**SCOPE OF WORK**

**1. Introduction**:

The organization that receives a contract as a result of this Request for Proposal shall provide services as listed below, in compliance with Sections 2, 3 and 4 of Part Two, on an as-needed/if-needed basis. These services are defined and included in Exhibit A (Services, Definitions, and Standards):

Nutrition Services

1. Congregate Meals
2. Home Delivered Meals
3. Meals, Other
4. Eligibility Assessments

The organization shall expressly understand and agree that no quantity of meals or assessments is guaranteed under the contract, and Young at Heart Resources does not guarantee that the organization’s services will be utilized to any degree under the contract.

**2. Service Standards**:

The organization must comply with all requirements and applicable service standards established in law, regulation, and Young at Heart Resources policy. The applicable service standards will become part of the fully-executed contract for the purpose of this Request for Proposal. Exhibit A lists the scope of services, the minimum service standards acceptable, as well as known requirements or regulations which may not be currently included in the Young at Heart Resources Policy and Procedures Manual.

**3. Contract Period**:

The successful organization will operate under a contract with Young at Heart Resources for twelve (12) months, commencing July 1, 2023, and ending June 30, 2024, contingent upon continued funding, participant satisfaction, and successful fulfillment of contract requirements by the organization. This agreement may be extended for two (2) additional one (1) year periods. The organization shall furnish services as authorized by Young at Heart Resources during the contract period.

**4. Contract Supervision / Monitoring**:

In the performance of the services set forth herein, the organization shall expressly understand and agree that a contract exists between the organization and Young At Heart Resources upon approval and acceptance of the proposal by Young at Heart Resources. Notification of such acceptance and approval will be provided in the form of an award letter sent to the organization. The approved Request for Proposal, as accepted, will be restructured in the form of a contract and forwarded for signature.

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.