



Allegheny County Department of Human Services

RFP Response Form

Meals and Nutrition Services for Older Adults

PROPOSER INFORMATION

Proposer Name: Nutrition, Inc.

Authorized Representative Name & Title: Lee Markosky, President

Address: 580 Wendel Road, Suite 100, Irwin, PA 15642

Telephone: 724-978-2100 ext. 305

Email: Lmarkosky@thenutritiongroup.biz

Website: Thenutritiongroup.biz

Legal Status: For-Profit Nonprofit Sole Proprietor/Individual Partnership

Minority or Women Owned: Yes No

If yes, select the ethnicity: Asian Pacific American Black American

Hispanic American Native American

Subcontinent Asian American Click here to enter text.

If yes, select gender: Male Female

Faith Based: Yes No

Partners included in this Proposal: Wunderlich Transportation

How did you hear about this RFP? *Please be specific.* Current Provider

PROPOSAL INFORMATION

Total dollar amount requested: \$2,575,588.29

Proposal summary (*please use only one sentence*):

Nutrition, Inc.'s Proposal for Meals and Nutrition Services.

Meals and Nutrition Service for Older Adults

REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Edward Caswell	724-978-2100 ext. 148	ecaswell@thenutritiongroup.biz
Contract Processing Contact	David Puskar	724-882-9463	dpuskar@thenutritiongroup.biz
Chief Information Officer	Tom Fox	724-978-2100 ext. 128	tfox@thenutritiongroup.biz
Chief Financial Officer	Jaylene Batchko	724-978-2100 ext. 130	jbatchko@thenutritiongroup.biz
MPER Contact*	David Puskar	724-882-9463	dpuskar@thenutritiongroup.biz

* [MPER](#) is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

BOARD INFORMATION

* For the Board Chairperson, you must list an address, phone and email address different than the organization.

Board Chairperson Name & Title: [Edward Caswell, CEO](#)

Board Chairperson Address: [580 Wendel Road, Suite 100](#)

Board Chairperson Telephone: [724-978-2100 ext. 148](#)

Board Chairperson Email: Partners included in this Proposal: ecaswell@thenutritiongroup.biz

How did you hear about this RFP? Please be specific. [Current Provider](#)

REFERENCES

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. Please do not use employees of the Allegheny County Department of Human Services as references.

[Cambria County Area Agency on Aging](#)
[Ms. Veil Griffith, PHD, Administrator](#)
[100 Franklin Street, Suite 400](#)
[Johnstown, PA 15901](#)
[800-992-4464](#)
mvgriffith@co.cambria.pa.us

Meals and Nutrition Service for Older Adults

[Westmoreland County Area Agency on Aging](#)
[Ms. Carrie Nelson, Administrator](#)
[200 Main Street](#)
[Greensburg, PA 15601](#)
[800-442-8000](#)
cnelson@co.westmoreland.pa.us

[York County Area Agency on Aging](#)
[Mr. Mark Shea, Director](#)
[100 West Markey Street](#)
[Suite 102](#)
[York, PA 17401](#)
[717-771-9610](#)
mwshea@yorkcountypa.gov

CERTIFICATION

Please check the following before submitting your Proposal, as applicable:

- I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania's Right-to-Know Law.
- By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Choose one:

- My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

- My Proposal does not contain information that is either a trade secret or confidential proprietary information.

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- Partner commitment letters, if applicable

Meals and Nutrition Service for Older Adults

- MWDBE and VOSB documents
- W-9

REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 130 points. Your response to this section should not exceed 10 pages. (Pages 1-3 are not included in the page count).

Meals and Nutrition Service for Older Adults

Proposed Service Areas (not scored)

DHS will select two or more providers to cover the county. Referencing Addendum C and D, which indicate the preliminary division by geography, please indicate the area(s) of the county you would serve. You may choose any or all of these areas.

Area	Preference ranking (1, 2, 3, with 1 being strongest)
Central	<u>2</u>
North	
South	<u>1</u>

Organizational Experience (30 points)

1. Describe your experience in preparing meals at a significant scale, for consumption in group or other settings, that consumers rate well. Include a description of your commissary—its capacity, certifications and management. (15 points)

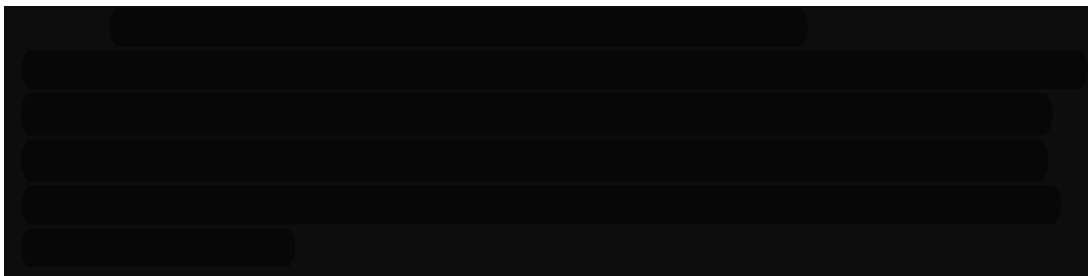
Nutrition, Inc. has been providing satellite and Aging program meals since 1975. At that time, Nutrition, inc. procured the current facility that we operate. Nutrition, Inc.'s facility in West Newton has been outfitted for satellite meal services with appropriate equipment, layout, and staff to accommodate large quantities of bulk meals for multiple programs. The layout and capability has been approved by specialists of our company for programs such as yours, and includes commercial cooking, holding, and transportation equipment.

The location of our facility is advantageous for the capability of reaching most of Southwestern Pennsylvania, while also providing support for some of our other facilities if necessary and is built for the capability of expansion to any program that we services.

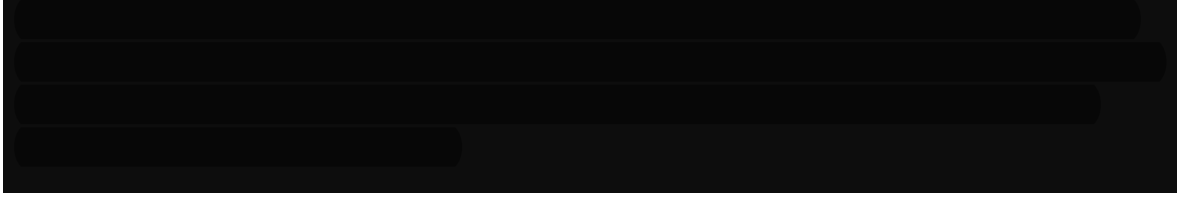
Our facility is inspected twice annually by the Department of Agriculture for safe food practices. Additionally, our dietitian staff members are on site and conduct regular facility inspections to include food quality, food safety, employee safety, and facility makeup.

Currently, Nutrition, Inc. is contracted for services in 38 Counties in Pennsylvania alone in relation to Senior meal services.

2. Describe your experience planning menus that are enjoyable for consumers while meeting strict dietary guidelines, including special diets. Be sure to mention if you employ a state-licensed dietitian, as this is a requirement. (5 points)



Meals and Nutrition Service for Older Adults



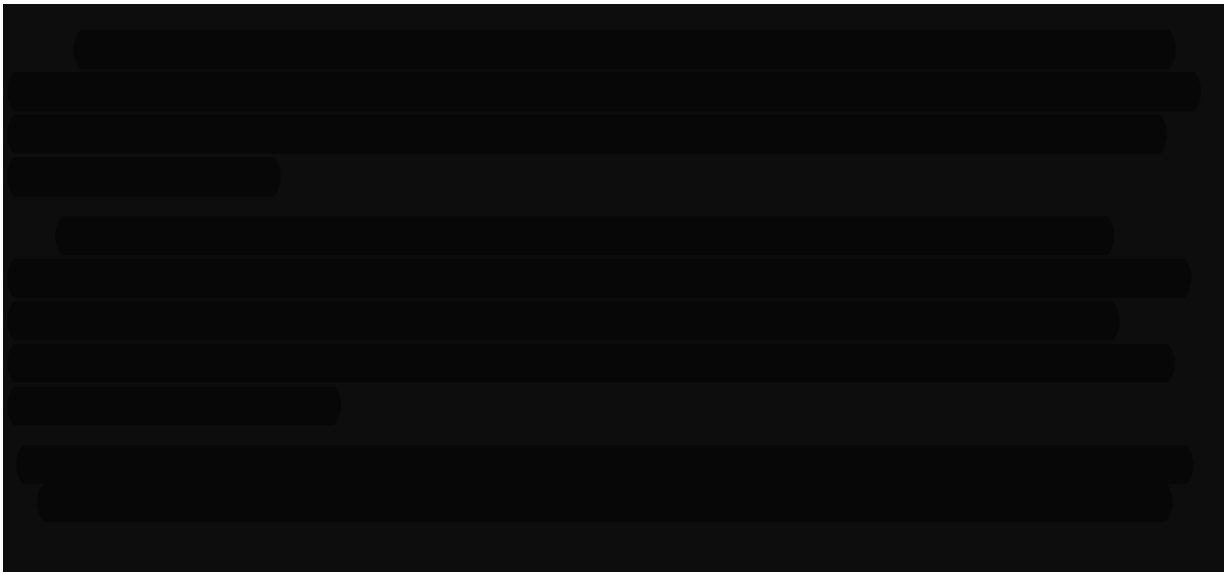
3. Describe your experience in ensuring that staff work successfully with a diverse range of individuals, including in designing meals, in seeking and using consumer feedback to improve quality, and in working with those who consume meals as well as staff in partner organizations. Be sure to mention if this experience includes any trainings offered to staff, including on cultural competency. (10 points)



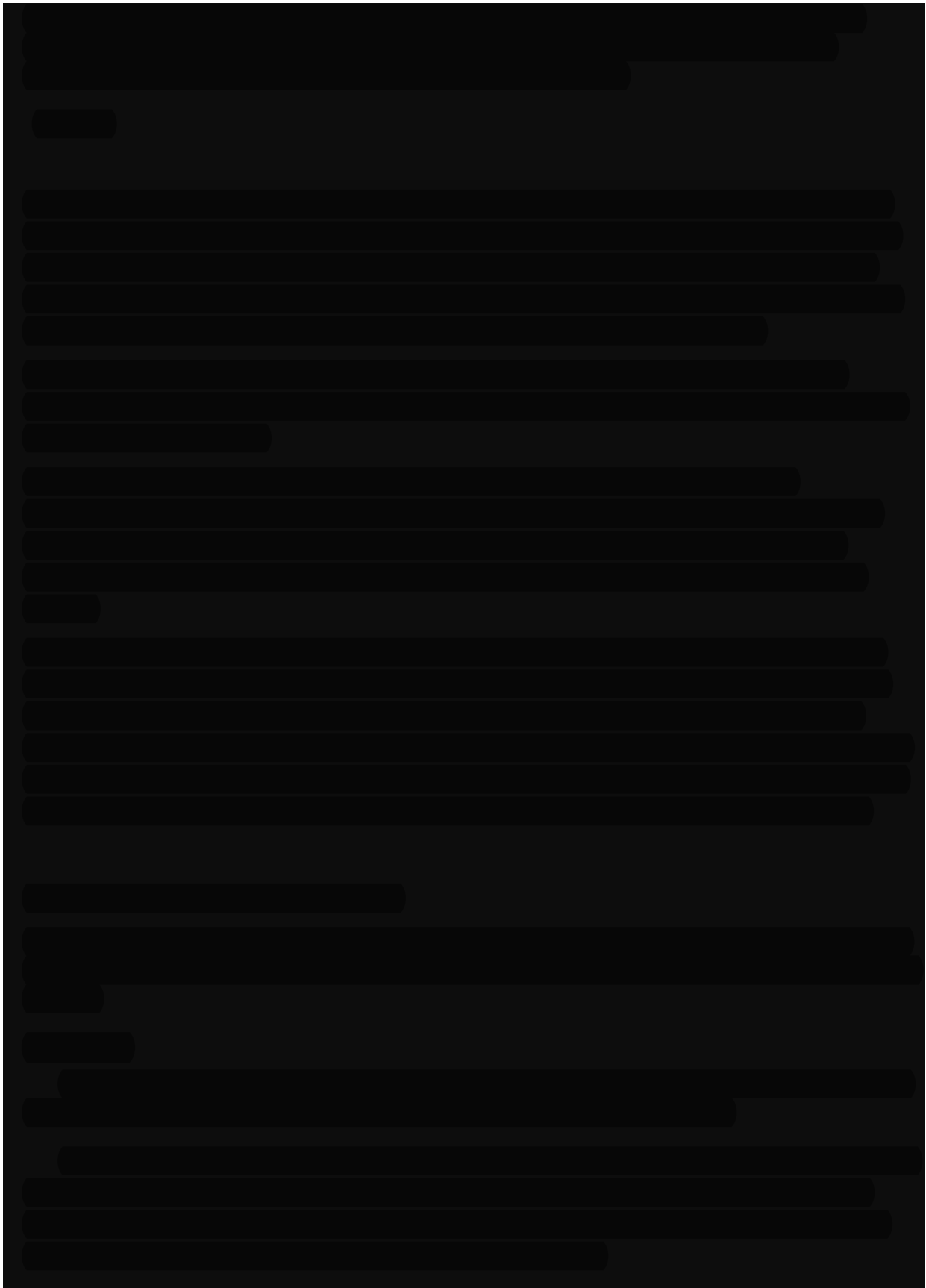
Proposed Approach (75 points)

4. Describe your proposed approach to designing, preparing and delivering the Meal and Nutrition Service in a way that meets the requirements laid out in this RFP. (40 points)

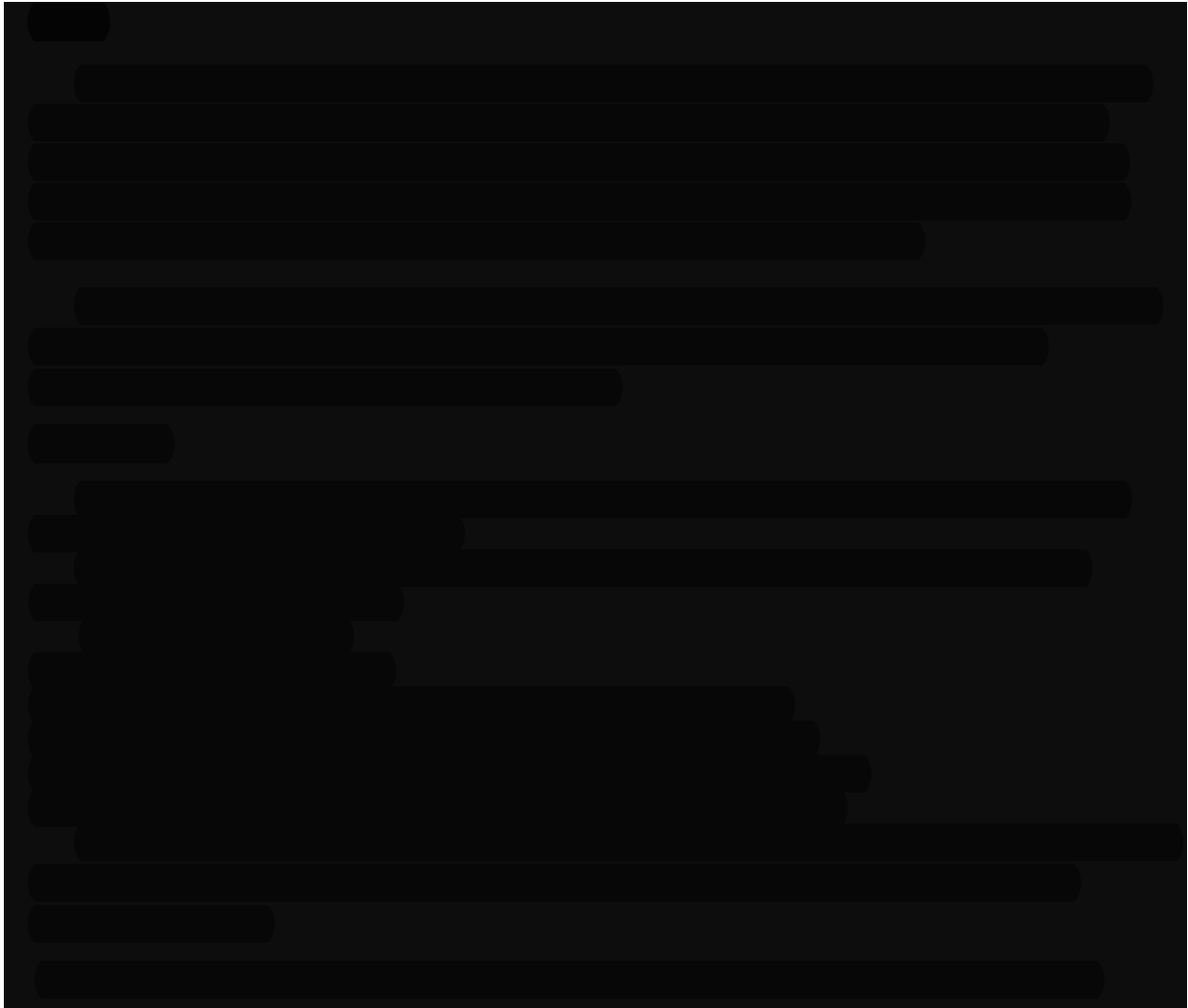
Food Preparation



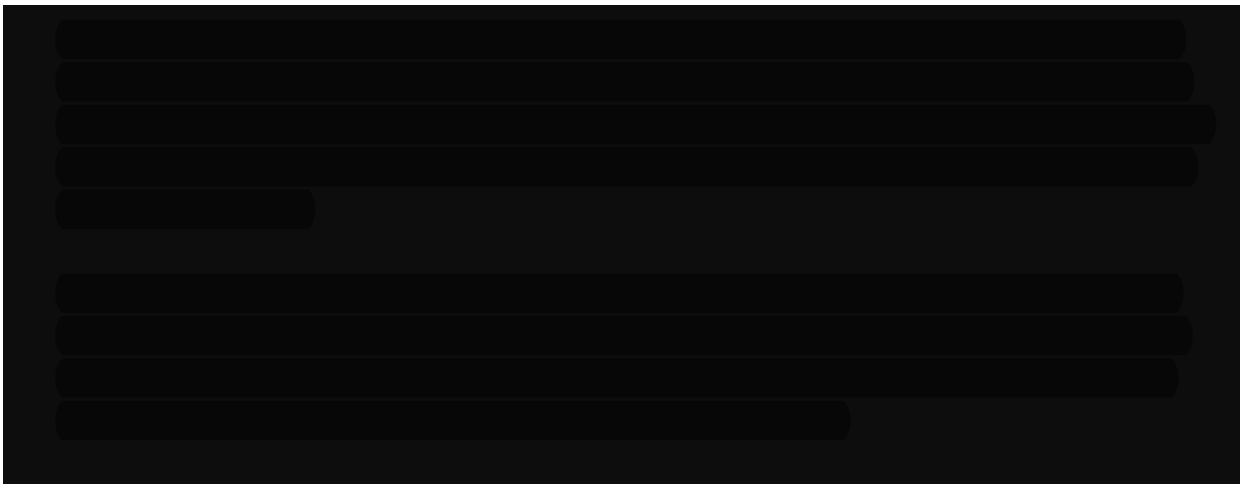
Meals and Nutrition Service for Older Adults



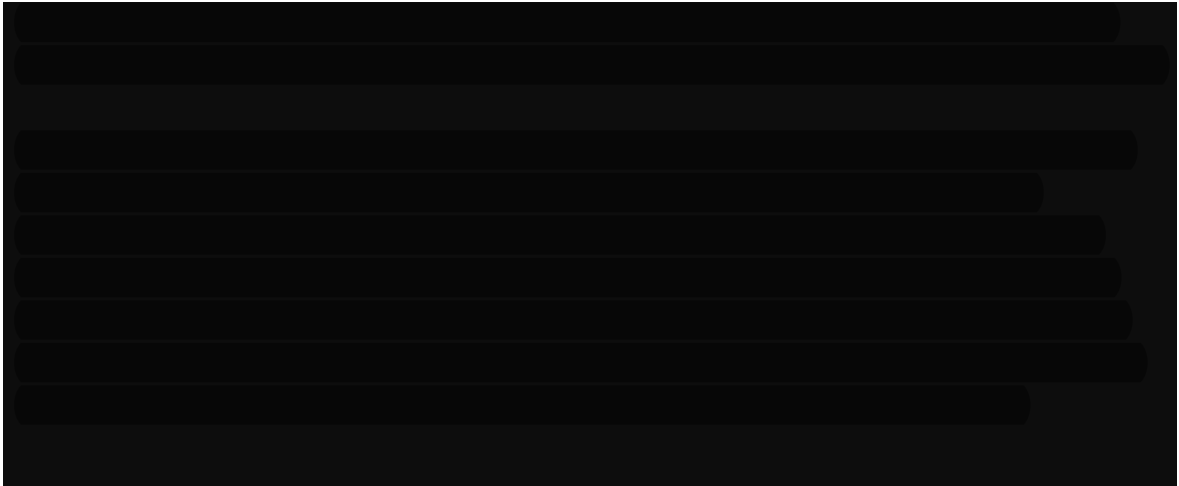
Meals and Nutrition Service for Older Adults



- 5. Describe your proposed approach for addressing the challenges laid out in the RFP. (15 points)



Meals and Nutrition Service for Older Adults



6. Describe your strategy for addressing the following scenario: a resurgence of COVID in 2023 again disrupts nutrition services for older adults. How would you continue to provide meals while shifting your operations and/or approach to contend with a resurgence of COVID? (5 points)

During the original COVID pandemic we pivoted daily as the needs of the County changed. Throughout that time we adapted meals to frozen style or individualized cold meals. As you know, grab and go meals were very popular throughout Pennsylvania as well. If there was a large resurgence of COVID, we would most importantly remain as flexible as possible. We know that every Agency is different, and each has its own challenges with the Senior Centers that they operate. We are prepared to quickly adapt our production back to frozen and/or individualized cold meals. These types of meals could be served as grab and go style or heated on site as necessary leaving options open. We also provide a large variety of emergency style boxes to multiple Agencies across the state. These can be readily produced as well, and we can make a variety available for large emergency situations.

7. Describe your plan for assuring the quality and consistency of your food and services for the Meal and Nutrition Service. (15 points)

One of our main focuses as a food vendor remains to be consistency. Consistency is key in meal programs for many reasons. When the consumer receives a meal, they expect it to be consistent with the program, with the other menu components, and with the goals of the program that supplies it. Throughout the last few years consistency in product has been one of the largest challenges that food programs have faced. Supply chain issues and factory closings have had a major impact on the amount of products available for certain meals. To combat that, we have a team of individuals who are always searching for appropriate, quality, and available products. Quality is the main focus when we search out new products, and we regularly hold product taste testing to ensure that we do not bring in items that do not hold up

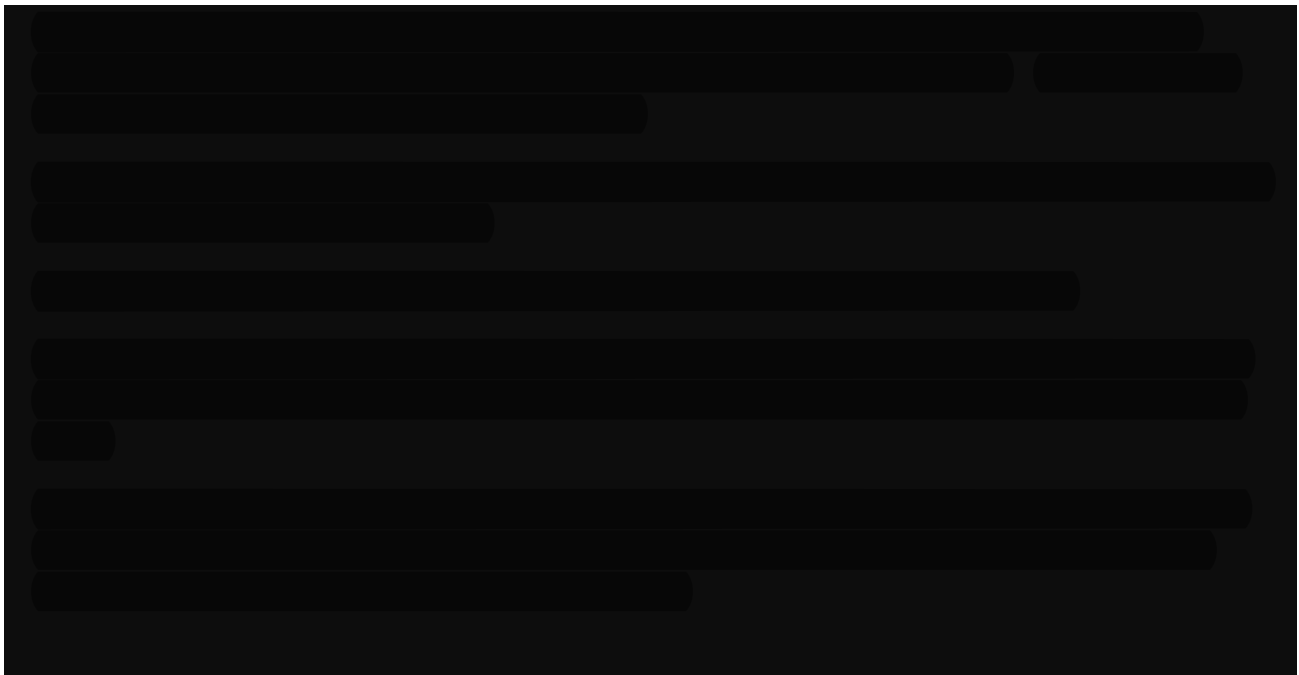
Meals and Nutrition Service for Older Adults

to our standards. Just as well, we are aware that product quality can change as vendors change recipes or adjust equipment. We are always open to requests for changing items or adapting to make menus better.

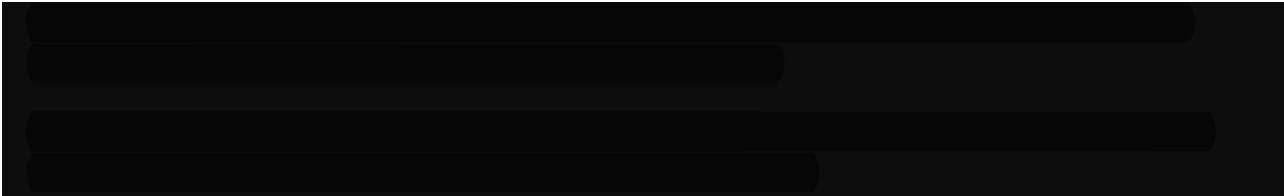
One thing that we take pride in is our ability to always have an open line of communication regarding our service. We appreciate the good and the bad comments so we can provide the optimal nutrition services that meets the needs stated above. If we listen to your comments, the comments of the Seniors eating the meals, and the comments of our staff members who have experience in the program, we can always produce a successful nutritious product. In addition to the above product acquisitions, we also follow standardized recipes for each menu item that ensure we maintain the proper nutritional levels throughout the whole menu. These recipes are backed up by production sheets to track the quantity of product and the flow through our facility.

Budget and Cost Proposal (25 points, not included in page count)

8. Complete Addendum F, Unit Cost Analysis Spreadsheet, to provide both your rates for the service and your unit cost information. (20 points)
9. Using the text field below, or using a separate document, provide a companion budget narrative that provides clear context for the costs your completed Addendum F, Unit Cost Analysis Spreadsheet. (5 points)



Meals and Nutrition Service for Older Adults



Unit Cost summary sheet

Proposer:

Note: This sheet will populate automatically with the information you enter on the Cost Analysis tabs

	Congregate		HDM	
Meals	\$	5.13	\$	5.39
Modified diet meals	\$	5.32	\$	5.51
Frozen Meals	\$	5.39	\$	5.39
Special Meals	\$	5.57	\$	5.57
Boxed Meals	\$	5.27	\$	5.27
Shelf-stable	\$	4.28	\$	4.28
Emergency Weather box	\$	55.40	\$	55.40

Unit Cost Analysis: Congregate Meals

Proposer:

Nutrition Inc.

Proposers are required to fill-out all applicable parts of this spreadsheet (and on all tabs/worksheets) and submit it as part of their Proposal.

READ THIS FIRST: No more than 10% of a Proposer's unit cost for any type of meal or box should be made up of administrative costs, which include the "Administrative Staff" row (#20).

ALSO READ THIS: No more than 2% of a Proposer's unit cost for any type of meal or box should be made up of indirect costs, which include the "Indirect Costs" row (#68).

AND LASTLY: The State allows us to pay vendors 5% above the base price of congregate meals for Modified Diet Meals (column C) .

	Congregate Meals	Modified Diet Meals	Frozen Meals	Special Meals	Boxed Meals	Shelf-Stable (Emergency) Meals	Emergency Weather Boxes
PROPOSED RATE (per meal)	\$5.13	\$5.32	\$5.39	\$5.57	\$5.27	\$4.28	\$55.40
<i>Here are the average rates (cost per meal) in most recent contracts for these services:</i>	\$4.63	\$4.75	\$4.89	\$5.37	\$4.78	\$4.40	N/A

Unit Cost Analysis							
1. PERSONNEL							
Professional Staff	0.10	0.17	0.17	0.17	0.17	0.00	1.52
Program Staff	0.24	0.24	0.33	0.33	0.33	0.36	4.65
Clerical Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERSONNEL SUB-TOTAL:	0.34	0.41	0.50	0.50	0.50	0.36	6.17
F. OTHER PERSONNEL COSTS							
FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Workers Compensation	0.07	0.07	0.07	0.07	0.07	0.00	0.00
Unemployment Compensation	0.01	0.01	0.01	0.01	0.01	0.00	0.00
Retirement	0.01	0.01	0.01	0.01	0.01	0.00	0.00
Other Employee Benefits	0.21	0.21	0.21	0.21	0.21	0.00	0.00
OTHER PERSONNEL SUB-TOTAL (this section)	0.30	0.30	0.30	0.30	0.30	0.00	0.00
PERSONNEL SUB-TOTAL (1st section)	0.34	0.41	0.50	0.50	0.50	0.36	6.17
PERSONNEL TOTAL:	0.64	0.71	0.80	0.80	0.80	0.36	6.17
2. COMMUNICATIONS							
Telephone/Cell Phone/Internet/Postage	0.03	0.03	0.03	0.03	0.03	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMUNICATIONS:	0.03	0.03	0.03	0.03	0.03	0.00	0.00
3. CONTRACTED SERVICES							
Purchased Janitorial/Auditor/Accounting	0.03	0.03	0.03	0.03	0.03	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTED SERVICES:	0.03	0.03	0.03	0.03	0.03	0.00	0.00

4. OCCUPANCY							
Utilities/Rent/Maintenance/Insurance	0.38	0.38	0.38	0.38	0.38	0.00	1.02
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OCCUPANCY:	0.38	0.38	0.38	0.38	0.38	0.00	1.02
5. SUPPLIES and MINOR EQUIPMENT							
Program/Office Supplies	0.06	0.06	0.06	0.06	0.06	0.35	0.37
Computer Equipment/Software/Repair/Leased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Raw Food Product	2.29	2.41	2.29	2.47	2.29	3.33	31.04
Other	0.21	0.21	0.31	0.31	0.31	0.00	1.27
TOTAL SUPPLIES and MINOR EQUIPMENT:	2.56	2.68	2.66	2.84	2.66	3.68	32.68
6. TRANSPORTATION							
Travel, Local:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
miles @ \$ 0.625 /mile							
Motor Vehicle Maintenance/Insurance/Operating Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	1.05	1.05	1.05	1.05	1.05	0.00	3.25
TOTAL TRANSPORTATION:	1.05	1.05	1.05	1.05	1.05	0.00	3.25
7. OTHER OPERATING EXPENSES							
Printing & Duplicating	0.00	0.00	0.00	0.00	0.00	0.00	3.28
Associations/Membership Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Recruitment/Development/Training/Conferences	0.06	0.06	0.06	0.06	0.06	0.00	0.00
Indirect Costs	0.14	0.14	0.14	0.14	0.14	0.00	0.00
Other	0.24	0.24	0.24	0.24	0.24	0.24	9.00
TOTAL OTHER OPERATING EXPENSES:	0.44	0.44	0.44	0.44	0.44	0.24	12.28
8. FIXED ASSETS							
(Itemize if over \$5,000)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leasehold Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other: (list)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FIXED ASSETS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL UNIT EXPENDITURES:	5.13	5.32	5.39	5.57	5.39	4.28	55.40

Citing State Regulations: The State requires that we include this regulatory language:
 "No more than 10% of the funds allocated in the Total Aging Block Grant may be budgeted and expended in the AAA Administration cost center. "

AAAs must adhere to the requirements of APD #05-01-10, "Indirect Cost Policy for Department of Aging Contracts."
 This directive states the maximum indirect costs for direct service contracts with public or private providers shall be the actual indirect costs or 2% of the agency's total direct service costs, whichever is lower.
 Indirect Costs are only reported in the AAA's Administrative cost center."

Food providers may be paid up to 5% over the base congregate/Home Delivered Meal price for each ACDHS/AAA pre-approved modified diet as funding allows.

Unit Cost Analysis: HDM

Proposer: Nutrition Inc.

Proposers are required to fill-out all applicable parts of this spreadsheet (and on all tabs/worksheets) and submit it as part of their Proposal.

<p>READ THIS FIRST: No more than 10% of a Proposer's unit cost for any type of meal or box should made up of administrative costs, which include the "Administrative Staff" row (#20).</p>	<p>ALSO READ THIS: No more than 2% of a Proposer's unit cost for any type of meal or box should made up of indirect costs, which include the "Indirect Costs" row (#68).</p>	<p>AND LASTLY: The State allows us to pay vendors 5% above the base price of congregate meals for Modified Diet Meals (column C) .</p>
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	Home-Delivered Meals	Modified Diet Meals	Frozen Meals	Special Meals	Boxed Meals	Shelf-Stable (Emergency) Meals	Emergency Weather Boxes
PROPOSED RATE (per meal)	\$5.39	\$5.51	\$5.39	\$5.57	\$5.27	\$4.28	\$55.40
<i>Here are the average rates (cost per meal) in most recent contracts for these services:</i>	\$4.63	\$4.75	\$4.89	\$5.37	\$4.78	\$4.40	N/A

Unit Cost Analysis

1. PERSONNEL							
Professional Staff	0.17	0.17	0.17	0.17	0.17	0.00	1.52
Program Staff	0.33	0.33	0.33	0.33	0.33	0.36	4.65
Clerical Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERSONNEL SUB-TOTAL:	0.50	0.50	0.50	0.50	0.50	0.36	6.17
F. OTHER PERSONNEL COSTS							
FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Workers Compensation	0.07	0.07	0.07	0.07	0.07	0.00	0.00
Unemployment Compensation	0.01	0.01	0.01	0.01	0.01	0.00	0.00
Retirement	0.01	0.01	0.01	0.01	0.01	0.00	0.00
Other Employee Benefits	0.21	0.21	0.21	0.21	0.21	0.00	0.00
OTHER PERSONNEL SUB-TOTAL (this section)	0.30	0.30	0.30	0.30	0.30	0.00	0.00
PERSONNEL SUB-TOTAL (1st section)	0.50	0.50	0.50	0.50	0.50	0.36	6.17
PERSONNEL TOTAL:	0.80	0.80	0.80	0.80	0.80	0.36	6.17
2. COMMUNICATIONS							
Telephone/Cell Phone/Internet/Postage	0.03	0.03	0.03	0.03	0.03	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMUNICATIONS:	0.03	0.03	0.03	0.03	0.03	0.00	0.00
3. CONTRACTED SERVICES							

Purchased Janitorial/Auditor/Accounting	0.03	0.03	0.03	0.03	0.03	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTED SERVICES:	0.03	0.03	0.03	0.03	0.03	0.00	0.00
4. OCCUPANCY							
Utilities/Rent/Maintenance/Insurance	0.38	0.38	0.38	0.38	0.38	0.00	1.02
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OCCUPANCY:	0.38	0.38	0.38	0.38	0.38	0.00	1.02
5. SUPPLIES and MINOR EQUIPMENT							
Program/Office Supplies	0.06	0.06	0.06	0.06	0.06	0.35	0.37
Computer Equipment/Software/Repair/Leased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Raw Food Product	2.29	2.41	2.29	2.47	2.29	3.33	31.04
Other (Food Paper Supplies)	0.31	0.31	0.31	0.31	0.31	0.00	1.27
TOTAL SUPPLIES and MINOR EQUIPMENT:	2.66	2.78	2.66	2.84	2.66	3.68	32.68
6. TRANSPORTATION							
Travel, Local:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
_____ miles @ \$ 0.625 /mile							
Motor Vehicle Maintenance/Insurance/Operating Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	1.05	1.05	1.05	1.05	0.93	0.00	3.25
TOTAL TRANSPORTATION:	1.05	1.05	1.05	1.05	0.93	0.00	3.25
7. OTHER OPERATING EXPENSES							
Printing & Duplicating	0.00	0.00	0.00	0.00	0.00	0.00	3.28
Associations/Membership Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Recruitment/Development/Training/Conferences	0.06	0.06	0.06	0.06	0.06	0.00	0.00
Indirect Costs	0.14	0.14	0.14	0.14	0.14	0.00	0.00
Other	0.24	0.24	0.24	0.24	0.24	0.24	9.00
TOTAL OTHER OPERATING EXPENSES:	0.44	0.44	0.44	0.44	0.44	0.24	12.28
8. FIXED ASSETS							
(Itemize if over \$5,000)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leasehold Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other: (list)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FIXED ASSETS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL EXPENDITURES:	5.39	5.51	5.39	5.57	5.27	4.28	55.40

Citing State Regulations: The State requires that we include this regulatory language.

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This directive states the maximum indirect costs for direct service contracts with public or private providers shall be the actual indirect costs or 2% of the agency's total direct service costs, whichever is lower. Indirect Costs are only reported in the AAA's Administrative cost center."

Food providers may be paid up to 5% over the base congregate/Home-Delivered Meal price for each ACDHS/AAA pre-approved modified diet as funding allows.



Wunderlich Transportation

I, President of Wunderlich Transportation, agree to maintain a partnership with Nutrition Inc. through, at a minimum, the extent of any contract extending from an RFP submission to provide meals that was submitted on 11-16-2022.

In addition, I agree to maintain that partnership through any extensions or addendums to be included.

A handwritten signature in blue ink, appearing to read 'Jesse Wunderlich', is written over a horizontal line.

Jesse Wunderlich

11-15-2022