



Connecting Older Adults with Community-based Resources and Options

AgeOptions Shelf-Stable Meals Request for Proposals (RFP) Application Instructions

1. Review all Attachments thoroughly:

- a. Attachment A – Shelf-Stable Vendor RFP
- b. Attachment B – Shelf-Stable Vendor Application
- c. Attachment C – Shelf-Stable Vendor Application Instructions
- d. Attachment D – Distribution Sites & Quantities
- e. Attachment E – Menu Standards FY2022 Rev. 10-01-21
- f. Attachment F – Shelf-Stable Vendor Pricing Grid

2. Product Information

Vendor proposals must include the following product information in picture and/or narrative form (**AgeOptions cannot evaluate proposals that do not include this information**):

- a. A menu listing all meal components for each complete meal.
- b. Packaging for the meal box.
- c. Meal preparation directions provided for use, if appropriate for food items.
- d. Complete nutrition information for each meal, demonstrating compliance with the 1/3 DRI requirements including fat, saturated fat, cholesterol, and sodium content.
- e. Description of Kosher or Halal certification.

3. Pricing Information

Applicants will submit pricing using **Attachment F**: “Shelf Stable Vendor Pricing Grid.” Pricing will be expressed as a per-meal price. The per-meal pricing must include:

- a. Cost of all food items included in each individual meal.
- b. Cost of delivery to all sites listed in Attachment D – Distribution Site & Quantities. (The total cost of deliveries must be averaged across all meals and included in the per-meal price. Meal prices should be expressed as the same amount regardless of delivery location.)
- c. Cost of an 8 ½ X 11, black and white printed menu to be included in each box (text to be supplied).
- d. Cost of a bright orange or yellow sticker affixed to the outside of each box (text to be supplied).



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4. Technical Assistance

If you have questions, please contact RFP@ageoptions.org. Technical assistance is available until Tuesday, February 27, 2024, at 4:00 p.m. Central Time. Answers to questions will be shared via email with all applicants through a weekly "Frequently Asked Questions" update. To ensure that all applicants receive answers to FAQ's at the same time, send notice of your intent to submit an application to RFP@ageoptions.org. **You will not receive answers to FAQs until you send notice of your intent to apply.**

5. What to submit

- a. Completed and signed Shelf-Stable Vendor Application (**Attachment B**)
- b. Shelf-Stable Vendor Pricing Grid (**Attachment F**)
- c. A copy of your current Shelf-Stable menu

6. Due Date

Proposals are due on **Tuesday, February 27, 2024**, by 11:59 p.m., Central Time. Proposals must be sent, via email, to RFP@ageoptions.org

7. Meal Samples

AgeOptions will invite selected applicants to send a minimum of 15 Regular diet sample meal boxes. The variety of meals should be the same in each meal box. Invited applicants must send samples to arrive no later than Thursday, April 11, 2024, at 4:00 p.m. Central Time to:

AgeOptions
1048 Lake Street, Suite 300
Oak Park, Illinois 60301
ATTN: Phillip Lanier
708-383-0258

8. Additional Information

AgeOptions reserves the right to request additional information or clarification from individual applicants after the applicant's application and shelf-stable pricing grid are received.

Questions?

Please contact RFP@ageoptions.org until **February 27, 2024 at 4:00 p.m. CT.**