

REQUEST FOR PROPOSAL

**For
Congregate Meals and Home-Delivered Meals
In
Cameron, Elk, and McKean Counties**

Contract Period: Jan 1, 2026 - June 30, 2029

**Issued by
Office of Human Services
118 Center St.
PO Box A
Ridgway, PA 15853
Telephone: 814-776-2191
Facsimile: 814-776-2193
Email: temmert@ohsaging.com
Tena Emmert, Administrative Officer**

1. RFP Overview/ Introduction

- a. **Title:** Request for Proposal (RFP) for Provision of Congregate Meals and Home Delivered Meals to Older Adults in Cameron, Elk, and McKean Counties
- b. **Issuing Agency:** Office of Human Services (OHS)
- c. **Purpose:** Office of Human Services (OHS) seeks qualified vendors to provide nutritionally balanced congregate meals to older adults at fourteen (14) senior centers in accordance with the Pennsylvania Department of Aging directives and applicable Federal and State regulations. Vendors may bid on any one, up to all fourteen Senior Centers.
- d. **Contract Term:** January 1, 2026- June 30, 2029 (with optional 1-year renewals for up to five years)
- e. **Funding Source:** Older Americans Act, PA State Funds, County Funds

2. Background/ Program Directives

- a. **Target Population:** Adults 60+ and spouses of eligible participants
- b. **Meal Sites & Average Participants:**
 - i. Attachment A
- c. **Special Initiatives**
 - i. Holiday meal events. Although closed on major holidays, holiday themed meals are planned within one week of the following holidays: New Year's Day, Easter, Independence Day, Thanksgiving, Christmas
 - ii. Agency observed holidays- No congregate, nor home delivered meals served. Attachment A.2

3. Scope of Services

- a. **Meal Provisions:**
 - i. One hot lunch per congregate meal day- Attachment A.1, frozen meal options for home delivered meal model
 - ii. Menus must meet USDA Food Patterns & Dietary Guidelines for Americans
 - iii. Accommodate dietary restrictions (diabetic, low sodium, texture- modified)
- b. **Service Delivery:**
 - i. Meals may be delivered hot and ready to serve or cold with enough time for the Senior Center staff and volunteers to cook/ heat up for meal service
 - ii. Meals may be delivered in bulk containers for the Senior Center staff and volunteers to portion out or in individual serving packaging.
- c. **Food Safety & Compliance**
 - i. All preparation sites must pass annual health inspections
 - ii. Registered Dietitian oversight is required for approval of all menus
 - 1. If the vender does not employ a registered dietician, OHS contracts a registered dietitian to oversee menu approval

4. Eligibility/ Target Population

- i. Adults age 60 and older, spouses regardless of age
- ii. Priority: economically disadvantaged, socially isolated, or with chronic health conditions

5. Contractor Requirements:

- i. Minimum 3 years of experience providing meal services to the public
- ii. Valid Pennsylvania business registration and health licensing
- iii. Insurance: General liability (\$1M), workers' compensation, auto (delivery vehicles)

Request for Proposal (RFP): Congregate Meals for Senior Centers Cameron, Elk, McKean Counties

- iv. Staffing: Adequate ServSafe certified food service personnel and dietitian oversight
- v. Vendor must ensure backup staff is available for illness or emergencies
- vi. Staff must be trained on food safety, portion sizes, dietary restrictions, and public interaction

6. Proposal Submission:

i. Required Documents:

- Ø Cover letter and organizational profile
- Ø Staffing and operations plan
- Ø Sample 1-week menu with nutritional analysis
- Ø Budget proposal (cost per meal and total)
- Ø Proof of licenses and insurances
- Ø References from similar programs
- Ø Completed Attachments 6,7, 8

ii. Format: PDF via email to temmert@ohsaging.com, or two printed copies! delivered in person or mailed to:

Administrative Officer- RFP
Office of Human Services
118 Center Street
PO Box A
Ridgway, PA 15857

iii. Questions Deadline: October 15, 2025

iv. Pre- Proposal Conference: October 22, 2025 at 3:00pm via:

- Conference call line call at 1-323-694-9686 Conference ID# 790 269 0#
- Virtual conference invitation (vender must provide email address)
- In-person at the Office of Human Services Administrative Building located at 118 Center St, Ridgway, PA.

v. Bid Submission Deadline: October 29, 2025 at 4:00pm

7. Evaluation Criteria

Criteria	Notes
Cost Per Meal	Includes Delivery, packaging, labor
Nutritional quality & menu variety	Menu meets USDA & PA Aging guidelines with mainly whole or ground meats, lightly processed, and on rare occasions processed/ heavily processed meats, and locally grown produce is preferred.
Vendor experience & capacity	Past performance with providing quality meals to the public, preferably to older adults
Staffing plan & operations	Adequate qualified staff, contingency plan
References/ Past Performance	Successful program execution
Innovation & participant engagement	Optional points for social or educational programs

8. Contract Terms & Conditions

- a. Payment: Monthly, vendor invoice payments based upon meal counts submitted and approved by OHS
- b. Termination: For breach, non-compliance, or failure to meet nutrition standards
- c. Provider must provide a 3- month (90-day) notice to terminate the contract
- d. Reporting: Monthly meal counts, participant demographics, incident reports
- e. Audit: OHS has the right to audit meal records at any time

9. Reporting and Data Requirements

- a. 4-6 week menu submission for approval by OHS Nutrition Coordinator
- b. Food temperature records at time food left the vendor kitchen and upon arrival at the delivery location will be recorded on a daily Food Service Report (FSR).
- c. Monthly invoice, for number of meals provided to each location, submitted by the 10th day of the month following service.

10. OHS RFP Timeline

- a. **RFP Distributed:** October 1, 2025
- b. **Bidder Questions Deadline:** October 15, 2025
- c. **Pre-Proposal Conference:** October 22, 2025 at 3:00pm
- d. **RFP Bid Submission Deadline:** October 29, 2025 at 4:00pm
- e. **Proposal Evaluation:** October 30- November 7, 2025
- f. **Final Bidder Award Notification:** November 7, 2025
- g. **Contract Start:** January 1, 2026

11. References/ Regulations

- a. PA Department of Aging
- b. Older Americans Act, Title III-C
- c. PA Procurement Code, Title 62 Pa.C.S.A., and DGS Procurement Handbook
- d. Local health & safety codes Reporting and Data Requirements
- e. Pennsylvania Department of Aging Program Directives (APD) Nutrition Standards 15-03-02 and 22-05-01

12. Attachments

- a. Attachment 1 Senior Center Locations by County, with delivery hours and closed holidays
- b. Attachment 2 FY 2024-2025 number of meals purchased by Senior Center Location
- c. Attachment 3 Sample Menu
- d. Attachment 4 Summary of Nutrition Standards APD 15-03-02, APD 22-05-01 (*Labeled Attachment B Specific Service Requirements, Attachment B-1, Aging Policies and Standards for PDA Food Safety and Menu Compliance Monitoring, Attachment III(a) Food Based Pattern Plan, and Attachment III(b) Food-Based Menu Pattern*)
- e. Attachment 5 Summary of Proposed Costs
- f. Attachment 6 Bidder's Questionnaire
- g. Attachment 7 Operational Assurances
- h. Attachment 8 Affidavit of Non-Collusion