

**Northampton County Office of Aging**  
110 Ridge Crest Lane  
Jackson, NC 27845  
(252) 574-0229



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## **Request for Proposals (RFP) for Home and Community Care Block Grant Nutrition Services Meal Provider**

### **Introduction**

The Northampton County Office of Aging is seeking proposals from qualified and experienced meal providers to enter into a subcontract agreement for the provision of **pre-plated congregate and home-delivered meals** under the Home and Community Care Block Grant (HCCBG) Nutrition Services program. Northampton County Office on Aging currently serve up to 54 meals per day contingent on grant funding. The number of meals per day may change dependent on service of hot or frozen meal delivery. The selected provider will ensure strict compliance with the **HCCBG Nutrition Service Standards** established by the North Carolina Division of Aging and Adult Services (DAAS). A complete version of these standards can be accessed at: [NC Nutrition Service Standards](#).

The agreement will cover a one-year period, with the option to extend based on successful performance, monitoring outcomes, and availability of grant funding.

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### **Purpose**

The purpose of this RFP is to solicit proposals from experienced and compliant meal providers capable of delivering **nutritious, high-quality meals** to eligible homebound individuals and designated congregate nutrition sites in alignment with the **HCCBG Nutrition Service Standards**.

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### **Scope of Services**

#### **1. Meal Preparation**

- Meals must meet the nutritional requirements outlined in the HCCBG Nutrition Standards:
  - Each meal must provide at least **1/3 of the Recommended Dietary Allowance (RDA)**.
  - Meals must include a minimum of **700 calories** per serving.
  - Sodium content must not exceed **1,300 mg per meal**.
  - All meals must adhere to the **Dietary Guidelines for Americans**.

- Meals must comply with portion control requirements for meat/meat alternatives, grains, vegetables/fruits, fats, and dairy as specified in the standards.
  - All menus must be certified and signed by a **licensed dietitian/nutritionist** as defined in NC General Statutes. Licensed dietitian/nutritionist resume and contact information must be readily available.
- 2. Food Safety and Sanitation**
- Meals must be prepared in a **Grade A kitchen** that meets the requirements of *15A NCAC 18A .2600* (Rules Governing Food Protection and Sanitation).
  - Providers must document and monitor food temperatures:
    - Hot meals must be delivered and maintained at **135 F or above**.
    - Cold meals must be delivered and maintained at **41°F or below**.
  - Maintain compliance with **local, state, and federal health regulations**.
  - Include a plan for handling emergency closures and inclement weather through **shelf-stable or frozen meal options**.
- 3. Meal Delivery**
- Deliver meals to specified congregate nutrition sites and to the homes of eligible individuals within Northampton County.
  - Home-delivered meals must be individually packaged, packed in insulated carriers, and delivered promptly to maintain food safety.
  - Maintain **accurate documentation** of all deliveries, including meal temperatures at the point of delivery.
- 4. Reporting and Communication**
- Submit weekly and or monthly reports that include the total number of meals served, any menu substitutions, and food temperature documentation.
  - Maintain open communication with the Northampton County Office of Aging regarding menu suggestions, client concerns, and compliance issues.
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## **Proposal Requirements**

Interested meal providers must submit the following:

- 1. Company Profile**
  - Overview of the company, including years in operation, capabilities, and experience providing meal services to older adults or similar populations.
- 2. Sample Menus**
  - Submit a **20-day cycle menu** that meets the HCCBG Nutrition Standards.
  - Include **nutrient analysis** for each menu.
  - Submit a monthly menu from the 20 day cycle menu that meets HCCBG Nutrition Standards and a nutrient analysis to accompany the monthly menu
- 3. Service Delivery Plan**

- Detailed plan outlining meal preparation, delivery protocols, staff training on food safety, and adherence to nutrition standards.
  - Emergency meal service plan for inclement weather or other disruptions.
  - 4. **Food Safety and Compliance Documentation**
    - Proof of compliance with **local, state, and federal food safety regulations**, including a current **Grade A sanitation rating**.
    - Copy of the most recent health department inspection report.
    - Plan for ongoing monitoring and adherence to sanitation and safety standards.
  - 5. **Pricing Structure**
    - Provide a clear and complete pricing proposal, including the cost per meal for:
      - Regular congregate meals
      - Home-delivered meals
      - Shelf-stable and frozen meals
    - Include any additional costs for delivery or special services.
  - 6. **References**
    - Submit at least **three references** from previous clients or organizations where similar services were provided.
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## Submission Guidelines

- Proposals must be submitted **electronically** to **Julian.Phillips@nhcnc.net**.
  - Proposals must be received by **2/28/2025**.
  - All questions regarding this RFP must be directed to [Julian.Phillips@nhcnc.net](mailto:Julian.Phillips@nhcnc.net) by **01/15/2025**.
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## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Compliance with HCCBG Nutrition Service Standards.
  2. Experience and qualifications of the provider.
  3. Quality and variety of the proposed menus.
  4. Food safety and sanitation compliance.
  5. Pricing and overall cost-effectiveness.
  6. References and past performance.
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## Timeline

- **RFP Release Date:** 12/20/2024
- **Proposal Submission Deadline:** 2/28/2025

- **Provider Selection Date:** 03/31/2025
  - **Service Start Date:** 07/01/2025
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## **Conclusion**

The Northampton County Office of Aging is dedicated to providing nutritious meals to older adults in our community. We look forward to receiving proposals from qualified meal providers who share our commitment to quality, compliance, and service excellence.

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## **Contact Information:**

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