspect at any time the vendor's food preparation, packaging and storage areas, food containers and vehicles used in transporting prepared meals and to determine the adequacy of the vendor's cleaning, sanitation and maintenance practices.
3. Determine the adequacy of the vendor's record-keeping practices. Have access to the vendor's food purchase records and inventory control records involving the Area 14 Senior Nutrition Program.
4. To withhold payment for meals not meeting prescribed requirements.

The Area 14 Senior Nutrition Program shall have the right and authority to inspect the vendor's food service operations prior to the awarding of the contract to ensure compliance with all terms and conditions of the contract. The health inspection report from the prior year will be required with the proposal as well as at any time of request in the future.

The successful vendor will provide services from July 1, 2023 – June 30, 2026. This is contingent upon the availability of funding, satisfactory performance of services, compliance with provisions of the awarded contract and mutual agreement by both parties. Vendors must meet the criteria and other specifications set forth in this proposal, be prepared to provide the highest quality of service and strive toward effective improvement in services. LifeSpan Resources reserves the right to modify services offered by vendor if national, statewide or local initiatives change during the procurement period. The implementation of the Older American Act Amendments of 2006 and initiatives of the Indiana Family and Social Services Administration may dictate the need for modified, additional or elimination of services under this proposal.

LifeSpan Resources, Inc. reserves the right to discontinue a contract with a successful vendor if it is determined that performance by the vendor is jeopardizing the quality and delivery of service by giving notice in writing of its intentions. Either party may at any time during the life of the contract terminate with a ninety (90) day notice in writing to the other party of its intentions.

If the Vendor deems it necessary to terminate, LifeSpan Resources, Inc. shall compensate for services properly rendered prior to the effective date of termination. LifeSpan Resources, Inc. will not be liable for services performed after the effective date of termination. The vendor shall be compensated for services herein provided but in no case shall total payment made to the vendor exceed the original contract price.

## **SUBMISSION OF COSTS**

DELIVERY OF HOT BULK/PRE-PACK MEALS TO 5-7 MEAL SITES (CONGREGATE ONLY) in Clark, Floyd, Harrison and Scott cos., Indiana (M-F, except Holidays), PLUS WEEKLY DELIVERY OF SEVEN (7) PACKS OF FROZEN MEALS AND/OR SHELF-STABLE MEALS TO APPROX. 200 HOME-DELIVERED CLIENTS ACROSS FOUR COUNTY AREA OF CLARK, FLOYD, SCOTT AND HARRISON, IN. Meal delivery verification will be required. Home delivered clients reside in and around the following communities: New Albany, Clarksville, Jeffersonville, Charlestown, Sellersburg, Henryville, Scottsburg, Austin, Borden, Milltown, Depauw, Palmyra, Pekin, Greenville, Georgetown, New Salisbury, Corydon and Elizabeth, IN. See Attachment D for list of current meal sites, subject to change.

HOME DELIVERED: SPECIAL/THERAPEUTIC MENUS: The Area 14 Senior Nutrition Program is receiving increased requests for special diets for homebound clients. Diabetic and Mechanical Soft Foods, Puree and Breakfast meals are the most requested, followed by Vegetarian/Vegan, Heart Healthy (low sodium, low fat) and Gluten-Free. Please indicate if you are able to provide these menus. All special diets must meet the same menu requirements and RDIs as the regular menu and must be certified by a Registered Dietician provided by the vendor. It is strongly suggested that all menus be submitted with one per meal cost (no additional up charge for special/therapeutic menus).

The vendor must obtain client signatures for all home delivered meals that are delivered (typically signatures are returned via the route sheets). Drivers must also sign the daily route sheets to verify meal deliveries. The vendor must report all non-deliveries on the current delivery day to LifeSpan Resources staff to facilitate re-deliveries and insure the client's health has not deteriorated.

As LifeSpan Resources is a 501 3c non-profit organization, vendors are strongly urged to waive all delivery fees for home delivered meals (show as in-kind donation amount per meal on cost submission).

CONGREGATE: The Area 14 Senior Nutrition Program is receiving increased requests for menu options at the congregate sites. Chef Salads and Sandwich Box meals are the most requested option to the daily hot plate lunch. Please indicate if you are able to provide these options, and any others you may have available on a daily or weekly basis. All menu options must meet the same menu requirements and RDIs as the regular menu and must be certified by a Registered Dietician provided by the vendor. It is strongly suggested that all alternative meals be submitted with one per meal cost (no additional up charge for alternative meals).

Costs/Requirements are to be submitted as follows:

- 1.) One fixed cost per meal based on regular hot bulk meals, pre-pack hot meals, frozen, chef salad, sandwich box meals and shelf stable emergency meals.
- 2.) Costs for consumable supplies must be included as part of the meal cost.
- 3.) Submit proposed routing and approximate delivery time to each congregate meal site listed in Attachment D.
- 4.) Submit proposed routing, days of delivery and times of delivery for home-delivery of meals to approximately 200 homebound clients across the four-county service area.
- 5.) A certificate of insurance naming LifeSpan Resources, Inc. as an insured third party shall be furnished. See Attachment L.
- 6.) Workers Compensation insurance certificate for all vendor personnel involved in the LifeSpan Resources Nutrition program, must be submitted.

### **TIMELINES**

- 2/13/2023:** Proposal Packets available to vendors requesting applications.
- 2/13/2023 – 3/20/2023** Vendor inquiry period allowing communication with LifeSpan Resources for the purpose of asking questions about the program and the proposal packet.
- 4/3/2023:** Proposals must be received at LifeSpan Resources office by 12:00 Noon. There will be a public opening of the proposal packets at 2:00 p.m.
- 4/10/2023:** Potential applicants and costs will be submitted to the Board of Directors of LifeSpan Resources for approval of new vendor. The successful vendor will be notified immediately in writing.

### **PROPOSAL SUBMISSION**

LifeSpan Resources, Inc., establishes a deadline for submission of proposals by 12:00 PM on April 3, 2023. Proposals can be mailed or dropped off at the receptionist desk at our main offices located at 33 State Street, P.O. Box 995, New Albany, IN 47151. Please write "Nutrition RFP" on the front of the packet. You may request a receipt. All proposals will remain sealed until the public opening. The Director of Nutrition and Transportation, or designee, along with an officer of LifeSpan Resources, will publicly open proposals on April 3, 2023 at 2:00 PM. Vendors submitting proposals may send up to two staff members to attend the public opening. Proposals will be reviewed for proper completion.

## **PROPOSAL SPECIFICATIONS FOR CATERING SERVICES**

These specifications are intended to cover the vendor's responsibility in the provision of catered services to the Area 14 Senior Nutrition Program of LifeSpan Resources, Inc. for the period of July 1, 2023 – June 30, 2026. Bulk and/or pre-pack hot, frozen, box and emergency meals are to be delivered by the vendor to established Nutrition Centers and/or clients' homes in Clark, Floyd, Harrison and Scott counties in Indiana. (for current meal sites, see Attachment D). **Sites may be added or closed as determined by the Area 14 Senior Nutrition Program. The vendor shall be given at least 2 weeks' notice of the addition/closing of a site.**

**Prepare and deliver hot bulk/pre-pack for Congregate to 5-7 meal sites, plus deliver (frozen, meal pack) meals directly to clients homes.** The Area 14 Nutrition Program aims to serve up to 200 hot bulk and/or prepack or alternative (chef salad, sandwich box) meals per weekday in the meal sites. An additional 1200 (estimate) frozen meals per week are to be provided and delivered weekly directly to the clients' homes. Client and driver signatures on route sheets will be required. Missed meals deliveries must be reported to LifeSpan Resources and re-delivered to client as soon as possible.

**Emergency shelf-stable meals** shall be made available by the vendor, upon request by LifeSpan Resources, as funding permits. LifeSpan Resources will provide a minimum notice of 2 weeks when ordering shelf stable meals.

## **MEAL REQUIREMENTS AND PREPARATION**

Vendors will be required to follow all catering facility requirements outlined in Attachment C. The caterer must provide the service of a registered dietician (RD) to conform to the menu standards and menu planning following the Dietary Guidelines for Americans and the Indiana Family and Social Services Administration/Division of Aging Requirements for bulk hot and pre-pack, frozen, chef salad, sandwich box and emergency meals as outlined in Attachments C (1), G, H, I. RDIs must be confirmed and nutritional analysis provided with each new menu cycle. Menus must be signed off on by the Registered Dietician. Congregate (meal sites) menu cycles must be changed every three months. Menus and analysis must be submitted to LifeSpan Resources a minimum of 45 days in advance of the new menu start date. Frozen home delivered menus must be changed every six months. Menus and analysis must be submitted to LifeSpan Resources a minimum of 45 days in advance of the new menu start date. Frozen home delivered meal boxes must include a menu for the box contents, nutritional breakdown of meals and heating instructions.

## **TEMPERATURE RETENTION/DELIVERY SCHEDULE**

The vendor will maintain an adequate number of vehicles and employees to effectively deliver the meals and maintain safe food temperatures. In the event of a vehicle breakdown, a food shortage, poor food quality due to improper temperatures or food handling, etc. the vendor will have back-up procedures and provisions in place for food replacement and delivery (please submit procedures with proposal).

Upon completion of food preparation at the vendor's facility, the vendor may have no more than thirty (30) minutes holding time before delivery begins.

Hot delivered food must be transported in containers capable of maintaining the temperature at 140 degrees or above. Cold food must be transported in containers capable of maintaining the temperature at 40 degrees or below. Frozen food must remain solidly frozen through delivery at meal site or client homes.

The routes of delivery to the meal sites are to be formulated by the vendor and approved in advance by the Nutrition department so that temperatures are maintained and food is not held more than 3 hours.

Cold packs shall be provided by the vendor on all cold items. Loose ice or bagged ice is not allowed.

## **EQUIPMENT/SUPPLIES (PROVIDED BY THE VENDOR AND INCLUDED IN THE MEAL COST)**

The vendor will provide all equipment needed to serve and deliver the meal. This shall include (but not limited to) the following as outlined in Attachment K:

1. Equipment that will heat and maintain foods at proper temperature in each site.
2. Serving utensils requested by meal sites.
3. Disposable containers for the pre-pack, chef salad, sandwich box and frozen meals.
4. Vehicles to deliver meals to each meal site and to clients' home. Vehicles should have temperature-controlled inserts to insure hot, cold, and/or frozen food temperature.

The vendor will be responsible for maintaining equipment in good working order. The vendor is responsible for cleaning all equipment upon initial delivery and routine cleaning of all equipment daily. Equipment deemed to be damaged (i.e. cracks, broken handles, latches,) and



not meeting sanitary requirements shall be replaced. Periodic inspections by the nutrition staff will be made of vendor's equipment.

Equipment and packaging shall be designed to minimize spillage and/or breakage of pre-pack and frozen packed meals.

## **SUPPLIES**

### **NON-INCLUSION IN MEAL COST**

The Area 14 Senior Nutrition Program will purchase disposable paper/plastic supplies, items such as paper towels, toilet tissue, vinegar, bleach, dish/automatic soap, trash bags, etc. from the vendor. These supplies will be ordered weekly and delivered to each meal site the next week as outlined in Attachment J.

Costs on the supplies listed are to include storage at vendor's facility and delivery to each site. Fill in Attachment J with your unit costs per item.

The vendor will bill the Nutrition Program for these supplies on a weekly or monthly basis.

### **SPECIAL EVENTS: Senior Games**

The vendor shall provide and deliver meals for LifeSpan Resources' annual Senior Games opening and closing ceremonies (approximately 300 meals for each event.) Senior Games occurs the first week of June each year. Menus for these events will be determined by the nutrition staff and the vendor. It is greatly appreciated to provide these meals at no cost as an in-kind donation.

### **MEAL ORDERING/BILLING PROCEDURES**

All meal reservations or adjustments to the daily meal count shall be made by 1:00 pm daily, M-F. Meals can be ordered a minimum of 24 hours in advance of serving. Meal count worksheets, daily site summaries and homebound route sheets will be created by the LifeSpan Resources Nutrition Staff and emailed to the vendor. The vendor will print out and utilize the site summary reports and delivery route sheets.

The vendor agrees to cancel congregate site meals in case of weather-related or other emergencies if notified by the Director of Nutrition and Transportation or designee of LifeSpan Resources before 6:00 a.m. for that day.

In the event of an emergency resulting in the closure of sites, that day's menu may be held over and served the next day, if those food items can be safely preserved and with the advance approval of the Nutrition Director. If the nutrition sites were closed on Friday, or the day prior to a holiday closing, meals cannot be held over and served the next working day. No other leftover food can be saved and served.

Billing by the vendor shall be made to the Area 14 Senior Nutrition Program weekly. Billing must be received by the Nutrition Office on the Monday following the end of the previous week by 12:00 p.m. The billing will include the number of meals ordered (hot/pre-pack, frozen, box, chef salad, etc.) per site and the total number of meals ordered for that week. Payment shall be rendered based on the agency's accounts payable schedule. Adjustments for shortages will be determined by the Area 14 Senior Nutrition Program and reflected on the invoice.

All or part of a meal delivered that is substandard for any reason will not be invoiced. If an entrée item is omitted and not replaced before serving time, the full cost of the meal will be deducted from the billing. If any other food item is omitted, 1/3 of the meal cost will be deducted from each item from the billing. If the beverage, bread/butter, condiments or dessert items are omitted the actual cost of the time will deducted as outlined in Attachment E.

In the event the vendor fails to deliver any meal or meal item to the designated sites, as agreed upon, the vendor is responsible for the cost of replacement meal or meal item plus expenses incurred in obtaining replacement product. The vendor will be notified of the shortage/replacement and it will be deducted from the vendor's invoice.

The Area 14 Senior Nutrition Program is not obligated to receive or pay for meals, if vendor is notified by 6:00 a.m. that meals are not to be delivered.

### **MONITORING/INSPECTION**

The Area 14 Senior Nutrition Program will have the right and authority to inspect, at any time, the vendor's food preparation, packaging and storage areas, food container, automotive vehicles, etc. to determine the adequacy of the vendor's cleaning, sanitation and maintenance practices. An inspection at contractual date may be made or obtained prior to contract award. Periodic inspections will be conducted by the Area 14 Senior Nutrition Program. If the vendor

fails to meet the contract requirements or to meet health/sanitation and safety requirements, the contract will be canceled immediately by giving written notice.

Personnel from the Indiana Family and Social Services Administration/Division of Aging in Indianapolis, Indiana shall have the right and authority to conduct monitoring visits. Non-scheduled visits may occur.

### **PREREQUISITES**

All records of the vendor pertaining to service to the Area 14 Senior Nutrition Program will be maintained at the vendor's office and made available to the local, state or federal representatives. Records will be kept for **three (3) years** after the end of the federal fiscal year for which they pertain (Federal Fiscal Year is: October 1 – September 30).

The vendor and the Area 14 Senior Nutrition Program mutually agree that either party will be held responsible to the other for any losses resulting from its delay or failure to perform to the extent that the said party is delayed or prevented by federal, state or municipal action; war, revolution, riot, or other disorder; strike or other labor problems; fire, flood, Act of God, or without limited to the foregoing, by any other cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, the party is unable to prevent.

The vendor will save, hold harmless and indemnify the Area 14 Senior Nutrition Program against loss or damage (including attorney's fees and other costs of litigation) caused by the vendor's negligent act or omission or theft by vendor's agents or employees. The vendor shall defend any suit against the Area 14 Senior Nutrition Program alleging personal injury or property damage arising from the transportation of meals or other food/supply items to the nutrition sites of the Area 14 Senior Nutrition Services Program and any suit alleging personal injury, sickness, or disease arising from the consumption of the meals or other food/supply items delivered to the Area 14 Senior Nutrition Program with the exception that the vendor shall not be responsible for any loss/damage, in injury, sickness, or disease resulting from The Area 14 Senior Nutrition Program or any third party's negligence.

A certificate of insurance naming LifeSpan Resources, Inc. as an insured third party shall be furnished. See Attachment L.

Vendor's Workers Compensation documentation shall also be furnished. See Attachment L.

The vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, age, gender, sexual orientation, religion or national origin and agrees that it will abide by all the laws, rules and regulations applicable to equal opportunity employment. The vendor further agrees that in providing services it will not discriminate against any client because of race, color, gender, sexual orientation, age, religion or national origin.

HIPAA Confidentiality: The vendor acknowledges that all client information provided by LifeSpan Resources must be kept in strict confidence. All vendor personnel involved in the Area 14 Senior Nutrition Program must sign HIPAA Confidentiality Statements. See Attachment P.

The vendor agrees that there is never to be any solicitation of any kind of any of LifeSpan Resources' clients, nor are any persons involved in the delivery of meals to ever accept any form of personal compensation such as tips. There should be neither solicitation nor acceptance of gratuities, favors, or anything of monetary value from the vendor nor may the vendor offer the same.

**The vendor shall provide its last annual report, the most recent balance sheet, and a list of continuing contracts for services.**

A representative from the vendor will be made available to attend periodic Nutrition staff meetings upon request by the Nutrition Director, or designee of the Senior Nutrition Program.

The vendor will comply with all federal, state and local laws and regulations (including fire, health, sanitation and safety, etc.) governing the preparing, handling, transporting and serving of food. The vendor will procure and keep in effect all licenses, permits and food handler's certifications as are required by law and will post such permits, notices and certifications in a prominent place within the food service areas as required.

### **PUBLICITY**

The vendor agrees that in any publicity release or other public reference including media releases, informational pamphlets, etc. relative to the services provided under this agreement, it will be clearly stated, Funding provided by LifeSpan Resources, Inc.

### **RELIGIOUS ACTIVITY**

The vendor agrees that services provided with funding obtained through this agreement shall be non-sectarian in nature and that religious activities shall not be included in any activities to be conducted hereunder.

## **POLITICAL**

Vendor certifies that the funding provided by LifeSpan Resources through this agreement shall not be used to further any type of political or voter activity. Vendor agrees to comply with the applicable provision of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit political activities of employees whose principal employment activities are funded in whole or part with federal funds. (Attachment N)

## **DRUG FREE WORKPLACE**

Vendor will make a good faith effort to provide and maintain a drug free workplace during the time of this agreement and agrees to give LifeSpan Resources written notice within 10 days after receiving actual notice that any vendor's employee has been convicted of a criminal drug violation occurring in the Vendor's workplace or during time of service in this agreement. Vendor will sign the Drug-Free Workplace Certification (Attachment M).

## **VENDOR'S TECHNICAL QUALIFICATIONS**

### **A. Prior Experience**

The vendor should describe its prior experience including names, addresses, contact persons and telephone numbers for whom service was rendered. Describe the scope of work, number of meals served under the various programs, and any experience with large government-funded nutrition programs.

### **B. Organization, Size and Structure**

The vendor should describe its organization size and structure relative to the proposed scope of work and number of meals required. This would include production facility statistics and equipment as well as number of staff dedicated to the project, number of chefs, line cooks, delivery vehicles, drivers, etc.

**The vendor shall provide the last annual report, the most recent balance sheet and a list of continuing contracts for services.**

### **C. Staff Qualifications**

The vendor should describe the qualifications of staff to be assigned to the Area 14 Senior Nutrition Program, including:

1. Team make-up (chefs, cooks, drivers, dieticians, administration, etc.)
2. Overall supervision to be exercised.
3. Prior experience of team members

Only include names of staff to be assigned to the project. Please list education, types of experience, licenses, certifications, etc.

**D. Understanding of Work to be Performed**

The vendor should describe its understanding of work to be performed, including procedures, staffing, hours and days of work, meal delivery schedules, menu standards, etc. The vendor should describe what is needed to produce and deliver meals to 5 meal sites weekdays, plus deliver frozen meal packs weekly directly to homebound clients' homes.

**E. Certifications and Licenses**

The vendor will submit copies of all current certifications and licenses of operations (include credentials of contracted or staff Registered Dietician), health department inspection reports and ratings, Serv Safe Food Handlers certifications, and any other credentials.

The vendor will submit liability and workers compensation insurance documentation.

## PROPOSAL EVALUATION

<b>FACTORS</b>	<b>Points</b>
<b>1. Experience</b> Prior experience producing and delivering meals for large nutrition programs	<b>0-5</b>
<b>2. Organization</b> Size and structure of facilities, equipment and staff	<b>0-5</b>
<b>3. Staff Qualifications</b>	<b>0-5</b>
<b>4. Vendor's Understanding of Work to be Performed</b>	<b>0-5</b>
<b>5. Adequate Coverage and Ability to Perform Scope of Project</b>	<b>0-10</b>
<b>6. Meals Costs</b>	<b>0-20</b>
<b>Maximum Points</b>	<b>50</b>

## **REVIEW PROCESS**

Proposals will undergo review and scrutiny by the Area 14/LifeSpan Resources Director of Nutrition and Transportation and an Officer of LifeSpan Resources.

The Area 14 Senior Nutrition Program may request presentations or meetings with vendors to clarify or negotiate modifications to proposals.

However, the Program reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the vendor can offer.

LifeSpan Resources/Area 14 Senior Nutrition Program contemplates award of the contract to the responsible vendor with the highest total points.



## CERTIFICATIONS

On behalf of the Vendor:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Vendor.
- B. The individual signing certifies that the Vendor is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Vendor.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Vendor prior to an award to any other Vendor or potential Vendor.
- E. The individual signing certifies that there has been no attempt by the Vendor to discourage any potential Vendor from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the Proposal Specifications for Catering Services.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023

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**Vendor Business Name**

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**(Signature of Vendor's Representative)**

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**(Printed Name and Title of Individual Signing)**

## **PROPOSAL SUBMISSION CHECKLIST**

### **1. Vendor's Technical Qualifications**

**Experience, Organization Size and Structure, last Annual Report, most recent Balance Sheet, list of Continuing Contracts, Staff Qualifications, Understanding of Work to be Performed, Certifications (including Serv Safe Food Handlers), Licenses (include RD credentials), Health Inspections and Ratings, Back Up Procedures for Emergencies and Provisions for Food Replacement (ie kitchen equipment failures, vehicle breakdowns, etc.).**

### **2. Certifications**

### **3. Description of Menu Options/Special Menus available (Diabetic, Puree, Heart Healthy, Soft Foods, Breakfast, etc)/Sample Menus (Meeting RDIs) and proposed routing for congregate meal sites (daily hot meals) and homebound/home delivered meals (weekly packs of frozen meals).**

### **4. Submission of Meals Costs and**

**Submit Supplies costs: Include Attachment J**

### **5. Liability Insurance Documentation**

### **6. Certificate of Insurance naming LifeSpan Resources, Inc. as insured party.**

### **7. Workers Compensation Insurance of Caterer**

### **8. Attachment A: Assurance of Compliance with Dept of Health, Education and Welfare Regulations under Title VI of the Civil Rights Act**

### **9. Attachment B: Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990**

### **10.Attachment M: Drug-Free Workplace Certification**

### **11. Attachment N: Certification Regarding Lobbying**

### **12. Attachment P: Submission of HIPAA Vendor Confidentiality Statement**

ATTACHMENT A

ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF  
HEALTH, EDUCATION AND WELFARE REGULATIONS  
UNDER TITLE VI OF THE  
CIVIL RIGHTS ACT OF 1964

\_\_\_\_\_ hereinafter called the "Applicant", HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulations of the Department of Health, Education, and Welfare (45 CFR Part 30) issued pursuant to that Title, to the end that, in accordance with Title VI of the Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin be excluded from participating, to be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal Financial Assistance from the Department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal Financial Assistance extended to the application by the Department, this Assurance shall obligate the Applicant, or in the case of any transferee, for the period during which the Federal Financial Assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this Assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this Assurance shall obligate the Applicant for the period during which the Federal Financial Assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal Financial Assistance extended after such date on account of applications for Federal Financial Assistance, which were approved before such date. The applicant recognizes and agrees that such Federal Financial Assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Applicant.

Dated \_\_\_\_\_

Vendor \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

By

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Print Name/Title

ATTACHMENT B

ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE  
REHABILITATION ACT OF 1973 AND THE  
AMERICANS WITH DISABILITIES ACT OF 1990

The contractor agrees to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 and all other non-discrimination regulations of the United States Government, as applicable, to ensure that no person shall, on the grounds of race, age, color, religion, sex, disability, national origin or ancestry, be excluded from participating in or denied the benefit of services, or otherwise subjected to discrimination under any program or activity for which the contractor or its subcontractors receive, directly or indirectly, federal or state financial assistance, and contractor agrees to immediately take measures to effectuate this provision.

Dated \_\_\_\_\_

Vendor \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

By

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Print Name/Title

## ATTACHMENT C

### MEAL REQUIREMENTS & PREPARATION CATERING FACILITY REQUIREMENTS

#### MEAL REQUIREMENTS/PREPARATION

The caterer shall prepare food in accordance with the required specifications and to deliver to the nutrition sites listed in (ATTACHEMENT D & D-1), in accordance with an established delivery schedule determined by the Area 14 Senior Nutrition Program.

Preparation methods must be such to preserve and/or enhance nutritive value and meal acceptability. Delivery of prepared food, on a daily basis, shall be provided in a manner that ensures that existing sanitation regulations are met.

Standardized recipes shall be used for preparation of all foods.

All hot food items must arrive at the nutrition sites at a temperature of 140 degrees or higher and all refrigerated food items must arrive at 40 degrees or lower. At the discretion of the Nutrition Director, food temperatures found to be outside these guidelines can be deemed unacceptable. The caterer will be responsible for replacement of food items at no additional cost to the Area 14 Senior Nutrition Program. The caterer is required to routinely check food temperatures. Therefore, the caterer's driver shall be asked to assist in checking the temperatures to ensure accurate readings. Records of temperatures must be maintained at the preparation site to insure all food is delivered at appropriate temperatures.

Food Purchasing – The caterer shall select, purchase and prepare raw foods in accordance with the United States Department of Agriculture specifications as follows:

Fresh Produce:	Not less than U.S. #1 or U.S. Fancy
Canned Vegetables/Fruit:	Not less than U.S. Grade A
Turkey:	All white meat
Frankfurters:	All meat
Chicken:	Grade A
Veal:	USDA Good or Better
Lamb:	USDA Good or Better
Eggs:	U.S. Grade A
Beef:	For roasting, USDA Choice For simmering, braising, stewing, USDA Good/Better
Ground Beef/Patties	Maximum 20% fat, all meat
Fish:	Grade A
Pork:	U.S. #1 to U.S. #4 (Chopped ham not acceptable)
Breaded Items:	3 oz without breading

Any method of purchasing may be used provided that it results in the best price for the quality required.

### CATERING FACILITY REQUIREMENTS

The Caterer must have a valid permit/license from the local health department. The catering facility must be inspected on a quarterly basis or as required by State Law where catering facility is located.

The caterer must have a minimum of one food safety certified person. This person must be on premises during all food production/operation. If that person leaves the facility another must be certified within 90 days.

The caterer must be in compliance with all sanitation standards as outlined in the Indiana Code Title 410 IAC 7-20.

All employees and management must review and sign informational documentation pertaining to communicable diseases (i.e. reportable diseases, exclusions and symptoms).

Each product should be labeled as to its source, ingredients and date prepared (i.e. frozen, pre-pack, box meals) in the event there would be a food-borne disease investigation.

The caterer must have written food safety procedures, proof of internal audits and temperature logbooks for all prepared items.

The Area 14 Senior Nutrition Program must receive a copy of all Health Department reports within 24 hours of caterer's inspection. For all critical violations cited, the caterer must provide a written explanation of why the error occurred and a written procedure to prevent the violation from reoccurring. The report is to include documentation of in-house training, who attended and what objectives were met to prevent the violation in the future.

The caterer must make available to the Area 14 Senior Nutrition Program documentation of food safety training programs that are provided on a routine basis.

ATTACHMENT C (1)

MENU STANDARDS/MENU PLANNING GUIDELINES (AS REQUIRED)  
BY  
FSSA/DIVISION OF AGING

The purpose of menu standards is to sustain and improve client health through the provision of safe and nutritious meals using specific guidelines.

All contracts and open solicitations for meals are to incorporate the Dietary Guidelines for Americans, the FSSA/Division of Aging Dietary Reference Intakes (DRIs) Requirements, and Recommended Dietary Allowances (RDAs), Adequate Intakes (AIs), Acceptable Macronutrient Distribution Ranges (AMDRs), Tolerable Upper Intake Levels (ULs) Requirements and incorporate the Meal Planning Guidelines on pages 3-9 of Attachment C(1).

DIETARY GUIDELINES FOR AMERICANS

Meals provided through the Area 14 Nutrition Program shall comply with the Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture. The Dietary Guidelines for Americans provide Science-based advice to promote health and to reduce the risk for major chronic diseases through diet and physical activity. The guidelines include such things as:

- 1) Consuming a variety of foods within and among the basic food groups while staying within energy needs.
- 2) Controlling calorie intake to manage body weight.
- 3) Being physically active each day.
- 4) Increasing daily intake of fruits and vegetables, whole grains, and nonfat or low-fat milk and milk products.
- 5) Choosing fats wisely for good health.
- 6) Choosing carbohydrates wisely for good health.
- 7) Choosing and preparing foods with little salt; and
- 8) Keeping food safe to eat.

### MENUS

The Area 14 Senior Nutrition Program menus are required to meet specific nutrient guidance found in the attached chart and set-forth by the IN FSSA/Division of Aging. The Caterer must insure that a Registered Dietician approves menus that meet the specific Dietary Reference Intakes (DRIs), Adequate Intakes (AIs), Acceptable Macronutrient Distribution Ranges (AMDRs), and Tolerable Upper Intake Levels (ULs) Requirements.

A standardized meal pattern can no longer be used. The FSSA/Division of Aging mandates meals served must adhere to the Dietary Reference Intakes. Meal planning must be based on the recommendations of the Dietary Guidelines for Americans incorporating the Food Guide Pyramid (consumption of foods from each of the basic food groups).

The Caterer and/or Dietician must use cycle menus of at least 5 weeks duration. Three (3) annual menu cycles will be required as follows: (1) January-April, (2) May-August, (3) September-December. A menu review meeting shall take place between the caterer and the Area 14 Nutrition Staff prior to approval of the menus.

Entrees should not be repeated in a menu cycle more than every (20) serving days unless it is a favorite of the clients being served.

The Caterer must utilize the services of a Registered Dietician as follows:

- 1) Monitor and provide technical assistance and training as needed in the area of food purchasing, preparation and service.
- 2) Must perform the menu/nutrient analysis; certify, in writing, that the specific menu/meal meets the menu certification criteria as outlined in the FSSA/Division of Aging Dietary Reference Intakes (DRIs). Menu analysis must be performed on all menus (i.e., box/sack lunches, special menus, modified meal menus frozen and emergency meals/menus.
- 3) Help coordinate proper preparation and service of special menus, modified meals, medical foods and therapeutic diets when provided.

The Caterer will maintain the standards of quality for all menu items. The menu/meals must consider the special needs of older adults. Items unsuitable for senior participants will be removed from the menus.

The Caterer will give the Area 14 Nutrition Program at least 24 hours notice of menu substitutions. Written documentation must follow within one week of the substitution. The Nutrition Director has the right to approve/not approve any substitutions. Substitutions must be of the same food group. Substitutions will be made on a limited basis and frequency of may be grounds for termination.



Approved and signed menus, by the dietician, are to be submitted to the Area 14 Senior Nutrition Program by the 10<sup>th</sup> of the preceding month. (I.e. 12/10 for January-April, 4/10 for May-August, 8/10 for September-December)

### MENU PLANNING GUIDELINES

#### 1) Meat, Poultry, Fish, Dry Beans, Eggs & Nut Group:

The meal shall contain no less than 2 ounces (3 ounces before cooking) of edible portion of cooked lean meat, poultry, or fish or 2 ounces of Meat Alternate.

- a. A meat serving weight is the edible portion, not including, skin, bone or coating. Entrees weighing 3 ounces, which contain breading, vegetables or filler, does not meet the required meal allowance. The amount of breading in breaded items shall not exceed ten percent (10%).
- b. U.S. Grade A, meat, fish, poultry, eggs, must be used. Fish must be boneless and skinless or filleted. Refrigerated smoked seafood, raw fin fish, shellfish (oysters, clams, mussels & scallops) cannot be served. Beef must be USDA Good or Choice and no more than 20% fat. Pork should be USDA acceptable quality (US #1 to US #4). Wild Game cannot be served. Eggs must be pasteurized and foods containing raw eggs are prohibited.
- c. No processed meats can be used except for menu items that require molding or processing. “Cold Cuts” (hot dogs, luncheon meats, fermented /dry sausage and other deli-style meat and poultry products can be used if reheated until steaming hot (160 degrees). Refrigerated pates or meat spreads cannot be used. Canned or shelf-stable pates and meat spreads are preferred. These items must not be used more than one time per week.
- d. Pressed or chopped meats are not allowed. The use of extender items (meat in combination with pasta, vegetables and/or cheeses in sauce base) should be limited to a maximum of twice per week.
- e. Chicken or chicken based products must not be served more than two (2) times per week. Chicken shall be served at least two (2) times per month. Chicken must be portioned 50% white/50% dark.
- f. Ground beef entrees shall not be used more than twice per week. Non-processed turkey, pork, roast, ham, roast beef must be served at least one (1) time per month.
- g. Gravy used to cover any meat shall be made with a low-sodium, cornstarch base.

#### Meat Alternate for One Ounce of Cooked Lean Meat:

- a. ½ cup of cooked dry beans, peas or lentils.
- b. ½ cup of tofu.
- c. 2-½ ounces soy-burger.
- d. 1-½ ounces of natural cheese (pasteurized only).
- e. ½ cup of cottage cheese (pasteurized only).
- f. 1 medium egg (pasteurized only).
- g. 2 tablespoons of peanut butter or 1/3 cup of nuts.

Meat, Poultry, Fish, Eggs, Dried Beans & Nuts Group Continued

Dry Beans, Peas, Lentils: include black beans, great northern beans, kidney beans, lima beans, mixed beans, navy beans, pink beans, pinto beans, red beans, yellow eye beans, black-eyed peas, garbanzos or chick-peas, green split peas, yellow split peas, brown lentils and lentils.

Dry Beans, peas, lentils may be counted as servings in the Meat, Poultry, Fish, Dry Beans, Eggs and Nut Group or as a Starchy Vegetable under the Bread, Cereal, Rice and Pasta Group. As a Starchy Vegetable, ½ cup of cooked dry beans, peas and lentils counts as 1 serving. Dry beans, peas, lentils may not be counted as a Meat, Poultry, Fish, Dry Beans, Eggs & Nut Group serving AND a Starchy Vegetable in the same meal.

Cheese: Imitation cheese products, substitutes, processed cheese foods/products may not be used. Cheese may not be counted as a Meat/Bean Group AND a Milk/Yogurt Group.

Eggs: Any foods containing raw eggs cannot be served. Foods made from commercially pasteurized eggs are safe to eat.

Nuts/Seeds: Food items containing nuts/seeds must be limited to one food item per meal. It must be indicated on the posted menu which food item contains nuts/seeds.

Combination Foods: Meat, Poultry, Fish, Dry Beans, Eggs and Nuts Group items may be combined to fulfill the serving requirement (i.e., 1 oz of ham and ½ cup of cooked dry navy beans, 1 ½ oz of cheddar cheese and 1 oz of ham or 1 ½ oz soy-burger with 1 ½ oz of American cheese on a bun.

VEGETABLE GROUP

1 serving - ½ to 1 cup serving is equivalent to: 1-cup raw, leafy vegetables  
½ cup other vegetables cooked  
(drained) or raw (pieces, shredded,  
chopped)  
¾ cup vegetable juice (pasteurized  
only)

Raw sprouts (i.e., alfalfa, clover, and radish) are not to be served.

Only one moderate to high Vitamin K food item can be served per meal. Indicate on the posted menu which food item is moderate to high in Vitamin K.

Vegetable Group Continued

All vegetable must be fresh or frozen. Fresh vegetables must be used regularly. Must be U.S. #1 or U.S. Fancy. Canned vegetables must be low-sodium and shall be used only for vegetables not commonly frozen. No salt can be added to canned vegetables. Frozen vegetables shall be no less than U.S. Grade B.

Toss salad can be used as a Vitamin C source if it contains (1/2) cup greens and (1/4) cup items such as peppers, cabbage, spinach, tomatoes. The portion served shall equal (1) cup and will count as a (1/2) cup serving.

Vegetables will be measured with minimal liquid. Liquid should be included with vegetables for retention of correct temperatures and to avoid vitamin leaching.

Molded salads can count as a vegetable serving if the recipe is standardized to assure that each serving contains (1/2) cup vegetable.

The following products do not qualify as a vegetable and may not be credited toward meeting the vegetable requirement in any meal served:

- a. Snack-type foods made from vegetables, such as potato chips.
- b. Deep-fried vegetable products such as French fries, potato rounds, hash browns, vegetable sticks, mushrooms, cauliflower, etc.
- c. Pickle relish, tomato catsup, chili sauce, tomato paste/tomato sauce.
- d. Home canned products (for food safety reasons) or dehydrated vegetables used for seasoning.

Starchy Vegetables

Limit 1 serving per meal and is equivalent to ½ cup: Green peas, corn, potatoes, dried beans, peas, lentils, yams, squash and plantains.

Starchy vegetables do not meet the one serving vegetable requirement in any meal. (See bread, cereal, pasta, rice group.)

Items such as rice, spaghetti, macaroni, noodles and other pasta products do not meet the one serving vegetable requirement in any meal. (See bread, cereal, pasta, rice group.)

FRUIT GROUP

1 serving is equivalent to ½ cup to ¾ cup or 1 whole piece:

Whole fruit such as 1 medium apple, banana, orange, pear, etc. or a melon wedge  
¾ cup of 100% fruit juice (pasteurized only).  
½ cup of berries.  
¼ cup of dried fruit.  
½ cup of chopped, cooked or canned fruit.  
½ cup of fruit puree.  
A grapefruit half.

Fruit Group Continued

Fresh fruit must be used regularly. Fruit must be U.S. #1 or U.S. Fancy.

Fruits shall not be packed in heavy syrup. However, a serving of canned fruit may include the juice or syrup in which the fruit is packed.

Fruit used in a dessert must be equivalent to the recommended serving size (1/2 cup) to be counted toward the fruit requirement (example - Fruit in pie).

Fruit or fruit salads may be used instead of a second vegetable. When this option is chosen the dessert must not be a "fruit only" item.

Molded salads can count as a fruit if the recipe is standardized to assure that each serving contains (1/2) cup of fruit.

The following products do not qualify as fruit and may not be credited toward meeting the fruit requirement in any meal served:

- a. Snack-type foods made from fruits such as banana chips, jam or jelly.
- b. Home-canned products (for food safety reasons).
- c. Plum puree may not count as a fruit when it is used to replace fat in a food item.

BREAD, CEREAL, RICE, PASTA GROUP

All grain/bread items must be enriched or whole-grain, made from enriched or whole grain meal and/or flour. If using cereal it must be whole-grain, enriched or fortified.

One (1) Serving:	1 small tortilla, 6" diameter.
	1 slice of bread.
	½ sandwich bun or English muffin, small roll, biscuit or muffin.
	1 piece of cornbread (2 ½ " x 2 ½ " x 1 ½ ").
	5-6 small or 3-4 large crackers.
	About 1 cup of ready-to-eat cereal.
	½ cup cooked cereal, grits, rice or pasta.
	½ cup bread dressing/stuffing.
	2-inch cube of corn bread.
	2 pancakes, 4" diameter.
	½ bagel.

High fat bread such as biscuits, croissants, quick breads, cornbread and muffins should be served no more than three times per week. Other high fat food items should be limited when these items are served.

MILK, YOGURT, CHEESE GROUP

Choose fat-free or reduced-fat dairy products most often.

1 serving is equivalent to:

- ½ pint or 8-10 oz of pasteurized fluid milk and/or pasteurized plain yogurt.
- 1 ½ cup of pasteurized cottage cheese.
- 1 ½ oz of pasteurized natural cheese (such as cheddar, mozzarella, swiss, etc).
- 2 oz of pasteurized processed cheese (such as American).
- ½ cup of ice cream.

If natural cheese products are used to meet a milk, yogurt, cheese equivalency, it cannot be used to meet a meat/meat alternative equivalency.

Milk: Includes (fortified with Vitamins A & D); whole milk, 2% low fat milk, 1% low fat milk, fat-free skim milk, buttermilk, low-fat chocolate milk or lactose-reduced milk and lactose-free milk. A minimum of 6 ounces shall be provided.

Cheese: Includes reduced fat, low fat, nonfat and like versions of cheese food and cheese spread.

Soft Cheese such as Feta, Brie and Camembert cheeses, blue-veined cheeses and Mexican-style cheese such as queso blanco fresco and Panela should not be served unless they are made with pasteurized milk.

Cheese labeled “imitation” or “cheese product” does not meet the requirements for use in menu planning and are not creditable toward the requirements.

Cheese may not be counted toward meeting a Meat, Poultry, Fish, Dry Beans, Eggs, Nut Group serving and Milk, Yogurt, Cheese Group serving in the same meal.

Cheese Substitutes: Must meet FDA standard requiring that a cheese substitute is not nutritionally inferior to the standardized cheese for which it is substituting.

FATS & OILS

Serving size is equivalent to: 1 teaspoon of butter or fortified Margarine

Oil, butter or margarine used in cooking may not be counted for meeting the one-teaspoon requirement; however, its use must be calculated into the meal’s total fat and saturated fat analysis.

Fats & Oils Continued

U.S. Grade A margarine must be used. It shall have a polyunsaturated-to-saturated fatty acid ratio of at least 2.1.

The margarine shall be delivered in "butter readies" individual margarine pats placed on a piece of cardboard and covered, or small closed containers.

Condiments such as mayonnaise, mustard, ketchup, tarter sauce should be served in place of the butter or margarine on days when the bread item is used to make a sandwich. One each of mustard and ketchup must be provided with hot dogs and hamburgers. The menu shall indicate the condiment that takes the place of butter or margarine. If the condiment replaces the butter in a meal a Vitamin D fortified food item must be served in order to meet the Vitamin D requirement.

DESSERT/SWEETS GROUP

To be used as an alternate in the Bread, Cereal, Rice, Pasta, Starchy Vegetable Group.

Alternate One

1 serving is equivalent to:      ½ cup of plain pudding, plain gelatin, ice cream, ice milk, sherbet, custard.

Limit serving to 15 gms. of total carbohydrates.

Alternate Two

1 serving is equivalent to:      Cake, pie, cookies, gelatin desserts.

Limit serving to 30 gms. of total carbohydrates.

The fruit used in an Alternate Two, may only be counted towards the meal's fruit serving, if it meets the serving parameters listed under "What counts as a serving" in the Fruit Group.

If an Alternate Two (not utilizing ½ cup of fruit) is served, an Alternate One food choice must also be made available.

If an alternate is served, limit to one serving per meal. Limit alternates to no more than two times per week.

Serving sizes should be as follows (if meets above carbohydrate requirement):

- a. Cake - 2 ½ x 2-½ cut.
- b. Pie - 10 inch pie - 10 slices; 8 inch pie - 7 or 8 slices

Desserts/Sweets Group Continued

Pre-Packaged desserts should be limited. A variety of fresh, baked or prepared desserts may be provided.

Ice Cream, yogurt or pudding made with milk may be served weekly because of the high Calcium and Vitamin D content of these items.

A low sugar dessert is preferred on a regular basis. This would be a fresh fruit, fruit canned without sugar, sugar-free puddings or gelatin. Pound cake, angel food cake and vanilla wafers can be used according to dietetic restrictions.

Beverages

The following items may not be provided as part of the program meal: (a) Alcoholic beverages including beer, liquor or wine; (b) Soft drinks and colas. Coffee, tea, decaffeinated beverages, and/or fruit flavored drinks (not fortified with vitamins or minerals) may be provided, but may not be counted as fulfilling any part of the meal requirements. 1% white milk is preferred with all meals.

BOX LUNCHES

The caterer shall provide box lunches at the regular meal cost. Box lunches may be requested from time to time for special occasions or to cover holidays. Box lunches will be ordered a week prior to the delivery.

All box lunches must meet the same menu standards and nutrition standards as the hot bulk meals. Menus must be analyzed and certified by a registered dietitian.

Cold Cuts (hot dogs, luncheon meats, fermented/dry sausage and other deli-style meat and poultry products can be used if reheated until steam hot (160 degrees).

Boxes should be of sturdy quality prohibiting liquid absorption and shall be large enough to contain the entire meal. Cold packs must be used for delivery of these meals.

FROZEN MEALS

Frozen meals are to be delivered on a weekly basis to each site on Monday and/or Friday, and/or directly to clients' homes under OPTION 2 on Saturday, Sunday, Monday.

All frozen meals must meet the same menu standards and nutrition standards as the hot bulk and box lunches. Frozen meals shall include bread and dessert. Menus must be analyzed and certified by a Registered Dietitian.

A seven (7) day meal variety will be used. The Nutrition Director for quality and meeting of proposal guidelines will check frozen meals periodically. If menu substitutions or changes are necessary, the Nutrition Director is to be notified of the change. (SEE ATTACHMENT I - FROZEN MEAL SAMPLE). The caterer must insure that meals remain frozen solidly until delivery to the Nutrition Sites or client homes.

EMERGENCY/SHELF STABLE MEALS

The caterer shall make available, to the Area 14 Senior Nutrition Program, emergency meal packages. These meals will come packaged five (5) per meal pack. Emergency meal packages shall only be ordered for actual unforeseen or uncontrollable emergencies or anticipated weather related emergencies. Purchase of emergency meals will be based on funding levels.

Emergency meals must meet the same menu standards and nutrition standards as the hot bulk, box lunches and frozen meals. Menus must be analyzed and certified by a registered dietitian.

The caterer shall deliver emergency meals to each site location designated by the Area 14 Senior Nutrition Program and/or directly to client homes. Survival nutrition standards shall apply for emergency meal packages as follows:

- 2 oz of meat or protein equivalent
- 1-cup vegetables
- ½ cup fruit (dried, canned, etc)
- ½ pint milk (dried or evaporated)
- 4 oz of juice

Canned, dried, frozen or pre-packaged food items may be used. Specialty items may be requested. Pull-tab lids shall be used where feasible.

The Area 14 Senior Nutrition Program shall only be invoiced and held responsible for payment to caterer for meals actually ordered and delivered.



## DRIs – PART 4

<b>FSSA Division of Aging Dietary Reference Intakes (DRIs) Requirements</b>	
<b>(A) Macronutrients</b>	<b>Requirement</b>
<b>CALORIES<sup>1</sup></b>	A weekly average of meals that meet a minimum range of 533-733 Kcals/meal.
<b>TOTAL FAT</b>	A weekly average of meals that limits total fat to no less than 20% and no more than 35% of total calories/meal
<b>FIBER<sup>1</sup></b>	<p>must meet a weekly average of 7-10 g/meal</p> <p>Fiber is best obtained from foods such as, whole grains; fruits, and vegetables rather than fiber supplements, therefore, use of fiber supplements, isolated or synthetic fiber and fiber laxatives is prohibited.</p>
<b>(B) Elements</b>	<b>Requirement</b>
<b>CALCIUM<sup>1</sup></b>	A weekly average that meets a minimum of 400 mg/meal
<b>(C) Electrolytes</b>	<b>Requirement</b>
<b>SODIUM<sup>1</sup></b>	Weekly average must not exceed 1000 mg/meal
<p><b><u>TABLE DEFINITIONS AND ABBREVIATIONS</u></b></p> <p>(d) g = gram</p> <p>(e) Kcals. = Kilocalories (Recommended energy allowances are stipulated as kilocalories (kcal) per day of physiologically available energy (i.e., the amount of potential food energy that can be absorbed and utilized).</p> <p>(f) mg = milligram</p> <p><sup>1</sup> A minimum of one-third (1/3) of the RDA per meal daily for both Entrée Choice One and Two</p> <p><sup>2</sup> Based on 1/3 DRI: RDA or AI 70+Female</p> <p><sup>3</sup> Based on 1/3 DRI: RDA 70+ Female</p> <p><sup>4</sup> Based on 1/3 DRI: AI 70+ Female</p> <p><sup>5</sup> Based on 1/3 DRI: AI - UL 70+ Female</p> <p><sup>6</sup> Nutrition and Your Health: Dietary Guidelines for Americans – United States Department of Agriculture and United States Department of Health and Human Services</p>	

## **ATTACHMENT D**

### **NUTRITION SITE OPERATING HOURS**

#### **CLARK COUNTY**

**Yellowwood Terrace**  
2100 Greentree North  
Clarksville, IN 47129  
Meals per day est: 30

8:00 AM – 1:00 PM  
Lunch served at 11:00 AM

#### **FLOYD COUNTY**

**Mark Elrod Tower**  
1 Wolf Trace  
New Albany, IN 47150  
Meals per day est: 30

8:00 AM – 12:00 PM  
Lunch served at 10:45 AM

#### **FLOYD COUNTY**

**Peggy's Place**  
1730 Audubon Drive Ste 100  
New Albany, IN 47150  
Meals per day est: 25

8:00 AM – 4:00 PM  
Lunch served at 12:00 PM

#### **HARRISON COUNTY**

**Joe Rhoads Senior Citizens Center**  
123 S. Mulberry Street  
Corydon, IN 47112  
Meals per day est: 30

8:00 AM – 1:00 PM  
Lunch served at 11:30 AM

#### **SCOTT COUNTY**

**Bacala Senior Citizens Center**  
69 E. Wardell Street  
Scottsburg, IN 47170  
Meals per day est: 20

8:00 AM - 1:30 PM  
Lunch served at 12:00 NOON

**Note: Nutrition Site locations subject to change. Potential additional meal sites may be added in Clark, Floyd or Harrison Cos.**

**Delivery of food should be made at least 30 minutes prior to lunch serving time.**

## **ATTACHMENT E**

### **FOOD REPLACEMENT COSTS**

**Meat or Meat Alternative – Full contracted meal cost per item or per meal shorted**

**Vegetable – 1/3 contracted meal cost per item or meal shorted**

**Fruit or Dessert – 1/3 contracted meal cost per item or meal shorted**

**Bread or Butter – Cost of item per item shorted**

**Milk – Cost of item per item shorted**

**Food substandard by sight (i.e. pasty/watery. Gravy, burned meat, bruised fruit, etc) or taste (i.e. tough, sour, too sweet, etc.) but served – 1/3 contracted meal cost per item.**

# *LifeSpan Resources, Inc.*

## *2023 Holidays*

	<b>Holiday</b>	<b>Day of Week</b>	<b>Date</b>
1)	New Year's Day	Monday	January 2, 2023
2)	Martin Luther King Day	Monday	January 16, 2023
3)	President's Day	Monday	February 20, 2023
4)	Good Friday	Friday	April 7, 2023
5)	Memorial Day	Monday	May 29, 2023
6)	Juneteenth Day	Monday	June 19, 2023
7)	Independence Day	Tuesday	July 4, 2023
8)	Labor Day	Monday	September 4, 2023
9)	Thanksgiving Day	Thursday	November 23, 2023
10)	Thanksgiving +1	Friday	November 24, 2023
11)	Christmas Eve	Friday	December 22, 2023
12)	Christmas Day	Monday	December 25, 2023
13)	New Year's Eve	Friday	December 29, 2023
14)	New Year's Day	Monday	January 1, 2024
	Spring Forward one hour	Sunday	March 12, 2023
	Fall Back one hour	Sunday	November 5, 2023

## **ATTACHMENT (S) G, H, I**

### **BULK/HOT & PREPACK MENU PLAN (SAMPLE MENU ATTACHED)**

Area 14 Senior Nutrition Program menus are required to meet 1/3 of the Dietary Reference Intakes (RDIs). Meals provided by the caterer must comply with the Dietary Guidelines for Americans and must adhere to the Dietary Reference Intakes (DRIs) set-forth by the FSSA – Division of Aging.

A standardized meal pattern can no longer be used. Caterer should supply enough variety of entrees, vegetables, fruits, breads and desserts so items are not repeated more than twenty (20) days in a menu cycle unless specified by the Senior Nutrition Program.

#### **BOX LUNCH MENU (SAMPLE ONLY)**

**Sandwiches – Consisting of turkey, ham, roast beef  
tuna/chicken/ham/egg salads  
High fat cold cuts should be limited in use  
No bologna is to be used  
With/without cheese**

**Salad/Vegetables – Potato/macaroni/pea/pasta salads  
If a vegetable is used, liquid should be  
drained to prevent leakage.**

**Breads – Enriched Whole Grain Breads should be used consistently to  
meet the fiber requirements.  
White, rye, croissants, pita pockets and other specialty bread  
can be used.**

**Desserts – Fresh Fruit, Sugar/fat-free jello, puddings  
Cookies, brownies, cakes, etc can be used based on  
the Dietary Reference Intakes (DRIs)**

**Beverages – Milk (Fortified with Vitamins A & D) – See Page 7  
Attachment C (1).**

## **FROZEN MEAL MENU (SAMPLE ONLY)**

Entrée – Should consist of equivalent items found in the hot meals.

Fruits/Vegetables – Should consist of equivalent items found in the hot meals.

Breads – Should consist of equivalent items found in hot meals.

Desserts/Beverages – Should consist of equivalent items found in hot meals.

**Box lunches and frozen meals are required to meet 1/3 of the Recommended Daily Allowance (RDA). Meals provided by the caterer must comply with the Dietary Guidelines for Americans and must adhere to the Dietary Reference Intakes (DRIs) set-forth by the FSSA – Division of Aging.**

**Menu review and analysis must be completed on box lunch and frozen meal menus.**

**Caterer shall provide a seven (7) day variety of frozen meals and a five (5) day variety of Shelf Stable meals.**

**Cold cuts (hot dogs, luncheon meats, fermented/dry sausage and other deli-style meat and poultry products can be used if reheated until steaming hot (160 degrees)**

**ATTACHMENT J**

**OTHER SUPPLIES  
(USED IN CONGREGATE SITES- SUPPLIED BY CATERER)**

<b>ITEM</b>	<b>ITEM</b>	<b>COST</b>
10 pkgs per case, billed by pkg	Gloves	_____
Lg Box	Sandwich Bags	_____
Rolls	Paper Towel	_____
4 roll pack	Toilet Tissue	_____
Pkg/500	Napkins	_____
Pkg/500	Trash Can Liners	_____
Lg Bottle	Dish Detergent (Indv)	_____
Bottle/Box/Gel paks	Auto Dish Detergent (85oz)	_____
Lg Container	Powder Cleanser	_____
Bottle	Vinegar (Gallon)	_____
Bottle	Bleach (Gallon)	_____
Container	Pot Scrubbers	_____
Package/50	Hair Net	_____

Other items shall be requested by the Area 14 Senior Nutrition Program based on need.

## **ATTACHMENT K**

### **EQUIPMENT PROVIDED BY CATERER (INCLUDED IN MEAL COST)**

Any equipment needed to transport the food to each site. Equipment must maintain proper hot and cold temperatures.

CRES-CORS or alternative heating equipment will be provided to those sites without proper heating equipment.

Warming units shall be used on all vehicles as needed. Cam-bros can be used to maintain temperature of foods during delivery.

Serving utensils will be provided to each site, upon request.

**The caterer shall provide ALL CONSUMABLE products for the frozen meals and pre-pack meals. "Consumable" shall include any paper and/or plastic products required to prepare the meal for consumption.**



## **ATTACHMENT L**

### **INSURANCE**

#### **General Liability Insurance**

Vendor agrees to provide general liability insurance coverage relative hereto in the minimum amount of \$1,000,000 for bodily injury and property damage. LifeSpan Resources, at its discretion, may require Grantee to furnish additional or different insurance coverage.

Vendor must provide LifeSpan Resources with Certificates of Insurance which illustrate the type of coverage, limits of liability and expiration dates of Grantee's policies. Copies of Grantee's policies shall be provided to AAA upon request.

Vendor shall provide a bond or insurance coverage for all persons who will be handling funds or property as a result of this agreement, or who may carry out duties of this proposal, in an amount equal to one-half (1/2) of the total annual funding provided the Vendor through LifeSpan Resources, or \$500,000, whichever is less, to be effective for the period of this agreement plus three (3) years for purpose of discovery. Grantee's coverage must provide protection against losses resulting from criminal acts and wrongful and negligent performance of duties specified herein. Vendor shall immediately notify LifeSpan Resources if said bond or insurance is cancelled or modified in amount. In the event of cancellation, LifeSpan Resources shall make no further disbursements until certification is provided by a bonding or insurance company that the provisions set forth in the section have been satisfied. LifeSpan Resources may, at its discretion require Vendor to furnish additional or different bond or insurance coverage.

#### **Worker's Compensation Insurance**

The vendor will provide a copy of its worker's compensation policy. All vendor staff associated in any way with the LifeSpan Resources Senior Nutrition Program must be covered under the vendor's policy.

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## STATE OF INDIANA - DRUG-FREE WORKPLACE CERTIFICATION

Pursuant to Executive Order No. 90-5, April 2, 1990, issued by Governor Evan Bayh, the Indiana Department of Administration requires the inclusion of this certification in all contracts with and grants from the State of Indiana in excess of \$ 25,000. No award of a contract or grant shall be made and no contract, purchase order or agreement, the total amount of which exceed \$25,000, shall be valid unless and until this certification has been fully executed by the Contractor or Grantee and attached to the contract or agreement as part of the contract documents. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract payment, termination of the contract or agreement and/or debarment of contracting opportunities with the State for up to three (3) years.

The Contractor/Grantee certifies and agrees that it will provide a drug-free workplace by:

- a. Publishing and providing to all its employees a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- b. Establishing a drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the Contractor's policy of maintain a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;
- c. Notifying all employees in the statement required by subparagraph (a) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- d. Notifying in writing the contracting State Agency and the Indiana Department of Administration within ten (10) days after receiving notice from an employee under subdivision © (2) above, or otherwise receiving actual notice of such conviction;
- e. Within thirty (30) days after receiving notice under subdivision © (2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by Federal, State, or local health, law enforcement, or other appropriate agency; and
- f. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (a) through (e) above.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTIVE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATIONAL.

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Printed Name of Organization

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Signature of Authorized Representative

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Printed Name and Title

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Date

ATTACHMENT N

CERTIFICATION REGARDING LOBBYING  
PROGRAM: OLDER AMERICANS ACT, TITLE III  
PERIOD: JULY 1, 2023 THROUGH JUNE 30, 2026

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard form LLL, " Disclosure Form to Report Lobbying, " in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award document for sub awards of all tiers (including subcontractors, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was or will be placed when entering into any transaction with LifeSpan Resources, Inc., submission of this certification is a prerequisite for making or entering into any transaction as imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

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Printed Name of Organization

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Signature of Authorized Representative

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Printed Name and Title

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Date

## **ATTACHMENT O**

### **HIPAA Compliance**

**The vendor is required to meet minimum privacy/HIPAA compliance standards including the provision of secure email and signed privacy/confidentiality statements of all staff involved in the LifeSpan Senior Nutrition Program. Please submit your formal Hipaa policy if you have one; if not, please submit your policies and procedures insuring the privacy and confidentiality of all client information that may become available to any of your staff during the course of their contracted work.**

**The attached HIPAA Vendor Confidentiality Statement will be required to be signed by all vendor staff involved in the operations of the LifeSpan Resources Senior Nutrition Program.**



## HIPAA Vendor Confidentiality Statement

As a contractor/vendor with LifeSpan Resources, Inc., my organization has been advised of the need to maintain the confidentiality and privacy of LifeSpan's clients and agrees not to disclose any client information, including names, household members, address, phone number, health information, financial information or any other personal information. At no time may any of the information associated with any LifeSpan client be shared with any outside party other than LifeSpan Resources, Inc.

I have read the above statement and agree to hold in strict confidence the identities, names, addresses and any other information that I may obtain or anything I might see or hear during my contracted work for LifeSpan Resources, Inc.

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Organization Name

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Organization's full address and phone number

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By: Signature/Title

Date

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Printed Name