



Monday, July 11, 2022

**NUTRITION PROGRAM
2022 REQUEST FOR PROPOSAL (RFP)
FROZEN MEAL VENDOR & DELIVERY**

PURPOSE OF REQUEST:

Piedmont Senior Resources Area Agency on Aging (PSRAAA), a private non-profit organization dedicated to serving the needs of senior citizens (i.e. 60 years and older) within the Piedmont Planning District #14 (i.e. Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward counties), intends to enter into a Contract to procure frozen meals in accordance with applicable state and federal law governing federally-funded meal programs for the year of October 1, 2022 to September 30, 2024.

RFP SELECTION PROCESS SCHEDULE:

July 11, 2022	RFP Packages available
July 20 and 27, 2022	Advertise RFP in Farmville Herald
Aug. 10, 2022	Bid Clarification Deadline: 12 Noon
Aug. 19, 2022	RFP Submittal Deadline: 12:00 Noon
Aug. 29-30, 2022*	Evaluation Panel reviews and scores RFP Submittals
Sept. 8-9, 2022*	Oral Interviews (if necessary)
Sept. 14-16, 2022*	Contract Award Recommendations to Board
Sept. 20, 2022*	Board Action to Award Contract

*Dates subject to change due to circumstances.

RFP SUBMITTAL DEADLINE:

Proposals must be received no later than 12:00 pm Eastern Standard Time on Friday, Aug. 19, 2022.

Mail to:

Thomas Jordan Miles III
Nutrition & Transportation Director
Piedmont Senior Resources Area Agency on Aging

Email to: jmiles@psraaa.org



1413 South Main Street
Farmville, VA 23901
Phone: 434-767-5588

RFP REQUIREMENTS:

Please note the following general requirements are mandatory for all RFPs. Proposals received after the deadline date/time or lacking one or more of the following requirements will not be accepted:

- 1) Include legal business name, mailing address, email address, phone number, fax number, official contact name, name of official legally authorized to bind the business
- 2) Email proposals must be in PDF or MS Word format.
- 3) Complete, sign and submit all RFP forms provided by PSRAAA.
- 4) Provide references and materials required by RFP instructions.
- 5) PSRAAA reserves the right to retain all Submittals and to reject any and all Submittals or parts thereof.
- 6) All Submittals and accompanying documents submitted will be considered public information, unless the bidder requests and qualifies for an exemption for proprietary information as provided under Commonwealth of Virginia law. Any request for an exemption must be submitted prior to the deadline date and time and must specifically cite the applicable provision(s) of Virginia law.
- 7) If clarification is required, submit written questions via email to the Nutrition & Transportation Director at jmiles@psraaa.org by Wednesday, Aug. 10, 2022 at 12 noon. Questions and responses received before or on this date will be disseminated in the same manner this FRP document is disseminated and distributed. Questions received after this date will not be answered. Allow one business day for response.
- 8) Mail or ship three (3) signed and completed RFP Submittals to PSRAAA at the provided address by the deadline date and time. Incomplete proposals; proposals on inappropriate forms; and proposals received after the deadline date and time will not be accepted.

FEDERAL & STATE MEAL REQUIREMENTS:

1) Authorizing Documentation:

The Older Americans Act of 1965, SEC. 339 as revised in 2006, requires that meals

- a. comply with the ***Dietary Guidelines for Americans (2020-2025)***, published by the Secretary of Health and Human Services and the Secretary of Agriculture (https://www.dietaryguidelines.gov/sites/default/files/2020-12/Dietary_Guidelines_for_Americans_2020-2025.pdf), and
- b. provide to each participating older individual a minimum of 33 1/3 percent of the ***dietary reference intakes*** as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, if the project provides one meal per day, and
- c. to the maximum extent practicable, are adjusted to meet any special dietary needs of program participants.

2) Dietary Reference Intakes:

The Food and Nutrition Board of the National Academy of Sciences, beginning in the early 1990s, undertook the task of revising the RDAs and new nutrient reference values were developed called the Dietary Reference Intakes (DRIs). There are four types of DRI values: the Estimated Average Requirement (EAR), the Recommended Dietary Allowance (RDA), the Adequate Intake (AI), and the Tolerable Upper Intake Level (UL) *see definitions*. The primary goal of having new dietary reference values was not only to prevent nutrient deficiencies but also to reduce the risk of chronic diseases such as osteoporosis, cancer, and cardiovascular disease. The development of the new federal guidelines impacts the standards to which the Older Adult Nutrition Program (OANP) is being held.

3) DRI Definitions:

- a. Recommended Dietary Allowance (RDA): the average daily dietary intake level that is sufficient to meet the nutrient requirement of nearly all (97 to 98 percent) healthy individuals in a particular life stage and gender group.
- b. Adequate Intake (AI): a recommended intake value based on observed or experimentally determined approximations or estimates of nutrient intake by a group (or groups) of healthy people that are assumed to be adequate – used when an RDA cannot be determined.
- c. Tolerable Upper Intake Level (UL): the highest level of daily nutrient intake that is

likely to pose no risk of adverse health effects for almost all individuals in the general population. As intake increases above the UL, the potential risk of adverse effects increases.

- d. Estimated Average Requirement (EAR): a daily nutrient intake value that is estimated to meet the requirement of half of the healthy individuals in a life stage and gender group – used to assess dietary adequacy and as the basis for the RDA.

4) Dietary Guidelines for Americans :

The Dietary Guidelines for Americans (DGAs) provide science-based advice to promote health and to reduce risk for major chronic diseases through diet and physical activity. The DGAs allow the federal government to speak with one voice when presenting advice for healthy Americans about making food choices that promote health and prevent disease. All federally-issued dietary guidance for the general public is required to be consistent with the DGAs.

The Dietary Guidelines for Americans 2020-2025 GUIDELINES and KEY RECOMMENDATIONS are as follows:

GUIDELINES:

- **Follow a healthy dietary pattern at every life stage.** At every life stage—infancy, toddlerhood, childhood, adolescence, adulthood, pregnancy, lactation, and older adulthood—it is never too early or too late to eat healthfully. From 12 months through older adulthood, follow a healthy dietary pattern across the lifespan to meet nutrient needs, help achieve a healthy body weight, and reduce the risk of chronic disease.
- **Customize and enjoy nutrient-dense food and beverage choices to reflect personal preferences, cultural traditions, and budgetary considerations.** A healthy dietary pattern can benefit all individuals regardless of age, race, or ethnicity, or current health status. The Dietary Guidelines provides a framework intended to be customized to individual needs and preferences, as well as the foodways of the diverse cultures in the United States.
- **Focus on meeting food group needs with nutrient-dense foods and beverages, and stay within calorie limits.** An underlying premise of the Dietary Guidelines is that nutritional needs should be met primarily from foods and beverages—specifically, nutrient-dense foods and beverages. Nutrient-dense foods provide vitamins, minerals, and other health-promoting components and have no or little added sugars, saturated fat, and sodium. A healthy dietary pattern consists of nutrient-dense forms of foods and beverages across all food groups, in recommended amounts, and within calorie limits. The core elements that make up a healthy dietary pattern include:
 - Vegetables of all types—dark green; red and orange; beans, peas, and lentils; starchy; and other vegetables
 - Fruits, especially whole fruit
 - Grains, at least half of which are whole grain

- Dairy, including fat-free or low-fat milk, yogurt, and cheese, and/or lactose-free versions and fortified soy beverages and yogurt as alternatives
- Protein foods, including lean meats, poultry, and eggs; seafood; beans, peas, and lentils; and nuts, seeds, and soy products
- Oils, including vegetable oils and oils in food, such as seafood and nuts
- **Limit foods and beverages higher in added sugars, saturated fat, and sodium, and limit alcoholic beverages.** At every life stage, meeting food group recommendations—even with nutrient-dense choices—requires most of a person’s daily calorie needs and sodium limits. A healthy dietary pattern doesn’t have much room for extra added sugars, saturated fat, or sodium—or for alcoholic beverages. A small amount of added sugars, saturated fat, or sodium can be added to nutrient-dense foods and beverages to help meet food group recommendations, but foods and beverages high in these components should be limited. Limits are:
 - Added sugars—Less than 10 percent of calories per day starting at age 2. Avoid foods and beverages with added sugars for those younger than age 2.
 - Saturated fat—Less than 10 percent of calories per day starting at age 2.
 - Sodium—Less than 2,300 milligrams per day—and even less for children younger than age 14.
 - Alcoholic beverages—Adults of legal drinking age can choose not to drink, or to drink in moderation by limiting intake to 2 drinks or less in a day for men and 1 drink or less in a day for women, when alcohol is consumed. Drinking less is better for health than drinking more. There are some adults who should not drink alcohol, such as women who are pregnant.

For most individuals, no matter their age or health status, achieving a healthy dietary pattern will require changes in food and beverage choices. Some of these changes can be accomplished by making simple substitutions, while others will require greater effort to accomplish. This edition of the Dietary Guidelines presents overall guidance on choosing nutrient-dense foods and beverages in place of less healthy choices and also discusses special nutrition considerations for individuals at each life stage—infants and toddlers, children and adolescents, adults, women who are pregnant or lactating, and older adults. Although individuals ultimately decide what and how much to consume, their personal relationships; the settings in which they live, learn, work, play, and gather; and other contextual factors—including their ability to consistently access healthy and affordable food—strongly influence their choices. Health professionals, communities, businesses and industries, organizations, government, and other segments of society all have a role to play in supporting individuals and families in making choices that align with the Dietary Guidelines and ensuring that all people have access to a healthy and affordable food supply. Resources, including Federal programs that support households, regardless of size and make-up, in choosing a healthy diet and improving access to healthy food, are highlighted throughout this edition of the Dietary Guidelines for Americans.

KEY RECOMMENDATIONS:

- **Follow a healthy dietary pattern at every life stage.**
 - At every life stage—infancy, toddlerhood, childhood, adolescence, adulthood, pregnancy, lactation, and older adulthood—it is never too early or too late to eat healthfully. ● For about the first 6 months of life, exclusively feed infants human milk. Continue to feed infants human milk through at least the first year of life, and longer if desired. Feed infants iron-fortified infant formula during the first year of life when human milk is unavailable. Provide infants with supplemental vitamin D beginning soon after birth. ● At about 6 months, introduce infants to nutrient-dense complementary foods. Introduce infants to potentially allergenic foods along with other complementary foods. Encourage infants and toddlers to consume a variety of foods from all food groups. Include foods rich in iron and zinc, particularly for infants fed human milk. ● From 12 months through older adulthood, follow a healthy dietary pattern across the lifespan to meet nutrient needs, help achieve a healthy body weight, and reduce the risk of chronic disease.
- **Customize and enjoy nutrient dense food and beverage choices to reflect personal preferences, cultural traditions, and budgetary considerations.**
 - A healthy dietary pattern can benefit all individuals regardless of age, race, or ethnicity, or current health status. The Dietary Guidelines provides a framework intended to be customized to individual needs and preferences, as well as the foodways of the diverse cultures in the United States.
- **Focus on meeting food group needs with nutrient-dense foods and beverages, and stay within calorie limits.**
 - An underlying premise of the Dietary Guidelines is that nutritional needs should be met primarily from foods and beverages—specifically, nutrient-dense foods and beverages. Nutrient-dense foods provide vitamins, minerals, and other health-promoting components and have no or little added sugars, saturated fat, and sodium. A healthy dietary pattern consists of nutrient-dense forms of foods and beverages across all food groups, in recommended amounts, and within calorie limits. The core elements that make up a healthy dietary pattern include:
 - Vegetables of all types—dark green; red and orange; beans, peas, and lentils; starchy; and other vegetables
 - Fruits, especially whole fruit
 - Grains, at least half of which are whole grain
 - Dairy, including fat-free or low-fat milk, yogurt, and cheese, and/or lactose-free versions and fortified soy beverages and yogurt as alternatives
 - Protein foods, including lean meats, poultry, and eggs; seafood;

beans, peas, and lentils; and nuts, seeds, and soy products • Oils, including vegetable oils and oils in food, such as seafood and nuts

- **Limit foods and beverages higher in added sugars, saturated fat, and sodium, and limit alcoholic beverages.**
 - At every life stage, meeting food group recommendations—even with nutrient dense choices—requires most of a person’s daily calorie needs and sodium limits. A healthy dietary pattern doesn’t have much room for extra added sugars, saturated fat, or sodium—or for alcoholic beverages. A small amount of added sugars, saturated fat, or sodium can be added to nutrient-dense foods and beverages to help meet food group recommendations, but foods and beverages high in these components should be limited. Limits are:
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 - Sodium—Less than 2,300 milligrams per day—and even less for children younger than age 14.
 - Alcoholic beverages—Adults of legal drinking age can choose not to drink or to drink in moderation by limiting intake to 2 drinks or less in a day for men and 1 drink or less in a day for women, when alcohol is consumed. Drinking less is better for health than drinking more. There are some adults who should not drink alcohol, such as women who are pregnant.

PSRAAA REQUIREMENTS:

Meal Standards:

- Each meal must meet the 1/3 of the Recommended Dietary Reference Intake (DRI) established by the Food and Nutrition Board of the National Academy of Science, (including bread, fruit, juice, and milk).
- Each meal must include a readily available, written Nutritional Analysis which complies with DARS-VDA nutrient content guidelines for the 12 nutrients targeted on the table as follows:

Nutrient	Target Value/Meal (1)	Compliance Range (2)
Calories (Kcal)	685	600-750
Protein (grams)	23 gm	Min. 14 gm protein in entrée/protein portion of meal
Fat (grams)	23 gm	23-27 grams
Vitamin A (ug) (3)	300 ug or 1000 I.U.	>300 ug or 1000 I.U. avg. over one week
Vitamin C (mg)	30 mg	



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Vitamin B6 (mg)	0.57 mg	
Vitamin B12 (ug) (4)	0.79 ug	
Calcium (mg)	400 mg	
Magnesium (mg)	140 mg	> 110 mg
Zinc (mg)	3.1 mg	
Sodium (mg)	800 mg	< 1,200 mg (5)
Fiber (gm)	10 gm	> 8 gm

- (1) Target Value: This value represents one-third the Dietary Reference Intake.
- (2) Compliance Range: This range represents acceptable minimum or maximum values. as specified by the State to allow for menu flexibility and client satisfaction.
- (3) Vitamin A content should be from vegetable (carotenoid) sources.
- (4) Fortified foods may be used to meet Vitamin B12 needs.
- (5) Sodium is liberalized based on the information from the Mathematica study that demonstrated that for many participants the meal provides close to 40-50% of the participant’s daily intake and to allow for menu flexibility and client satisfaction.

- Products must be of United States agricultural commodities and other foods of US origin.
- Compliance with all frozen food safety standards.
- Menus must include a reasonable variety of food items palatable to senior citizens.
- Meals must be contained in compartmentalized trays that are ready for heating, proportioned with meat or meat entrée plus two vegetables.
- Boxes/cases must be composed as follows:

Congregate Meals

10-20 meals of the same menu/case
Low sodium
No fruit, bread, milk

Home Delivered Meals

5 meals of varied menus/case
Low sodium
Include fruit/juice (no grapefruit), bread, non-fat dry milk

Deliveries must be:

- In accordance with orders placed by Nutrition & Transportation Director or designee
- Delivered weekly to PSRAAA Nutrition Office, 1413 South Main Street, Farmville, VA 23901 between 8:00am and 2:00pm
- Transported to delivery site using sanitary procedures approved by Virginia Department of Health



- Unloaded from vehicle and freezers packed by delivery staff (not PSRAAA personnel)
- **Weekly, on the same day each week**
- Available within one week of ordering
- Packaged in transportable containers
- Accompanied by a legible delivery receipt. A price list for each meal type must be submitted. Rebates (based on quantity ordered) should be noted as well as bulk packaged discount, if applicable.
- Boxes/cases labeled with the use by/expiration date; freezer life of at least sixty (90) days from delivery date; and menu in each box/case

Pricing*:

Additional price lists, rate structure, etc. should also be included. The successful Submittal will provide costs for the items listed as follows:

- 10-20 meals/box/case (same menu) Meal Cost for Congregate Nutrition Site meals
- Box/case of 5-meals Cost for Home Delivered Meals
- Estimated Freight Cost per Pallet
- Transportation/Delivery Cost (include method/means)

** Please include any bulk rate, quantity, etc. discounts that could apply. Cost-saving alternatives are welcome after initial Pricing Requirements have been met.*

PROPOSAL EVALUATION:

A panel (i.e. Program Committee) will review the qualified Submittals and qualifications as submitted in this RFP process. The panel will score the RFP submittals, determine the highest qualified applicants, conduct interviews (as necessary), and make a final recommendation to the PSRAAA Board of Directors regarding the award. The following criteria will be used to evaluate RFP Submittals:

Compliance with Federal & State Requirements	20 points
PSRAAA Requirements	20 points
Frozen Meal Nutrition & Variety	20 points
Consistent & Dependable Delivery	20 points
Price Structure	20 points



PROPOSAL AWARD:

If any or all parts of the bidder’s Submittal is accepted by PSRAAA, the bidder’s Submittal shall become the Contract and shall represent the entire agreement between PSRAAA and the vendor.

Appeals: Any vendor may protest the award or decision to award a contract by submitting such protest in writing no later than 10 days after the award or the announcement of the decision to award, whichever comes first. The written protest must include the basis for the protest and the relief sought. Appeals must be submitted in writing to the Justine Young, CEO of PSRAAA, at 1413 South Main Street, Farmville, VA 23901.

**2022-2024 NUTRITION PROGRAM RFP FORM (1)
REQUESTED VENDOR INFORMATION**

Description of Organization

Give a brief description of your organization, length of time in operation, insurance, past experience in food catering, etc. Also give a description of the product and services that are provided through your organization.

Current Health Inspection

Provide documentation of your organization’s current Health Inspection.

Sample Menus

Submit sample menus for review.

Service Delivery Information



Explain the procedures (guaranteeing that food handling safety and sanitary procedures are met, as required by the Virginia Department of Health) utilized in packaging and transporting food to our delivery site. Indicate the number of frozen meals in a box/case and the weight & size of containers(s).

Letters of Recommendation

Provide two (2) letters of recommendation.

2022-2024 NUTRITION PROGRAM RFP FORM (2)

Pricing is to be unit price, excluding tax and delivered.

<u>Unit Description</u>	<u>* Estimated Annual Quantity</u>	<u>Firm Unit Price</u>
<u>Congregate Meals</u>	* 6000 meals/300 cases	
10 meals/box/case		\$ _____
20 meals/box/case		\$ _____
<u>Home Delivered Meals</u>	* 85,000 meals/17,000 boxes	
5 varied meals/box/case		\$ _____

* Estimated quantities listed are not guaranteed amounts, but estimates based upon current and projected annual figures. These quantities are used only to analyze prices. Actual quantities ordered will depend upon client participation and federal/state funds available to Piedmont Senior Resources.

Note any exceptions or additions: _____



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Vendor Name: _____

Address: _____

Phone: _____ Best Time to Call: _____

Signature of Authorized Representative and Title

Date

**2022-2024 NUTRITION PROGRAM RFP FORM (3)
VENDOR CONTACT INFORMATION**

Vendor Name: _____

Address: _____

Contact Person for Orders: _____

Phone: _____ Fax: _____

Cell Phone: _____ Email: _____



Contact Person for Billing, Credit, Damaged or Incorrect Products:

Phone: _____ Fax: _____

Email: _____

**2022-2024 NUTRITION PROGRAM RFP FORM
PROPOSAL CERTIFICATION AND CONTRACT AWARD**

Proposal Certification:

Vendor's failure to execute/sign Proposal prior to Submittal may render proposal non-response.

Organization Name (print or type)

Name and Title of Authorized Representative (print or type)

Address: _____

City, State: _____ Zip: _____

I certify by my signature below that the prices quotes in this Submittal are current and that the Submittal conforms to all specifications and requirements outlined in the RFP. I further certify that I have the authority to obligate the company, listed above, to perform under the terms and conditions as stated in the RFP and the company, listed above, agrees to be bound by terms and conditions.



**PIEDMONT SENIOR RESOURCES
AREA AGENCY ON AGING**

Signature of Authorized Representative

Date

Email: _____

Phone: _____

By its signature below, and in consideration of the mutual promises of each party, the designated Piedmont Senior Resources Area Agency on Aging representative agrees to award the 2020-2022 Frozen Meals Contract, as defined in the RFP, to the above designated Vendor. PSRAAA Board accepted.

Justine Young, CEO

Date

**2022-2024 NUTRITION PROGRAM RFP FORM (4)
FY OCTOBER 1, 2020-SEPTEMBER 30, 2024
VENDOR EVALUATION**

Vendor: _____

	CRITERIA	POINT VALUE
<u>Max. Points</u>		
20 points	Compliance with Virginia & Federal guidelines and standards	_____
20 points	Compliance with PSR guidelines	_____
20 points	Frozen Meal Nutrition & Variety	_____
20 points	Consistent & Dependable Delivery	_____



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20 points

Price Structure

100 Total Points

Vendor Total Points:

NUTRITIONAL ANALYSES COMMENTS:

Signature of Panel Member

Date