Nutrition Bidders Conference
Boston Consortium FY 2019+

Boston Senior Home Care
Central Boston Elder Services
Ethos
Bid Submission

- 3 copies of the proposal and 1 electronic copy (USB flash drive or CD)
- Bidder’s ability and qualifications (description of your foodservice and what you are able to do) **Page Numbers ________________**
- Meals per shift that can be produced (sanitarian report) **Page Numbers** (if you need a sanitarian, Joanne Lee joannecurtislee@gmail.com)
- Copy of most recent inspection by local health department **Page Numbers**
- Financial statement **Page Numbers**
- Annual report (if available) **Page Numbers**
- Acceptance of contract requirements (a statement that submission of this bid implies acceptance of the RFR and contract conditions) **Page Numbers**
- Statement of adherence to Federal EEO/Affirmative Action, state and City of Boston standards **Page Numbers**
Bid Submission continued

- Administrative overview and Meals Specific Survey Page Numbers
- Proposed adherence to Boston Living Wage Ordinance Page Numbers
- Evidence of liability insurance Page Number
- Description of Food packaging Page Number
- Statement regarding commodities and group purchasing Page Number
- Organization chart and descriptions of personnel Page Numbers
- Vehicle list page number
- Cleaning and sanitation schedule Page numbers
- 5-day sample menus for the type of meal being bid on with nutrient analyses demonstrating how the menus meet the 1/3 RDA
- Cost determination for each type of meal with reductions as volumes increase Page Numbers
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- Supplier Diversity Office certification letter (if applicable) Page Numbers
- Provider Contact Survey should be completed Page Numbers
- Business references Page Numbers
Bid Specifications Boston Consortium

- Performance Bond
- Bids due June 29, 2018 at noon
- Contract start date October 1, 2018
- all applicable laws including Boston Living Wage
- Certificates of insurance
- Confidentiality
- Payment time frame
Bid Specifications Boston Consortium

- Complete all items in Administrative Overview
- Complete meals specific survey items
Sanitation

- Last inspection report and copy of license
- Sanitarian report with kitchen load limits
- Temperature requirements
- Reporting employee illness
- Reporting foodborne illness
- Maintaining meal samples (1 week)
- Transportation
Critical points for the proposal

- Client not at Home
- Client emergency in home
- Training for HDM drivers
- CORI and OIG
Bid Specifications Boston Consortium

- Group Purchasing Program
- Commodities
- Adequate personnel
  - Communication with ASAPs
Bid Specifications Boston Consortium

- Meal cost analysis
- Use meal sheets that fit what you are bidding on
- Congregate- bulk meals delivered to a site that at portioned at that site
- Home delivered meals- individually packaged, sealed, hot meals delivered to an individual client on a daily basis or packaged by route for Ethos
Bid Specifications Boston Consortium

- Meal types: in packet
- Vendors must be able to use Provider Direct; computer specifications are attached to the bid packet
- See Ethos congregate list for brunch and dinner meals
Bid Specifications Boston Consortium

- Nutrition Standards; Massachusetts Standards on the Ethos website
- Calories: 700-800
- Fat: 30-35% of calories
- Sodium content: 3-4 gms/day, 1200/meal
- 1/3 of the RDA
  - Daily Vitamin C source, Vitamin A 3 times per week
  - One high fiber vegetable per week
Meal Pattern

- Meat/meat Alternative 2.5-3 oz.
  - 2 “A” and 3 “B” per week
- Vegetables/Fruits 2 servings, ½ c. each, 2 add’l servings over the month
- Bread/Alternative 1 serving or ½ c. (high fiber 3x/wk.)
- Margarine, no trans fat, optional, 1 tsp.
- Dessert ½ c. (lower sugar choice available)
- Milk 8 oz.
Bid Specifications Boston Consortium

- Complete all requested items in Administrative Overview/Meals Specific Survey
  - Includes items such as licenses, policies and procedures
  - Sample one month menu
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- Congregate sites: 19, locations, meal types, days and times in bid package
## Boston Consortium

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<th>Meal Type</th>
<th>HDM Bulk</th>
<th>HDM door-to-door</th>
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Boston Consortium

- Bid materials available at www.ethocare.org
- Bidders conference May 23, 2018, 1:00 pm at Ethos, 555 Amory St, Boston MA 02130
- Bids due June 29, 2018, at noon
- All questions must be submitted in writing by June 25, 2018 to mgann@ethocare.org
- Responses will be posted on the Ethos website