

NOTICE TO BIDDERS

SEALED PROPOSALS ARE HEREBY SOLICITED FOR THE PREPARATION OF A DAILY AVERAGE OF THREE HUNDRED (355) HOT AND FORTY-FIVE (65) CHILLED HOME DELIVERED MEALS PER DAY, FIVE (5) DAYS PER WEEK AND THE NUTRITION PROGRAMS OF THE SUBURBAN BOSTON CONSORTIUM (SBC): SOMERVILLE-CAMBRIDGE ELDER SERVICES AND MYSTIC VALLEY ELDER SERVICES ("THE CONSORTIUM"). See Appendix 1.

BID PROPOSALS MUST BE SUBMITTED ALONG WITH SIX (6) COPIES AND ENCLOSED IN A SEALED ENVELOPE MARKED "SEALED BID PROPOSAL" AND ADDRESSED TO:

AVERY MARGENOT
Nutrition Director
Somerville-Cambridge Elder Services
61 Medford Street
Somerville, MA 02143

The Commonwealth Bidders Conference will be held from 10:00-2:00 p.m. Thursday, May 29, 2025 at Agespan, Inc., 280 Merrimack Street suite 400, Lawrence Massachusetts. The purpose of this conference is to give equal opportunity for clarification of specifications to all potential bidders. If Providers have questions regarding these specifications, please reserve them for that occasion. Please RSVP for the Caterers Conference to Kelly Slattery, Director of Nutrition Services at Executive Office of Aging and Independence by phone at (413) 363-4287 or email to Kelly.Slattery@mass.gov

Sealed Bid Proposals will be accepted up to 12:00PM (noon) July 1st, 2025. Bid Proposals received after that date and time will not be considered. Bid Proposals that are incomplete, not properly endorsed or signed, will be rejected.

See Appendix 3 for Bidders Timetable.

FACTORS IN SELECTING THE PROVIDER

Demonstrated ability to provide consistent high-quality meals and accurate service, including:

- a) **Meal Cost Analysis.**
- b) **Services offered.**
- c) **Experience and reputation of Provider.**
- d) **Contract history for the past 10 years (e.g. termination, cancellation)**
- d) **Financial stability of Provider.**
- e) **Degree of staff supervision.**
- f) **Food Production facility and location.**
- g) **Ability to perform according to the requirements set forth.**
- h) **Ability to use USDA Commodity Foods.**

SBC RESERVES THE RIGHT TO REJECT ANY AND ALL BID PROPOSALS IF IT DETERMINES THAT SUCH A REFUSAL IS IN THE PUBLIC INTEREST.

SPECIFICATIONS FOR SUBURBAN BOSTON CONSORTIUM

In accordance with the goals and purposes of the Title III-C Elderly Nutrition Program established under the Comprehensive Older Americans Act Amendments of 1992, the Suburban Boston Consortium, consisting of the Nutrition Programs of Mystic Valley Elder Services and Somerville-Cambridge Elder Services, has been established to meet the needs of older Americans within its service areas.

SPECIFIC INFORMATION

The Consortium is soliciting Bid Proposals on its food service contract for
HOME DELIVERED CHINESE MEALS.

All Bid Proposals shall be subject to review and acceptance by the Consortium and their Board of Directors. The Executive Office of Aging and Independence (AGE, formerly Elder Affairs) of Massachusetts shall have the right to review and comment upon all Bid Proposals received. The Consortium reserves all rights and, in particular, the right to reject any and all Bid Proposals where there are sound business reasons in the best interest of the Consortium for such rejection. Awards shall be made to the Provider whose Bid Proposal is responsive to the solicitation and is most advantageous to the nutrition projects, meal quality, meal cost, and other factors set forth on the previous page. Contracts shall be made only with responsible Providers who possess the potential ability to perform successfully under the terms and conditions of the procurement. **A LOW BID WILL NOT NECESSARILY BE THE DECIDING FACTOR.**

All Bid Proposals shall include evidence of ability and qualifications to deliver pre-packed hot meals in adequate quantity on a consistent, regular basis. This evidence includes prior and/or existing similar contracts as well as a copy of the Provider's most recent financial statement that reflects the capability of maintaining satisfactory operations for the contract period. A copy of the Provider's most recent annual report must also be included as documentation.

These Bid specifications, including the sections on Nutrition Standards, Kitchen Food Handling and Sanitation Requirements, Menu Policies, Food Purchase Specifications and attached appendices, will constitute the basic substance of the contract terms between the Provider and SBC.

QUALITY OF THE MEAL AND TASTE TEST

As part of the bid evaluation process, all providers submitting a proposal are required to coordinate the preparation and delivery of sample meals in a Home Delivered Meals (HDM) format for taste testing and review by each participating Aging Services Access Point (ASAP). The date and time for delivery to each individual ASAP shall be coordinated in advance between the bidding provider and the respective ASAP Nutrition Director(s).

PERFORMANCE BOND

Within thirty (30) days of the effective date of the contract, the provider shall procure, submit to the nutrition project and maintain a performance bond in the amount of ten percent (10%) of the contract price rounded to the nearest thousand dollars. This bond shall be payable to compensate the nutrition project for its costs in selecting another provider if and when the provider terminates this agreement for any reason, other than

the projects' substantial failure to comply with the agreement with at least sixty (60) days advance written notice given, within the three-year contract period and any extensions.

TIMETABLE AND BASIS FOR CONTRACT AWARD

Due to the existence of potential contract termination provisions which may adversely affect the delivery of meals to elders, no caterer contract shall be awarded to a winning bidder prior to sixty (60) calendar days before October 1st, the beginning of the Federal Fiscal Year. Unless a more specific provision is set forth herein, any contract entered into between a Nutrition Project and Caterer shall be consistent with and subject to the Commonwealth Terms and Conditions for Contracts.

CONTRACT DURATION AND TERMINATION

The term of the contract is for a period of three years, from October 1, 2025 through September 30, 2028. It is renewable with the agreement of both parties for two additional one-year periods. If the Provider proposes a meal cost rate increase, it will be negotiated by the Provider and the Consortium and will not exceed 5% each year. The Consortium exercises its right to renew the contract for a fourth and fifth year, any proposed meal cost rate increases will be negotiated as above and not exceed 5% each year.

Subject to Federal and/or State regulations, the contract shall not be cancelled by either party for the first thirty (30) days, and may be cancelled after that time by either party, with material cause, at the end of the calendar month by a notice in writing not less than thirty (30) days prior to the termination date.

If the Consortium determines that any non compliance with the terms of this Agreement on the part of the Provider endangers the life, health, and safety of any recipients of services under this Agreement, it shall terminate this Agreement by orally notifying the Provider of termination followed by the making of written notification, return receipt requested, setting forth the following of the oral notification. Termination pursuant to this subsection shall take effect upon the furnishing of the oral notification.

The Consortium may terminate this Agreement, for reasons other than those constituting a non-compliance that endangers the life, health, and safety of recipients of service, if the Provider has failed to comply with the provisions of the Agreement in whole or in part. However, prior to terminating this Agreement pursuant to this subsection, the Consortium shall notify the provider, in writing, of the specific area of non-compliance. The provider shall restore compliance within thirty (30) days of the date of the notice. If the Provider has not restored compliance within the thirty (30) day period, the Consortium may terminate this Agreement by furnishing the Provider with written notice at least thirty (30) days prior to the effective date of termination. These two thirty day periods would constitute the required sixty (60) days prior notification of termination by the Consortium.

The Provider may terminate this Agreement prior to its expiration date, if the Consortium fails to comply with a material provision of this Agreement. The Provider shall furnish the Consortium with written notice of termination at least forty-five (45) days prior to the effective date of termination.

Upon termination, with at least forty-five (45) days notice, the Provider shall be entitled to compensation for services rendered in the satisfactory performance of this Agreement; provided that the provider shall submit properly completed invoices to the Consortium covering services rendered not later than

sixty (60) days after the date of termination. The Consortium may reclaim, upon the expiration of this Agreement, all equipment paid for by the Consortium.

If the Provider shall terminate this Agreement with less than forty-five (45) days written notice or with no written notice to the Consortium members, the Consortium reserves the right to retain as a penalty an amount otherwise payable to the Provider as compensation for services rendered. Such amount shall be that owed to the provider by the project for the calendar month which preceded the effective date of the Provider's termination. Elder Affairs shall approve the use of these funds by the Consortium to offset the costs incurred by the Consortium in the transition to a new provider on short notice.

Either party may terminate the Contract without cause upon provision of written notice to the other at least sixty (60) calendar days before its effective date. Whether or not cause to terminate exists under any other provision, a party may elect to terminate without cause.

NEGOTIATION

The Consortium in its sole discretion may negotiate with some or all Providers prior to executing a Contract. The designation as the Provider is contingent upon successful negotiation of Contract terms. Should the Consortium and any selected Provider fail to reach an agreement of Contract terms, the Consortium in its sole discretion may negotiate with and award a Contract to any other Provider it selects.

PROPOSAL REVISIONS

The evaluation committee may at its discretion, determine that any noncompliance with the requirements of the RFP is insubstantial and can be corrected. In such cases, the evaluation committee may seek clarification, correction, or further explanation from a Provider. The Provider must submit any clarifications to the proposal in the time frame specified by the evaluation committee.

NON-DISCRIMINATION OF SERVICE DELIVERY

The Provider shall not deny any services to or otherwise discriminate in the delivery of services against any person who otherwise meets the eligibility criteria for the program as determined by the Consortium on the basis of race, color, religion, sex, age, national origin, ancestry, physical or mental handicap or because such person is a recipient of Federal, State or local public assistance or housing subsidies. The Provider shall comply with all applicable provisions of:

- a) Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) - prohibits discrimination on the basis of race, color, national origin, in programs receiving Federal financial assistance; and
- b) Section 504 of the Rehabilitation Act of 1973, (29 USC 794) and the regulations promulgated thereunder, (45 CFR Part 84) - prohibits discrimination against qualified handicapped individuals on the basis of handicap in any program or activity receiving or benefiting from Federal Financial assistance and requires programs and activities, when viewed in their entirety, to be readily accessible to handicapped persons; and
- c) G.L. c.151B sec. 4(10) - prohibits discrimination in furnishing services on grounds that an individual is a recipient of Federal, State or local public assistance or housing subsidies.
- d) The Provider shall comply with all applicable provisions of the Americans with Disabilities Act.

Non-Discrimination in Employment

The Provider shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or physical or mental handicap. The Provider shall comply with all applicable provisions of:

- a) Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.) - prohibits discrimination in employment on the basis of race, color, religious creed, sex, gender identity, sexual orientation or national origin; and
- b) M.G.L. c.151B, S4 (1) - prohibits discrimination in employment on the basis of race, color, sex, religion, creed, national origin, ancestry, age, or handicap.
- c) The Elder Affairs' Regulations 651 CMR 8.00: Discrimination Based On Age In Agencies And Organizations In Receipt Of Funds From The Executive Office Of Elder Affairs.
- d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and the regulations promulgated pursuant thereto (45 CFR Part 84) - prohibits discrimination against qualified handicapped on the basis of handicap and requires employers to make reasonable accommodations to known physical or mental limitations or otherwise qualifies handicapped applicants and employees.
- e) The Provider shall give written notice of its commitments under this Article to any labor union, association or brotherhood with which it has a collective bargaining or other agreement.
- f) The Provider shall notify minority, handicapped, and women contractors, and associations of such contractors, that it is the policy of the Commonwealth to prohibit discrimination in employment practices by Providers, subcontractors, and suppliers of goods and services as set forth in Executive Order 11246.
- g) The Provider shall comply with all applicable provisions of the Americans with Disabilities Act.

Affirmative Action

The Provider shall develop and adhere to a policy of affirmative action in all aspects of employment under this Agreement. In addition, if the maximum compensation paid to the term of this Agreement, from agencies acting pursuant to contracts with Elder Affairs, is fifty thousand dollars (\$50,000) or more, the Provider shall develop and maintain an affirmative action plan in accordance with the applicable requirements of Executive Order 116 and transmit a copy to the Consortium.

The Provider as an organization receiving federal funding shall take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are utilized in the subcontracts in accordance with 45 CFR Part 92.36(e). Affirmative steps shall include: placing qualified small and minority businesses and women's business enterprises on solicitation lists; and assuring that small and minority businesses, and women's business enterprises are solicited whenever they are appropriate for the type of goods or services contracted for.

ACCOUNTABILITY

The Provider shall comply with all applicable Federal, State, and local government laws and regulations pertaining to wages and hours of employment. Particular reference is made to Title 45 Code of Federal Regulations Part 74 Administration of Grants Subpart P Procurement by Grantees and Sub grantees appendix h Paragraph 4 which is applicable to all providers and specifies particular provisions that must be included in the prospective contract. Particular attention is drawn to sub paragraph 4(I) which requires that all provider contracts contain a provision allowing the Consortium, the Area Agency on Aging, the State Elder Affairs, the Administration on Aging or any of their duly authorized representatives to have access to any books, documents, papers and records of the contractor which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions. The Provider shall retain all such books, records, documents, and property for six years after final payment hereunder.

The Provider shall carry and furnish evidence of public liability insurance including bodily injury and property damage coverage, as well as product liability insurance. Certificates of insurance are to be provided with the bid proposal.

The Provider shall indemnify the Consortium members against any loss and/or damage (including attorney fees and other costs of litigation) caused by negligence or omission, theft by their employees, or the negligent acts or omissions of the Provider's agents or employees.

The Provider shall defend any suit against the Consortium alleging personal injury or property damage out of the consumption of the meals prepared by the Provider and served by the Consortium members.

CONFIDENTIALITY

With regard to personal data maintained pursuant to this Agreement, the Provider is a holder of personal data as that term is used in MGL c. 66A, the Fair Information Practices Act, and in the regulations of the Executive Office of Elder Affairs, governing the safeguarding, use of, and access to personal data, 651 CMR 2.00 et seq.

METHOD OF PAYMENT SCHEDULE

The Provider will furnish the Consortium a separate weekly invoice for each week of service. Billing statements will calculate cost for all meals served on a weekly average basis according to the total meals prepared in the week divided by the number of service days in the week. The total meals prepared by the Provider will include all meals prepared for the Consortium, including any special, emergency, and holiday meals as well as non-bulk frozen meals distributed by the Provider to the Consortium.

The Consortium may request copies of a detailed statement of operation no later than one week following each week of service. The detailed statement of operations is to include the total costs of the operation with a breakout of raw food cost and other related meal costs. The Provider's accounting periods shall correlate with each contract year, from October 1 through September 30.

Payment by the Consortium members shall be due for each calendar month upon the expiration of thirty (30) days after the receipt by the Consortium member of a proper invoice from the Provider. The Provider will specify any early payment options that are available to the Consortium. If payment is not made in or within the due date, the Provider may, so long as such non-payment shall continue, terminate this Agreement as to the further providing of meals herein only by the giving of thirty (30) days advance notice in writing to the Consortium of its intention to do so, and provided that, said non-payment shall continue for such thirty (30) day period after the giving of such notice, then this Agreement shall, upon the expiration of such thirty (30) day period, terminate, otherwise it shall continue in full force and effect.

PERSONNEL

All management-level employees shall be employed by the Provider, who shall specify the number of such employees and their titles. A summary of the qualifications of the foodservice personnel shall be submitted with the Bid Proposal, making note of which foodservice personnel have been certified as completing an Applied Foodservice Sanitation Course and/or ServSafe Certification. The Provider's organizational chart

shall accompany the bid, along with a proposed kitchen-staffing plan of all applicable foodservice personnel. The following are minimum standards (or equivalent) for personnel staffing:

1. Food Service Manager- The Provider shall maintain a competent, full-time food service manager/supervisor whose responsibility is the execution of the meal service program. The manager must be available daily between the hours of 8:00am to 2:00pm to monitor food service-related problems and concerns.
2. Nutritionist- The nutritionist may be shared with other provider foodservice programs, but must be available for menu and standardized recipe development and any other menu related matters. Must also be available for any other matters concerning the caterer's kitchen operation, such as, but not limited to, portion control, sanitation training, and quality control.
3. Executive Chef or Production Manager who monitors quality improvement and meal quality through all phases of meal production and delivery.
4. The Provider must maintain an adequate amount of foodservice personnel in order to meet all of the specifications and responsibilities of the submitted Bid in an orderly, punctual, and reliable manner.
5. The provider's personnel shall always present themselves in a clean and professional appearance. The use of uniforms is encouraged.
6. The Provider shall ensure management coverage for the Foodservice Manager during vacations or extended absences provided.
7. All personnel having physical access to clients or client information must pass CORI and OIG checks that are kept on file by the Provider.
8. All personnel who are responsible for the delivery of the meals to the Consortium members must have a current driver's license and have an acceptable motor vehicle record, with documentation available to the Consortium upon request.

TRANSPORTATION OF FOOD

The Consortium shall furnish the Provider with a list of clients with addresses and the following: days of delivery, number of home-delivered meals by meal type.

It is the Provider's responsibility to assure that meals arrive at the client's home at the correct time and proper temperatures specified within this agreement.

The meals which are delivered by the caterer to consumers' homes shall be delivered no later than 1:30 PM. In exceptional circumstances, like inclement weather, accidents, or breakdowns, the Provider will endeavor to take additional steps to get all meals delivered by 2:00 pm.

The meals which are delivered by the caterer to staging sites shall be delivered no later 10:30 a.m. In exceptional circumstances, like inclement weather, accidents, or breakdowns, the Provider will endeavor to take additional steps to get all meals delivered by 11:00 a.m.

Prepackaged individual home-delivered meals and cold packs will be delivered in the appropriate insulated containers. The Provider should take all necessary measures for the protection of the food in the cold packs, by use of heat seal packaging and/or wax lunch bags, etc. The Provider will use packaging containers that will not leak or crush and that are acceptable to the Consortium members.

The Provider may be responsible for delivery of information, and/or menus to home delivered clients.

EQUIPMENT AND SUPPLIES

Adequate hot and cold food delivery equipment (i.e.: insulated bags) shall be purchased and owned by the Provider for delivering meals to the individual clients.

The Consortium shall approve all equipment purchased for the purpose of holding home-delivered meals. The equipment and supply list shall include Thermal Bags and coolers.

The Provider will maintain the equipment in good working order, and perform any possible maintenance repairs that they or the Consortium identify as being below standard. The Provider will be responsible for proper sanitation and cleaning of all delivery equipment. The Provider will be responsible for discarding old/damaged equipment.

RESERVATION SYSTEM

The Consortium will furnish the Provider with final meal counts for meals by 3 P.M. of the day prior to meal service. The members will furnish these counts no earlier than 12:30 P.M. of the day prior to regular meal service.

EMERGENCY PROCEDURES

It is the responsibility of the Consortium to notify the Provider prior to 6:30 a.m. of a meal cancellation due to hazardous weather. Any food already prepared will be promptly refrigerated, and if appropriate, that day's menu will be substituted for the following day's menu. If food is lost due to closing, the financial burden lies with the Provider. The Provider must make available a phone number and personnel for early morning emergency cancellation calls.

LOCATION OF FOOD PREPARATION KITCHEN

In addition to evaluation of all other criteria, the Consortium shall review whether or not the Provider's kitchen(s) for preparing food under this Agreement is/are located within sixty (60) miles of the furthest location at which such foods shall be delivered to participants in each particular nutrition project area. If such kitchen(s) are beyond such sixty (60) mile distance, and that Provider is selected to receive the contract, the Consortium must be prepared to justify to EOEa the reasons for selection of such Provider.

MEAL COST ANALYSIS

The Provider must submit a cost breakdown for home delivered meals on the Meal Cost Analysis Forms provided in this document, for a range of meals per day. See Appendix 4.

The following factors must be taken into account in determining costs:

1. Raw Food Cost: All menu specifications as listed, including condiments.
2. Labor Cost: Production, Preparation, Service, Packaging, Food Service Management, Nutritionist and Transportation Labor (drivers).
3. Administration: Administrative Salaries, Travel, Fees, Insurance, Office Supplies, Postage, Printing, Rent, Utilities, Telephone, Maintenance, Equipment Repairs, Small Equipment, Garbage Collection, Extermination, Training.
4. Transportation: Gas, Oil, Maintenance, Depreciation, Insurance (Vehicle).
5. Profit: Provider profit based on food and other costs.
6. Disposables: Provider will include their own cost for HDM tray, lid, and cold pack paper products.

DISPOSABLE PRODUCTS

The cost of the disposable products used to package the home-delivered meals is a separate item on the Meal Cost Analysis Form. Providers may choose to bid on the home-delivered disposables or not. The hot home-delivered meals must be packaged in a plastic, or poly-film lined tray with high dividers. The “Oliver tray” system is currently used and preferred. The specification for the type of non-Styrofoam tray to be used will be pre-agreed upon between the Provider and the Consortium after the contract has been awarded. It is preference of the Consortium to have the cold packs, and supper items packaged so that there is no leakage, spillage or crushing of the products, such as by using the shrink wrap machine to package these items. Samples of the actual disposable products to be used in packaging the home-delivered meals and the cost associated with each item shall be submitted along with the Bid Proposal if Providers are submitting this as part of their Bid.

MISCELLANEOUS

The Provider shall not disseminate, reproduce, or publish any report, information, data, or other documents produced in whole or in part pursuant to the terms of this Agreement without the prior written consent of the Consortium, nor shall any such report, information, data or other document be the subject of an application for copyright by or on behalf of the Provider without the prior written consent of the Consortium.

The Provider shall not assign or subcontract any interest in this Agreement without the prior written consent of the Consortium, provided that, claims for money due or to become due to the Provider from the Consortium under this Agreement may be assigned to a bank, trust company, or other financial institution without such consent and that notice of any such assignment is furnished promptly to the Consortium. The Provider shall not knowingly employ, compensate, or arrange to compensate any employee of the member agencies of the Consortium during the term of this Agreement without the prior written approval of the member agency of the Consortium.

The Consortium shall have the right and authority to have access to the Provider's purchase records, bearing upon the food purchased for the Consortium, for review and audit, as necessary.

This Agreement may be amended only by written document signed by persons authorized to bind in contract the Consortium and the Provider. All amendments must be attached to this Agreement.

Unless otherwise specified herein, any notice, approval, request or demand hereunder from either party to the other shall be in writing and all be deemed to have been given when either delivered personally or deposited in a United States mailbox in a postage prepaid envelope addressed to the other.

All appendices to this Agreement are deemed to be part of this agreement. The entire Agreement of the parties is contained herein, and this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter contained herein.

NUTRITION STANDARDS

The Federal Regulations governing the Nutrition Program for the Elderly require that: each meal served must contain at least one-third of the current Dietary Reference Intake (DRI's) for males 51+ years as established by the Food and Nutrition Board, Commission on Life Sciences, National Research Council, and must meet the nutrition standards and menu policies as outlined by the Executive Office of Elder Affairs.

- The caloric range per meal must fall between 700-800 calories.
- The fat content, based on total calories, must not exceed 30% 35%.
- The sodium content of the meal must fall within the range of a NO ADDED SALT DIET (3-4 grams/day).

Meals may be provided hot, cold, or frozen. Menus must comply with the Elder Affairs Menu Policies and Nutrition Standards, which incorporate the Dietary Guidelines of the U.S.D.A./Health and Human Services and the Surgeon General's Report on Nutrition and Health.

Good food sources of Vitamins A and C are required within the menu policy. A "good source" of a nutrient must contain 20% or more of the DRI. Foods high in fiber are additionally required. A high fiber vegetable/fruit shall contain at least 2 grams of dietary fiber per serving.

Religious, ethnic, cultural, or regional dietary requirements or preferences of a significant portion of the elderly population SBC service area should be reflected in the meals served. Where feasible and appropriate, individual dietary needs may also be met.

The Consortium nutritionists must receive menus in advance to ensure that the State Nutrition Standards and Menu Policies have been met. The Provider must clear any menu changes with SBC 24 hours in advance of delivery to ensure the nutritional adequacy and quality of the substitution.

SBC may request Nutrition Analysis or recipes from the Provider. Requirements for complete nutritional analysis are as follows:

- A complete nutritional analysis of the menu shall contain a minimum of: Macronutrients: calories, protein, fat (including the percentage of total calories from fat), vitamins: A, B-6, B-12, C and D, thiamin, riboflavin, niacin, and folate, Minerals: calcium, iron, Zn, and Mg, Others: cholesterol, dietary fiber, and sodium. The state nutritional analysis form or equivalent computer analysis sheet should be used for the submission of nutrition analysis. Nutrition projects are encouraged to utilize the nutritional

information of the actual food products used. However, if sources of food products vary, an “average” nutritional analysis may be used (i.e.: USDA Handbook No. 8).

- If a second meal is provided to any clients for consumption on the same day as the meal(s) mentioned above, nutrient analysis shall be performed on the same nutritional analysis form. For example, if an evening meal is provided in addition to a noon, regular meal, the second meal is considered limited selection.
- The specific meal(s) that are analyzed may be chosen by the Nutrition Project. Different meals should be selected each quarter. (i.e.: Analyzed meals may not be identical to those chosen previously.)
- Nutritional analysis and/or full product descriptions for individual items used within Title IIIC meals must be provided or made available by the Provider.

The Consortium shall have the right and authority to develop and supply to the Provider, prior to the beginning of operations, under this Agreement, specifications for food, which the Provider is to use in the meals, and other food prepared by the project. The Consortium shall have the right and authority to inspect such food to determine compliance with the specifications for the food that the Provider is to use in the meals and other food prepared for the project.

The Consortium shall have the right and authority to have access to the Provider’s purchase records, bearing upon the food purchased for the project, for review and audit as necessary.

The Consortium shall have the right and authority to supply and approve the menus and recipes for meals and other food to be delivered so as to ensure compliance with the Department of Health and Human Services; to inspect the meals delivered to determine compliance with the Department of Health and Human Services’ and the Executive Office of Elder Affairs’ meal type requirements; and to withhold payment for meals not meeting prescribed requirements.

FOOD HANDLING AND SANITATION REQUIREMENTS

Minimum standards

The Provider shall comply with all Federal, State, and local laws and regulations governing the preparation, handling, and transporting of food, shall procure and keep, in effect, all necessary licenses, permits, and food handler cards as required by law, and shall post such licenses, permits, and cards in a prominent place within the meal preparation area, as required during the term of the contract period. This includes all requirements stipulated within the Massachusetts Department of Public Health, Minimum Sanitation Standards for Food Establishments (State Sanitary Code: Chapter X).

The Provider shall maintain all food preparation areas and delivery facilities over which it has control in clean and sanitary condition. All kitchen storage and delivery facilities, including equipment, utensils, ventilation equipment (including filters), door cabinets, counters, and the like, shall be clean and sanitary.

The Provider shall, as part of the Bid Proposal, provide the project, a written kitchen audit by an independent qualified sanitarian, validating the safe maximum meal production load for the Provider's kitchen facility (ies). No Provider receiving payment under this Agreement shall enter into any Title-IIIC nutrition contract in which it exceeds the safe maximum meal production load for its kitchen facility (ies).

The Provider shall maintain written documentation of a formal sanitation program which meets or exceeds the minimum requirements of State, Federal, municipal or other agencies authorized to inspect or accredit the food of the Consortium at the latter's discretion. The Provider shall provide regular, documented in-services regarding sanitation and food handling for its employees involved in the preparation, handling, and storage of food. The Provider shall submit as part of its Proposal, a summary of the systems for meeting HACCP requirements and training for foodservice employees.

The Provider will report on the location of its current or proposed food preparation sites in Massachusetts or adjacent states, and submit a copy of the most recent inspection report by State or local health departments of the preparation sites to be utilized under the proposed contract.

Cook/Chill or Cook/Chill Rethermalization systems may only be used if the kitchen location is within Massachusetts.

Inspections

Every kitchen utilized for the preparation of Title III meals shall be inspected twice per year by the Consortium using the State Executive Office of Elder Affairs kitchen inspection form. Inspections shall occur at approximate six-month intervals. Completed assessments are forwarded to Elder Affairs and the Provider. Follow-up on issues that are found to be out of compliance must be clearly defined and rectified promptly, especially if emergent to the health and safety of the clients being served. The Consortium shall have the right and authority to inspect, at any time, the Provider's food preparation, packaging, and storage areas to determine the adequacy of the cleaning, sanitation, and maintenance practices.

Food Temperatures

Temperatures of hot and cold foods must be taken and documented daily for each delivery route before food leaves the kitchen. The Provider will keep a separate daily temperature log for congregate and home-delivered meals.

- Temperatures must be 135 F or above for hot food and 40 F or below for chilled food during transportation of the food.
- Hot foods shall be cooked to and packed at a temperature of at least 165 F and delivered in temperature-retaining containers.
- Potentially hazardous foods that are to be served hot and have been previously cooked and then refrigerated shall be reheated rapidly to an internal temperature of 165 F or higher.
- All cold foods and potentially hazardous foods that are to be served cold must be transported pre-chilled and held at a temperature of 40 F or below.
- Frozen foods shall be kept frozen and held at air temperatures of 0 F or below during packing, transportation, and storage, except for defrost cycles and brief periods of loading or unloading.
- Both cold and frozen foods shall be delivered in insulated temperature-retaining containers with ice or an equivalent chilling material.
- Raw whole fruit may be held at room temperature.

Temperatures should be taken after packaging, as close to the time when the food leaves the kitchen, and not as food is removed from the oven or while it is in a steam table.

The Provider will follow HACCP guidelines for food handling procedures to ensure proper food safety standards. Temperatures and Provider vehicle condition will be subject to the daily checks by the Consortium's staff and the Providers failure to comply with these requirements will result in returned food.

Frozen meals

The Provider may order frozen meals according to a specific menu rotation prepared by the Provider. The Provider will be reimbursed for the cost of the frozen meal plus a handling fee. The handling fee for the distribution of individual frozen meals to the sites will not exceed ten percent (10%). Enter percentage for these services on the Meal Cost Analysis Addendum Sheet, in Appendix 8.

The Provider may also propose to prepare frozen meals in their own kitchen, but must also demonstrate ability to properly prepare and freeze these meals, under USDA-Inspected Frozen Meal Guidelines. It will be up to the discretion of the Consortium if they choose to purchase frozen meals prepared by the Provider. Frozen meals must be provided with complete nutrient analysis information and meet the State Nutrition Standards. Frozen meals must be individually dated, labeled, and include instructions for storage and reheating. If the Provider has an alternate supplier or produces their own frozen meals, detailed information and price shall be supplied with the proposal.

- The Consortium may look at the optional service of providing frozen meals as their home delivered meal. These meals would need to be produced in and follow the regulations of a USDA inspected facility. These frozen meals would be incorporated into the total volume of meals served. If the Provider is able to produce this type of frozen meal, pricing shall be included on the Meal Cost Analysis Form, in Appendix 6.

Suspected Outbreaks of Food borne Illness

If food spoilage or contamination is suspected as meals are delivered to homebound clients, the food should not be served/delivered. The Provider shall conduct an internal investigation, including the verification of spoilage/contamination through laboratory analysis. The Provider will work closely with the Consortium to develop written procedures for handling suspected food spoilage. The Consortium shall not be charged in an instance when food spoilage or contamination is suspected and delivery is cancelled.

The Consortium shall promptly initiate investigations by local health authorities whenever complaints occur involving two or more persons who manifest the symptoms of food borne illness within a similar time frame after consuming Title IIIC meals. The Consortium shall document and keep on file a record of investigative actions taken and the findings of the investigation.

Sample Meals

Each day the Provider kitchen(s) shall freeze samples of home-delivered meals (dated, labeled) which shall be retained for a period of one week.

An extra sample meal will be provided to the Consortium once a week for the purpose of testing meal quality, taste and temperature. The Provider will receive a copy of the test meal results and will respond to any issues noted.

Packaging Meals for Transport

Hot meals must be packaged in heat-retaining transport containers. Delivery equipment shall be preheated according to manufacturer's instructions. Thermal Bags and Coolers are the current equipment used by the Consortium for hot and cold food transportation. Cold packs and other potentially hazardous foods transported chilled (dairy, desserts, cold salads, meats, etc.) shall be packaged in coolers with ice or another appropriate chilling material throughout the year, with extra ice during the summer months (even if transported

in refrigerated trucks). The meal temperature regulations and guidelines outlined above shall meet the standards for the time between packing the meals for transport and the final delivery.

Food storage

Food storage systems shall ensure a "First-In, First-Out" use of foods. All refrigerated and frozen foods shall be dated and labeled. The Consortium shall have the right and authority to determine the adequacy of the Provider's storage and record keeping practices so as to ensure the safekeeping of all food, including the food denoted for the use of the Consortium as USDA commodity food, and in connection therewith to have ready access to the related food inventory control records of the Provider.

Canned foods

Canned foods must be purchased in hermetically sealed containers from a licensed establishment. No home-canned foods shall be used. No canned vegetables shall be used, unless they are low sodium commodity items.

MENU POLICIES

Eligible Title IIC Meals

Meals served to eligible participants must provide one-third of the Dietary Reference Intake (DRI's) and meet the Elder Affairs Nutrition Standards and Menu Policies. "Seconds", snacks, or portions of meals may not be counted towards meeting the 1/3 DRI.

The following eligibility requirements need prior approval from the State Nutrition Department. The combined nutritional content is utilized to determine the number of eligible meals, which may be counted for statistical purposes:

- Less than 1/3 DRI : not eligible
- 1/3 DRI or more, but less than 2/3 DRI (for one or two meals served): one eligible meal
- 2/3 DRI or more, but less than 100% DRI (for two or three meals served): two eligible meals
- 100% DRI or more (for three meals served): three eligible meals

Menu Submission

The Consortium will work with the Provider to develop the menu cycle that meets program specifications. The Consortium shall have the right and authority to supply and approve the menus and recipes for meals and other food to be delivered so as to ensure compliance with the Department of Health and Human Services, to inspect the meals delivered to determine compliance with the Department of Health and Human Services' and Elder Affairs' meal type requirements, and to withhold payment for meals not meeting prescribed requirements. No complete meal shall be repeated within the menu cycle and efforts should be made to avoid duplicating any entrée.

The menu is submitted to the State Nutrition Department four weeks prior to service, unless a waiver is granted. Meals should be planned to contain variety in the areas of color, texture, and food choices to enhance nutritional adequacy and participant acceptance.

The Provider will present cost analysis, menu production issues, new product ideas and/or availability issues to the Consortium during menu planning process. The Provider will provide recipes in the standard format for all new items used in the menus, by the time the menus are finalized. The Consortium will generate the nutrient analysis.

Vitamin/Mineral Supplements

Vitamin or mineral supplements (i.e.: multivitamin tablets) may not be provided with Title IIC funds and may not be counted towards meeting the 1/3 DRI.

Additions to Meals

The following foods/beverages may not be added to the Title IIC meals: Alcoholic beverages, canned foods which have not been commercially canned, and potentially hazardous foods, such as meat, eggs, fish, chicken, milk or dairy products, etc. which are not directly provided by the Title IIC Provider.

Participant Input

Participants' input shall be incorporated into the menu design process. Nutrition Project Council, regular discussions with participants, site manager meetings, and observance of plate waste are several methods of receiving participation input concerning the meals. The Consortium shall perform formal questionnaires and/or surveys at least once per year with an attempted 50% return rate for home-delivered meal participants. The results of the annual survey and other forms of participant input will be communicated to the Provider for the purposes of increased participant satisfaction, with a written response from the Provider addressing any issues noted.

Substitutions

Substitutions may be made from the final approved menu due to shortages or problems with food delivery to the kitchen or meal site. The Provider will notify the Consortium preferably twenty-four (24) hours in advance of any substitution to the menu including an explanation for the change. The substitutions should be as similar to the originally planned food(s) as feasible and kept to a minimum. At the beginning of the contract, Consortium Nutritionists and Nutrition Project Directors should design with Providers a substitution list or guidelines for making substitutions. Substitutions should take into consideration the commodity usage of the originally planned meal, the nutrient content of the food(s), and the type of entree (from List A or List B) which must be replaced. See [Appendix 6](#).

Substitutions may only be performed by the Provider prior to the meals leaving the kitchen. No substitutions may be made at any site other than the kitchen unless there is concern over food spoilage/contamination or a shortage has occurred, at which time the Consortium must be notified immediately to evaluate whether any item(s) within the Title IIC meal require substitution.

Special Holiday Meals

Special meals will be served according to the following minimum schedule. Providers should submit complete sample menus for any special holiday meals along with their bid proposal

Holiday Meals Required When the Consortium is closed

Frozen OR COLD meals will be required for each holiday.

MEAL TYPES AND STANDARDS:

1.) REGULAR MEAL – (No Added Salt)

The regular Title IIC meal is part of a No Added Salt diet (3-4 grams of sodium per day). These meal standards are used for the congregate and home-delivered meals. It contains no more than 1300

milligrams of sodium. Two days per month Nutrition Projects may offer a meal that contains up to 1800 milligrams. The approved State Nutrition Department Meal Pattern for the Title IIIC Nutrition Program for the Elderly is described as follows:

Regular Meal Pattern:

<u>FOOD GROUPS</u>	<u>AMOUNT TO USE</u>
Meat/meat alternate	2.5* - 3 oz. cooked
Vegetables/fruits	2 servings of 1/2 cup each
Grain	1 serving (1 oz. - 1/2 c.)
Dessert	One serving, 1/2 cup
Milk	8 ounces

*List B entrees must contain a 2.5 ounce minimum. (Appendix 6)

*List A entrees must contain at least 3 ounces of meat/meat alternate. (Appendix 6)

A food provided within a Title IIIC meal may be counted as only one Food Group. For example, juice served as one of the Fruit/Vegetable servings may not also count as a fruit serving for dessert.

A. Special Meal Changes

SBC may order from the Provider changes in the regular meals according to the following guidelines.

- Changes in milk. The Consortium shall have the option of ordering skim milk or whole milk instead of the 1% milk that is generally used. Extra milk portions can also be ordered.
- Changes in dessert. The Consortium may order from the Provider fresh or water-packed fruit or other dietetic desserts instead of the regular dessert. Ordering these items for dessert will meet the standards for a no concentrated sweets (diabetic) diet.
- Changes in fruit. The meal sites shall have the option to order canned fruit in place of fresh fruit.

B. Meat or Meat Alternate

Three (3) ounces of cooked edible portion of meat/meat alternate must be served for all List A items (see Appendix 6), Menu Specifications, Entrees, List A). Casserole, processed, and ground meat items (see Appendix 6), Menu Specifications, Entrees, and List B) such as macaroni and cheese, breaded fish squares etc. may contain a minimum of 3 ounces of meat/meat alternate. The meat/meat alternate shall provide a minimum of fifteen (15) grams of protein per serving. The following meat alternates may replace one (1) ounce of meat (poultry, beef, veal, pork, & fish):

- 1 egg (maximum of 2 eggs per entree)
- 1 ounce tofu or bean curd
- 1/2 cup cooked dried beans, peas, or lentils

Lower fat entrees are standard in the meal pattern, such as poultry and fish products and lean meats.

When meat alternates are planned, sources of iron and other nutrients such as zinc, vitamin B6 and magnesium will be provided elsewhere in the meal. For example, planning an enriched or whole

grain bread/bread alternate and iron-rich vegetables or fruits with a meat alternate entree will contribute toward attaining the 1/3 DRI for iron.

All gravies (and soups) shall be made using a low sodium soup base. All sauces need to be made with low sodium soy sauce.

The menu pattern contains 20 entrees per twenty-day cycle. Entrees are categorized in the following way:

- Menus must include at least two A list meats per week with a total of eight A list meats per twenty-day cycle. Ground, molded, or pressed meats may not be used, e.g., turkey roll. Chicken types (i.e.: boneless and bone-in breast, thigh, leg) will be appropriately rotated based on availability through the state purchasing program and the Provider's purchasing program.
- Twelve entrees may be B list meats in a twenty-day cycle. See Appendix 6 for A list and B list protein sources.

C. **Vegetables and Fruit**: Two servings of one-half cup each per meal (drained).

A good source of vitamin A should be served three times per week.

A good source of vitamin C should be served daily

A variety of fresh and frozen vegetables shall be used in each monthly menu.

Lettuce alone shall not count towards a vegetable/fruit serving (e.g., 1/2 cup of lettuce and tomato, or tossed salad may be served each as one vegetable/fruit).

Vegetable or fruit sauces, such as tomato sauce, do not count towards meeting the vegetable/fruit requirement. Fresh or frozen vegetables shall be used.

A minimum of one high fiber vegetable a week, i.e., peas, broccoli, raw vegetables must be served.

If soup is served, it must be freshly prepared using low sodium soup bases. The serving size for all soups will be 8 ounces.

D. **Desserts**: One serving of one-half (1/2) cup drained.

The Provider shall offer similar desserts for the regular and non-sweetened dessert menus. For example, when canned fruit is served a no sugar added option can be served as the modified alternate for the No Concentrated Sweets (diabetic) meal.

- a) Fresh or canned fruits shall be served with every meal. Fresh fruit will be served at least once per week. Seasonal fresh fruits such as melon shall be served at least once a week during the summer months. Individual sites shall be able to order canned fruit in place of fresh fruit.

E. **Milk/Milk Alternate**: One eight- (8) ounce serving.

One-half pint skim or 1% fat milk fortified with Vitamins A and D.

2.) **ADDITIONAL MEAL TYPES**

Emergency Meals

Each fall, the Consortium orders and delivers emergency shelf-stable meals to clients in the event of meal service cancellation due to weather. These meals may or may not be purchased through the Provider. The Provider may be asked to assist in receiving and delivering these meals to the various home-delivered meal drop sites. This process may be repeated during the winter months if meal service is cancelled, and clients require an additional delivery of shelf stable meals.

Each emergency meal pack generally consists of one meal worth of food and called a single pack, which will be stored with the caterer. If emergency meals are purchased from the Provider, pricing will depend on the items selected and negotiated at the time of the order. In the event of a cancelled delivery day, the emergency meal count is added into the total volume of meal served for the week.

The emergency meal items should match the regular menu pattern as closely as possible. Dessert items may be dried or canned fruit. Low sodium items should be used when available.

The Consortium may also order emergency meals throughout the year for delivery to new clients entering the program. This may involve storage of these meals on the Provider's part during the year.

FOOD PURCHASE SPECIFICATIONS

Poultry, eggs, dairy products - US Grade A; Chicken parts: IQF

Lamb, beef, veal - USDA Choice, Hamburger 80/20 lean: fat

Pork - USDA #1

Fish - no more than 41% breading.

Vegetables – Frozen, Canned - U.S. Grade A

Fresh Produce - U.S. #1

Fruit - U.S. Grade A

Milk - Homogenized Grade A-Milk in individual containers.

(See Appendix 11, Menu Specifications table for additional information)

USDA Commodity Foods

The Provider shall receive, handle, store, and utilize USDA commodity foods made available to credit the nutrition program in accordance with State Policy and Procedure for Distribution and Control of Commodity Foods. The Provider agrees to comply with these Regulations around the proper use, storage, loss or damage of commodities, and recording/accounting procedures involved. The Provider will be responsible for the Consortium and the State Distributing Agency in the outlined areas of responsibility.

The Provider shall allow the Consortium a credit equal to the value of the USDA commodities for those commodities that are furnished to the Provider for use in the menu. The credit can be allocated to each SBC at the end of the month.

The Provider recognizes the following responsibilities to be its own:

a) The Provider will make use of available USDA Commodity Foods made available by the Consortium. The Provider shall submit monthly credit vouchers for commodity foods received.

- b) The Provider will properly store and mark for easy identification all commodity foods.
- c) The Provider will sign for receipt of shipment of commodities and to notify the Consortium of such in writing on a monthly basis.
- d) The Commodities to be credited will be the total value of the Commodities received. Credit will be made at the end of the month that the commodities are received.
- f) SBC will approve all substitutions of commodity items. A list of approved substitutions for commodity items will be developed and agreed upon by the Provider and SBC.

Group Purchasing Program

The Provider must agree to utilize the Elder Affairs’ Group Purchasing Program. This means that the Provider will utilize the Group Purchasing Agreement Program's foods to the extent and frequency set forth in the Standards and Policies For the Massachusetts Elderly Nutrition Program which are incorporated herein by reference.

The Provider shall make payment directly to the commercial distributor designed by Elder Affairs under the Group Purchasing Program within thirty (30) days of receiving shipment. In the event that the Provider cannot or does not make payment within thirty (30) days of receiving shipment, either the Commercial Distributor or the Provider shall notify the Nutrition Project and Elder Affairs of this fact as soon as possible. (Please note that this is an important factor that may affect the status as a meal provider)

BID SPECIFICATION LIST OF APPENDICES

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APPENDIX 1

SUBURBAN BOSTON CONSORTIUM OF ELDERLY NUTRITION PROGRAMS

Nutrition Programs
Contacts
Service Areas

Somerville-Cambridge Elder Services, Inc.

61 Medford Street
Somerville, MA 02143
(617) 628-2601
Fax (617) 628-1085
Nutrition Project Director: Avery Margenot

Service Area: Cambridge, Somerville

Mystic Valley Elder Services, Inc.

300 Commercial Street, #19
Malden, MA 02148
(781) 324-7705
Fax (781) 324-1369
Nutrition Project Director: Carla Matute

Service Area: Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Stoneham, Wakefield, Winthrop.

APPENDIX 2

CHECKLIST OF REQUIREMENTS FOR BID PROPOSALS

	PROPOSAL REQUIREMENTS	PAGE #
☐	Notice to Bidders: Bid Proposals must be submitted along with <u>six (6) copies</u> and enclosed in a sealed envelope marked "Sealed Bid Proposal"...	1
☐	The Commonwealth Bidders Conference will be held at 10:00 am, Thursday, May 29, 2025 at Agespan, 280 Merrimack Street, suite 400, Lawrence MA.	1
☐	Sealed Bid Proposals will be accepted up to 12:00 noon on July 1st 2025 at Somerville Cambridge Elder Services, 61 Medford St. Somerville MA..	1
☐	Specific Information: Bids must be proposed for meal types specified in this request for proposal.	2
☐	Specific Information: All Bid Proposals shall include evidence of ability and qualifications to deliver pre-packed hot meals in adequate quantity on a consistent, regular basis.	2
☐	Specific Information: This evidence includes prior and/or existing similar contracts as well as a copy of the Provider's most recent financial statement that reflects the capability of maintaining satisfactory operations for the contract period.	2
☐	Specific Information: A copy of the Provider's most recent annual report must also be included as documentation.	2
☐	Quality Taste Test: Bidding providers must coordinate with ASAP Nutrition Directors to deliver sample meals in HDM format to each agency for taste testing as part of the evaluation process.	2 & 34
☐	Performance Bond: Within thirty (30) days of the effective date of the contract, the provider shall procure, submit to the nutrition project and maintain a performance bond in the amount of one ten percent (10%) of the contract price rounded to the nearest thousand dollars.	2
☐	Accountability: The Provider shall carry and furnish evidence of public liability insurance including bodily injury and property damage coverage, as well as product liability insurance. Certificates of insurance are to be provided with the bid proposal.	5
☐	Personnel: All management-level employees shall be employed by the Provider, who shall specify the number of such employees and their titles. A summary of the qualifications of the foodservice personnel shall be submitted with the Bid Proposal, making note of which foodservice personnel have been certified as completing an Applied Foodservice Sanitation Course and/or ServSafe Certification.	6 & 7
☐	Personnel: The Provider's organizational chart shall accompany the bid, along with a proposed kitchen-staffing plan of all applicable foodservice personnel.	6 & 7
☐	Meal Cost Analysis: The Provider must submit a separate cost breakdown for Home Delivered Meal on the Meal Cost Analysis Forms provided in this document, for a range of meals per day. See Appendix 4.	9
☐	Meal Cost Analysis: The cost of the separate cold pack, disposable items shall be proposed on the Home-Delivered Meals Cost Analysis Form, in Appendix 4.	9
☐	Disposable Products: Samples of the actual disposable products to be used in packaging the home-delivered meals and the cost associated with each item shall be submitted along with the Bid Proposal if Providers are submitting this as part of their Bid.	9
☐	Disposable Products: The handling fee for disposable products and shelf stable meals will not exceed five percent (5%). The handling fee for the distribution of individual frozen meals to the sites will not exceed ten percent (10%). Enter percentage for these services on the Meal Cost Analysis Addendum Sheet, in Appendix 4	9 & 34
☐	Kitchen Food Handling and Sanitation Requirements: The Provider shall comply with all Federal, State, and local laws and regulations governing the preparation, handling, and	12

	transporting of food, shall procure and keep, in effect, all necessary licenses, permits, and food handler cards as required by law, and shall post such licenses, permits, and cards in a prominent place within the meal preparation area, as required during the term of the contract period.	
□	Kitchen Food Handling and Sanitation Requirements: The Provider shall, as part of the Bid Proposal, provide the project, a written kitchen audit by an independent qualified sanitarian, validating the safe maximum meal production load for the Provider's kitchen facility(ies).	12
□	Kitchen Food Handling and Sanitation Requirements: The Provider shall maintain written documentation of a formal sanitation program which meets or exceeds the minimum requirements of State, Federal, municipal or other agencies authorized to inspect or accredit the food of SBC at the latter's discretion.	12
□	Kitchen Food Handling and Sanitation Requirements: The Provider shall submit as part of its Proposal, a summary of the systems for meeting HACCP requirements and training for foodservice employees.	12
□	Kitchen Food Handling and Sanitation Requirements: The Provider will report the location of its current or proposed food preparation sites in Massachusetts or adjacent states, and submit a copy of the most recent inspection report by State or local health departments of the preparation sites to be utilized under the proposed contract.	12
□	Frozen Meals: If the Provider has an alternate supplier or produces their own frozen meals, the information and price shall be supplied with the proposal.	13
□	Special Holiday Meals: Providers should submit complete sample menus for the following special holiday meals along with the bid proposal; Chinese New Year, Moon Festival	16

APPENDIX 3

Bid Timetable and Request for Proposal

Fiscal Years 2025-2028

Suburban Boston Consortium

- May 2025 Bid to EOEА for review
- May 2025 Comments due back from EOEА
- May 2025 Legal Notice in Boston Globe
- 5-29-25 (Thurs) Massachusetts Annual Elderly Nutrition Program Caterer’s Forum
BID Specifications available upon request to Providers
- 7-1-25 (Tues) Bid Proposals due by 12:00 noon
Bid Proposal opening at Somerville Cambridge Elder Services

Bidding providers must coordinate with ASAP Nutrition Directors to deliver sample meals in HDM format to each agency for taste testing as part of the evaluation process.

- July 2025 Board of Directors Vote at Consortium Member Agency Board Meetings

Somerville Cambridge– TBD
MVES Board Meeting – August 25th 2025
- 8-5-19 (Mon) Award of Contract

APPENDIX 4

CHINESE HOT HOME DELIVERED MEAL COST ANALYSIS

Total Number of Meals	300-499	500-699	700 +
Raw Food			
Commissary Labor			
Administration			
Transportation			
Profit			
Subtotal			
HDM Packing Labor			
Disposables (include cost of tray, lid, and cold pack disposable)			
Total			

SEPARATE COST OF SINGLE COLD FOOD PACK:

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$_____each (without Disposable)

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$_____each (with Disposable)

CHINESE COLD HOME DELIVERED MEAL COST ANALYSIS

Total Number of Meals	1 –249	250-499	500-749	750-1000
Raw Food				
Commissary Labor				
Administration				
Transportation				
Profit				
Subtotal				
HDM Packing Labor				
Disposables (include cost of tray, lid, and cold pack disposable)				
Total				

**CHINESE HOT MEAL COST ANALYSIS
STAGING SITE ONLY**

Total Number of Meals	300-499	500-699	700 +
Raw Food			
Commissary Labor			
Administration			
Transportation			
Profit			
Subtotal			
HDM Packing Labor			
Disposables (include cost of tray, lid, and cold pack disposable)			
Total			

SEPARATE COST OF SINGLE COLD FOOD PACK:

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$ _____ each (without Disposable)

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$ _____ each (with Disposable)

**CHINESE COLD MEAL COST ANALYSIS
STAGING SITE ONLY**

Total Number of Meals	300-499	500-699	700 +
Raw Food			
Commissary Labor			
Administration			
Transportation			
Profit			
Subtotal			
HDM Packing Labor			
Disposables (include cost of tray, lid, and cold pack disposable)			
Total			

SEPARATE COST OF SINGLE COLD FOOD PACK:

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$ _____ each (without Disposable)

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$ _____ each (with Disposable)

APPENDIX 5

MEAL COST ANALYSIS ADDENDUM SHEET

DISPOSABLE HANDLING FEE:

Enter Percentage for Disposable Handling fee:

_____ % (not to exceed 5%)

APPENDIX 6

MENU SPECIFICATION PER STATE NUTRITION GUIDELINES

GOOD SOURCES OF VITAMIN A (per 1/2 c. serving):

Carrots	Apricots
Mixed vegetables	Pumpkin
Winter squash	Spinach
Avocado	Sweet potato

GOOD SOURCES OF VITAMIN C (per 1/2 c. serving):

Asparagus	Strawberries
Brussels sprouts	Orange
Cabbage	Grapefruit
Cauliflower	Fortified fruit juices
Bean sprouts, 3-1/2 oz	Honeydew melon
Bell pepper	Canned pineapple (in juice)
Kohlrabi	Okra
Mango	Kiwi

GOOD SOURCES OF VITAMINS A AND C (per 1/2 c. serving):

Cantaloupe	Broccoli
Leafy green, 1-1/2 oz.	Kale
Romaine lettuce, 1-1/2 oz.	
Tomatoes	

APPENDIX 6 (cont.)

ENTREE LIST A (Solid Meat)

BEEF, roast	
	Roast Beef Pot Roast
BEEF, cube	
	Beef Tips
LIVER	
PORK, roast	
	Roast Pork
PORK, diced	
	Sweet and Sour
Tofu, Bean Curd	
POULTRY	
	Chicken: Breast, Leg Baked Turkey: Roast Turkey
FISH	
	Unbreaded Fish Baked Fish Shrimp

APPENDIX 6 (cont.)

**ENTREE LIST B
(Casserole dish, ground meats, processed meat, and meatless dishes)**

BEEF, ground	
	Meat sauce
POULTRY	
	Turkey, ground 60:40 Beef :Turkey Chicken, diced
EGGS	
	Omelet Quiche
PROCESSED ENTREE	
	Beef: Beef strip steak Veal Patty Pork: Pork patty Poultry: Chicken patty Fish: Breaded fish Fish nuggets Pollock fish/cheese Broccoli/cheese fish
MAID RITE PREPARED LINE	Veal roulade Veal steak

(Appendix 7)

Supplement to Bid Specifications

The Consortium reserves the right to enhance the bid specifications by adding the following areas to the bid specifications.

• **Factors in Selecting a Provider (pg. 1)**

The Quality of Meals and Food Products will be an additional factor in selecting a Provider.

• **Quality of the Meal and Taste Test (pg. 2)**

The quality of the meal is of primary importance in the selection of a nutrition Provider. Many factors go into the consideration of quality meals, including the following: appearance; presentation; taste; nutritional value and content; pleasing aroma and texture; proper temperature; consumer satisfaction; proper portion size; consistency of service and food preparation methods; variety of items; menu options; standardized recipes and other factors.

Bidding providers must coordinate with ASAP Nutrition Directors to deliver sample meals in HDM format to each agency for taste testing as part of the evaluation process.

Each Provider will prepare the following two (2) menu items using the specifications as follows:

1. All test meals will be packaged in home-delivered meal containers preferably using the “Oliver HDM Tray” system.
2. Prepare and deliver four (4) meals of test menu #1 and four (4) meals of test menu #2, equaling eight (8) home-delivered meals in total of the following test menu items:

Test Menu # 1 (5 of each)	Test Menu # 2 (5 of each)
Un-breaded White Fish Rice Mixed Vegetables Fruit	Diced Chicken Noodles Broccoli Fruit

3. Cold items (milk and dessert) will be packaged in a home-delivered fashion also.
4. Meals will be delivered hot (140 degrees) to the above location at 2:00pm. Cold items will be delivered cold (less than 40 degrees).
5. The sample shall be prepared and reflective of the quality, presentation and preparation standards as meals that would be produced during the terms of a contract if awarded for all meals types.
6. The test meals should be held at 140 degrees or above for at least 1 hour prior to the delivery for the samples.

7. The test meal process is a quality indicator and a factor in the selection process.

8. If a Provider cannot fulfill the above terms of this test meal process due to not having a kitchen preparation facility within two hours drive to the test location must contact SBC to make arrangements for an alternate system for the test meal process.

Appendix 8

Sample Menu

Mon	Tue	Wed	Thu	Fri
			<i>Pork Black Bean Sauce Brown Rice, Carrots Fresh Fruit</i>	<i>Chicken & Broccoli Noodles Canned Fruit</i>
<i>Smoked Sausage Chinese Cabbage Rice Canned Fruit</i>	<i>Baked Fish Fillets Yu Choy, Mushrooms Rice Fresh Fruit</i>	<i>Soy Braised Chicken Red Pepper Rice Canned Fruit</i>	<i>Stir Fry Pork Brown Rice, Tomatoes Onions Fresh Fruit</i>	<i>Tofu Stew Rice Peas Canned Fruit</i>
<i>Fish Stew Rice Cauliflower Fresh Fruit</i>	<i>Orange Glazed Ribs Mushrooms Noodles Canned Fruit</i>	<i>Braised Chicken Thigh Rice, Peas Canned fruit</i>	<i>Pork Satay Sauce Brown Rice Peppers onions Canned Fruit</i>	<i>Vegetarian Delight Water Chestnuts Noodles Canned Fruit</i>
<i>Stir Fry Tofu Mixed Vegetables Rice Canned Fruit</i>	<i>Shrimp & Vegetables Rice Canned Fruit</i>	<i>Chicken Bitter Melon , Rice Carrots Fresh Fruit</i>	<i>Saute' Pork Slices Brown Rice Zucchini Canned Fruit</i>	<i>Scrambled Egg Mixed Vegetables Rice Canned Fruit</i>
<i>Baked Fish Fillets Eggplant Rice Canned Fruit</i>	<i>Steam Chicken Vegetables Rice Canned Fruit</i>	29	30	31 <i>Meals served with 8oz milk</i>

Appendix 9

Delivery Logistics

Mystic Valley Elder Services:

Home delivered meals will be delivered daily by the Provider directly to consumers in the city of Malden between 9:00 and 11:00 a.m.

Somerville Cambridge Elder Services:

Home delivered meals will be delivered daily by the Provider directly to consumers in the cities of Somerville and Cambridge between 9:00 and 11:00 a.m.