
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**
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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**
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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
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Bid Specifications Boston Consortium

- Complete all items in Administrative Overview
 - Complete meals specific survey items
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Bid Specifications Boston Consortium

■ 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
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Bid Specifications Boston Consortium

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

■ 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.

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- 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



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| Meal Type | HDM Bulk | HDM door-to-door |
|------------------------|----------|------------------|
| Chinese | 1025 | 668666 |
| Vietnamese | 0 | 31039 |
| Vegetarian | 2985 | 4680 |
| Caribbean | 20132 | 30944 |
| Kosher Hot | 5900 | 85445 |
| Southern traditional | 18825 | 196426 |
| Italian | 0 | 76685 |
| Italian Hot weekend | 0 | 17850 |
| Home Delivered Generic | 96045 | 272569 |
| Frozen meals | 0 | 120020 |
| Cold Packs | 36800 | 0 |
| Emergency meals | 3990 | 20540 |
| | | |

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| Meal type | Bulk | Door-to-door |
|--------------------------------------|-------|--------------|
| Cold supper | 24935 | 27600 |
| Dairy free | 0 | 15377 |
| Supplements | 0 | varies |
| Consistency modified or renal frozen | 3250 | 4411 |
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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
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