

REQUEST FOR PROPOSALS REVISED:
Kosher Community Nutrition and Maintenance Program
Denver, CO and surrounding areas

Intent

Volunteers of America, JEWISHcolorado, and Jewish Family Service are accepting competitive proposals for a food service provider to provide nutrition services for the Kosher Community Nutrition and Maintenance Program (“kosher meal program”) to begin no later than July 3, 2017.

The kosher meal program is a partnership between: Volunteers of America (“VOA”), which provides primary funding and program oversight and administration; JEWISHcolorado (“Jco”), which provides gap funding; and Jewish Family Service (“JFS”), which delivers meals and provides client support services (together referred to as “Partners”). The program provides hot kosher meals to seniors 60 or older living in Denver and the surrounding areas. The program is funded in part by Title III, Older Americans Act funds or Colorado funding for Senior Citizens. These funds are administered by Denver Regional Council of Governments (“DRCOG”). Therefore, DRCOG and the State of Colorado may be part of any contract entered into as a result of this RFP.

This RFP does not commit any of the Partners to award a contract. The Partners reserve the right to accept or reject any or all submittals received as a result of this request, to request clarifying information from proposed vendors, to negotiate with any proposed vendor, or to issue a new request.

Questions regarding this RFP should be directed as follows:

- Questions about the Meal Program details including nutritional standards should be directed to Chandra Matthews at cmatthews@jewishfamilyservice.org or 720-248-4601 or Buffy Sophinos at bsophinos@jewishfamilyservice.org or 720-248-4665.
- Questions about the proposal guidelines or RFP process should be directed to Jennifer Korman at JEWISHcolorado at jkorman@JEWISHcolorado.org or 303-316-6475.

Kosher Meal Program Details

- **Average of 80 kosher meals per day.**
 - Approximately 40 meals on wheels to be hand delivered to homebound clients.
 - Each meal packaged individually for hot home delivery.
 - Meals will be picked up and delivered by JFS staff.
 - Approximately 40 congregate meals to be served at the Robert E. Loup Jewish Community Center (“JCC”).
 - Meals packaged in bulk.
 - Meals will be delivered to and served hot at the JCC.
 - The actual number of meals may vary between 60 and 90 total meals each day and prior notification of actual meal count will be provided no later than 1:00 pm the day before delivery.
- **Frequency/timing**
 - Daily, Monday – Friday.
 - Meals on Wheels to be picked up in the morning for delivery as the mid-day meal.
 - Congregate meals to be delivered to and served at the JCC as a mid-day meal.
- **Special Considerations**
 - Meals are OU kosher and supervised by the Va’ad. Kosher style will not be accepted.
 - During Pesach, meals are kosher for Pesach.
 - Meals on wheels and congregate meals are not served on designated Jewish and Federal holidays. On these holidays, meals on wheels will be frozen and pre-delivered. On these holidays congregate meals will not be delivered.

- The program does not provide special meals for specific dietary needs (ie: low sodium, allergies, etc.).
- **Nutritional Standards**
 - Meal guidelines are developed by a nutritionist employed through the VOA and are designed to meet nutritional needs of seniors. All meals must meet menu, recipe, and portioning guidelines and be approved by the VOA.
 - Nutritional requirements include, but may not be limited to:
 - Meals are meant to provide 1/3 of the Recommended Daily Allowance (RDA) for people age 70+ (based on a 2,000 Calorie Diet; Macronutrient distribution of calories based on: 20% protein (RDA 10-25%), 25% total fat (RDA 20-35%), 55% carbohydrates (RDA 45-65%))
 - Calories: 667+
 - Fiber: 9.5 g
 - Protein: 33 g
 - Saturated Fat: less than 8 g
 - Carbohydrates: 92 g
 - Sodium: less than 1200 mg
 - A sample menu for the program is attached to this RFP for reference.

Proposal Guidelines and Submission Deadlines:

- A written word or PDF document including
 - Name of individual or agency to provide meals.
 - Name and contact information for an individual who will be available between February 24 and March 31 to answer inquiries regarding the proposal.
 - Location of kosher kitchen to be used.
 - Vendor's qualifications and related experience.
 - Budget, including estimated cost per meal.
 - Agency/business financials for determining the long term viability of the proposal.
 - Kosher standard followed, including how meals will be supervised and by whom.
 - Evidence of applicable inspections, licenses and insurance, as required by law, for the preparation and distribution of food products.
 - An estimated timeline for implementation, including the earliest date on which meals can begin.
- Submit proposals to Jennifer Korman, Vice President of Strategy and Programming at JEWISHcolorado (jkorman@jewishcolorado.org) by **5 pm on Friday, February 24, 2017.**
- Acceptance notification will be sent by **Friday, March 31, 2017.**
- Program will begin by **Monday, July 3, 2017.**

**REQUEST FOR PROPOSALS ADDENDUM:
Kosher Community Nutrition and Maintenance Program**

Offered as an addendum to the original Request for Proposal (RFP), Volunteers for America, JEWISHcolorado, and Jewish Family service set forth the following additional responsibilities and requirements. The successful respondent must agree to and/or have in place the following on or before the first day of service for the kosher meal program:

Vendor Responsibilities

General Requirements:

- Prepare and package all meals in a licensed facility inspected regularly by the governing public health agency and provide copies of all inspection reports in a timely manner;
- Maintain production and temperature records according to required specifications and keep these records on file for inspection by any and all program funding sources and regulatory agencies;
- Have the meals ready for pick-up by delivery personnel according to an agreed upon daily schedule;
- Provide frozen and/or shelf-stable meals approved by oversight agency for use when normal meal preparation and/or service cannot be provided;
- Sanitize insulated delivery containers after each use;
- Develop an emergency back-up plan in the event that normal meal service cannot be provided due to unforeseen circumstances and provide notification that the plan has been implemented;
- Agree to audit and inspection for compliance to further rules, regulations and policies as may be prescribed from time to time by any governmental agency or organization funding the program services.

Insurance Requirements:

- The successful respondent must procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed. Such insurance shall be in addition to any other insurance requirements imposed by this agreement or by law and shall be continuously maintained
- Evidence of qualified self-insured status may be substituted for the insurance requirements listed below:
 - Workers' Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this agreement, and Employers' Liability insurance with minimum limits of ONE HUNDRED THOUSAND DOLLARS (\$100,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease policy limit, and ONE HUNDRED THOUSAND DOLLARS (\$100,000) disease - each employee.
 - General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate. The policy

shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal and advertising injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations, and shall provide for defense of sexual abuse and molestation claims for innocent insureds. The policy shall contain a severability of interest's provision.

- Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect to each of respondents owned, hired or non-owned vehicles assigned to or used in performance of the services.
- Security & Privacy Liability or Cyber Risk insurance to cover loss of Protected Health Information (“PHI”) data and claims based upon alleged violations of privacy rights through improper use or disclosure of PHI with minimum annual limits as follows:
 - Respondents with 10 or less clients **and** revenues of \$250,000 or less shall maintain limits on Privacy Liability Insurance of not less than \$50,000.
 - Respondents with 25 or less clients **and** revenues of \$500,000 or less shall maintain limits on Privacy Liability Insurance of not less than \$100,000.
 - Respondents with more than 25 clients **and** revenues of more than \$500,000 shall maintain limits on Privacy Liability Insurance of not less than \$1,000,000.
- Professional Liability insurance in the amount of ONE MILLION DOLLARS (\$1,000,000) each occurrence for coverage to defend against allegations as well as damages resulting from failure to perform on the part of, financial loss caused by, and error or omission in the service or product of the policy holder.
- Every policy required above shall be primary insurance. No additional insured endorsement to the policy required above shall contain any exclusion for bodily injury or property damage arising from completed operations. The respondent shall be solely responsible for any deductible losses under any policy required above.
- A certificate of insurance evidencing coverage and naming VOA, DRCOG, its officers, its employees and the State of Colorado as additional insureds on the general liability and automobile liability policies shall be completed by the respondent's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by VOA and/or DRCOG prior to commencement of an award/agreement. In the case of qualified self-insurance status, VOA and/or DRCOG may require satisfactory evidence of sufficient funding for such purposes.
- The successful respondent will provide a Certificate of Liability Insurance which includes coverage for Commercial General Liability, Umbrella Liability, Automobile Liability, and Workers Compensation. The insurance required shall be procured and maintained in full force and effect for the duration of the Agreement. All insurance policies, except Workers Compensation, shall name Volunteers of America Colorado Branch, DRCOG, and the State of Colorado as an additional insured. (Copy of DRCOG requirements attached as separate Exhibit)