

DETROIT AREA AGENCY ON AGING REQUEST FOR PROPOSAL for Nutrition Services

FISCAL YEAR 2027-2029

**Congregate, Home Delivered, Holiday Meals, Oral
Nutrition Services, Shelf-Stable Meals, Culturally-
Specific Meals and Medically Tailored Meals**

**Technical Assistance
Workshop**



Detroit Area Agency on Aging

- * Private, non-profit organization responsible for planning, coordinating, developing and funding meal programs.
- * This Nutrition RFP will seek to include all populations, providing high quality, and culturally appropriate meals for the following categories:
 - * Congregate Meals
 - * Home Delivered Meals
 - * Holiday Meals
 - * Oral Nutrition Supplements
 - * Shelf-Stable Meals
 - * Culturally Appropriate Meals
 - * Medically Tailored Meals

Service Area

- * Service area consists of:
 - * Detroit, Hamtramck, Harper Woods, Highland Park, and the five Grosse Pointes

RFP Timeline

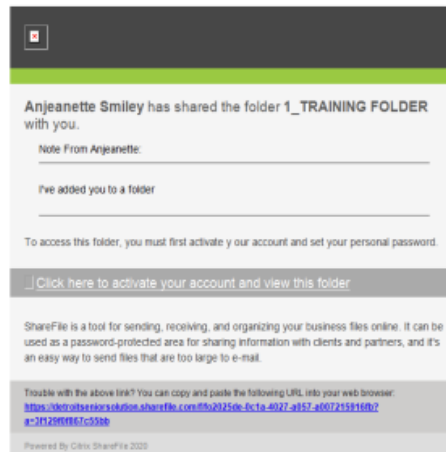
- * Legal Notice – November 28, 2025
- * RFP Released DAAA Website & Social Media - December 2, 2025
- * Technical Assistance Workshop December 9, 2025 – 10AM – 12PM
- * December 17, 2025, all questions must be submitted by 5pm to Contracts Management
- * Progress Sharefile Access request available December 3 – January 9, 2026, PM EDT.
- * Proposals Due in the sharefile, Friday, January 9, 2026, by 11:59 p.m. (EST)
- * Contract/Contracts Awarded February 15, 2026
- * Contract Begins October 1, 2026

* Please note that schedule is tentative and may change

Submitting Through ShareFile

Accessing the secure ShareFile portal.

1. Email contractmgt@daaa1a.org to receive access
2. Include the name and email address of everyone in your organization that will need access
3. Allow one business for response
4. You will receive an email from Sharefile (Citrix) inviting you to the shared folder



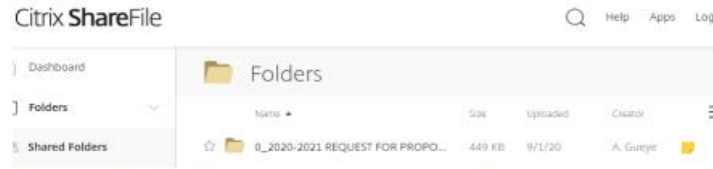
5. Create a profile or log in to your folder.

A screenshot of the ShareFile registration form. At the top is the ShareFile logo. Below it, the text says "Welcome! Please confirm your personal information." There are three numbered steps: 1, 2, and 3. The form has three input fields: "First Name" with a red asterisk and "Required" label, containing the text "Contract"; "Last Name" with a red asterisk and "Required" label, containing the text "Management"; and "Company" containing the text "DAAA". At the bottom is a blue button labeled "Continue".

Submitting Through ShareFile

Create a folder

1. Open the Request For Proposal folder

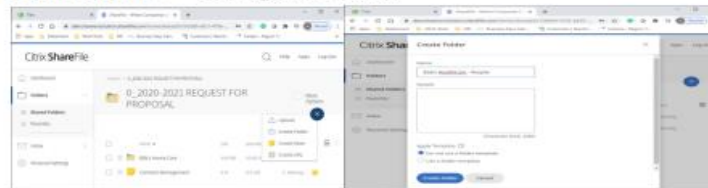


2. Click the blue plus sign to the right of the page

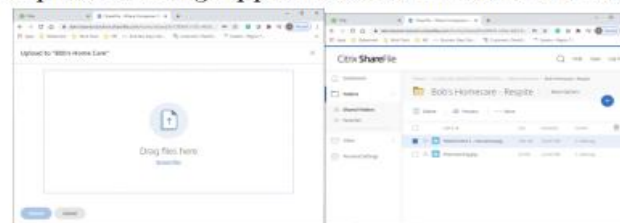


3. Create a folder

Folder name – **Company Name**



4. Upload or Drag Application documents to the folder



- Document name – name of application requirement
(Attachment 7 – Insurance)

Submitting Through ShareFile

Additional Information

- You may delete documents but not folders
- If applying for more than one service:
 - Create one folder for your business
 - Create one folder for Section 1
 - Pre-screening and Attachments A-M etc.
 - Create a folder for each submission for Sections II
 - Attachments 1-5, Budget and additional information

Citrix ShareFile

Dashboard Folders Shared Folders Favorites Inbox Personal Settings

Folders > 0_2020-2021 REQUEST FOR PROPOSAL > Bob's Home Care > Bob's Homecare - Respite

Bob's Homecare - Respite More Options

	Name ▲	Size	Uploaded	Creator	
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Section I	0 B	3:51 PM	C. Mana...	
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Section II _Chore Services	0 B	3:52 PM	C. Mana...	
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Section II _Respite	0 B	3:52 PM	C. Mana...	

Topics of Discussion for Today

- * Instructions to Applicants
- * Contract Period
- * Eligibility
- * Proposal Requirements
 - * Subcontracting
 - * Contract Start Up
 - * Insurance
 - * Termination
- * Scope of Services
 - * Capacity
 - * Staffing
 - * Information Technology
 - * Quality Assurance
 - * Food Packaging
 - * Local Match
 - * Compliance
- * Questions/Answers

Instructions to Applicants

- * BID PROPOSALS MUST BE
SUBMITTED TO THE DAAA PORTAL
BY 11:59PM January 9, 2025
- * Late applications will not be
accepted

Contract Period

- * Contract period will be from FY
2027-2029
- * October 1, 2026-September 30,
2029

Eligibility Criteria

- * Must have been in business for a minimum of 3 years
- * Must be financially viable as demonstrated by having a positive fund balance or retained earnings
- * Must demonstrate that they are current in all local, state and federal taxes
- * May be a private for-profit or non-profit organization.

Eligibility Criteria Cont.

- * Kitchen location should allow for meals to be delivered in 30 minutes inside of DAAA service area (PSA 1-A)
- * Production capacity and mechanism for delivery of approximately 2,500 home-delivered meals and eight hundred hot congregate meals per day
- * Storage for a minimum of 2,000 five pack shelf-stable meals, 8,400 liquid meals per month, and up to 5,500 holiday meals

Proposal Requirements

- * Applications must be submitted via the DAAA's Progress Sharefile portal
- * Applications must address all provisions of the meal programming for which they are bidding
- * Authorized personnel must sign the application in all required places if funding is awarded
- * All attachments must be properly labeled
- * Applicants wishing to bid on portions of the grant must:
 - * Identify what services they intend to provide
 - * Define the maximum capacity their facility can produce
 - * Provide descriptions of how they intend to deliver meals
 - * Preference will be given to vendors within the DAAA service area

Proposal Requirements Cont.

- * Applicants who do not meet the minimum criteria outlined below will not be considered.
 - Financial Viability
 - Food Safety and Sanitation
 - Access and Transportation
 - Staffing Qualifications and Background Checks
 - Service Delivery and Capacity

Proposal Requirements Cont.

- * Emergency/Business Continuity Plan
- * Food Sampling/Meal Variety/Quality and Meal Cost
- * Transition Plan/ Building New Construction
- * Communication Plan
- * Data Reporting and Technology
- * Applicants must maintain Policies and Procedures
- * Local Match Requirement

Subcontracting

The successful applicant shall
NOT subcontract meal
preparation and delivery
services unless authorized by
the DAAA

Contract Start-Up

The successful applicant must submit a transition plan/timeline that demonstrates transition to full operations effective October 1, 2026.

Insurance and Surety Bond

- * The applicant must provide proof of insurance and maintain required product liability insurance and a surety bond of \$100,000.00
- * Proof of Cybersecurity Insurance should be provided as well

Scope of Services

- * **Congregate:** Production and delivery of hot food in bulk form to meal sites.
- * **HDM:** Production and delivery of chilled/frozen meals to individuals in homes or apartments five days a week (Mon-Fri),
- * **Culturally Specific:** Production and delivery of Culturally specific congregate or HDM meals up to five days a week
- * **Oral Nutrition Supplement (ONS):** In two 12 meal cases, delivered monthly, regular and diabetic
- * **Shelf Stable:** Five-pack shelf stable meals annually
- * **Medically Tailored Meals (MTM):** Production/delivery

Scope of Services Cont.

- * Holiday Meals: Production and delivery of up to 18,000 hot meals on four holidays:
 - * **Easter Day** - Approximately 3,500 home-delivered meals
 - * **Labor Day** – Approximately 3,500 meals home-delivered meals
 - * **Thanksgiving** – Approximately 5,500 home-delivered meals
 - * **Christmas Day** - Approximately 5,500 home-delivered meals

Facility/Capacity

- * 2,500 home-delivered meals and 800 congregate meals per day.
- * Description of kitchen, meal prep equipment and vehicles used for transport and delivery
- * Must show the facility has the capacity and floor space to allow for the staging of holiday meals.
- * Proof the kitchen facility passes required building codes and city inspections

Staffing

- * Must show proof of adequate staffing, credentialing/licensing, and provide criminal background checks for each employee.
- * The successful applicant must have:
 - * Access to a dietitian (menu development/analysis)
 - * Food handlers licensing and certification

Information Technology

- * Must have software for routing and data management system for delivery tracking and **electronic signature**
- * Software must track units of service and provide documentation for billing purposes as well as be HIPAA compliant
- * Must be able to interface with DAAA software system (Mon Ami)

Quality Assurance

- * Must maintain and quality improvement P&P including a contingency plan for meal services in the event of the following:
 - * Food or supply shortages
 - * Replacement of meals due to quality or unsafe temps
 - * Delivery vehicle breakdowns and/or accidents
 - * Driver shortages, or employee strike
 - * Inaccessible roads due to adverse weather conditions
 - * Loss of utilities or power outages

Food Packaging

- * Packaging must meet USDA requirements, certifications, and all DAAA packaging requirements described in the RFP
- * Must be willing to provide food samples to the DAAA Grants & Contract Review Committee upon request

Local Match

- * Must provide an in-kind or cash local match (non-federal and non-state) which will enhance the program operations (in accordance with ACLS guidelines)
- * A 10 percent local match for a new contract and 15 percent for existing contract

Compliance

Must meet all United States Department of Agriculture (USDA) and ACLS minimum standards for the Nutrition Services Programs including the following:

- * Must maintain a 6-week cycle menu
- * Maintain operational policies and procedures
- * Menus must provide, at a minimum, 1/3rd of the daily recommended dietary allowances (DRI)
- * “Scratch” cooking is preferred to processed foods
- * Serving sizes of meal components must meet the ACLS guidelines

Compliance Cont.

- * Ability to report units per client along with cost
- * Must be able to submit reports electronically for :
 - * Missed deliveries
 - * Inability to complete the delivery (provide reason)
 - * Clients that may have passed, moved or no longer need meals
- * Sanctions for late, incomplete, and meals that fail to match the menu and/or meet DAAA quality standards will take the form of non-payment.
- * Vendor will abide by HIPAA (Heal Insurance Portability and Accountability Act) for program participants.

Termination of Contract

- * The DAAA has the right to terminate the contract at any time
- * The vendor must provide 90-days' notice in writing to terminate the Contract
- * At the effective date of the termination, the DAAA will be obligated to pay the contractor the meal costs for units completed and accepted in accordance with the contract

Questions?



Reminder: Any issues with accessing the Progress Sharefile, please contact DAAA Contract Management

Send all questions to ContractMgt@daaa1a.org by Wednesday, December 17, 2025, and answers will be posted on the DAAA website by Friday, December 19th for all to benefit

