

The Detroit Area on Aging (DAAA) Nutrition Services Meals Programs Request for Proposal

Period	Fiscal Years 2027-2029
Department	Nutrition Services
Date Issued	December 2, 2025
Contact Person	Gilbert Lopez, Director of Nutrition Services, Health and Wellness
Contact Info	lopezg@daaa1a.org
Submittal Accepted Until	January 9, 2026, by 5PM, EST via the DAAA Portal. Late applications will not be accepted.
Contracted Funding Source	Contracted through The Older Americans Act (OAA) via Federal and State Funds Awarded by the Detroit Area Agency on Aging.
Service Area	Planning and Service Area 1-A: Detroit, Highland Park, Hamtramck, Harper Woods, and the five Grosse Pointes.
Chairperson, Board of Directors	Alice Thompson
President and CEO, DAAA	Ronald S. Taylor

INTRODUCTION

The Detroit Area Agency on Aging (DAAA) is a private, non-profit organization responsible for planning, coordinating, developing, and funding services for older adults in the cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods, and Highland Park.

Founded in 1980, the DAAA is one of 16 Area Agencies on Aging in Michigan authorized by the Older Americans Act of 1965, as amended. Under this federal act, all area agencies on aging receive federal funding and are responsible to their state unit on aging and indirectly to the Administration on Community Living for the delivery of services to older adults within their region.

In the State of Michigan, Public Act 180 (Older Michiganians Act of 1981) authorizes the Michigan Bureau of Aging, Community Living, and Supports (ACLS) to serve as the designated state unit on aging and specifically outlines the responsibilities of the state's area agencies on aging. It also authorizes the State to augment federal Older Americans Act dollars with funding from the state's general revenue budget.

The DAAA service area has a large and highly diverse population, including Black, White, Hispanic, Native American, Asian, and Arabic (Muslim) populations.

This Nutrition Request for Proposal (RFP) will seek to include all populations, providing high quality, culturally appropriate meals, as well as addressing food insecurities for all DAAA constituents.

The DAAA administers the following nutrition programs:

- Congregate Meals
- Home Delivered Meals
 - Chilled
 - Frozen Five Pack (Can also be called upon for emergency Curbside)
- Holiday Meals
- Culturally Specific Meals,

As well as supplemental nutrition programs:

- Oral Nutrition Services (ONS)
- Shelf Stable Meals
- Medically Tailored Meals

Instructions to Applicants

The DAAA is accepting bids from interested vendors who embrace transformative, innovative and modernized ways of meeting the ACLS requirements and guidelines for producing and delivering high quality meals for its multi-cultural senior communities, freshly prepared meals for each program as well as providing materials and support for three supplemental meal programs.

Please Follow This Order of Application:

- Full name and contact information for the applicant.
- Incorporation – Organization has existed for at least three years business/ incorporated and/or LLC.
- Financial viability (Previous year audit and balanced financial statements).
- Income Tax Paid or Approved Payment Plan with Internal Revenue Service.
- Nutrition Program(s) for which the organization proposes to be applying
- Vision for innovation and how it aligns with DAAA Nutrition Services.
- Organizational capability statement with similar projects.
- Credentials of critical staff
- Background Checks for all staff, volunteers and partners to be engaged with program participants, including any independent contractors.
- Maintenance of Insurance at appropriate levels.
- Proposed budget utilizing Unit Cost sheets and any local match (other resources such as cash and/or in-kind) to be provided to support the program(s).
- Willingness to sign business associate agreement, conflict of interest agreement, participate in ICHAT background/Sex offender and Office of Inspector General screening.
- Applicants must request access to Citrix ShareFile by 5:00pm December 11, 2025, 5:00pm Eastern Daylight Time (EST) the day before the grant application is due.
- Application must be submitted by January 9, 2025, 11:59pm EST.

All projected service levels are based on available funding and are subject to change.

Eligibility Criteria

Application Acceptance and Review Criteria

- Proof of Incorporation -organization has existed for at least three years.
- Financial viability -previous year's audit and balanced financial statements).
- Income tax paid or approved payment plan with Internal Revenue Service.
- Proposals must be uploaded to DAAA ShareFile Portal by Friday January 9, 2026. (Late applications will be rejected.)
- Proposals must address published nutrition programs only, as included and described in this RFP.
- All required documentation requested in the application and listed on the application checklist must be included with the proposal.
 - A copy of the insurance certificates, audit finding information, certified audit (or unaudited financial statements), IRS Form 941 with proof of payment, IRS Form 990 or 1120, Articles of Incorporation, 501 c (3) notification letter, and the agency annual report are required.
- The applicant is required to submit a completed budget with application.
- Authorized personnel must sign the application and all required forms.

Nutrition Program Requirements

- The applicants for the meals programs must have a kitchen which would allow for meals to be delivered in 30 minutes inside of PSA 1-A service area.
- The applicant must meet Older American Act ACLS Operating Standards.
- If an applicant is bidding for all meal production and delivery, they must meet a minimum production capacity and mechanism for delivery of approximately 2,500 home-delivered meals and at least 800 hot congregate meals per day.
- Storage for a minimum of 2,000 five pack shelf-stable meals for delivery up to twice per year, 8,400 liquid meals per month, and minimally 1500 up to 5,500 holiday meals.
- The applicant must provide 30, 60 and 90 days, or up to one year of emergency planning. Act as an emergency preparedness location.
- Applicants wishing to bid on portions of the grant must:
 - Identify what services they intend to provide.

- Define the maximum capacity for which their facility can produce meals.
- Provide descriptions of how they intend to deliver meals.

All proposals must be consistent with the service standards developed by the Bureau of Aging Community Living and Supports (ACLS) and the DAAA.

This Request for Proposal, however, does not commit the DAAA to award a contract, to pay any cost incurred in the preparation of an application in response to this request, or to procure a contract for services or supplies.

***Preference will be given to vendors within the DAAA service area.**

Application Guidelines

The Request for Proposals (RFP) process is to ensure that a fair and objective method is used for acquiring services for older persons and their caregivers with the public funds administered by Detroit Area Agency on Aging.

This RFP, however, does not commit DAAA to award a contract, to pay any cost incurred in the preparation of an application in response to this request, or to procure a contract for services or supplies.

DAAA reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP if it is in the best interest of this planning and service area. Further, all requested funds are subject to reduction based upon final award selections.

Funding is dependent upon the continuing availability of Older Americans Act.

Budget development should reflect reasonable costs to implement the program or service proposed. In the case of an ongoing project, the applicant's existing financial commitment must be maintained during the period of Area Agency support. For new contracts, the local match is 10% for the first year for both State and Federal funds. In the second year of ongoing funding, the local match requirement is 15%, or maintenance of effort.

In addition, all proposals should have outcomes that are measurable and consistent with the service standards developed by the Michigan Aging and Adult Services Agency. These standards are available through the Detroit Area Agency on Aging.

Once a contract is issued to an applicant, that organization becomes fully responsible for administration of the program and activity and expenditures of awarded funds according to Federal and State Regulations and other policies or

regulations. Each organization will be liable for any disallowed expenditures of funds and should discuss in the proposal how disallowed costs will be repaid to DAAA by the contractor, from non-Older Americans Act.

Nutrition Programs

Nutrition Programs Prepared Meals General Requirements

1. All prepared meals will be of “premium” quality, meaning 100% beef products, whole muscle chicken and fish and grade A fruits and vegetables without exception.
2. All menus must be developed by a Registered Dietitian and analyzed for nutritional value.
3. Thirty percent of raw food products will be locally sourced.
4. Providers must maintain a six-week menu cycle for prepared meals that meets the Administration for Community Living (ACL) Standards.

Congregate Meal Program

The service provider will prepare and deliver high quality freshly prepared hot meals in bulk to designated congregate sites within the DAAA service area every weekday between the hours of 10-11:30AM.

- Provides up to 250 days of service annually (average of twenty-five meals per site daily for up to thirty sites).
- Capacity to provide hot meals on weekends during emergencies such as inclement weather, power outages, or pandemic, etc.

Home Delivered Meals Program

Individual meals are prepared, chilled or frozen, and then delivered to the residences of homebound adult participants to their places of residence between 11AM-1PM.

- Meals delivered twice per week, Monday/Wednesday or Tuesday/Thursday, with make-up meals on Friday.

Expected meals served annually:

- 375,000 Chilled
- 12,500 Frozen

Holiday Meals Program

Prepare and deliver hot meals on the four designated holidays.

- The provider’s facilities must be available, clean, and safe for up to two hundred volunteers to assist with packing all portions of the meal.
- The cold portions of the meal are packed the day prior to the holiday, while the hot portions are packed on the holiday.

Expected meals served:

- Easter -3,500
- Labor Day -3,500
- Thanksgiving -5,500
- Christmas -5,500

Culturally Specific Meals

The DAAA identified meals must accommodate the specific needs of all participants of nutrition program, such as Halal, Kosher, Soul Food, Vegan, Mexican and Vegetarian.

This program follows the guidelines of the congregate, home delivered and holiday meals programs.

- This program encourages all meal providers, including restaurants and caterers, etc.

Expected meals delivered:

- 25,000 home delivered
- 10,000 congregate meal sites
- 1,100 holiday meals

Oral Nutrition Services (ONS)

Provides ONS for seniors with a diagnosis substantiated by a physician.

- Liquid meals are delivered monthly in two 12-unit cases.

Expected meals delivered:

- 37,500 units
- The current ONS formulary in use is Ensure and Glucerna.

Shelf Stable Meals

In the event of power outages, meal site closures, and other declared emergencies, shelf-stable meals are delivered to participants' homes.

- Delivered at minimum twice annually in five-meal pack configuration.
- 2000 5-Pack Units
- A cool dry storage space with capacity to maintain 10,000 units.

Medically Tailored Meals

Medically tailored meals is a new opportunity to provide nutrition services for one of our most vulnerable populations.

- Delivery of fully prepared nutritionally customized meals for homebound seniors with specific health conditions, such as diabetes, heart disease, and cancer.
- Registered Dietitian approved Meals that align nutrient profiles with individual health diagnoses and goals.

TIMELINE

November 30, 2025	Public Notice via Newspaper
December 2, 2025	DAAA Website & Social Media Release
December 3, 2025	Access to Citrix ShareFile granted to applicants
December 9, 2025	Technical Assistance Workshop <ul style="list-style-type: none"> Please call 446-4444 to RSVP your attendance or request online seminar access. Questions will be accepted one week after the technical assistance workshop. Additional support will not be available.
December 17, 2025	All questions must be submitted by 5PM, EST to contractmgt@daaa1a.org Additional support will not be available.
January 9, 2026	Proposal Due to DAAA Portal by 5PM, EST
February 16, 2026	DAAA Award Contracts
February 17-	Finalist contracts work with DAAA on contract
September 4, 2026	negotiation, finalization and preparation of kitchen and meal delivery
October 1, 2026	Contract Begins

DAAA Nutrition Meal Programs Budget: Budgets are estimated based on 2025 expenditures, both Culturally Specific and Medically Tailored Meals are new programs being offered by DAAA and the budgets are TBD based on meal cost.

Congregate Meal Program	\$274,000.00
Home Delivered Meals Program	\$2,400,000.00
Holiday Meals Program	\$110,000.00
Oral Nutrition Services Program	\$104,000.00
Shelf Stable Meals Program	\$43,000.00
Culturally Specific Meals	TBD
Medically Tailored Meals Program	TBD