

Waupaca County Department of Health and Human Services

Request for Proposal (RFP) Elderly Nutrition Program Home Delivered Meal Catering RFP19-011-22

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for elderly nutrition program home delivered meal food catering service.

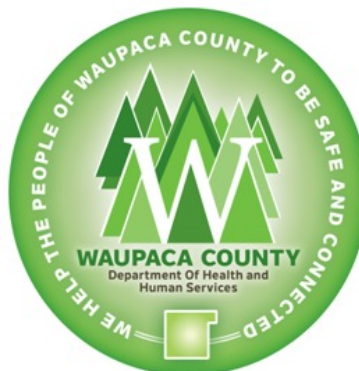
Deadline for RFP Submissions:
Friday August 2, 2019 at 12:00pm (Noon)
Late Proposals Will Be Rejected

Submit Sealed RFP to This Exact Address:
Waupaca County Department of Health and Human Services
Attn: Erica Becker
811 Harding Street
Waupaca WI, 54981

Important Dates and Times (all times are CST)

Proposal Release Date:	July 1, 2019
Information Meeting:	July 17, 2019
Questions Due:	July 24, 2019 @ 12:00 p.m.
Responses to Questions Posted:	July 26, 2019
Proposals Due:	August 2, 2019 @ 12:00 p.m.
Public Opening of Proposals:	August 2, 2019 @ 2:00 p.m.
Selection and Notification:	August 7, 2019 @ 5:00 p.m.

Information Meeting: An informational meeting for applicants will be held on Wednesday July 17, 2019 at 3:00 p.m. at the Waupaca County Courthouse Lower Level Room LL43.



Elderly Nutrition Program Home Delivered Meal Catering

Request for Proposal (RFP) Summary

Waupaca County Department of Health and Human Services (WCDHHS) is seeking one or multiple vendors to provide home delivered meal catering and service throughout Waupaca County. The awarded vendor will be requested to provide the number of specified pre-packaged meals daily by specific service area.

Required Services of Awarded Vendor:

- Daily (Monday-Friday) pre-packed meals to meet meal component specifications outlined in this RFP

Preferred Services of Awarded Vendor:

- Countywide service is preferred (See Attachment A for select service areas)
- Delivery of pre-packaged meals (See Attachment A for delivery variations)
- Ongoing Nutrient Analysis to meet nutrient specifications outlined in this RFP

Service Area:

Applicants should consider noting preferred service area(s) as specified below:

Clintonville, Iola, Manawa, Marion, New London, Waupaca, Weyauwega

Applicants should consider the following items when submitting their final proposal.

Per Meal Cost Breakdown:

- Food (To include: Grain, Fruit, Vegetable, Protein, Fat & Oils)
- Milk
- Dessert (optional, preferred by participants)
- Labor
- Delivery
- Supplies
- Profit
- Other Costs (Please specify)

Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for Elderly Nutrition Program Home Delivered Meal Food Catering. The County intends to use the results of this process to award a contract(s) for the services(s) stated above. The contract resulting from this RFP will be administered by Waupaca County, Department of Health and Human Services. The contract administrator will be Erica Becker, Fiscal Services Administrator.

The Waupaca County Elderly Nutrition Program has been in operation for over 30 years. The nutrition program is funded with Older Americans Act federal funds, local taxes, and other resources and is guided by the Greater Wisconsin Agency on Aging Resources (GWAAR) and county oversight. The purpose of the program is to reduce hunger and food insecurity, to promote socialization of older individuals and to promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition, disease prevention, and health promotion services.

More specifically, the Home Delivered Meal program is designed to provide a freshly prepared meal one-time per day, Monday through Friday inclusive to individuals who are frail and assessed to be homebound.

Objectives

The objectives of the Elderly Nutrition Home Delivered Meal Program are:

- To prevent malnutrition and promote good health behaviors through nutrition education, nutrition screening and intervention with participants;
- To offer wholesome, delicious meals that are safe and of good quality, through the promotion and maintenance of high food safety and sanitation standards;
- To promote or maintain coordination with nutrition-related and other supportive services for older individuals; and
- To target older adults who have the greatest economic or social needs with particular attention to low-income minority and rural individuals.

Current Operations

This RFP addresses Home Delivered Meal operations for all Waupaca County residents who qualify for the program.

While estimates are provided for Home Delivered Meals that this RFP discusses, approximately 52,000 meals annually (approximately 221 meals/day). (49,066 total home delivered meals served in 2018.)

All of the meal/menu planning for this RFP will be supervised by the Waupaca County DHHS Program Nutritionist unless otherwise contracted with vendor.

Meals are not served on the holidays listed below, other mutually agreed upon days and instances of inclement weather:

Holidays when meals are not served: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day.

Waupaca County is exempt from the payment of all federal excise and all state and local tax under Wis. Stat. 77.54(9a)(b). Therefore, no exemption certificate is issued or required. Such taxes shall not be added or quoted as part of this proposal. Providers may not purchase raw materials from their suppliers for the completion of this proposal using the County's tax exempt status.

Definitions

The following definitions are used throughout this RFP:

Department – Waupaca County Department of Health and Human Services

Applicant – Party submitting responsive proposal

Clarifications of the Specifications / Vendor Questions

The deadline for vendor questions and inquiries concerning this RFP is 12:00 pm on July 24, 2019. Email questions to renae.conery@waupaca.co.wi.us. All questions will be answered online at http://www.co.waupaca.wi.us/businesses/bids_and_proposals.php by July 26, 2019.

Applicants are prohibited from communicating directly with any employee of the Department, except as specified in this RFP. No Department employee or representative other than those individuals listed as Department contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

Applicant Requirements

- A. Non-Discrimination: Any applicant awarded a contract as a result of this inquiry shall adhere in all non-discriminatory provisions as set forth in Wisconsin Statutes Section 16.765(1) and (2)(a) and shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive order 11375, and as supplemental in Department of Labor regulations (41 CFR Part 60).
- B. Work Hours: A successful applicant who employs laborers or mechanics in the performance of activities to meet the terms, conditions and specifications of a contract awarded as a result of inquiry shall comply with section 103 of the Contract Work Hours and Safety Standards Act (40 USL. 327-3300) as supplemented by Department of Labor regulations (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work day of 8 hours and a standard work day or work week is permissible provided that the worker is compensated at a rate of not less than 1 and ½ times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in a work week.
- C. Retention of and Access to Records: The successful applicant who enters into a contract with the Department as a result of this inquiry shall maintain, for a period of three (3) years after final payments are made by the Department, any and all books, documents, papers and records of the contractor directly pertinent to the contract. If an audit, litigation, or other action involving the books, documents, papers or records is started before the end of the three-year period, the books, documents, papers or records must be retained until all issues arising out of the action are resolved or until the end of the three-year period, whichever is later. For the purpose of making audit, examination, excerpts, and transcriptions, the United States Department of Health and Human Services, the Comptroller General of the United States, the Wisconsin State Bureau on Aging, the Department, or any of their duly authorized representatives shall have access to the above mentioned books, documents, papers and records.
- D. Indemnification: The successful applicant shall indemnify the Department against any loss or damage, including attorneys' fees and other costs of litigation, caused by the successful applicant's negligent act or omission, or theft by the successful applicant's agents or employees. The successful applicant shall defend any suit against the Department alleging personal injury or property damage arising out of the transportation of meals or other food to the nutrition program sites of the Department, and any suit alleging personal injury, sickness or disease arising out of the preparation and/or consumption of the meals or other food delivered to the nutrition sites of the Department. If the successful applicant refuses or neglects to defend any such suit, the Department may defend, adjust or settle any claim and the costs of such defense, adjustment or settlement, including reasonable attorneys' fees shall be charged to the successful applicant.

Waupaca County does not waive, and specifically reserves, its rights to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

- E. Insurance: The successful applicant shall

- 1) Procure and maintain workers' compensation insurance as required under the laws of the State of Wisconsin;

- 2) Procure and maintain comprehensive general liability, including bodily injury liability insurance and property damage liability insurance, including automotive vehicle bodily injury liability insurance, with liability limits of not less than \$1,000,000 per occurrence. The liability carrier shall be licensed by the State of Wisconsin, Office of Commissioner of Insurance.
 - 3) Notify the Department in writing within ten days of any change of carrier or termination of policy. If terminated, the Department may procure liability coverage on behalf of the successful applicant and charge all costs to the successful applicant.
 - 4) Provide copies of Certificates of Insurance or policies upon the request of the Department.
- F. Clean Air Standards: The successful applicant is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 USC 1857 (h), Sections 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use, under non-exempt Federal contracts, grants, or loans, of facilities included in the EPA List of Violating Facilities. Violations of this provision shall be reported to the Department of Health and Human Services, the Wisconsin State Bureau on Aging, and the U.S.E.P.A. Assistant Administrator for Enforcement.
- G. Energy Efficiency: The successful applicant shall comply with Montgomery standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with Energy Policy and Conservation Act (P.L. 94-165).
- H. Inspection: The Department reserves the right to (a) inspect the equipment, operation and premises of the apparent successful applicant prior to the award to ascertain whether the apparent successful applicant complies with the requirements as outlined in these terms, conditions and specifications; (b) inspect the equipment, operations and premises of the successful applicant unannounced at any time during the contract period; (c) inspect food to be provided to determine compliance with the specifications and to reject food not meeting such specifications.
- I. Compliance with Regulations and Laws: The successful applicant shall comply with all Federal, State and local laws and regulations governing the preparing, handling and transportation of food; shall procure and keep in effect all necessary licenses, permits and food handler's cards as are required by law, including a restaurant/catering license as per Section 96.03 of the Statutes of the State of Wisconsin; and shall post such license, permits and cards in a prominent place within the meal preparation areas, as required. The successful applicant shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment.
- J. Pre-packaged, Single-Serve Meals & Delivery:
- a. Pre-Packaged, Single-Serve Meals: Meals are to be made fresh daily and packaged individually with all required food components for each meal packaged. Meals will be transported to specified communities below and distributed further by volunteers home-to-home, servicing all of Waupaca County, in commercial grade transport containers that maintain temperatures in accordance with food safety standards. Specified Communities: Clintonville, Iola, Manawa, Marion, New London, Waupaca, Weyauwega
 - b. Delivery: Cold food transport containers that are heavy-duty, with double wall insulation, and have a tight sealing lid or door which will maintain a temperature of 41° F. or lower. Ice or ice packs shall be used to maintain the cold temperature of 41° F. or lower. (Milk, margarine or butter, and ice cream may be delivered in polystyrene containers with sealed ice packs in lieu of the above mentioned cold food transport containers if a temperature of 41° F. or less is maintained. Milk, margarine, butter and ice cream need not be contained in stainless steel pans with covers.)

Per Chapter 8 – Nutrition Program Operations Manual: Payment will be denied and food will be rejected if:

1. Temperature of hot food components is less than 140° upon arrival to Nutrition Site
2. Temperature of cold food components is above 41° upon arrival to Nutrition Site

Meal and Meal Pattern Requirements

The Department adheres to the regulations, policies and procedures set forth by the Wisconsin Food Code and the Wisconsin Aging Network Manual of Policies, Procedures and Technical Assistance Chapter 8: Nutrition Program Operations. Any contract awarded as a result of this inquiry will uphold all regulations set forth by the Wisconsin Food Code and Chapter 8: Nutrition Program Operations.

Sections of Chapter 8: Nutrition Program Operations pertinent to the RFP process are outlined below:

Figure 8.5.7.1 Meal Pattern (One Meal) – Lunch/Dinner

Meal Pattern		
Meal Component	Minimum # of Servings per Meal	Serving Size Examples*
Grains	1	1 regular slice of bread, ½ cup cooked pasta, 1 cup ready-to-eat cereal, 1 6" tortilla, ½ regular sized bun
Fruit	1	½ cup fresh or frozen, ¼ cup dried, ½ cup 100% fruit juice (no canned fruit)
Vegetables	2	½ cup fresh or frozen, 1 cup raw leafy greens, ½ cup 100% vegetable juice (no canned vegetables) Dark Green Color – At least 2 servings per week** Red/Orange Color – At least 2 servings per week** Beans/Peas – At least 1 serving per week** Starchy – At least 1 serving per week**
Fluid Milk	1	8 fluid ounces or 1 cup
Protein Foods	1	3 oz. equivalent
Fats and Oils	1	1 teaspoon served on side or used in cooking
Dessert (Optional)	1	½ cup (Fruit contained in a dessert does not count toward the fruit component)
*Serving sizes may be altered slightly when a full nutrient analysis ensuring 1/3 DRI is on record with the Nutrition Program		
**Based on 5-day week		

Minimum Nutrition Standards for Average of Weekly Menu			
	1 meal per day	2 meals per day	3 meals per day
Energy	675 calories or more	1350 calories or more	2000 calories or more
Protein	19 g or more	38 g or more	56 g or more
Calcium	400 mg or more	800 mg or more	1200 mg or more
Dietary Fiber	9 g or more	17 g or more	25 g or more
Sodium	1200 mg or less	2400 mg or less	3600 mg or less
Vitamin A	250 mcg RAE	500 mcg RAE	750 mcg RAE
Vitamin C	30 mg	60 mg	90 mg
Potassium	1575 mg	3150 mg	4700 mg
Vitamin D	Approximately 5 mcg	Approximately 10 mcg	Approximately 15 mcg
Vitamin B12	Approximately 0.8 mcg	Approximately 1.6 mcg	Approximately 2.4 mcg

8.5.1 Meal Components

Information on each meal component is provided below. When questions arise for a food which is not mentioned in the policy, such as whether a food fits into a certain category, or what a serving size should be, the program nutritionist will contact the AAA or BADR for clarification.

8.5.8.1 Grains

Examples of serving sizes for some foods in this group are as follows:

- ¼ large bagel or 1 mini bagel
- 1 biscuit, 2 inches across
- 1 regular slice bread, 1 small slice French bread, 4 snack size slices
- ½ cup cooked grains (barley, bulgur, rice, pasta, noodles)
- 1 piece of cornbread, 2 ½ -in. x 1 ¼-in x 1 ¼ in
- 7 crackers (square or round), 5 whole wheat crackers
- ½ English muffin
- 1 muffin, 2 ½ in across
- ½ cup cooked oatmeal, 1 packet instant oatmeal
- 1 pancake (4 ½ -in across), 2 pancakes (3-in across)
- 1 cup ready to eat cereal (Flakes, rounds), 1 ¼ cup puffed
- 1 flour or corn tortilla (6" across)
- ½ size regular bun
- ½ cup dressing/stuffing

In order to count a particular food toward the grain requirement, at least ¼ serving must be offered

Guidelines for offering grains:

- Half of all grains offered will be whole grain
- When refined grains are offered, they should be enriched
- Increase servings of whole grain bread and cereal products to provide adequate complex carbohydrates and fiber and to lower fat
- Offer a variety of low-fat, whole-grain, wheat, bran or rye bread, as well as cereal products
- Limit high-fat bread and bread-alternate selections such as biscuits, quick bread, muffins, cornbread, dressings, croissants, fried hard tortillas and other high-fat crackers
- Potatoes do not count as grain meal component
- Reduce sodium by:
 - Choosing not to add salt to cooking water for pasta or rice
 - Choosing lower sodium sandwich breads, rolls, bagels and buns

Acceptable substitutes must be approved by the program nutritionist

8.5.8.2 Fruit

Serving sizes are generally as follows:

- ½ cup of fresh, frozen or canned fruit, cooked or raw
- ¼ cup dried fruit
- ½ cup of 100% fruit juice
- ½ small apple, orange or peach (2-2 ½" across)
- 1 small banana (6" long)

- 1 medium wedge of melon (1/8 melon, 6 melon balls)
- 16 grapes
- ½ medium grapefruit (4” across)
- ½ medium pear (2.5 per lb.)
- 1 large plum
- Approximately 4 large strawberries

In order to count a particular food toward the fruit requirement, at least 1/8 cup must be offered

Guidelines for offering fruit:

- Make menu items more nutrient-dense by incorporating fruit
- No more than one serving per meal may come from fruit juice
- Offer fiber rich fruits when possible
- Prepare fruit without added fat or sugar whenever possible
 - Use fresh, frozen or canned fruit; packed in either their own juice or without added sugar
 - For people with diabetes, the most commonly recommended dessert is fruit
- Molded salads can count as a fruit serving if the recipe is modified so that each serving contains a serving of fruit
- Some fresh fruit may need to be cut, sliced, or peeled for easier chewing

8.9.3.3 Vegetables

Serving sizes are generally as follows:

- ½ cup fresh, frozen or canned vegetables, cooked or raw
- ½ cup mashed vegetables, cooked
- ½ cup cooked beans/peas
- 1 cup of raw leafy greens
- ½ cup of 100% vegetable juice
- 1 medium carrot, approximately 6 baby carrots
- 1 small bell pepper
- 1 small raw whole tomato (2 ¼” across), 1 medium canned tomato
- ½ large baked sweet potato (2 ¼” across)
- Approximately ½ acorn squash
- 1 small ear of corn (about 6” long)
- ½ medium white potato (2 ½” to 3” across)
- 1 large stalk of celery (11”-12” long)

Based on their nutrient content, vegetables are organized into five subgroups: dark green vegetables, red/orange vegetables, starchy vegetables, beans and peas, and other vegetables. Listed below are samples of commonly-eaten vegetables found in each of the required vegetable subgroups. The list is not all-inclusive.

Dark Green Vegetables	Beet Greens Bok Choy Broccoli Chicory Collard Greens Dark green leafy lettuce Endive or escarole Grape leaves
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	Kale Mesclun Mustard greens Parsley Romaine lettuce Spinach Turnip greens Watercress
Red/Orange	Carrots Pimentos (Cherry pepper) Pumpkin Red peppers Sweet potatoes Tomatoes Tomato juice Winter squash (acorn, butternut, hubbard)
Starchy Vegetables	Cassava (yuca) Corn (yellow or white) Green beans Green lima beans Green peas Jicama Parsnips Plantains Potatoes Water Chestnuts
Beans/Peas*	Black-beans Black-eyed peas (mature, dry) Garbanzo beans (Chickpeas) Great northern beans Kidney beans Lentils Mung beans Navy beans Pick beans Pinto beans Red beans Soy beans Split peas White beans
*Because of their high nutrient content, beans/peas can be counted as either a vegetable or protein food but not both in the same meal	

In order to count a particular food toward the vegetable requirement, at least 1/8 cup must be offered.

Guidelines for offering vegetable:

- Make entrees, baked goods, sauces and so on, more nutrient-dense by incorporating vegetables
- No more than one serving per meal may come from vegetable juice
- Reduce fat by:
 - Preparing vegetables with little or no fat
 - Steaming, baking or boiling vegetables rather than frying
- Offer fiber rich vegetables (including raw and cooked)
- Reduce sodium by:

- Choosing not to add salt to cooking water for vegetables
- Using canned vegetables less often and fresh or frozen vegetables without added sauce or sodium more often
- Preparing potatoes without added salt
- Serving lower sodium vegetable juice
- Choosing lower sodium canned tomato products
- Molded salads can count as vegetable serving if the recipe is modified so that each serving contains a serving of vegetable
- Potatoes count as a vegetable. Instant or dehydrated potatoes must be enriched with vitamin C
- Green peas and green (string) beans are not considered to be beans/peas. Green peas are similar to other starchy vegetables and are grouped with them. Green beans are considered “other” vegetables because their nutrient content is similar to those foods.
- Noodles, pasta, spaghetti, rice or dressing are grains, not vegetables.
- Some vegetables many need to be cut, sliced or peeled for easier chewing

8.5.8.3 Fluid Milk

Serving size is generally 8 fluid ounces (1 cup)

The following are allowable foods for the milk component as long as they are fortified with vitamin D:

- Skim or nonfat milk (unflavored or flavored)
- Low-fat milk (one percent, unflavored or flavored)
- Cocoa or hot chocolate that is made from fluid milk only
- Lactose-reduced milk
- Lactose-free milk
- Soy milk/beverage fortified with calcium and Vitamins A and D
- Low fat or fat-free buttermilk
- Goat milk (must be pasteurized)
- Powdered and/or shelf-stable milk

Guidelines for offering milk:

- Fluid milk products offered will be low-fat or fat-free
- Cream, sour cream and cream cheese are not included as allowable foods for the milk component because they are low in calcium
- Butter is considered a fat/oil
- Other products sold as “milk” but made from plants (i.e, almond, rice, coconut, and hemp “milk”) may contain calcium and be consumed as a source of calcium but they are not included in the fluid milk component because their overall nutritional content is not similar to dairy milk and fortified soy beverages

To meet the high calcium and vitamin-D needs of the older adults served in the program, nutrition programs will need to incorporate dairy products into other menu items. For example, cheese and yogurt are considered protein foods and could be offered in addition to milk. Ice cream, frozen yogurt or pudding made with milk, which are considered desserts, could also be occasionally offered in addition to milk.

When a week’s menu is too low for calcium, programs may also choose to offer two servings of milk on one or more days of that week. An example could be offering both one white milk and one flavored milk.

8.5.8.4 Protein Foods

The following are 1-oz. equivalents of protein foods. At least 3-oz. equivalent of protein foods must be offered as part of each meal.

- 1 oz. cooked meat (3 oz = 1 small steak or hamburger)
- 1 oz. cooked poultry, 1 sandwich slice of deli meat (3oz = 1 small chicken breast)
- 1 oz. cooked fish or seafood (3 oz. = 1 small salmon steak or trout)
- 2 oz. frankfurter
- 1 large egg
- ¼ cup cooked dry beans or peas, ½ cup split pea soup, ½ cup lentil soup, ½ cup black bean soup, 1 falafel patty (2 ¼" across)*
- ¼ cup tofu, 2 oz. tofu
- 1 oz. cooked tempeh
- 2 tablespoons hummus
- ½ oz. nuts, 12 almonds, 24 pistachios, 7 walnut halves
- ½ oz. seeds
- 1 Tablespoon nut/seed butter
- ¼ cup cottage cheese
- ¼ ricotta cheese
- 1 oz. cheese (hard or soft)
- 2 oz. processed cheese food or cheese spread
- ½ cup yogurt, Greek yogurt, or soy yogurt (plain, flavored, sweetened, unsweetened)

*Because of their high nutrient content, beans/peas can be counted as either a vegetable or protein food but not both in the same meal

In order to count a particular food toward the protein food requirement, at least ¼ ounce must be offered.

Guidelines for offering protein foods:

- Fillers or breading used in preparation are not to be counted as part of the protein weight
- Meat portions weigh less after cooking. Plan to allow for shrinkage
- Take into account the inedible parts, such as bone, skin, and sometimes fat, which will not count as part of the portion
- Select some fish and seafood that are rich in omega-3 fatty acids, such as salmon, trout, sardines, anchovies, herring, Pacific oysters and Atlantic and Pacific mackerel
- Casserole entrees (combination of meat and starch, vegetable, cooked dry beans or creamed sauce) are cost-effective. However, because it can be difficult to meet the protein food requirement, recipes can be adjusted accordingly by supplementing the meal with additional protein-rich products
- Reduce saturated fat by increasing the amounts of vegetables, whole grains, lean meat, and low-fat or fat-free cheese, in place of some of the fatty meat and/or regular cheese in meals
- When planning and serving vegetarian meals, combine foods which are considered “incomplete proteins” to create “complete protein” foods (e.g., legumes with grains = complete protein; beans with corn = complete protein; beans with rice = complete protein; peanuts with wheat = complete protein)
- Reduce fat by:
 - Preparing protein foods with little or no fat
 - Choosing low-fat prepared foods
 - Choose lean or low-fat meat and poultry

- Most cheese offered should be reduced fat or low fat
 - Most yogurt offered should be fat free or low fat
- Reduce sodium by:
 - Lessening salt in recipes
 - Make soups or stews from scratch without purchased soup base, use reduced sodium base for soups and stews, or dilute high sodium soup base
 - Choosing protein foods which are relatively low in sodium
 - Limit processed meats such as ham, bacon, sausage, frankfurters and luncheon or deli meats that typically have added sodium
 - Fresh chicken, turkey and pork that have been enhanced with a salt-containing solution also have added sodium. Check the product label for statements such as “self-basting” or contains up to ___% of ___”, which means that sodium containing solution has been added to the product
 - Choose unsalted nuts and seeds
 - Prepare meat, poultry and fish without breading
 - Choose lower sodium cheeses
- Reduce added sugar by offering unsweetened yogurt or limiting use of “fruit on the bottom” varieties of yogurt
- Any item labeled with the wording “imitation” cheese or cheese “product” does not meet the nutrient requirements and cannot be counted as protein food
- Include low fat or fat-free yogurt and cheese
- Cheese must be pasteurized and soft cheeses such as feta, brie, camembert, blue-veined cheeses and queso fresco should be used with extreme caution, as they are at increased risk for contamination with *Listeria monocytogenes*

8.5.8.5 Fats and Oils

Serving size is generally one teaspoon.

Most oils are high in monounsaturated or polyunsaturated fats, and low in saturated fats. Foods that are mainly oil include mayonnaise, certain salad dressings, and soft (tub or squeeze) margarine with no trans fats.

Solid fats are fats that are solid at room temperature, like butter and shortening. Solid fats come from many animal foods and can be made from vegetable oils through a process called hydrogenation. Some common fats are: butter, milk fat, beef fat (tallow or suet), chicken fat, pork fat (lard), stick margarine, shortening, and partially hydrogenated oil. A few plant oils, including coconut oil, palm oil and palm kernel oil are high in saturated fats and for nutritional purposes are considered to be solid fats.

Guidelines for offering fats and oils:

- When bread is not part of the menu, fats and oils used in cooking can be counted for the one teaspoon in the meal pattern
- Fats and oils may be offered as a spread, dip or topping for a menu item
- Wisconsin law requires that customers (i.e. participants) be told which spread is margarine and which is butter
- Reduce consumption of saturated fat by:
 - Substituting polyunsaturated margarine for butter, lard and saturated fats whenever possible
 - Using food preparation methods which add as little fat as possible
 - Increasing food preparation use of monosaturated and polysaturated vegetable oils such as olive, peanut, corn, safflower, canola, cottonseed and soybean oils

- Eliminating palm oil in food preparation
- Use oil-based dressings and spreads on foods instead of those made from solid fats (i.e., butter, stick margarine, cream cheese)
- Reduce sodium by:
 - Making salad dressings from scratch without added salt
 - Use “low sodium” or “reduced sodium” salad dressings
 - Make sauces from scratch without purchased soup base or use reduced sodium soup base for sauces
 - Using olive oil, vegetable oil and unsalted butter in cooking rather than salted butter
 - Serving salad dressing on the side
- Gravies and sauces are a key component for temperature control in home delivered meals; they are often necessary. Numerous recipes and mixes for low-fat and low-sodium gravies and sauces are available for use in entrees
- To successfully implement these suggestions with meal providers, review ingredients of ready-prepared products and make changes when possible

8.5.8.6 Dessert

Serving size is generally ½ cup.

Fruit or vegetable offered as a dessert or contained in a dessert may count toward the fruit or vegetable component, respectively.

Guidelines for offering dessert:

- Increase consumption of fruits and complex carbohydrates to provide adequate fiber and to lower fat
- Low-sugar or sugar-free desserts or alternatives will be available to individuals who request them for health reasons
- Reduce fat by preparing desserts with little or no fat
- Limit frequency of desserts high in added sugar and fat. Reduce added sugar by limiting grain-based and dairy desserts to once or twice a week and offer fruit on remaining days
- Increase the consumption of desserts high in calcium, including low-fat dairy products
- Offer plain cookies, angel food cake, gingerbread, cakes without frostings, or pies made with recipes altered to provide less added sugar and less fat
- Because ice cream is high in saturated fat, offer it only occasionally, or as a small amount of topping on a fruit dessert
- Offer low-fat milk and calcium-containing desserts such as frozen yogurt, low-fat custards and low-fat puddings
- To successfully implement these suggestions with meal providers, review ingredients of ready-prepared products and make changes when possible

Additional Department Considerations: Applicants should consider incorporating the below costs into their final RFP as contract award decisions will be based on more than a per-unit price proposal. Other criteria that may be considered to include the following:

- All condiments individually packaged
- Special Diet Meals (diabetic, renal, high-blood pressure, etc)
- Access/distance to serving/distribution locations (holding time for food).
- Participant satisfaction (“home-cooked” food)
- Experience with past service

- Licenses and other necessary certifications regarding food handling and sanitation
- Availability of special diets
- Other services caterer may offer (i.e. nutrient analysis, nutrition and health education programs, other) - please specify (staffing qualifications will be required)
- Delivery services (personal contact, assistance with food handling, meeting delivery timeframes) and flexibility to include weather related or other program cancellations
- Accommodation of site requests - change food and/or prep to meet participant's like/dislikes, etc.
- Other

Contract Term

Any contract awarded, as a result of this inquiry, shall be for the period of **January 1, 2020 through December 31st, 2020**, with options for annual renewal of the contract not to exceed four additional years. To ensure the delivery of improved services and competitive pricing, to address potential performance issues, changes in technology, the county reserves the right to negotiate the pricing and terms at the time of contract renewal.

Reasonable Accommodations

The County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. To request accommodations at a proposal opening/vendor conference, contact Erica Becker at (715) 258-6362.

Preparing and Submitting a Proposal

A. Proposal Document Requirements:

- **Narrative Cover Page:**
 - a. Provide a one page overview of the applicant's interest in the project; to include the RFP number: RFP19-011-22.
 - b. If applicable, describe the applicant's experience and capabilities in providing similar services to those required – senior nutrition program, older adult population, numbers, and geographic area. Be specific and identify projects, dates and results.
 - c. If applicable, describe catering experience and capabilities.
 - d. Describe in detail the methods that will be used to develop and implement services under this contract, including storage of food, preparation of meals, portioning procedures that reduce food waste, and transportation and delivery of meals to site locations.
 - e. If applicable, describe any other services/goods provided by applicant as described in the "Meal and Meal Pattern Requirements: Additional Department Considerations" section of this RFP.
- **Include Completed Attachments:** Attachment A Bidder Information , Attachment B Proposal Worksheet, Attachment C Submittal Checklist

B. Required Copies: Applicants must submit seven (7) sealed copies of all materials required for acceptance of their proposal by the due date and time listed on the bid cover sheet.

C. Submittal Instructions: Proposals must be received by the Department by August 2, 2019 at 12:00 pm. Faxed and emailed proposals will not be accepted. Bids must be submitted to:

Waupaca County Department of Health and Human Services

Attn: Erica Becker
811 Harding Street
Waupaca WI, 54981

All proposals are to be sealed and marked “RFP19-011-22 – Elderly Nutrition Program Home Delivered Meal Catering” in the lower left corner on the outside of the envelope. The envelope should also include the vendor name, contact name, and telephone number/email. Proposals received in response to this inquiry will not be returned to the applicants.

- D. Incurring Costs: The Department is not liable for any costs incurred by applicants in replying to this RFP.
- E. Multiple Proposals: Multiple proposals from an applicant are permissible; however, each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc.

Proposal Selection and Award Process

- A. Proposal Selection: The proposals will be opened on August 2, 2019 at 2:00 pm in Waupaca County Courthouse Lower Level Room LL43; this is open to public observation. Proposals will be reviewed by the Waupaca County Department of Health and Human Services to determine if all requirements are met and summarized for the decision process. Final selection of proposal will be the decision of the Waupaca County Department of Health and Human Services Board on August 7, 2019. Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all vendors do not meet one or more of the mandatory requirements, the Department reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

The Department reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected applicant prior to entering into a contract. If contract negotiations cannot be concluded successfully with the selected applicant, the Department may negotiate a contract with the next choice applicant.

- B. Award and Final Offers: The award will be granted in one of two ways. The award may be granted to the selected applicant. Alternatively, the selected applicant(s) may be requested to submit a final and best offer.

Protest and Appeal Procedure

Waupaca County Code of Ordinances Chapter 16, Section 16, defines the process for an applicant to protest prior or post bid opening. An aggrieved applicant shall follow the procedure set forth in Waupaca County Code of Ordinances Chapter 16 Section 16.