INTRODUCTION AND GENERAL INFORMATION

1. Introduction:

This document constitutes a Request for Proposal (RFP) seeking proposals from qualified organizations to provide meal services and nutrition eligibility assessments for Young at Heart Resources, formerly known as the Northwest Missouri Area Agency on Aging (NWMOAAA).

Young at Heart Resources is interested in awarding contracts for meal preparation and delivery services of hot meals, frozen meals, and shelf-stable meals, to authorized eligible individuals within the eighteen counties of Northwest Missouri.

Young at Heart Resources may award multiple contracts for the individual categories of service listed above.

All Requests for Proposal (RFP) should be clearly marked, on the outside of the envelope, “Request for Proposal SFY 2023.” Two (2) complete Requests for Proposal must be submitted. One complete, typed, or printed original must be submitted with original signatures and one copy. **The proposals need to be tabbed to identify the various sections and are due to Young at Heart Resources, 809 N 13th St Albany Missouri or 1304 North Walnut, Suite 150, Cameron, MO 64429, by 2:30 p.m. March 31, 2023.**

Meal service categories are found in Exhibit A.

2. Organization:

This document, referred to as a Request for Proposal has been divided into the following parts:

Part One - General Information

Part Two - Scope of Work

Part Three - Proposal Process

Part Four - Exhibits

Part Five - Forms

This Request for Proposal and the submitted proposal by the organization will be incorporated in the final contract if awarded to the organization.

3. Background:

The State of Missouri, Department of Health and Senior Services, under the authority of the Older Americans Act, has designated ten (10) Area Agencies on Aging (AAA) responsible for providing needed services to the individuals 60 years of age or older and their caregivers in their specified service areas throughout the State of Missouri. Young at Heart Resources seeks to procure such nutrition services for individuals 60 years of age or older within its service area, the northwest 18 counties of Missouri.

According to the United State Census, the eligible aging population in the Young at Heart Resources service area is estimated at approximately 68,910 persons over the age of sixty (60), which is about twenty-two and a half percent (22.5%) of the total population. Of those 8,751 are low-income, and the majority live in rural areas. Young at Heart Resources attempts to meet the needs of those who are low-income as best it can while continuing to serve the larger population. The need for services to enable individuals, no matter what their background or culture, to remain in their homes escalates as they advance in age. Young at Heart Resources’ goal is to build a system of community-based care services, and offer such services as alternatives to premature institutionalization. Young at Heart Resources utilizes a combination of federal, state, and local funds to provide services to individuals sixty (60) years of age and older and their caregivers and achieve its goal.

4. Purpose:

In order to ensure a comprehensive and coordinated system of community-based services for older individuals sixty (60) years of age and older, and adults with disabilities, Young at Heart Resources wishes to contract with qualified and dedicated service providers for services listed herein to provide healthy and nutritious meals to eligible individuals.

Young at Heart Resources envisions the organizational group to be a mix of for-profit and not-for-profit businesses and organizations that have experience in the preparation and delivery of high-quality, nutritious meals for eligible individuals, and will provide quality service for the entire contract period.

5. Program Considerations:

Consideration will be given to proposals that demonstrate a combination of qualified experience, quality service, and creativity, as well as responsiveness to changing needs, performance, emergencies, strong internal controls, and reasonable costs.

6. Minority Participation:

It is the Young at Heart Resources policy that minority/women business enterprises will be afforded full opportunity to submit bids in response to this invitation. No bidder will be discriminated against on the grounds of race, color, age, nationality, origin, disability, gender, gender expression, or sexual orientation in consideration of an award.

7. Target Population:

The nutrition program is designed to target persons sixty (60) years of age and older with the greatest social and economic need, including specific objectives for providing services to low-income minority individuals and individuals residing in rural areas; individuals with limited English proficiency; and individuals at risk for institutional placement. Nutrition services are also provided on a limited basis to individuals with a disability, ages 18-59.

In addition, the organization understands and agrees that Young at Heart Resources shall be responsible for the administration of the contract. Therefore, the organization agrees that Young at Heart Resources shall have general supervisory power over all programs and activities to be conducted under this contract and that Young at Heart Resources shall make the final determination of all questions or disputes (not including employee disputes) of any nature arising out of this contract. Additionally, the organization will allow access to Young at Heart Resources, the Missouri Department of Health and Senior Services, any federal or state grantor agency, the Comptroller General of the United States, and/or any duly-authorized representatives of the aforementioned agencies, to any books, documents, papers, and records of the organization which are directly pertinent to the contract with Young at Heart Resources for the purpose of making audit, examination, excerpts and transcriptions.

At a minimum, Young at Heart Resources will monitor and evaluate the organization annually. The organization should perform self-monitoring and submit documents as required for the purpose of monitoring by Young at Heart Resources, the State of Missouri, and the federal government. The successful organization agrees to participate in all mandatory meetings and training scheduled by Young at Heart Resources.