

Open Solicitation Plan
Open Solicitation #1139405 – Providers of Culturally Appropriate Meals for Seniors

As required by Montgomery County Procurement Regulations, Code of Montgomery County Regulations (COMCOR), Section 11B.00.01, et seq., Section 4.1.6.3 (a), the Department of Health and Human Services (DHHS) / Public Health Services is submitting this Open Solicitation Plan for approval by the Director, Office of Procurement, Montgomery County, Maryland.

Section 4.1.6.3 Procedure

- (1) Public Notice – Notice for this solicitation will be posted on the Montgomery County (County), Office of Procurement website. Additionally, a copy of the notice will be sent to current providers under Open Solicitation #1049656, which contracts under this Open Solicitation will replace.
- (2) Application Process – The DHHS Contract Management Team (CMT) will post a copy of the solicitation packet for this Open Solicitation at: <https://www.montgomerycountymd.gov/HHS-Program/COO/ContractMgmt/CMTCurSolicits.html>

The solicitation packet includes the following: 1) the Notice to Vendors that summarizes this Open Solicitation; 2) the Instructions and Minimum Qualifications document for this Open Solicitation; 3) the Application; and 4) the Pre-approved Form Contract including the Scope of Services and General Conditions of Contract Between County and Contractor and other attachments.

- (3) Criteria for accepting or rejecting applications – The solicitation packet contains the minimum requirements that applicants must meet. Applications will be reviewed by DHHS staff for acceptance or rejection, based on the solicitation criteria.
- (4) All applicants meeting the minimum qualifications listed in the Pre-Approved Contract will be eligible to receive contracts to provide services described in the Open Solicitation. The services to be provided under a contract resulting from this Open are consumer-driven, in that Contractors will be placed on a list of current providers of meals for seniors and consumers may choose a provider based on personal preference, openings available in the program, location/geographical accessibility, transportation availability, and cultural capability, including language capability.
- (5) Pre-Approved Form Contract – A Pre-Approved Form Contract is included in the solicitation packet. The solicitation packet also contains a description of the requirements identified on the Pre-Approved Form Contract (referred to as Scope of Services). Applicants will be required to execute a contract with the County using the Pre-Approved Form Contract (the “Form Contract”), including the General Conditions of Contract Between County and Contractor (“General Conditions”), and other attachments without modification.
- (6) Cost – The cost of contracts will not exceed available appropriations. Funds will be encumbered in purchase orders issued under the contracts by the Office of Procurement.
- (7) Cancellation – The County reserves the option to cancel this Open Solicitation at any

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time. Award of a contract under this Open Solicitation is subject to fiscal appropriations.

- (8) Changes to Forms - The County may update the Open Solicitation Form contract with updated versions of the forms listed below without issuing an amendment to the Open Solicitation:
- (a) General Conditions of Contract Between County & Contractor (PMMD-45);
 - (b) Minority Business Program & Offeror's Representation (PMMD-90);
 - (c) Minority-owned Business Addendum to the General Conditions of Contract between County and Contractor (PMMD-91)
 - (d) Minority, Female, Disabled (MFD) Person Subcontractor Performance Plan (PMMD -65)
 - (e) Wage Requirements for Services Contract Addendum to The General Conditions of Contract Between County and Contractor, and Wage Requirements Law Certification (PMMD-177); and
 - (f) Business Associate Agreement.

The updated forms will be applicable to new contracts entered into after the date they are added to the open solicitation; forms attached to previously executed contracts will remain in effect for these contracts unless formally amended by contract amendment.

NOTICE TO VENDORS

Montgomery County, Maryland (The County), through its Department of Health and Human Services (DHHS) Aging and Disability Services, Senior Nutrition Program is seeking applications from qualified and competent entities to serve as Nutrition Service Providers (NSPs) for various ethnic groups for congregate meal sites in Montgomery County, Maryland, serving senior adults over age 60. The County wishes to continue its promotion of better health for seniors through improved nutrition and wishes to reduce isolation by fostering socialization in settings where older adults can obtain supportive services such as nutrition education and physical fitness activities. Approved contractors will provide nutrition sites and management of those sites, as well as culturally appropriate meals and health promotion activities for clients.

A complete description of the Scope of Services is provided in the Open Solicitation packet. Interested providers/applicants may obtain a packet by visiting <https://www.montgomerycountymd.gov/HHS-Program/COO/ContractMgmt/CMTCurSolicits.html>.

The rates for the services under Open Solicitation #1139405 are set by the County and published at <https://www.montgomerycountymd.gov/HHS-Program/COO/ContractMgmt/CMTCurSolicits.html>.

Applicants are encouraged to carefully review all of the documents and information provided with this packet before completing and returning the Application/Vendor Information Form and approved Form Contract. Incomplete applications will not be processed.

The County will enter into a contract with all applicants who meet the minimum qualifications as described in the Form Contract (Article III., Minimum Qualifications) and are found to be a responsible organization. The County will sign the contract and return a copy to the applicant. The Form Contract with all Attachments will constitute the entire Contract. The applicant must sign the County's Form Contract which includes the General Conditions of Contract Between County and Contractor, Business Associate Agreement (Attachment B); and other Attachments, as written with no modification.

Questions regarding this open solicitation should be emailed to:
HHS.Open.Solicitations@montgomerycountymd.gov

INSTRUCTIONS TO VENDORS

I. **Submission Documents** – The following items must be submitted:

- A. **Form Contract and Contract Attachments**—the form contract must be filled out correctly and submitted. Please follow these steps:
1. **Sign:**
 - a. **Form Contract** – If the applicant is a corporation, an officer of the corporation with authority to sign contracts for the corporation must sign the Form Contract.
 - b. Business Associate Agreement (Attachment B);
 2. **PLEASE PUT YOUR ORGANIZATION’S NAME ONLY IN THE PARAGRAPH AT THE TOP OF THE PAGE. ENTER A DATE ONLY IN THE SIGNATURE BLOCK.**
 3. Submit ALL pages of the Form Contract (not just the signature page), including the attachments listed below:
 - a. General Conditions of Contract Between County & Contractor (Attachment A)
<https://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-45.pdf>
 - b. Guidelines for Agreement with Meal Provider (Attachment C)
 - c. Maryland Department of Aging Senior Nutrition Program Menu Policies (Attachment D)
- B. **Application Documents** - The following attachments are required and must be completed in its entirety and submitted, or the application will be rejected. The forms can be found at the procurement weblinks below:
- a. Business Associate Agreement (Attachment B)
<https://www.montgomerycountymd.gov/HHS/DoingBuswDHHS.html>
 - b. “Minority, Female Disabled (MFD) Person Subcontractor Performance Plan”– Please submit your MFD plan or request a waiver.
<https://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf>
 - c. “Wage Requirements for Services Contract Addendum to The General Conditions of Contract Between County and Contractor”.
www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf
 - d. *Optional * Applicants are encouraged to also complete the “Minority Business Program & Offeror’s Representation, however this form is not required.
www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf
 - e. Components of Meal Cost Form (Attachment E)
 - f. Application Form/Vendor Information Form. Please complete the Application Form/Vendor Information Form in its entirety. Applicants must check off profit or non-profit designation (Attachment F)
- C. **Certificate(s) of Insurance** - Applicants must provide evidence of meeting the insurance requirements set forth in Article VIII of the Pre-Approved Form Contract. Contact your insurance broker to obtain the Certificate based on the Mandatory Insurance Requirements contained in this solicitation.
- D. **Licenses/Certifications** – Copies of all required licenses and certifications as listed in Article III. - Minimum Qualifications of the Pre-Approved Form Contract as required by the State of Maryland, and federal regulations for nutrition services.
- E. **Proof of legal name** – Articles of Incorporation and Articles of Amendment, if applicable.

- F. IRS Form W-9, IRS Letter of Determination for Non-Profit status (if applicable), Proof of Good Standing with the State of Maryland Department of Assessments and Taxation Business Services (<https://egov.maryland.gov/BusinessExpress/Home/Index/>)
- G. Financial Information – A copy of your agency’s most recent audited financial statement. In the case of a sole proprietor, an applicant can submit the prior year’s tax return. All applicants must submit additional data as requested by the County to help determine financial responsibility and resolve any questions concerning their financial soundness.
- H. Narrative-A brief description of the organization and its mission, as well as a brief narrative description of the organization’s ability to provide the services described in the Pre-Approved Form Contract. Narratives must include descriptions of any relevant experience in providing the same or similar services as described in this Open Solicitation.
- I. A plan to meet the requirements specified in the Pre-Approved Form Contract. The plan must include the location and number of all proposed nutrition site(s), staffing for the site(s), descriptions of proposed schedule and health promotion activities, a description of the applicant’s procedures for obtaining voluntary financial contributions for the meals, and a description of the applicant’s procedures for providing all of the required records and reports to the County. In addition, each applicant must clearly indicate which ethnic group(s) will be targeted for services under its Contract.
- J. Sample menus must be provided with the application. If the applicant is directly preparing the meals, submit a sample four- to six-week cycle menu (cycles must change a minimum of three (3) times per year). If meals will be provided by a restaurant or caterer, you must also provide a copy of the written contract with the Meal Provider, the Meal Provider’s food service license, and the most recent inspection report from Montgomery County’s Licensure and Regulatory Services pertaining to the Meal Provider’s site and license in addition to the four- to six-week menu sample.
- K. Applicants must accurately complete the Components of Meal Cost form (Attachment E) to the Pre-Approved Form Contract) and submit it with the application. The completed Components of Meal Cost form must include a breakdown of the cost of each meal to be provided, including the cost of meals, delivery, supplies, site rental(s), food service license(s), staff, programming, and insurance. For each year that the Contract is in effect, the Contractor must submit the Components of Meal Cost form electronically to SNPmail@montgomerycountymd.gov. The Contractor must indicate on the form the total number of meals to be served on an annual basis and the total amount of funding requested for the year. The information provided on this form by all contractors with a Contract under this Open Solicitation will be one of the factors considered by the County when determining whether the uniform per-meal rate should be changed.

II. Instructions

As directed above in Section I, please complete, attach, sign the Pre-Approved Form Contract, and e-mail all documents to: Carol.Craig@montgomerycountymd.gov

All applicants meeting the minimum qualifications listed under Article III of the Pre-Approved Form Contract of this Open Solicitation will be awarded a contract for services. Applicants wishing to serve as contractors under this Open Solicitation must comply with all applicable licensing requirements and guidelines listed under Article III – Minimum Qualifications of this Open Solicitation for the services provided.

The County does not guarantee that any contractor will serve clients or receive a minimum number of clients per month from the County under a contract resulting from this Open Solicitation. The services to be provided under contracts resulting from this Open Solicitation are consumer-driven, in that Contractors will be placed on a list of current providers of meals for seniors, and participants may choose providers based on personal preference, availability of openings in the program, location/geographical accessibility, transportation availability, and cultural capability, including language capability.

Award of a contract under this Open Solicitation is subject to appropriation of funding.

The County reserves the right to cancel this Open Solicitation at any time.

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I. BACKGROUND

- A. Montgomery County, Maryland, through the Department of Health and Human Services (DHHS) Aging & Disability Services' Senior Nutrition Program (SNP), is seeking entities to serve as Nutrition Service Providers (NSPs), to provide nutrition sites and manage the sites. Services will include the provision of culturally appropriate meals and programs for eligible seniors and residents, including ethnic groups such as: African-American, Chinese, Korean, Kosher, Latino, Muslim, Vietnamese, and others. Applicants have the option to become a NSP for one or more groups. Programs to be provided for seniors at the nutrition sites must include physical fitness, nutrition education, and other opportunities for socialization to support seniors.
- B. Congregate nutrition services are funded under the federal Older Americans Act of 1965, 42 U.S.C. § 3001 et seq. The goal of the Older Americans Act is to promote the dignity and independence of older people, helping them to stay active and healthy, able to make informed decisions about health and long-term care options, and to remain in their homes and communities as long as possible. The goal of SNP is to promote better health through improved nutrition, reduce isolation through socialization, and coordinate programs with other supportive services. Nutrition services are available to everyone age 60 and over and their spouse of any age. The Older Americans Act requires that preference be given to those with the greatest economic and social need, with particular attention to low-income older individuals including low-income minority older individuals and older individuals with limited English proficiency. Thus, the County's SNP is especially interested in serving low-income minority seniors.
- C. The Contractor was selected under Open Solicitation #1139405, Providers for Culturally Appropriate Meals for Seniors, to provide services in accordance with the Open Solicitation and this Contract.

II. SCOPE OF SERVICES

The Contractor must provide the following services:

- A. The Contractor must provide nutrition services to all eligible residents (hereinafter referred to as "Participants") in Montgomery County. The Contractor must follow the eligibility criteria listed below:
 - 1. persons 60 years of age and older, and their spouse of any age;
 - 2. persons with disabilities under 60 years of age who are living with someone already enrolled in the program; or
 - 3. persons with disabilities under 60 years of age who live in a building where a nutrition site is located.

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- B. The Contractor's nutrition site(s) may be located in a variety of settings. The Contractor's site(s) must:
1. be located within Montgomery County;
 2. comply with State and local sanitation regulations;
 3. have a current Food Service Facility license, issued by Montgomery County, Maryland;
 4. have a ServSafe-certified Food Service Manager to supervise meal service from bulk foods and/or meal preparation (if applicable);
 5. be open a minimum of four (4) hours per day of service; and
 6. use only compostable or recyclable food service products, including straws, in accordance with the Montgomery County ban on the use of polystyrene foam.

If the Contractor wishes to add additional nutrition sites during the term of the Contract, the sites must first be approved by the SNP.

- C. The Contractor must provide a Site Director for each nutrition site and arrange planned publicized activities for the Participants in advance. At a minimum, these activities must include the following:
1. Evidence-based nutrition education, once per month, with accurate monthly electronic reporting of the number of Participants in attendance, via the link provided by the SNP. Nutrition education may be conducted in person and aloud or via distributed print materials.
 2. Physical fitness and other health-related activities daily.
 3. Nutrition screening of each Participant on the day they first participate and annually, as requested by SNP, using the electronic Participant Registration Form (link will be provided by the County).
 4. Other activities designed to meet the interests and needs of seniors.
- D. The Contractor must serve residents with disabilities in accordance with the Maryland Department of Aging policies and the federal Americans with Disabilities Act.
- E. The County will compensate the Contractor only for meals served which conform to the meal requirements listed in the Maryland Department of Aging Senior Nutrition Program Menu Policies, Attachment D, which complies with requirements mandated by the Maryland Department of Aging (MDoA). If the MDoA modifies its meal requirements in any way throughout the term of this Contract, the County reserves the right to modify Attachment D accordingly.

If the County modifies Attachment D, within 30 days of the effective date, the DHHS' Director or her/his designee will notify the Director, Office of Procurement, and the Contractor, and forward a copy of the revised attachment.

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To ensure that compensation will be paid for meals provided, the Contractor must have its menus approved by either a Registered Dietitian Nutritionist or by the County's Contract Monitor before using them. If submitting menus to the Contract Monitor for approval, the Contractor must submit menus monthly by the 1st of each month for meals to be provided in the next month.

- F. In the case of on-site meals prepared by the Contractor, the site must meet all State and local regulations for meal preparation, and a licensed ServSafe-certified Food Service Manager must be present for the duration of each meal preparation and service. If the meals are provided by an entity other than the Contractor, the Contractor must have a written agreement with the Meal Provider. Guidelines for this agreement are provided via Attachment C. A copy of the final signed agreement and any updates must be provided to SNP. The Meal Provider must meet State and local sanitation regulations. A copy of the Contractor's or the Meal Provider's ServSafe Certified Food Service license and the most recent health inspection report must be provided to the County's SNP before the Contractor or Meal Provider can begin serving meals to Participants. No Meal Provider with unresolved critical violations on the most recent health inspection report may be used. It is the Contractor's responsibility to monitor the health inspections of their Meal Provider on an ongoing basis.
- G. The Contractor must have all equipment and internet connectivity to submit all required records and reports electronically via the link provided by SNP, as described in Article IV, Records and Reports, of this Contract. Hard copies of registration forms, and other paper records are not permissible. All documents must be submitted electronically. This includes the Participant Registration Form, which must be entered into the electronic form by the Contractor.
- H. The Contractor must make agreed-upon adjustments to the provision of meal service in the event of an officially declared public emergency, as declared locally, by the State, or nationally.
- I. The Contractor must take and record meal temperatures on each service day on all prepared menu items and any milk provided. One temperature reading for each menu item must be taken on delivery, and immediately before meal service. This includes cut fruits and vegetables, but not whole fruits and vegetables. A copy of the temperature record for each month must be submitted using the form provided by the SNP and must be submitted electronically with the invoice for the month.
- J. The Contractor must encourage Participants, in a non-coercive way, to make voluntary financial contributions for meals provided under this Contract. The Contractor must provide a mechanism for Participants to make these financial donations. All donations will be kept by the Contractor and must be used to provide additional meals to the Participants. However, the Contractor must report amounts received to SNP monthly and submit the information electronically via the link that will be provided when this Contract is executed. The Contractor must keep a record of monthly expenditures from these funds

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and all receipts associated with this expenditure for a period of three (3) years and must be prepared to provide access to these records to the County during annual monitoring.

- K. The Contractor must submit the Components of Meal Cost Form (Attachment E), in the format required by the SNP, by July 31st of each year the Contract is in effect.
- L. The County has the right to perform unannounced, on-site monitoring visits to evaluate the provision of services in accordance with the terms of the Contract and reserves the right to access all program files and materials of the Contractor. The Contractor must maintain program files for a minimum of three (3) years following the termination or conclusion of the Contract.
- M. The Contractor must comply with DHHS Background Clearance policy requirements for staff, subcontractor and volunteers serving clients (please see link below for policy).
<https://www.montgomerycountymd.gov/HHS/DoingBuswDHHS.html>
- N. The Contractor must comply with all federal, State, and local laws and regulations governing privacy and the protection of health information, including but not limited to, the Health Insurance Portability and Accountability Act. The Contractor must sign a Business Associate Agreement with the County prior to execution of this Contract and comply with its provisions.

III. MINIMUM QUALIFICATIONS

- A. All applicants meeting the minimum requirements listed below will be eligible to receive a Contract. The Contractor must comply with these “Minimum Qualifications” for the duration of the Contract term.
 - 1. The Contractor, or their contracted Meal Provider, must have and maintain, for the term of this Contract and any subsequent renewal terms, a current Food Service Facility license, issued by Montgomery County, Maryland; and have a ServSafe-certified Food Service Manager to supervise meal service or meal preparation at the sites. Meals delivered pre-plated do not require an onsite ServSafe-certified Food Service Manager to supervise distribution, but do require that a ServSafe-certified Food Service Manager supervise the packing.
 - 2. The Contractor must provide lunch meals that meet the current Meal Requirements listed in Attachment D (Maryland Department of Aging Senior Nutrition Program Menu Policies) of the Pre-Approved Form Contract. Attachment D complies with requirements mandated by the Maryland Department of Aging and may be updated from time to time.
 - 3. The Contractor must also have the capacity to provide activities for Participants to include, but are not limited to, nutrition education activities as directed by the SNP, physical fitness activities daily, and other activities designed to meet the needs of senior adults.

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4. Final approval of an applicant to provide services under the Contract will require evidence of a food service license for each site and approval by the Director, SNP and at the sole discretion of the County.
5. All Contractors must accept the County's fee structure that is detailed in Article V – Compensation, of this Contract.

IV. RECORDS AND REPORTS

- A. The Contractor must complete the electronic Participant Registration Form via the link provided by SNP for each person who receives one or more meals on the first day of their participation and annually thereafter. The Contractor must provide the necessary equipment and connectivity to complete registrations electronically.
- B. On an annual basis and at the direction of the SNP, the Contractor must require each Participant to update their electronic registration form. If desired, a list of Participants and their anniversary dates can be provided to the Contractor by SNP.
- C. The Contractor must also administer an annual survey of all active Participants electronically using the link provided by the SNP.
- D. As a result of changing State of Maryland or Federal requirements, the SNP may need to impose additional information requirements from time to time.
- E. As a result of improvements and efficiencies, the SNP may change the reporting methods to accommodate emergencies and newly available technology.

V. COMPENSATION

- A. The County will compensate the Contractor on a fixed rate, per-meal basis. The County establishes a maximum per meal rate as stated in the Meal Rate Schedule (Attachment G). The Contractors are required to submit a Components of Meal Cost Form (Attachment E) annually to the County's Contract Monitor to verify their average cost per meal. The Contractors are paid per their average cost per meal, Attachment E, unless the average cost per meal exceeds the maximum per meal rate, in which case they will be paid the maximum per meal rate stated in Attachment G. The County's set Meal Rate Schedule (Attachment G) will be posted on the DHHS website <http://www.montgomerycountymd.gov/HHSprogram/coo/contractmgmt/cmtcursolicits.html>.
- B. The County may, at its option and as fiscal appropriation allows, adjust the Meal Rate Schedule (Attachment G) for this Solicitation. The County will ensure that the compensation maximum rates set in the Meal Rate Schedule are fair and reasonable. Adjustment of the Meal Rate Schedule for this Solicitation will be accomplished without having to reissue this Open Solicitation.

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In the event these rates change, within 30 days of the effective date, the Department of Health and Human Services' Director or her/his designee will notify the Director, Office of Procurement, and the Contractor and forward a copy of the revised rate sheet indicating the effective date of the new rates to both.

- C. The County will issue a Purchase Order(s) to the Contractor for each federal fiscal year the Contract is in effect. No services under this Contract must begin until the Contractor receives from the County a Purchase Order. The Contractor must not perform any services in excess of the amount stated on the Purchase Order. The County will not pay the Contractor for services performed that exceed the Purchase Order amount(s) issued under this Contract.
- D. The Contractor is responsible for monitoring the services it performs and charges against any issued Purchase Order(s) to ensure that it does not perform services in excess of issued Purchase Order(s) amounts.

VI. INVOICES

- A. The Contractor must submit monthly invoices electronically to the County in a format approved by the County for services provided under this Contract. All invoices and supporting documentation must be submitted via email to SNP.Invoices@montgomerycountymd.gov within fifteen (15) days of the close of each month. The Contractor's invoices must be based on the rate per meal specified in Article V, Paragraph A. All payments of invoices under this Contract are subject to County approval and acceptance prior to payment. The County will make payment on approved invoices within thirty (30) days of the County's receipt, acceptance and approval of the Contractor's invoice and supporting documentation, including all required reports. All invoices to the SNP must contain the following information:
 - 1. A list of the Participants' names with number of meals each Participant received during the invoice period;
 - 2. Total number of eligible meals and the total number of individual seniors served;
 - 3. Meal temperatures taken on a daily basis for both hot and cold food for the entire month.
- B. The Contractor must also submit the required electronic reports as required in Article IV. Records and Reports, Paragraph A-E. Upon receipt, acceptance, and approval of the Contractor's invoice, the County will make payment, net 30 days.

VII. TERM

This Contract will become effective on date indicated on the signature page, upon signature by the County's Director, Office of Procurement, and will be for an initial two-year term. Before the Contract term ends, the Director may (but is not required to) renew this Contract, if the Director determines that renewal is in the best interest of the County. The Contractor's satisfactory performance does not guarantee renewal of this Contract. The Director may exercise this option to

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renew the Contract for two (2) additional two-year terms. Any additional renewal of this Contract is contingent on fiscal appropriations and the approval of the Contractor.

VIII. GENERAL CONDITIONS AND INSURANCE

The attached General Conditions of Contract Between County and Contractor (“General Conditions”) (Attachment A) are incorporated by reference and made part of this Contract. The following insurance requirements supersede those outlined in the General Conditions:

Prior to the execution of the Contract by the County, the Contractor must obtain, at their own cost and expense, the *minimum* insurance coverage with an insurance company/companies licensed to conduct business in the State of Maryland and acceptable to the County’s Division of Risk Management. This insurance must be kept in full force and effect during the term of this Contract, including all extensions.

The insurance must be evidenced by a certificate of insurance, and if requested by the County, the Contractor shall provide a copy of the insurance policies and additional insured endorsements. The minimum limits of coverage listed below shall not be construed as a limitation of any potential liability on the part of the proposed awardee/contractor to the County nor shall failure to request evidence of this insurance in any way be construed as a waiver of proposed awardee/contractor’s obligation to provide the insurance coverage specified. The Contractor's insurance shall be primary. Subject to applicable law, the insurance companies providing insurance coverage, as referenced in this agreement, may not limit coverage to their insured, or the County as an additional insured, to stated minimum amount(s) of insurance referenced in this contract/agreement.

Commercial General Liability

A minimum limit of liability of *one million dollars (\$1,000,000), per occurrence* for bodily injury, personal injury and property damage coverage per occurrence including the following coverages:

- Contractual Liability
- Premises and Operations
- Independent Contractors & Subcontractors
- Products and Completed Operations

Commercial Automobile Liability Coverage

A minimum limit of liability of *one million dollars (\$ 1,000,000)*, per occurrence, for bodily injury and property damage coverage per occurrence including the following:

- owned automobiles
- hired automobiles
- non-owned automobiles
- loading and unloading

Worker's Compensation/Employer's Liability

Meeting all statutory requirements of the State of Maryland Law and with the following minimum Employers’ Liability limits:

- Bodily Injury by Accident - \$100,000 each accident***
- Bodily Injury by Disease - \$500,000 policy limits***

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Bodily Injury by Disease - \$100,000 each employee

Additional Insured

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees, must be included as an additional insured on an endorsement to Contractor's commercial general, automobile insurance, and contractor's excess/umbrella insurance policies if used to satisfy the Contractor's minimum insurance requirements under this contract, for liability arising out of contractor's products, goods and services provided under this contract. The stipulated limits of coverage above shall not be construed as a limitation of any potential liability of the contractor.

Policy Cancellation

Should any of the above policies be cancelled before the expiration date thereof, written notice must be delivered to the County in accordance with the policy provisions.

Certificate Holder

Montgomery County, MD
HHS / Contract Management Team
401 Hungerford Drive, 6th floor
Rockville, Md 20850

IX. PRIORITY OF DOCUMENTS

The following documents are incorporated by reference and made a part of this Contract and are listed in the following order of precedence to be applied in the event of a conflict in their term:

- a. This Contract Document;
- b. The General Conditions of Contract Between County and Contractor (Attachment A);
- c. Business Associate Agreement (Attachment B);
- d. Guidelines for Agreement with Meal Provider (Attachment C);
- e. Maryland Department of Aging Senior Nutrition Program Menu Policies (Attachment D);
- f. Components of Meal Cost Form (Attachment E);
- g. Application/Vendor Information Sheet (Attachment F); and
- h. Meal Rate Schedule (Attachment G).

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Signature Page

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This Contract, which incorporates the approved Form Contract, General Conditions of Contract Between County and Contractor and all required forms under Priority of Documents, copies of which have been provided to the Contractor, is effective this _____ day of _____, 20____ by and between _____ hereinafter referred to as the "Contractor" and Montgomery County, Maryland, (the "County"). This Contract will become effective on the date of signature by the Director, Office of Procurement. This Contract and any renewals or extensions of this Contract are subject to the appropriation of funds.

Part A: Contractor's Offer to Provide Services:

(Prospective Contractor Must Complete)

Contracting Corporation, Partnership, Limited Liability Company OR Proprietorship

Agency Name

Signature*

Typed

Title

Date

Part B: County Acceptance:

MONTGOMERY COUNTY, MARYLAND

Avinash G. Shetty, Director
Office of Procurement

Signature Date

RECOMMENDATION

James C. Bridgers, Jr., Ph.D., MBA, Acting Director
Department of Health and Human Services

Date

This form has been approved as to form and legality by the Office of the County Attorney.

*** Must be signed by corporate officer or person legally authorized to bind organization to a contract.**

ATTACHMENT C

GUIDELINES for AGREEMENT with MEAL PROVIDER **Department of Health & Human Services** **Senior Nutrition Program**

The Agreement must be typed on letterhead paper for the ethnic program or the Meal Provider and signed and dated by both parties. If it is typed on the ethnic program's letterhead, the name, address and telephone number of the Meal Provider must be given in the Agreement.

The following must be included in the agreement:

- (1) Cost of each meal with a statement that payment is to be made by the ethnic program.
- (2) Procedure to order meals including when they will be ordered, day(s) of service and approximate number of meals each day.
- (3) Procedure to transport the meals to the ethnic program:
 - Include who will transport the meals and time of pick-up or delivery to the site.
 - Food must be put in insulated carriers just before the driver leaves the Meal Provider's kitchen.
 - At arrival at the site, food temperatures must be taken and must be at least 135°F (hot food) **or** no more than 41°F. (cold food).
 - Upon meal service, food temperatures must be taken and must be at least 165°F (hot food) **or** no more than 40°F. (cold food).
- (4) Meal requirements with sample menus for four (4) weeks.
- (5) A statement regarding other items for the meal than food (for example, disposable products) that will be provided by the Meal Provider.
- (6) A statement regarding any items for the meal, including food, that will be provided by the ethnic program.
- (7) Duration of the agreement, stating that total meals will not exceed _____, and total amount will not exceed \$_____.
- (8) Notice required to terminate the agreement.

ATTACHMENT D

MARYLAND DEPARTMENT OF AGING SENIOR NUTRITION PROGRAM MENU POLICIES

I. PURPOSE

Menu standards are developed to sustain and improve Senior Nutrition Program (SNP) participants' health through the provision of safe and nutritious meals using specific guidelines. These guidelines shall be incorporated into all requests for proposals/bids, contracts and open solicitations for meals.

Each meal served by the Older Americans Act-funded nutrition services provider must meet the current USDA/HHS Dietary Guidelines and must contain at least 33-1/3 percent of the current Dietary Reference Intakes (DRI) as established by the Food and Nutrition Board of the National Academy of Science-National Research Council, 66-2/3 if two meals are provided and 100 percent of the DRI if 3 meals are provided per day.

Requirements For Two Meals Daily

1. Congregate and home delivered meal providers serving two meals per day must furnish a total of two-thirds of the RDA.
2. If the two meals are not served to the same population, **each** meal must meet the requirements for one meal.
3. In the senior center environment, it is difficult to track whether the populations are the same. If unknown, it is assumed that the participants are two different populations and each meal must meet the requirements for one meal per day.

Requirements for Three Meals Daily

1. Congregate and home delivered meal providers serving three meals per day to the same population must provide 100% of the RDA.
2. In the senior center environment, it is difficult to track whether the populations are the same. If unknown, it is assumed that the participants are different populations and each meal must meet the requirements for one meal per day.

In order to comply with federal Older Americans Act regulations, Maryland-based SNP programs will begin implementing a progressive reduction in sodium per meal (averaged over one month) which includes:

1,400 mg, effective FY2014 (October 1, 2013)

1,200 mg, effective FY2015 (October 1, 2014)

1,000 mg, effective FY2016 (October 1, 2015)

Section VI, B. (Protein Foods) contains additional guidance for meeting these sodium requirements for SNP programs that do not utilize nutrient analysis.

A key goal of the SNP is nutrition education. Menus can be an excellent vehicle to relate the beneficial nutrient content of our meals to clients, their families and potential referral sources. AAAs are encouraged produce menu materials that reflect how their menus meet the 2010 Dietary Guidelines by use of graphics, icons and

other tools. The Dietary Guidelines and associated nutrition education materials can be found at <http://health.gov/dietaryguidelines/2010.asp>.

The 2010 Dietary Guidelines established subgroups within the fruits and vegetables category, which are reflected in a new, optional meal pattern categories and RD Approval Form.

II. NUTRITIONAL ASSURANCES

Each AAA is responsible for ensuring that meals served by SNPs meet the Maryland Department of Aging (MDoA) Menu Policies requirements. The nutritional value of menus shall be confirmed either by (1) Nutrient Analysis or (2) conformance to the Meal Pattern. It is the AAA/SNPs responsibility to determine whether Nutrient Analysis or Meal Patterns will be utilized to plan a menu and evaluate its nutritional sufficiency. See Appendix A for Menu Approval Forms.

A. Nutrient Analysis versus Menu Pattern Requirements and Approval

In every case, a planned SNP menu must be reviewed and approved by a Registered Dietitian (RD). AAAs may choose whether to utilize either the Nutrient Analysis or either one of the two Menu Pattern approval processes for each menu type served.

Catering Contract Tip:

SNPs may require a contractor to have a dietitian on staff to certify their menus

I. Nutrient Analysis:

SNPs utilizing this option for menu review are not required to meet the Menu Pattern requirements. SNPs may utilize this option if either the organization or their contractor, has access to nutrient analysis software and the program utilized incorporates accurate information regarding the actual foods served. Examples of nutrient analysis software include:

Computrition – www.computrition.com
Food Processor, ESHA Research – www.esh.com
DINE Healthy – www.dinesystems.com
Mealformation Software – www.mealformation.com
NutriBase Software – www.nutribase.com

In addition, meal-based nutrient calculation is available at no cost at – www.supertracker.usda.gov

Catering Contract Tip:

SNPs may consider requiring a contractor to provide nutrient analysis for review on a periodic basis, for example quarterly, or at the initiation of a contract even if they plan to review menus using a Menu Pattern Approval Form.

II. Meal Pattern (Two Types: Standard or Sub-Group)

A menu may be reviewed and approved by an RD using the Meal Pattern method. This method is typically employed when an RD does not have access to nutrient analysis software, but may also be selected for other reasons, such as

ease of use when making substitutions. A menu item (eg, broccoli, chicken) may only count towards meeting one meal pattern component, unless otherwise noted in the MEAL PATTERN REQUIREMENTS section.

An AAA may choose whether the RD reviewing their menus shall utilize the Standard or Sub-Group of approval.

Careful appraisal of the actual foods purchased and utilized in the preparation of the meals is therefore required in order to adequately determine whether the MDoA Menu Policies will be met by the planned menu. AAAs are therefore encouraged to establish requirements for caterers to provide nutrient analysis and/or require provision of food product labels and nutritional information to the RD. An AAA should, in all cases, have the ability to review any food products prior to their being utilized within the SNP meals.

A major focus of the Dietary Guidelines is moderate sodium (eg, salt) intake, and therefore the MDoA Menu Policies have established maximum sodium content per meal, averaged over a month. To assist SNPs in determining if food products meet the sodium limits, please refer to Chart 1, below, and review the Protein Foods section.

Chart 1: Food and Drug Administration Regulations for Low Sodium Labeling Terminology

Terms	Sodium Amount
“Sodium Free”	Less than 5 milligrams per serving
“Very low sodium”	35 milligrams or less per serving
“Low sodium”	140 milligrams or less per serving
“Reduced Sodium”	Usual sodium level is reduced by 25%
“Unsalted, no-salt-added, or without added salt”	Made without the salt that is normally used, but contains the sodium that is a natural part of the food itself.

B. AAA Menu and Approvals Documentation Retention

Required AAA documentation includes:

1. A Menu Approval Form, checked and signed by a Registered Dietitian (RD).
2. The respective menu(s) which correspond to the signed RD approval form.

Program Administration Tip:
 Keep a file for each year (October 1 – September 30) where you place each menu with it’s RD approval form attached, so it is ready for review when your program is monitored

Documentation must be maintained on file for a period of no less than 3 years at each AAA providing Title IIC meals, even if a contractor serves several AAAs and the AAA is not directly responsible for contracting with the Registered Dietitian reviewing the menus.

Each menu type served by an AAA (eg, standard, special meals, emergency meals, cold plates, ethnic meals, etc.) must have separately signed and documented menus, each with their own signed Menu Approval Forms to verify that every meal type served meets minimum MDoA menu policy requirements. Annual MDoA monitoring reviews will include an audit of menu documentation for the previous 12 month period.

III. MENU PLANNING, USAGE AND POSTING

The following are the requirements for planning and utilizing menus. Menus must be:

1. planned in advance for a minimum of one month. Repetition of entrees shall be kept to a minimum. If a cycle menu is utilized, there shall be at least three cycles per year.
2. certified in writing by a Registered Dietitian as meeting the current Dietary Reference Intakes (DRI) based on the meal pattern.
3. posted in a conspicuous location in each congregate meal site, or provided to Home Delivered Meal clients, so as to be available to all participants.
4. adhered to. However, it is known that menus are subject to change with the seasonal availability of food items and unanticipated events. AAA Policy and Procedure manuals must indicate which staff person at the AAA is qualified to approve substitutions.
5. on file, including documentation of menu changes made after the RD has approved the menus, for at least three years.

To assure that each participant is offered a meal which meets the minimum nutritional requirements, the first meal served at each nutrition site or portioned for home delivered participants, should be accurately weighed or measured by volume to provide a visual standard of reference for portion size when serving the remainder of meals. Portion control utensils should be used when serving food. Standardized recipes must be implemented to assure consistent nutritional content and adequate portion size of meals.

Program Administration Tip:

Approved menu changes can be written onto the typed menu and retained in your files. Or, consider having a list of substitutions for each month's menu.

Salt substitutes shall not be provided. Sugar substitutes, pepper, herbal seasonings, lemon, vinegar, non-dairy coffee creamer, salt and sugar may be provided, but shall not be counted as fulfilling any part of the nutritive requirements.

IV. POPULATIONS WITH MEDICAL NEEDS

AAAs may offer therapeutic diets where feasible and appropriate to meet the particular health-related dietary needs of its participants; these diets may include meals that are mechanically altered

(mechanical soft or puree diets) or which are part of a medical regime (eg, renal (pre-dialysis), bland, carbohydrate restricted, dialysis diets). AAAs shall establish policies and procedures that detail eligibility criteria for persons receiving these meals. Meals for participants who require therapeutic diets may be offered only when the modified meal can be obtained from a facility where a licensed dietitian-nutritionist provides oversight of the meal preparation.

Liquid nutritional supplement may be provided to participants with limited usage as outlined in below. Conventional meals are highly preferred over liquid nutritional supplements.

1. AAAs shall establish policies and procedures that detail eligibility criteria for persons receiving liquid nutritional supplements, if they are provided.
2. Liquid nutritional supplements may not replace a meal except by a physician's order or emergency/disaster situation if a meal cannot be provided and should be used only in extenuating circumstances.
3. Liquid nutritional supplements are optional, per agency discretion.

V. SPECIAL MEALS

All emergency, shelf stable and/or other special meals must meet the same menu requirements as conventional meals.

AAAs are encouraged to provide emergency meals to both congregate and home delivered meals participants, as feasible. Emergency, shelf stable meals are useful throughout the year, as weather emergencies and other significant natural events may occur unexpectedly regardless of season. Emergencies may impair the SNP's ability to deliver meals for a number of days at any time during the year.

Emergency Meals Packaging Requirements:

The package shall include menus to instruct the clients how to combine the foods to meet the meal requirements.

If the meal is frozen, heating instructions should be provided.

Cans are to be easy to open, with pull tabs whenever possible.

Foods must be labeled with a use by/expiration date.

SNPs may also offer special meals to recognize holidays, birthdays or other occasions and events. These meals tend to feature additional menu items or more expensive foods than the typical meals served.

VI. MEAL PATTERN REQUIREMENTS

A. Milk and Milk Alternatives

Requirement: Each meal shall offer 8 ounces of milk, or equivalent milk product, as listed below.

(one source per meal; partial servings not permitted)

Catering Contract Tip:

SNPs may indicate the minimum number of items that must be served to make a complete meal, so that participants will be provided meals with sufficient "plate appeal". For example, some SNPs feel that no fewer than 3 items should be served on a participant's plate, in addition to milk/milk product item. This may particularly apply when combination foods eg, lasagna, are served.

Milk and Milk Products

- 8 oz of fortified milk, lactose-reduced or buttermilk (fat free or 1%, may be flavored)
- 8 oz calcium-fortified soy/rice/almond milk (fat free or 1%, may be flavored)
- 6 oz of fat free or low fat yogurt (fruited or non-fruited)
- 1/3 cup Nonfat dry milk powder must have serving of water to accompany

Milk Alternatives

If milk/milk products are not preferred as evidenced by documented feedback from the SNP participants or to address food safety concerns, a milk alternative may be provided. Serving sizes may vary, depending on the product used. A milk alternative must contain at least 250 mg calcium per serving as provided to participants.

- 1 ½ oz of cheese
- ½ cup calcium processed tofu Calcium fortified, ready to eat cereal Powdered calcium-fortified beverage mix; must have serving of water to accompany
- 4 -6 oz of calcium fortified juice
- 3 oz Sardines (with bones)
- Liquid nutritional supplement

<p>Catering Contract Tip: SNPs may require a specific milk/milk alternative, such as low-fat milk, to be served with meals based on client preferences.</p>
--

Use of milk alternatives to meet other meal component requirements

If a milk alternative is used in a meal, it *may* also count towards another meal pattern component, if it is provided in amounts adequate to meet the minimum serving sizes of the second component. Generally, it is recommended that SNPs avoid this “double counting” to maintain plate appeal for participants and to meet the minimum nutrient requirements for the meal.

Examples:

6 ounces calcium fortified orange juice (250 mg Calcium) = One Milk Alternative and also One Fruit/Vegetable.

3 oz Sardines = One Milk Alternative and also One Protein Food

Religious Preclusion of Milk and Milk Products

If religious requirements preclude the acceptance of a milk or milk alternative, it may be omitted. In such cases, nutrition education which specifically, but not exclusively, includes information on high calcium food and beverage sources, must be provided to participants at least twice per year, and documentation maintained at the AAA. For example, information can be provided to participants regarding additional food and beverage choices they can make at other meals throughout the day to obtain adequate calcium intake.

B. Protein Foods

Requirement: A meal shall contain at least 3 oz or a minimum of 18 grams of protein in the meat/meat alternative when one meal a day is served. Two-ounce portions containing at least 14 grams of protein per meal may be served when a second or third meal is served daily.

Breading (eg, breaded fish patty) does not count towards meeting the serving size requirement and such breading does not count towards the grain/starch requirement.

One ounce-equivalent protein food includes the following:

- 1 egg
- ½ cup (4 oz) legumes (beans and lentils)*
- 1 ounce cooked meat, fish, poultry
- 1 oz cheese
- 2 tablespoons peanut butter
- 1/3 cup nuts
- ¼ cup cottage cheese
- ¼ cup raw, firm tofu

Note: a 3 oz. serving of meat is the size of a deck of cards.

*Dried beans and lentils are in both the Protein Foods and the Grains/Starches group, however, can count as only one group in a meal. Legume dishes include: lima, kidney, black-eyed or split peas, navy, black, pinto or garbanzo beans, lentils, and soybeans.

1. Ground meat may be served no more than:

- 2 times per week when serving 1 meal per day
- 4 servings per week when serving 2 meals per day
- 6 servings per week when serving 3 meals per day

Examples of ground meat are ground beef, chicken, pork and turkey. It does not include formed meat products (e.g. rib patty) or shredded meats.

2. Three ounces of seafood is recommended to be served once a week for one meal per day, 5 ounces for two meals per day, and 8 ounces for three meals per day. Seafood includes fish (including “imitation crab” made from fish meat) and shellfish (eg, shrimp, oysters, crab).

Meeting the Sodium Requirements for the Meal

Typically, the entrée contributes the majority of the sodium in a meal and can also be the most variable in sodium content, depending on the Protein Food selected as well as any sauces, gravies and other seasonings which may be added.

The following tool is provided for programs which utilize the meal pattern method, as this process does not determine the exact nutrient content of each meal:

To meet the 1,400 mg level by October 1, 2013:

The sodium in the Protein Food should not exceed 1,000 mg per serving. High sodium foods (e.g. processed cheese, hot dogs, sausage, bacon, ham, cold cuts, etc) are not recommended, unless replaced with a low-sodium version, more than:

- Twice per week for 1 meal per day
- Four times per week for 2 meals per day
- Six times per week for 3 meals per day

To meet the 1,200 mg level by October 1, 2014:

The sodium in the Protein Food should not exceed 800 mg. High sodium foods (e.g. processed cheese, hot dogs, sausage, bacon, ham, cold cuts, etc) are not recommended, unless replaced with a low-sodium version, more than:

- 6 times per month for 1 meal per day
- Twice per week for 2 meals per day
- Three times per week for 3 meals per day

To meet the 1,000 mg level by October 1, 2015:

The sodium in Protein Food should not exceed 600 mg. High sodium foods (e.g. processed cheese, hot dogs, sausage, bacon, ham, cold cuts, etc) are not recommended, unless replaced with a low-sodium version, more than:

- Once a week for 1 meal per day
- 6 times per month for 2 meals per day
- Twice per week for 3 meals per day

C. Fruits and Vegetables

Requirement: Four ounces (drained weight) of vegetables or fruits, per serving, must be included in any stew, soup, casserole, gelatin or other combination dish if serving a vegetable/fruit in the menu plan.

The 2010 Dietary Guidelines established subgroups within the fruits and vegetables category, which are reflected in an optional meal pattern category entitled, “Sub-Groups”. The list in Appendix C shows the Fruits and Vegetables that are within each sub-category.

“Standard Meal Pattern” requirements for Fruit/Vegetable:

Fruit and Vegetable	1 meal per day	2 meals per day	3 meals per day
(Vitamin A & C servings can be met by either Fruit/Vegetables or Starchy Vegetables)	2 rich or 4 fair Vitamin A servings per week	4 rich or 8 fair Vitamin A servings per week	6 rich or 12 fair Vitamin A servings per week
	1 rich or 2 fair Vitamin C servings daily	2 rich or 4 fair Vitamin C servings daily	3 rich or 6 fair Vitamin C servings daily

“Sub-Group Meal Pattern” requirements for Fruit/Vegetable:

Fruit and Vegetable	1 meal per day	2 meals per day	3 meals per day
(Sub-Group servings can be met by either Fruit/Vegetables or Starchy Vegetables	3 red, orange, orange-yellow per week	6 red, orange, orange-yellow per week	9 red, orange, orange-yellow per week
	1 dark green per week	2 dark green per week	3 dark green per week

Vegetables and fruits are an important parts of the SNP meal. They not only enhance its flavor and appeal but also its nutritional quality. Lightly cooked and uncooked fruits and vegetables retain more of their natural nutrient and fiber content. Fresh fruits and vegetables should be purchased in season when they are abundant and most economical. Use of canned vegetables is discouraged due to added sodium in these products.

The physiological needs of seniors, however, must be considered when selecting and preparing vegetables. Chewing raw or lightly cooked items may be too difficult for some, especially those with dental problems.

Vegetables and fruits are generally good sources of fiber, low in fat, and are often the main sources of vitamins A and C and folic acid.

1. FRUIT

A serving of fruit is generally:

- ½ cup cooked, frozen or canned, drained fruit (eg, apple, pear, banana, etc)
- ½ cup 100% fruit juice
- 1/3 cup cranberry juice
- ¼ cup dried fruit
- 15 grapes

Fresh, frozen or canned fruit must be packed in its own juice or water. All juices must be 100% juice.

Fresh fruit may be cut, sliced or peeled for easy manipulation by the client.

2. VEGETABLES

A serving of vegetables is:

- ½ cup cooked, drained fresh, frozen, canned or raw vegetable (eg, green beans, peas, etc)
- 1 cup raw leafy greens and shall consist of at least 3 different vegetable greens
- ½ cup tomato juice*
- ½ cup 100% vegetable juice*
- * low sodium versions may be necessary to meet the sodium limits per meal.

Lettuce and tomato served as a garnish or on a sandwich is a condiment and does not count as a serving of vegetables.

Note: Potatoes, corn and dried beans, split peas and lentils are counted a serving from the Grains/Starchy Vegetable Group (see listing on following page).

3. Fruit and Vegetables: 2010 Dietary Guidelines Subgroups. Please refer to Appendix C.

D. GRAINS/STARCHY VEGETABLES

Requirement: 2 servings for one meal per day, 4 servings for two meals per day, and 6 servings for three meals per day. Whole grains (whole wheat, oats, brown rice, wild rice, popcorn, whole rye, and whole grain multi- grains) must be served at least:

- 3 times per week for 1 meal per day
- 6 times per week for 2 meals per day
- 9 times per week for 3 meals per day

Dried beans and lentils are in both the Protein Food and the Grains/Starchy Vegetable group, however, can count as only one group in a meal. Legume dishes include: dried beans, split or black-eye peas and lentils such as lima, kidney, navy, black, pinto or garbanzo beans, lentils, and soybeans. Legumes must be served at least:

- 1 time per week for 1 meal per day
- 2 times per week for 2 or 3 meals per day



Catering Contract Tip:
SNPs may consider requiring at least 2 seasonal fruits and/or vegetables per week, providing a list of examples for each season.

When selecting whole grain breads and other grain products, choose ones that include the word “whole” as part of the first item on the ingredient list, such as “whole grain” or “whole wheat.” Another way of ensuring a whole grain product is to look for the “Whole Grain Stamp” (<http://www.wholegrainscouncil.org>). The “100% Stamp” indicates that the food contains a full serving of whole grain whereas the “Basic Whole Grain Stamp” appears on products containing at least half a serving of whole grain per labeled serving.

Serving sizes for Grains:

- | | |
|-----------------------------------|------------------------------------|
| 1 slice (1 oz) bread | 1 biscuit, 2.5” diameter |
| ½ cup cooked pasta, rice, noodles | 1 waffle, 4-5” diameter |
| 1 ounce ready-to-eat cereal | 1 slice French toast |
| 1 small (2 oz) muffin | ½ English muffin |
| 2” cube cornbread | 4-6 crackers (1 oz) |
| 1 tortilla, 6” diameter | 1 pancake, 4” diameter |
| ½ bagel, 3-4” diameter | ½ large hotdog/hamburger bun, 1 oz |
| 1 small sandwich bun | ½ cup bread dressing/stuffing |
| ½ cup cooked cereal | |

Serving size for Starchy Vegetables:

A serving is ½ cup.

Starchy Vegetables include:

Potatoes	Lima, Kidney, Garbanzo, Black and Pinto beans
Sweet potatoes	Lentils
Corn	Black-eyed peas
Yams	Split peas
Plantains	Soybeans

E. Vitamin A and Vitamin C Requirements – Standard Menu Pattern

Vitamin A Requirements

1. When the meal pattern is followed, Vitamin A rich foods must be served 2 to 3 times per week for one meal per day.
2. When serving 2 meals per day, vitamin A rich foods must be served 4 to 6 times per week.
3. One rich source or two fair servings may be used to meet the requirements.
4. One serving of carrots or sweet potatoes/yams is equivalent to 3 servings of vitamin A rich sources.

Vitamin A Food Sources

Rich sources:

Apricots	Kale
Cantaloupe	Mango
Carrots	Spinach
Collard greens	Turnip greens, other dark green leaves
	Winter squash (Hubbard, Butternut)

Fair sources:

Tomato Sauce	Broccoli
Vegetable Juice	Pumpkin

Vitamin C Requirements

1. For each meal, vitamin C may be provided as one serving of a rich source, 2 half servings of rich sources or 2 servings of fair sources.
2. When serving one meal per day, 1 rich or 2 fair sources must be served.
3. When serving 2 meals per day, 2 rich or 4 fair servings must be served
4. When serving 3 meals per day, 3 rich or 6 fair sources must be served.
5. Fortified, full-strength juices, defined as fruit juices that are 100% natural juice with vitamin C added, are vitamin C-rich foods.
6. Partial-strength or simulated fruit juices or drinks, even when fortified, may not count as fulfilling this requirement, except cranberry juice.

Rich sources:

Vitamin C Food Sources

Broccoli
Cantaloupe
Cauliflower
Vitamin C Kale
Mango
grapefruit) Strawberries
Green pepper
Honeydew melon

Brussels sprouts
Mandarin oranges
Fruit juices, fortified with

Citrus or citrus juice (Orange,
Sweet red pepper
Sweet potatoes/yams
Tangerine

Vitamin C Food Sources,
continued: Fair sources:

Asparagus
Cabbage
Collard greens
greens Mustard greens
Vegetable juice
Pineapple
Watermelon
Potatoes

Spinach
Tomatoes, tomato juice or sauce
Turnip

Note: If a food item served is both a good/fair source of Vitamin A and Vitamin C, it may count towards meeting the requirements for both Vitamin A and Vitamin C.

F. QUALITY STANDARDS

1. Food Purchasing Standards

Ground Beef - IMP Specifications #136. USDA Standard or better, not exceeding 20% fat, with no soy additives. Commercially prepared ground beef products (beef patties, meatballs, etc.) which contain soy additives and other fillers will be considered individually by the AAA dietitian on the basis of flavor and texture, only if the proposed serving contains at least 18 grams of protein

Beef – No. 1 or USDA Choice cut to IMPS Specifications.

Meat - Graded for wholesomeness and quality by USDA. Texturized Vegetable Protein (TVP) may be incorporated in recipes with a maximum ratio of 30% TVP to 70% meat.
Ground Beef - USDA Utility not to exceed 18% - 22% fat.

Poultry - USDA Grade A. No comminuted processed chicken or turkey roll may be used. When chicken parts are served, all meals shall contain like parts; i.e., boneless chicken thighs; all legs or all breasts.

Eggs - USDA Grade A, large fresh or pasteurized

Fresh Fruits and Vegetables - USDA No 1.

Canned Fruits, Vegetables, and Juices - USDA Grade A. Canned Fruits shall be packed only in their natural juices (without added sugar). All juices must be 100% juice.

Frozen Fruits, Vegetables, and Juices - USDA Grade A.

Milk - USDA Grade A, pasteurized 1% Milk fortified with 400 IU Vitamin D per quart.

Cheese - USDA Grade A; No cheese substitute or imitation cheese permitted.

2. Food Donation Standards

Donations of food items may be prepared and served as part of SNP meal if they are safe, wholesome and able to be used as human food.

MAY ACCEPT

- Dried goods (e.g., sugar, flour, etc);
- Food products that do not require refrigeration;
- Whole, fresh fruit;
- Whole, fresh vegetables;
- Baked goods (not cream-meat-filled);
- (Unopened) commercially packaged or canned foods in sound condition; and
- Commercially purchased, sealed, condiments in unopened containers (e.g., salt, sugar, ketchup, relish, mustard, jams and jellies).

MAY NOT ACCEPT

- Leftover food from a participant's table;
- Foods from home gardens or prepared in non-licensed kitchens;
- Swollen, leaking, rusty, severely dented food containers;
- Unpasteurized dairy products;
- Spoiled foods;
- Potentially hazardous foods prepared in a private home;
- Home-canned foods of any kind;
- Potentially hazardous foods that have not been stored/maintained at a temperature below 41°F or above 135°F;
- Food without a label, or with a label that indicates it is past expiration or "use by" date;
- Physically or chemically contaminated foods;
- Ungraded shell eggs;
- Custom processed meats or poultry or wild game; and
- Distressed foods damaged by fire, flood, or accident.

Appendix A: Menu Approval Sheets



Maryland Department of Aging

Standard Meal Pattern Menu Approval Sheet						
This form will not be accepted without check marks based on meals/day and signature						
Food Group	1 Meal per Day		2 Meals per Day		3 Meals per Day	
	Minimum	Check	Minimum	Check	Minimum	Check
Protein Foods	3 oz or equivalent		4 oz or equivalent		6 oz or equivalent	
	Ground meat limit 2x/wk		Ground meat limit 4x/wk		Ground meat limit 6x/wk	
Fruit and Vegetable (Vitamin A & C servings can be met with either Fruit/Vegetables or Starchy Vegetables)	3 servings		6 servings		9 servings	
	2 rich or 4 fair Vitamin A servings per week		4 rich or 8 fair Vitamin A servings per week		6 rich or 12 fair Vitamin A servings per week	
	1 rich or 2 fair Vitamin C servings daily		2 rich or 4 fair Vitamin C servings daily		3 rich or 6 fair Vitamin C servings daily	
Grains and Starchy Vegetables	2 servings		4 servings		6 servings	
	Whole Grains 3 times per week		Whole Grains 6 times per week		Whole Grains 9 times per week	
	Legumes 1x/wk		Legumes 2x/wk		Legumes 3x/wk	
Milk/milk alternatives	1 serving		2 servings		3 servings	
Maximum Calorie, Fat and Sodium Content						
Averaged Over One Month (daily minimums in parenthesis)						
Energy	660 calories (No less than 600 calories per day)		1320 calories (No less than 1200 calories per day)		2000 calories (No less than 1800 calories per day)	
Fat	30% (35% or less per meal)		30% (35% or less per meal)		30% (35% or less per meal)	
Sodium	FY2014: 1400 mg		FY2014: 1800 mg		FY2014: 2200 mg	
	FY2015: 1200 mg		FY2015: 1650 mg		FY2015: 2000 mg	
	FY2016: 1000 mg		FY2016: 1500 mg		FY2016: 1800 mg	

I certify that I have reviewed the MDoA Menu Policy and the menu herein meets all nutritional requirements as indicated on this table and within the Menu Policy specifications.

Registered Dietitian
Signature _____

Date _____



Maryland Department of Aging

Nutrient Analysis Menu Approval Sheet						
Average amounts per meal over one month						
This form will not be accepted without check marks based on meals/day and signature						
Nutrient	1 Meal per Day		2 Meals per Day		3 Meals per Day	
	Minimum	Check	Minimum	Check	Minimum	Check
Energy	660 calories (No fewer than 600 calories)		1320 calories (No fewer than 1200 calories)		2,000 calories (No fewer than 1800 calories)	
Protein	30 grams		50 grams		70 grams	
Fat	30% (No more than 35% per meal)		30% No more than 35%per meal		30% No more than 35%per meal	
Fiber	9 grams		18 grams		28 grams	
Calcium	330 mg		660 mg		1000 mg	
Vitamin A	300 mcg		600 mcg		900 mcg	
Vitamin B6	0.6 mg		1.2 mg		1.7 mg	
Vitamin B12	0.8 mcg		1.6 mcg		2.4 mcg	
Vitamin C	30 mg		50 mg		75 mg	
Vitamin D	5 mcg		10 mcg		15 mcg	
Potassium	1567 mg		3133 mg		4700 mg	
Maximum amounts per meal over one month						
Sodium	FY2014:1400 mg		FY2014:1800 mg		FY2014: 2200 mg	
	FY2015:1200 mg		FY2015:1650 mg		FY2015: 2000 mg	
	FY2016:1000 mg		FY2016:1500 mg		FY2016:1800 mg	

I certify that I have reviewed the MDoA Menu Policy and the menu herein meets all nutritional requirements as indicated on this table and within the Menu Policy specifications.

Registered Dietitian
Signature

Date

Appendix B: Protein Foods and Sodium Content by Serving Size

Protein Food	Portion for 7 grams protein or 1 oz serving	Sodium in 1 oz (mg)	Sodium in 3 oz serving (mg)
Beans, baked	½ cup	576	1,728
Beans, canned	½ cup	200	600
Beef, fresh	1 oz	30	90
Cheese, processed	1 ½ oz	530	1,350
Cheese, natural	1 ½ oz	264	792
Cheese, cottage	¼ cup	229	687
Egg	1	140	420
Fish, breaded, baked	1 oz	150	450
Fish, canned	1 oz	116	348
Fish, frozen	1 oz	111	333
Hot Dogs, beef	1 oz	319	957
Nuts, unsalted	1/3 cup	12	36
Peanut butter	2 Tablespoons	147	440
Pork, fresh	1 oz	62	186
Pork, ham	1 oz	340	1,020
Pork, sausage	1 oz	210	630
Poultry, baked	1 oz	90	270
Poultry, deli meat	1 oz	288	864
Poultry salad	1 oz	85	340
Tofu, firm	¼ cup	9	27

Appendix C: Fruits and Vegetables Sub-Groups

Orange-Yellow	Red-Purple	Yellow-Green
<p>Nectarines Oranges Papayas Peaches Pineapple Tangerines Yellow grapefruit</p>	<p>Beets Blackberries Blueberries Cranberries Plums Prunes Raspberries Red Apples Red Cabbage Red Grapes Red Pears Red Peppers Strawberries</p>	<p>Avocado Collard Greens Cucumber Green Beans Green Peas Green Pepper Honeydew Kiwi Mustard Greens Romaine Lettuce Spinach Turnip Greens Yellow Corn Yellow Pepper</p>
Orange	Red	Green
<p>Acorn Squash Apricots Cantaloupe Carrots Mangoes Pumpkin Sweet Potatoes Winter Squash</p>	<p>Pink grapefruit Tomatoes Tomato Products Watermelon</p>	<p>Bok Choy Broccoli Brussels Sprouts Cabbage Kale Swiss Chard</p>
White-Green		
<p>Artichoke Asparagus Cauliflower Celery Chives</p>		<p>Endive Garlic Leeks Onions Mushrooms</p>

ATTACHMENT E
Components of Meal Cost

Contractor Name: _____

Fiscal Year: _____

Calculate total costs for one year and divide by number of meals to be served during the year.

Cost of raw food. \$_____

Cost of disposables \$_____

Cost of labor \$_____

Cost of overhead \$_____

Cost of transportation. \$_____

Other costs (specify) \$_____

Total costs \$_____

$$\frac{\text{_____}}{\text{Total costs}} \div \frac{\text{_____}}{\text{Number of meals to be served}} = \$ \frac{\text{_____}}{\text{Cost per meal}}$$

Contractor Representative (PLEASE PRINT)

Contractor Representative Signature

Attachment F

**APPLICATION FORM
VENDOR INFORMATION SHEET**

Please review and complete the following information. By signing this form you are signifying that you have received a copy of this Open Solicitation and understand the requirements of this Open Solicitation.

Name of Firm or Individual

Contact Name/Authorized Signature

Address

City, State, Zip Code

Phone Number

Fax Number

Tax Identification Number (TIN)*

Email Address

*Note: If Applicant does not have a TIN, the County will request the Applicant's Social Security Number at the time of Contract award in order to make payments for services rendered by the Applicant in accordance with the resulting Contract.

Profit or Non-Profit (please check one) Profit Non-Profit [Indicate type of non-profit corporation, i.e., 503c(3)]

Please provide the required licensure information for each person and language proficiency, if applicable. Use additional copies of this page if necessary.

License(s)/Degree(s)

Language Proficiency

