

Request for Proposal (RFP)

Solicitation for Home-Delivered and Congregate Dining Meals

Issued by: Neighborly Care Network

Funding Sources: Older Americans Act (OAA), State, County, Municipality, Private Grants

Total Available Budget: \$2.7 million

1. Introduction

Neighborly Care Network (Neighborly) seeks proposals from multiple qualified caterers to provide nutritious meals for home-delivered and congregate dining services in Pinellas County, Florida. This contract is intended to enhance meal variety and service flexibility for program participants. Multiple vendors may be awarded contracts based on meal types, service areas, or both.

2. Scope of Work

Neighborly intends to purchase approximately 500,000-700,000 meals annually under the Older Americans Act (OAA) and other funding sources. Meal services will include hot, frozen, cold, and shelf-stable meals for home-delivered and congregate dining clients. Vendors can bid on specific meal types, service areas, or both.

3. Meal Categories & Estimated Allocations

Meal Type	Estimated Meals (based on 520,000 meals served in 2024)	2026 Max Cost Per Meal (\$)	2027 Max Cost Per Meal (\$)	2028 Max Cost Per Meal (\$)
Hot or Cold Home-Delivered Meals	152,000	\$ 5.58 (1.5% increase from 2025 rates)	\$5.66 (1.5% increase from 2026 rates)	\$5.75 (1.5% increase from 2027 rates)
Frozen Home-Delivered Meals	208,000			
Hot or Cold Congregate Dining Meals	118,000			
Shelf-Stable Meals	26,000			

The Max Cost Per Meal is the total amount Neighborly will pay for a fully compliant meal that includes an entrée, milk, and sides. Provide separate pricing if meal components are offered for purchase. The proposed meal price must include a breakdown of the raw food cost, labor, transportation, equipment, paper and plastic supplies, profit, and other costs.

4. Detailed Scope of Work

4.1 Meal Production and Delivery Requirements

Complete meals must meet Older Americans Act (OAA) guidelines and Florida Department of Elder Affairs (DOEA) nutrition standards. They must also provide at least 1/3 of the US Dietary Guidelines for older adults, as outlined in the most recent Dietary Guidelines for Americans. Caterers may also submit proposals to provide meal components. Specific requirements are as follows.

- Protein – 3 oz. edible portion
 - Exclusive use of whole muscle meat or use of DOEA-approved vegetarian protein sources e.g., tofu as much as possible
- Grain – 2 oz portion equivalents
 - Bread must be individually wrapped unless they are plated.
- Fruit, Juice, and Vegetables – ½ cup portions
- Lettuce salads – 2 cups by volume
- Condiments must be in individual packets
 - Exclusive use of butter, not margarine or butter spreads

The Caterer shall provide all equipment and supplies needed to store, prepare, serve, and deliver the meal to run the nutrition program per agreed standards. The following are required equipment or supplies but are not limited to the following:

1. Equipment to maintain foods at required temperatures
2. Heated transport units, insulated containers, warming units, or refrigerated trucks for maintaining the required temperature of food during holding and delivery
3. Vehicles to deliver meals from the Caterer to the Neighborly sites
4. Disposable cups, utensils, napkins, and placemats for the congregate clients

Meals will not be delivered on Saturdays, Sundays, or days upon which the following holidays or scheduled closures fall:

1. New Year's Day
2. Martin Luther King Jr Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving
9. Day after Thanksgiving
10. Christmas Eve
11. Christmas Day
12. Neighborly in-service day

The holiday schedule is subject to change. The Caterer shall, if requested, deliver an extra pre-packaged chilled, frozen, or shelf-stable meal, as specified, for participants to consume for the closure.

4.2 Meal Types & Packaging Standards

Each meal type or meal component must meet the following standards:

- Hot meals or components: Must be delivered at 140°F, ideally between 150°F – 180°F and for service within the same day.
- Cold meals or components: Must be delivered below 41°F.
- Frozen meals: Must be fully frozen upon delivery and include use-by dates and reheating instructions.
- Shelf-stable meals: Must be nutritionally equivalent to hot meals and include expiration dates.
- Packaging: Meals must be labeled with the preparation date, expiration date, and dietary information. They must also be plated and sealed. Meal components must be individually wrapped or sealed unless meant for bulk service for congregate meals.

All food and drinks must be received before their expiration, use-by, sell-by, and/or best-by dates. Neighborly will not pay for meals that cannot be served to clients due to improper holding temperatures or poor quality.

4.3 Delivery Schedule & Locations

Caterers must deliver meals Monday through Friday to designated Neighborly Care Network sites across Pinellas County. For home-delivered meal distribution, deliveries must arrive no later than 9:45 AM. For congregate meal distribution, deliveries must arrive by 11:30 AM. Caterers may also be required to provide emergency meal kits for weather-related or disaster response situations.

Delivery Locations			
SITE	ADDRESS, COORDINATOR, FOOD AIDE	SERVING TIME Congregate/HDM meal counts	HOURS
CLM	CRYSTAL LAKES MANOR	12:00	8:00- 2:00
	4100 62nd Ave N., Pinellas Park 33781	30/150 hot, 90 weekend	
DAD	ENOCH DAVIS CENTER	12:00	8:30- 2:30
	1111 18th Ave S., St. Petersburg 33705	27/45 hot, 26 weekend	
EDC	EVERGREEN ADULT DAY CENTER	12:00	7:30- 4:30
	13945 Evergreen Ave, Clearwater, FL 33762	22/25 hot, 16 weekend	

GFP	GULFPORT MULTIPURPOSE CENTER	11:45	8:00-2:00
	5501 27th Ave S., Gulfport 33707	108/71 hot, 45 weekend	
LAD	LARGO ADULT DAY CENTER	11:45	7:30-4:30
	11095 131st St, Largo 33774	20/70 hot, 30 weekend	
NGR	NORTH GREENWOOD RECREATION AND AQUATIC COMPLEX	12:00	8:30-2:30
	900 North Martin Luther King Jr. Avenue, Clearwater, FL 33755	20/83 hot, 45 weekend	
LSP	LAKE SEMINOLE PRESBYTERIAN	12:00	8:00-2:00
	8505 113 th St, Seminole, FL 33772	25/57 hot, 36 weekend	
PHD	PALM HARBOR	12:00	8:30-2:30
	1700 Klosterman Rd, Palm Harbor, FL 34683	30/44 hot, 31 weekend	
PLV	PALM LAKE VILLAGE	12:00	8:30-2:30
	1515 County Rd 1, Dunedin, FL 34698	44/56 hot, 28 weekend	
SFH	FIRST PRESBYTERIAN CHURCH	10:30	8:00-1:00
	255 5th Ave S, Safety Harbor, FL 34695	60 hot, 40 weekend	
SHDC	SUNNY HARBOR ADULT DAY CENTER	12:00	7:30-4:30
	1015 Omaha Circle, Palm Harbor, FL 34683	Congregate 18 hot	
SUN	SUNSHINE CENTER	11:45	8:30-2:30
	330 5th Street North, St. Petersburg, 33701	60/84 hot, 50 weekend	

4.4 Food Safety & Sanitation Requirements

All caterers must adhere to strict food safety and sanitation regulations, including:

- Compliance with the FDA Food Code and Florida Health Department regulations.
- Meals must be prepared in a licensed, inspected commercial kitchen.

- All food handlers must have valid ServSafe or equivalent food safety certification.
- Meals must be transported in temperature-controlled containers that maintain food integrity.

5. Rolling RFP and Vendor Pool

To enhance meal variety and ensure continuous service availability, Neighborly Care Network will keep the Request for Proposal (RFP) open throughout the contract period. This rolling RFP allows new caterers to apply for inclusion in the vendor pool at designated intervals, ensuring ongoing competition and flexibility in meal provision.

5.1 Rolling Submission & Review Process

- Initial Submission Deadline

Initial Submission Deadline	Questions Due	Evaluation Completion	Award Notification	Contract Start Date As Early As
April 30	April 23	May 15	May 25	June 1

- Quarterly Submission Deadlines: New proposals will be reviewed on the following dates each year:

Rolling Submission Deadline	Questions Due	Evaluation Completion	Award Notification	Contract Start Date As Early As
March 31	March 24	April 15	April 25	May 1
June 30	June 23	July 15	July 25	August 1
September 30	September 23	October 15	October 25	November 1
December 31	December 23	January 15	January 25	February 1

- Evaluation Criteria Remains Consistent: All submissions will be assessed based on the same criteria. Proposal openings will be recorded and posted on our website.

Evaluation Criteria

1. Cost per Meal (Competitiveness & Reasonability)
 2. Meal Quality & Nutrient Analysis
 3. Experience in Senior Nutrition Services
 4. Delivery & Food Safety Compliance
 5. Flexibility & Ability to Meet Demand
 6. Customer Service History
- Contract Amendments: Newly approved caterers will be added to the vendor pool under the same contractual terms as existing providers.

5.2 Compliance with Florida Procurement Laws

This rolling RFP process complies with Florida Statute 287.057, ensuring competitive, fair, and transparent procurement. New vendors will be evaluated using the same standards as initial awardees, and all additions will be publicly documented.

6. Submission Deadline

Proposals must be submitted by April 30, 2025, or by the rolling deadlines thereafter.

Submit proposal application at this [link](#).

Submit proposal documents to [Caterer Bids](#).