
Nutrition Bidders Conference

Boston Consortium FY 2027+

Boston Consortium

Boston Senior Home Care

Central Boston Elder Services

Ethos

Bid Submission

- Electronic, encrypted submission to meals@ethocare.org
 - Table of Contents with section and page numbers for each section
 - 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) (if you need a sanitarian, Joanne Lee joannecurtislee@gmail.com)
 - **If fewer than 100 meals per day, most recent ISD report**
 - Copy of most recent inspection by local health department
 - Financial statement
 - Annual report (if available)
 - Acceptance of contract requirements (a statement that submission of this bid implies acceptance of the RFR and contract conditions)
 - Statement of adherence to Federal EEO/Affirmative Action, state and City of Boston standards
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Bid Submission continued

- Administrative overview
 - Proposed adherence to Boston Living Wage Ordinance
 - all applicable laws including Boston Living Wage (\$18.78/hour)
 - Evidence of liability insurance
 - Description of food packaging
 - Statement regarding commodities and group purchasing
 - Organization chart and descriptions of personnel
 - Vehicle list
 - Cleaning and sanitation schedule
 - 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
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- Supplier Diversity Office certification letter (if applicable)
- Provider Contact Survey should be completed
- Business references
- Performance Bond
- Certificates of insurance
- Confidentiality Policy
- Payment time frame

Please remember to number all pages

- Bids due June 29, 2026, at noon
 - Contract start date October 1, 2026
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Bid Specifications Boston Consortium

■ Sanitation

- ❑ Last inspection report and copy of license
 - ❑ Sanitarian report with kitchen load limits, unless < 100 meals/day
 - ❑ 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 ASAP
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Bid Specifications Boston Consortium

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

- Meal types: in packet
 - Vendors must be able to communicate via encrypted email using Wellsky consumer Id; computer specifications are attached to the bid packet
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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 gm/day, 1200 mg/meal
- 1/3 of the RDA
- Daily Vitamin C source, Vitamin A 3 times per week
- One high fiber vegetable per week

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)
- ❑ Low Fat milk, 8 oz.

Bid Specifications Boston Consortium

- Complete all requested items in Administrative Overview
 - Include items such as licenses, policies and procedures
 - Include sample one month menu
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- Congregate sites: Boston. 41+ locations, meal types, days and times in bid package.
 - Vendor will deliver meals in bulk directly to the congregate site between 10:00 a.m.-11:00 a.m.
 - Orders are placed a week in advance. Revisions are communicated providing the vendor at least 24 hr. notice.
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• Meal Type	• HDM Bulk	• HDM door-to-door
• Chinese	• 0	• 708500
• Vietnamese	• 5900	• 12400
• Vegetarian	• 5200	• 15400
• Caribbean	• 36800	• 71300
• Kosher	• 6100	• 41300
• Southern traditional	• 46200	• 211300
• Italian	• 0	• 98200
• Home Delivered Generic	• 89900	• 261900
• Frozen Meals	• 52900	• 147600
• Cold Packs	• n/a	n/a
• Emergency Meals	• 2000	• 9500

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Meal type	Bulk	Door-to-door
Cold supper	56800	116400
Dairy free	0	n/a
Supplements	0	varies
Consistency modified or therapeutic (Renal, Bland, Allergen, Puree, Ground, Chopped, Cardiac, Lactose Free)	8800	23200

• Meal Type	• CAFE Bulk
• Ethnic Meals	• 162200
• Generic Meals	• 103200
• Breakfast	
• Emergency Meals	

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- Bid materials were made available on May 11, 2026 at www.ethocare.org.
 - Bidders conference May 20, 2026, 10:00 am-11:00 a.m.
 - Bids due June 29, 2026 at noon to meals@ethocare.org via encrypted email as one pdf.
 - All questions must be submitted in writing by May 25, 2026, to meals@ethocare.org
 - Responses will be posted on the Ethos website by May 29, 2026.
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