



TITLE III-C SENIOR NUTRITION SERVICES

2014 REQUEST FOR CONTRACT RENEWAL PROPOSALS

This request for renewal proposals is intended for use by providers with current nutrition services contracts with the Minnesota River Area Agency on Aging®, Inc.

RESPONSE DEADLINE: The renewal proposal, whether mailed or hand-delivered, must arrive at the Minnesota River Area Agency on Aging®, Inc. (MNRAAA) administrative office no later than 3:00 PM CDT, **09/03/2013**. Proposals must be mailed to or hand delivered to the address below, and physically received by 3:00 p.m. CDT, **09/03/2013**. MNRAAA does not accept a “postmarked” by date but rather requires that the submission be received by the deadline date.

Proposals may not be transmitted using electronic media such as facsimile (FAX) transmittal or email. Late responses shall not be accepted and shall automatically be disqualified from consideration and will be promptly returned. The method of delivery shall be at the discretion of the proposer, at the proposer’s sole risk.

DIRECT WRITTEN INQUIRIES TO:

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TABLE OF CONTENTS

| | |
|---|--------|
| 1. Introduction | Page 3 |
| I. Conditions | 5 |
| 2. Scope of Work | 6 |
| I. Service Description..... | 6 |
| II. Service Activities..... | 6 |
| 3. Proposal Content..... | 8 |
| I. Current Meal Service System..... | 8 |
| II. Targeting..... | 9 |
| III. Organization Profile | 11 |
| IV. Program Operations | 12 |
| V. Cost and Revenue | 12 |
| VI. Subcontracting | 15 |
| 4. Required Documents | 15 |
| 5. General Instructions..... | 15 |
| 6. Renewal Proposal Review and Award Process..... | 17 |
| Appendix A-1: Narrative Responses | |
| Appendix A-2: Cost and Revenue Proposal | |
| Appendix A-3 Meal Service Data by Site Chart and Proposed Service Changes Chart | |
| Appendix A-4 Utilization and Targeting by Site Chart | |
| Appendix B: General Contracting Requirements | |
| Appendix C: Title III-C Minimum Nutrition Standards/Definitions | |
| Appendix D: 2009-2014 Senior Nutrition Priorities and Directions | |
| Appendix E: Assurances of Compliance and Certifications Required by Federal Law | |
| Appendix F: Subcontractor Certifications | |
| Appendix G: Affirmative Action Plan | |
| Appendix H: Affidavit of Noncollusion | |
| Appendix I: MBA IM #04-13 | |

1. INTRODUCTION

The Minnesota River Area Agency on Aging[®], Inc. (MNRAAA) currently has two nutrition services contracts in the following geographic regions of its service area:

- 1) Northwest - including Big Stone, Chippewa, Lac qui Parle, Swift & Yellow Medicine Counties; and
- 2) Northeast, Southwest & Southeast – including Blue Earth, Brown, Cottonwood, Faribault, Jackson, Kandiyohi, Le Sueur, Lincoln, Lyon, Martin, McLeod, Meeker, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Waseca & Watonwan Counties.

The senior nutrition program provides meals to frail, older adults at the greatest risk of losing their independence. This program provides nutritionally balanced meals, both congregated and home delivered preparation and delivery.

The federal Older Americans Act (www.aoa.gov/AoARoot/AoA_Programs/OAA/index.aspx), Sec. 306 (a)(4)(A), requires Title III nutrition services to be targeted to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement. Greater priority is to be given to low-income individuals who are members of diverse populations, have limited English proficiency, and/or reside in rural areas. The Minnesota Board on Aging (MBA), the state unit on aging in Minnesota, implements the Older Americans Act through funding allocations to the Area Agencies on Aging (AAAs) and the development of statewide policy for senior nutrition services provided through the AAAs.

In July 2008, the MBA established the Senior Nutrition Task Force (www.mnaging.org/admin/ntf.htm) to develop a new vision for the Senior Nutrition Program. **The vision is that older Minnesotans will maintain their independence through access to healthful foods.**

The Task Force identified the following as priority activity areas to achieve this new vision (See Appendix D for the full 2009-2014 Senior Nutrition Priorities and Directions).

- 1) Maximize resources in the time of a stressed economy,
- 2) Build relationships between all stakeholder groups, and
- 3) Create a sustainable program that will be viable in the long-term and meet the needs of older Minnesotans.

In order to implement these priority activities and reach the vision for older Minnesotans, the MBA has identified the following criteria for targeting senior nutrition services.

Congregate Meals: individuals age 60+ who are at moderate to high nutrition risk¹. Greater priority will be given to individuals with incomes at or below poverty level² and who meet at least one of the following criteria: (a) member of diverse population³, (b) limited English proficiency, and/or (c) lives in rural⁴ area.

Home Delivered Meals: individuals age 60+ who are at high nutrition risk and have 2 or more limitations in Activities of Daily Living (ADLs)⁵. Greater priority will be given to individuals with incomes at or below poverty level² and who meet at least one of the following criteria: (a) member of diverse population³, (b) limited English proficiency, and/or (c) lives in rural⁴ area.

MNRAAA is seeking renewal proposals from its existing providers to provide meals to these target populations in a manner that is flexible and responsive to consumer needs and preferences, and also cost-effective. MNRAAA is interested in proposals that include innovations in meal types, service delivery models and consumer input. MNRAAA is not seeking proposals to serve a high volume of meals to the general population of 60+ older adults.

Completed proposals must arrive at the MNRAAA administrative office no later than 3:00 p.m. CDT **09/03/2013**. Proposals may not be transmitted using electronic media such as facsimile (FAX) transmittal or email. Late responses shall not be accepted and shall automatically be disqualified from consideration and will be promptly returned. The method of delivery shall be at the discretion of the proposer, at the proposer's sole risk.

The time period of this contract renewal is January 1, 2014 through December 31, 2014. MNRAAA has the option to renew the original 2012 contract annually for up to four additional years. Renewal is contingent upon acceptable performance, the continuing availability of Older Americans Act Title III-C, state nutrition and federal Nutrition Services Incentive Program (NSIP) funds, and mutual agreement on contract terms between MNRAAA and the proposer. After a maximum of five years, the procurement process must be completed again.

Provisions from the request for renewal proposals will be incorporated into the contract for nutrition services. The contract will contain service delivery, administrative, and financial terms and conditions, and provisions which, when taken together, define the services that the Contractor will provide. The accepted renewal proposal will become a

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1. Moderate nutrition risk: an individual who scores 3-5 on the DETERMINE Your Nutritional Risk checklist published by the Nutrition Screening Initiative. High nutrition risk: an individual who scores 6 or higher. (www.jbpub.com/samples/0763730629/Frank_Appendix10D.pdf).
 2. <http://aspe.hhs.gov/poverty/13poverty.cfm>
 3. Diverse populations include: Hispanic/Latino, American Indian/Alaskan Native, Asian, Black/African American and Other (i.e. Native Hawaiian, Pacific Islander, other races, multiple races). (NAPIS State Program Report, AoA).
 4. Rural: For this purpose, rural means any area that is not defined as urban. Urban is defined as an area with a population of 50,000 or more. (NAPIS State Program Report, AoA).
 5. Activities of Daily Living (ADL) include: eating, drinking, dressing, personal hygiene, taking medication, walking and transferring.

binding part of the contract and the Contractor will be monitored to ensure compliance with the renewal proposal.

I. Conditions

- A. This request for renewal proposals is a solicitation for offers and is not to be construed as an offer, a guarantee or promise that the services or goods referred to herein will be purchased by MNRAAA. MNRAAA retains full discretion to abandon the request for renewal proposals at any time, for any reason, without liability to proposers for any damages including, but not limited to, renewal proposal preparation costs.
- B. MNRAAA reserves the right to make a determination of capability without further discussion of the renewal proposal submitted. Therefore, the renewal proposal should reflect what the proposer is capable of providing. Modification of the renewal proposal will be accepted only if requested by MNRAAA.
- C. Proposers must supply all required information or the renewal proposal may be rejected.
- D. The renewal proposal shall indicate any limitations to the proposer's ability to provide services as specified in the request for renewal proposals.
- E. MNRAAA reserves the right to reject or negotiate the proposed costs (where applicable) if MNRAAA determines the renewal proposal does not represent a reasonable price.
- F. MNRAAA reserves the right to introduce additional terms or conditions at the time a final contract is negotiated. Any additional terms or conditions would be limited to having the effect of clarifying the request for renewal proposals language and/or correcting defects (such as omissions of statements or requirements) that may not have been incorporated into the request for renewal proposals and that are discovered subsequent to its issue.
- G. The contract award will be made to the proposer whose renewal proposal will be the most advantageous to the community and to MNRAAA. MNRAAA reserves the right, at any time and at its sole discretion and without penalty, to reject any and all renewal proposals and to issue no contract(s) as a result of this request for renewal proposals.
- H. Responses to this request for renewal proposals should be the proposer's best offer and should be based upon the assumption that the resulting contract will not include MNRAAA furnished operating supplies, personnel, equipment, facilities, or delivery costs. Proposers should assume that the cost of providing all of these items is to be included in the budgets in the Cost and Revenue Proposal.
- I. Any misrepresentation within a renewal proposal is grounds for disqualification of the entire renewal proposal and is grounds for termination of any contract resulting

from a renewal proposal containing misrepresentation.

Misrepresentation includes failure to differentiate between current capacity and capacity to be developed. Be specific when describing current program and capacity versus program readiness and capacity yet to be developed. Be specific when identifying current policies and procedures versus policies and procedures to be developed. Indicate reasonable time lines for program readiness, capacity, policies and procedures.

- J. Program standards will be met as required unless a request is submitted for a waiver to a specific requirement. The request must include rationale for seeking the waiver and must be approved by MNRAAA.

2. SCOPE OF WORK

I. Service Description

A program that provides high-quality, nutritious meals to persons aged 60 and older in a congregate or home setting.

The program must meet all federal, state and local requirements for meals and nutrition services as further detailed in the Appendices.

This service must reflect the needs of older persons to be served, be client centered, sensitive to cultural differences, targeted to individuals and populations with the greatest nutritional needs, and responsive to the multiple changing needs of communities.

Service delivery systems need to be designed in a manner which is effective in responding to the needs of older persons, efficient in its use of limited financial resources, and equitable in the manner in which services are organized and delivered, assuring fair and non-discriminatory practices.

II. Service Activities

MNRAAA is requesting renewal proposals from its existing nutrition service providers to perform the following service activities, in the designated service areas, for the period of January 1, 2014 to December 31, 2014.

1. Congregate Meals

Serve high-quality nutritious congregate meals **five days** per week to eligible persons.

All meals must meet the U.S. Dietary Guidelines and the Recommended Dietary Allowances (RDA) and Adequate Intake (AI) for vitamins and elements for adults who are 70+ years of age, and be served to eligible persons in a congregate, or group setting, as further defined in the Appendices.

Congregate meals should be targeted to individuals who are at moderate to high nutrition risk. Individuals documented to be at high risk are eligible to receive meals seven days a week and/or second meals, based on approval by MNRAAA.

At a minimum, diabetic and no added salt diets (or modified meals) must be available. Providers will make special efforts to meet particular needs arising from health requirements, religious requirements, or ethnic backgrounds of eligible individuals. All menus must be reviewed and approved by a licensed dietitian/nutritionist.

The number of days per week which a hot meal is served should be determined on a site by site basis and informed by a cost-benefit analysis of options. For example, it may be necessary to have a particular congregate site open only 2 or 3 days a week serving hot meals with frozen meals available to participants for the days the site is not open. Such arrangements require the approval of MNRAAA. In addition, service may be extended to people not eligible for Title III-reimbursed meals as a means to increase volume and reduce overall cost. Ineligible participants must pay the full cost of the meal and service.

MNRAAA allows the provision of cold entrees during the summer months; frozen meals for second meals, weekend and holiday meals (based on documented high nutrition risk status); and shelf stable meals for weather related or other emergencies.

Meals shall be available a minimum of 260 days per year with the exception of holidays as specified by the proposer. Holidays may include but are not limited to: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day.

2. Home Delivered Meals

Serve high-quality nutritious home delivered meals **five days** per week to eligible persons, who are homebound and unable to prepare their own meals.

The frequency of delivering meals (daily, weekly, or other frequency) should be based on the preferences of participants and a cost-benefit analysis of the different delivery options. Relatedly, the type of meal (hot or frozen) should be based on the preferences of participants and a cost-benefit analysis of the type of meal options.

All meals must meet the U.S. Dietary Guidelines and the Recommended Dietary Allowances (RDAs) and Adequate Intake (AI) for vitamins and elements for older adults who are 70+ years of age. Home delivered meals must be served only to eligible older persons who are homebound and are unable to prepare their own meals. Each person requesting home delivered meals must be assessed in person prior to or within 10 working days after the beginning of meal delivery. Reassessment shall occur as needed, but at least annually.

Home delivered meals should be targeted to individuals who are at high nutrition risk and have 2 or more limitations in Activities of Daily Living (ADLs: eating, drinking, dressing, personal hygiene, taking medication, walking and transferring). Individuals documented to be at high risk are eligible to receive meals seven days a week and/or

second meals, based on approval by MNRAAA.

At a minimum, diabetic and no added salt diets (or modified meals) must be available. Providers will make special efforts to meet particular needs arising from health requirements, religious requirements, or ethnic backgrounds of eligible individuals. All menus must be reviewed and approved by a licensed dietitian/nutritionist.

MNRAAA allows the provision of cold entrees during the summer months; frozen meals for second meals, weekend and holiday meals (based on documented high nutrition risk status); shelf stable meals for weather related or other emergencies. In addition, service may be extended to people not eligible for Title III-reimbursed meals as a means to increase volume and reduce overall cost. Ineligible participants must pay the full cost of the meal and service.

Meals shall be available a minimum of 260 days per year with the exception of holidays as specified by the proposer. Holidays may include but are not limited to: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day.

3. Participant Registration and Meal Counts

The Contractor agrees to work with congregate and home delivered meal program participants to complete NAPIS (National Aging Program Information System) Participant Registration Forms and ensure that current, accurate and comprehensive participant data is obtained and entered into the MBA approved NAPIS data system used for meeting the requirements of the U.S. Administration on Aging. Nutrition service providers must use this system to enter, update and retrieve participant data.

For congregate meal participants, particular attention must be given to 1) collecting complete and accurate information for basic eligibility determination and client demographics (date of birth, income level, race/ethnicity, number in household) and 2) determining nutrition risk level. Participant Registration Forms must be updated annually with completion of a new form bi-annually.

For home delivered meal participants, particular attention must be given to 1) collecting complete and accurate information for basic eligibility determination and client demographics (date of birth, income level, race/ethnicity, number in household); 2) determining nutrition risk level; and 3) limitations in ADLs and Instrumental Activities of Daily Living (IADLs). Participant Registration Forms must be updated annually with completion of a new form bi-annually.

3. PROPOSAL CONTENT – Refer to Appendix A-1 and A-2 for fillable format.

I. Current Meal Service System

Complete the Meal Service Data by Site Chart in Appendix A-3 with CY 2012 meal service data by site for congregate and home delivered meals.

Describe changes in service delivery, i.e. openings, closures, service type, that have occurred in 2013. Include impact on clients related to the changes.

II. Targeting – Reference 2012 contract proposal narrative responses

Part A: Accommodations

1. a. Describe any changes that have been made related to ensuring service to eligible persons who are visually impaired, deaf/hard of hearing and/or who have functional limitations.
- b. Describe changes/activities proposed for 2014.

Part B: Targeting Congregate Meals

1. a. Describe activities that have been undertaken to ensure the accuracy and comprehensiveness of the participant data in the NAPIS database.
- b. Describe changes/activities proposed for 2014.
2. a. Describe activities that have been undertaken to target congregate meals to persons who meet one or more of the targeting criteria. (See pages 3 & 4 of this document for information on targeting criteria.)
- b. Describe changes/activities proposed for 2014.

Part C: Targeting Home Delivered Meals

1. a. Describe activities that have been undertaken to ensure the accuracy and comprehensiveness of the participant data in the NAPIS database.
- b. Describe changes/activities proposed for 2014.
2. a. Describe activities that have been undertaken to target home delivered meals to persons who meet one or more of the targeting criteria. (See pages 3 & 4 of this document for information on targeting criteria.)
- b. Describe changes/activities proposed for 2014.

Part D: Estimated Persons to be Served

Complete the following chart to indicate the number and types of persons you propose to serve in the Congregate and Home Delivered Meals Programs in 2014.

ESTIMATED PERSONS TO BE SERVED - Congregate and Home Delivered Meals

(Unduplicated counts)

| | Congregate Meals | | Home Delivered Meals | |
|---|------------------|---------------|----------------------|---------------|
| 1. Total Number of Persons to Be Served | | | | |
| 2. Frail/Disabled | | | | |
| a. Moderate - High Nutritional Risk | | | | |
| b. High Nutritional Risk | | | | |
| c. 2+ ADL Limitations | | | | |
| 3. Residents of Rural Area | | | | |
| <u>Characteristics of Persons to Be Served</u> | Number | Below Poverty | Number | Below Poverty |
| 4. White, Not Hispanic | | | | |
| 5. Total Minority (Total lines 6-9) | | | | |
| 6. Hispanic/Latino | | | | |
| 7. American Indian/Alaskan Native | | | | |
| 8. Asian | | | | |
| 9. Black/African American | | | | |
| 10. Other | | | | |
| 11. <u>Counties</u> | | | | |
| a. EDA 6E | | | | |
| Kandiyohi | | | | |
| McLeod | | | | |
| Meeker | | | | |
| Renville | | | | |
| b. EDA 6W | | | | |
| Big Stone | | | | |
| Chippewa | | | | |
| Lac qui Parle | | | | |
| Swift | | | | |
| Yellow Medicine | | | | |
| c. EDA 8 | | | | |
| Cottonwood | | | | |
| Jackson | | | | |
| Lincoln | | | | |
| Lyon | | | | |
| Murray | | | | |
| Nobles | | | | |
| Pipestone | | | | |
| Redwood | | | | |
| Rock | | | | |
| d. EDA 9 | | | | |
| Blue Earth | | | | |
| Brown | | | | |
| Faribault | | | | |
| Le Sueur | | | | |
| Martin | | | | |
| Nicollet | | | | |

| | | | | |
|-------------------------------|--|--|--|--|
| Sibley | | | | |
| Waseca | | | | |
| Watsonwan | | | | |
| 12. Volunteers | | | | |
| a. Total Number of Volunteers | | | | |
| b. Number Age 60 and Over | | | | |
| c. Total Volunteer Hours | | | | |

Part E: Proposed Service Changes for Congregate and Home Delivered Meals

1. a. Use the Proposed Services Changes Chart in Appendix A-3 to propose changes to one or more sites. For each site included in the Proposed Services Changes Chart changes may be proposed to the following components:

- Closure
- Delivery day(s) and time
- Number of meals per year
- Type of meal that will be served
- Method of meal preparation
- Method and frequency of meal delivery to individual homes
- Name of meal provider
- Availability of holiday, weekend and/or evening (second) meals
- Types of special, religious, ethnic and/or culturally specific meals provided
- Availability of shelf stable meals or blizzard packs

b. Provide rationale for each proposed service change included in the Proposed Services Changes Chart. Include supporting documentation from analysis of utilization, targeting, efficiencies (reference Appendix I, MBA IM #04-13), and other influencing factors. Attach tables, etc. as needed. Also address the impact proposed changes will have on clients and how they were involved in the decision making process.

c. In support of proposed service changes, complete and attach the Utilization and Targeting by Site Chart in Appendix A-4, based on October, 2012 data in PeerPlace and Pivot Table analysis.

III. Organization Profile

Part A: Personnel

1. a. Use the Cost and Revenue Proposal, Part A Personnel Costs Chart in Appendix A-2 to list all personnel that will be involved in the provision of meals under this proposal.
- b. Describe anticipated changes in personnel involved in providing meals from the approved 2013 budget.

2. a. Use the Cost and Revenue Proposal, Part A Personnel Costs Chart to list all personnel that will be involved in the provision of Project Management under this proposal.
- b. Describe personnel involved in providing Project Management activities. Indicate the percent of overall personnel costs designated for Project Management activities.
- c. Describe anticipated changes in personnel involved in providing Project Management from the approved 2013 budget.

Part B: Administration

1. Describe other costs related to agency administration/overhead. Indicate the percent of the overall budget designated for these costs.

IV. Program Operations – Reference the 2012 contract proposal narrative responses. Indicate significant changes in the following areas that have occurred and/or are proposed for 2014.

Part A: Financial Management

Part B: Participant Contributions

Part C: Menus and Food Purchasing Specifications

Part D: Quality Improvement

Part E: Food Safety and Quality

Part F: Data Collection and Analysis

V. Cost and Revenue Proposal

Complete the Cost and Revenue Proposal Cover Sheet and Parts A – C of Appendix A-2 Cost and Revenue Proposal. The Cost and Revenue Proposal must describe the proposer's costs to provide meals and also the anticipated revenue. Complete the budget pages of the Cost Revenue Proposal using the following instructions. **Only forms in Appendix A-2 will be accepted. No additional cost and revenue forms will be accepted.**

Instructions for Cost and Revenue Proposal Cover Sheet: Do not enter any data on this page. Amounts will calculate by formula after completion of Parts A – C.

Instructions for Part A: Personnel Costs

This form is used to calculate total personnel costs for providing nutrition services.

Personnel costs should be broken out between project management and meals. Only personnel *directly employed* by the proposer should be identified on this form. Insert additional rows if needed.

1. **Position Title:** List all positions involved in project management in the identified section. List all positions involved in site operations and meal preparation in the identified section.
2. **Work Location:** Indicate administrative office, congregate site, central kitchen, etc.
3. **Hourly Rate of Pay:** Enter the rate of pay for each position listed.
4. **Hours per Project Year:** Place number of hours per contract year the person works.
5. **FTE (Full-time Equivalent):** FTE is the number of total hours worked divided by the maximum number of compensable hours in a work year. The work year is defined as 2,080 hours. This will calculate by formula.
6. **Annual Salary Cost:** Multiply Hourly Rate by Hours per Project Year to arrive at Annual Salary. This will calculate by formula.
7. **Annual Fringe Benefit Cost:** Indicate the cost of fringe benefits paid for each position.
8. **Total Salary and Benefit Cost:** This will add together by formula.
9. Use total Project Management and Meals salary costs and fringe benefits costs in the appropriate lines on **Part B: Nutrition Service Costs**.

Instructions for Part B: Nutrition Service Costs

This form is used to list the cash costs for the provision of nutrition services. This form reflects the allocation of costs across multiple services (e.g. AAA Nutrition Funded – Congregate, AAA Nutrition Funded – Home Delivered, Alternative Care and Elderly Waiver, Private Pay), if multiple services are being provided. One additional column is provided. If more services are provided, add a column for each additional service. Refer to the **definitions page** for guidance on allowable costs.

1. List costs for each service component (i.e., project management or meals) by line item category. If multiple nutrition services are provided, costs should be allocated across services in relative proportion to the number of meals provided under each service. Variations in allocations across services should be explained on an attached page. Caterer/Subcontractor and other costs will be totaled from the charts below.

2. List each caterer/sub-contractor and per unit price anticipated and number of meals per service in the chart provided.
3. All "Other Costs" must be identified in the chart provided.
4. Complete the "Assumptions" at the bottom of the chart from the meal service data chart. If the proposed costs include consideration of loss of operating days due to weather, indicate the number of closure days anticipated. These assumptions should be discussed and agreed upon during negotiations and may provide cause for renegotiation during the contract period.
5. Identify the number of meals being proposed for each service.

Instructions for Part C: Cash Revenue and Support

This form is used to list the revenue anticipated for all non-Title III nutrition services provided by the proposer. Refer to the **definitions page** for guidance. The final determination of the amounts of federal Title III nutrition funds, NSIP and state nutrition funds included in the meal reimbursement rate will be calculated by MNRAAA. Proposer should note that a 15% match (non-federal cash or in-kind) will be required on the amount of federal Title III nutrition funds included in the award.

1. Complete the **Cash Revenue** form. To determine the amount of participant contributions anticipated, multiply the number of proposed meals by the projected average participant contribution. Additional revenue sources can be added if needed.
2. Complete the **Source of Match** section of the form. If the match is non-federal cash, indicate the source of the cash and place an "X" in the "Cash" column. If the match is contractor-incurred in-kind, place an "X" in the "Contractor-incurred" column and identify the valuation method/justification in the "Value Determination" column.
3. Complete the **Assumptions** at the bottom of the page. If serving private pay meals, identify the amount charged per meal.

Instructions for Part C (a) (b): Third-Party In-Kind Support

Third-party in-kind contributions must be valued as "what it would have cost if the proposer had paid for the item or service itself". Neither contractor-incurred costs nor third-party in-kind contributions count toward satisfying matching requirements unless they can be verified by the contractor's records.

Part C (a)

1. List the type of support in the **In-Kind Support Description** column.
2. Identify the **location** where the support is provided (e.g. Admin office, Senior Center, XYZ town).

3. Quantify the support in the **Quantity** column. If the support description is volunteer hours, identify the number of hours; if the support is space, identify the number of square feet; if the support is utilities identify the number of months etc.
4. Apply the rate being used to determine value in the **Rate** column.
5. Value will calculate and display in the **Value** column.

The form can be used to record the in-kind support between project management and meals.

Part C (b) Optional

This is an optional section that may be used to list third-party in-kind support that is NOT used as match.

Acceptance of this optional information does not imply approval or agreement of representations made by proposer, either by MNRAAA or the MBA.

VI. Subcontracting – Reference the 2012 contract proposal narrative responses. Indicate significant changes that have occurred and/or are proposed for 2014.

4. REQUIRED DOCUMENTS

A complete response to the Request for Renewal Proposals includes:

- 2014 Contract Renewal Proposal Signature Sheet with original signature
- Appendix A-1, Narrative Responses
- Appendix A-2, Cost and Revenue Proposal
- Appendix A-3, Meal Service Data by Site Chart and Proposed Service Changes Chart
- Appendix A-4, Utilization and Targeting by Site Chart
- Appendix E, Assurances of Compliance and Certifications Required by Federal Law
- Appendix F, Subcontractor Certifications (required for each sub-contractor)
- Appendix G, Affirmative Action Plan
- Appendix H, Affidavit of Noncollusion
- Copy of Menu (five week minimum)
- Copy of Ethnic Menu (if applicable)
- Index of Attachments

5. GENERAL INSTRUCTIONS

A. Required Proposal Content and Copies of Response for Proposers

1. Each proposer must submit a complete response to this request for renewal proposals. A complete response contains the required documents listed in number 4 above.

2. Attachments

Each attached item or document must be labeled properly. Specify which question the attachment responds to. An Index of Attachments is required.

B. Rules for Submittal

1. The renewal proposal, whether mailed or hand-delivered, must arrive at the MNRAAA administrative office no later than 3:00 PM CDT, **09/03/2013**. Renewal proposals must be mailed to or hand delivered to the address on the cover page of this document and physically received by 3:00 p.m. CDT, **09/03/2013**. MNRAAA does not accept a postmarked by date but rather requires that the submission be received by the deadline date.

Renewal proposals may not be transmitted using electronic media such as facsimile (FAX) transmittal or email. Late responses shall not be accepted and shall automatically be disqualified from consideration and will be promptly returned. The method of delivery shall be at the discretion of the proposer, at the proposer's sole risk.

2. Costs of Renewal Proposal Preparation. MNRAAA will not pay any proposer costs associated with preparing, presenting, or submitting any renewal proposal in response to this request for renewal proposals.
3. Responses to the request for renewal proposals must be submitted on MNRAAA forms unless otherwise directed. Responses submitted on forms other than those provided by MNRAAA will be considered non-responsive.
4. Renewal proposals must be computer-generated and printed single-sided. The font style/size used in Appendix A-1: Narrative Responses must be 12 point Arial. Narrative responses must be complete and concise.
5. All renewal proposals must have complete information however; MNRAAA reserves the right to waive minor or immaterial irregularities.
6. Submitted renewal proposals and attachments to the renewal proposals will not be returned to the proposing agency and become the property of MNRAAA.
7. **Clearly mark any portion(s) of the renewal proposal that constitutes a trade secret or is confidential. The proposer must meet the burden of establishing that the information constitutes a trade secret or is confidential and should reference the Minnesota Government Data Practices Act and other relevant laws and regulations prior to marking any portion(s) of the proposal. Portions marked as a trade secret or confidential must include a written reference to the applicable Act, law and/or regulation.**

MNRAAA reserves the right to reject a claim if it determines the proposer has not met the burden of establishing that the information constitutes a trade secret or is confidential. MNRAAA will not consider prices or costs submitted by the proposer to be a trade secret or confidential. Any decision by MNRAAA to disclose information designated by the proposer as a trade secret or confidential will be made consistent with the Minnesota Government Data Practices Act and other relevant laws and regulations. If certain information is found to constitute a trade secret or confidential, the remainder of the renewal proposal will become public; only the trade secret/confidential information will be removed and remain nonpublic.

C. Procurement Schedule*

- 08/01/13** Request for Renewal Proposals available to current nutrition services providers via MNRAAA website
- 09/03/13** Renewal proposals due to MNRAAA administrative office by 3:00 p.m.
- TBD** Nutrition Services Review Committee reviews renewal proposals and develops recommendations
- 10/02/13** MNRAAA Board makes 2014 Title III funding decisions
- 10/25/13** Contract negotiations completed
- 11/08/13** All required revisions submitted to MNRAAA
- 11/22/13** Contracts mailed for signature
- 12/12/13** Signed contracts due back to MNRAAA administrative office
- 01/01/14** Service delivery begins

*Schedule is subject to changes and/or additions as needed or as requested by the MNRAAA Board. Any changes to the schedule will be posted on the MNRAAA website – www.mnraaa.org.

6. RENEWAL PROPOSAL REVIEW AND AWARD PROCESS

A. Review and Recommendations

A Nutrition Services Review Committee will be established to review the renewal proposals and make recommendations for nutrition services funding awards.

Proposers are required to attend a Nutrition Services Review Committee meeting, present their renewal proposals and respond to questions. MNRAAA reserves the

right to require proposers' participation in additional meetings as requested by the MNRAAA Board. Based on the renewal proposal content and the proposer presentation, the Nutrition Services Review Committee will develop award recommendations for each renewal proposal and submit the recommendations to the MNRAAA Board.

B. Funding Awards

The MNRAAA Board will make funding awards at a regularly scheduled meeting. Awards will be based on examination of the Review Committee recommendations and consideration of renewal proposals that are in the overall best interest of the twenty-seven service area.

C. Notification of Selected Proposers

Proposers will be notified in writing of the action taken by the MNRAAA Board.

D. Negotiations Phase

Contract negotiations begin after the review and award process have ended. All items in a renewal proposal are negotiable. Renewal proposals will not be made public until contracts have been negotiated, signed and fully executed.