



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Marc Elrich  
County Executive

Raymond L. Crowel, Psy.D.  
Director

April 4, 2022

SOLICITATION ADDENDUM #1  
OPEN SOLICITATION #1129036  
Page 1 of 1 FOR THE PROCUREMENT: for  
**Operation of Full-Service Home-Delivered Meals Program**

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THE FOLLOWING CHANGES ARE APPLICABLE TO THE OPEN SOLICITATION:

Change #1

The NOTICE TO VENDORS section is updated to replace the contact information for questions on the application process. Any prospective vendor questions regarding the Open Solicitation process or services to be provided should be emailed to:

**[HHS.Open.Solicitations@montgomerycountymd.gov](mailto:HHS.Open.Solicitations@montgomerycountymd.gov)**

THERE ARE NO OTHER CHANGES

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THE SOLICITATION PROVISION ENTITLED "SOLICITATION ADDENDUM" IS APPLICABLE TO THIS ADDENDUM. THE CHANGES SET FORTH BELOW ARE HEREBY INCORPORATED INTO THE ABOVE-CITED OPEN SOLICITATION

ISSUED BY: *Victoria J. Seubland for*  
Raymond L. Crowel, Psy.D., Director, Department of Health and Human Services

Office of the Director

**Open Solicitation Plan  
For  
Open Solicitation #1129036 – Operation of Full-Service Home-Delivered Meals  
Program**

As required by Montgomery County Procurement Regulations, Code of Montgomery County Regulations (COMCOR), Section 11B.00.01, et seq., Section 4.1.6.3 (a), the Department of Health and Human Services (DHHS) / Aging and Disability Services is submitting this Open Solicitation Plan for approval by the Director, Office of Procurement.

Section 4.1.6.3 Procedure

- (1) Public Notice – Notice for this solicitation will be posted on the Montgomery County, Office of Procurement website. Additionally, DHHS will send a copy of the notice to Contractors under Open Solicitation 1006274, whose contracts will be replaced by contracts awarded under this Open Solicitation.
  
- (2) Application Process – The DHHS Contract Management Team (CMT) will post a copy of the solicitation packet for this Open Solicitation at:  
<http://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html>  
The solicitation packet includes the following: 1) the Notice to Vendors that summarizes this Open Solicitation; 2) the Instructions and Minimum Qualifications document for this Open Solicitation; 3) the Application; and 4) the Pre-approved Form Contract including the Scope of Services and General Conditions of Contract Between County and Contractor and other attachments.
  
- (3) Criteria for accepting or rejecting applications – The solicitation packet contains the minimum requirements that applicants must meet. Applications will be reviewed by DHHS staff for acceptance or rejection, based on the solicitation criteria.
  
- (4) All applicants meeting the minimum qualifications listed in the Instructions and Minimum Qualifications document of the Open Solicitation and are found to be responsible will be eligible to receive a contract to provide the services described in the Open Solicitation. The services will be client-driven in that the clients will select the provider based on geographic location and personal preference.
  
- (5) Pre-Approved Form Contract – A Pre-Approved Form Contract is included in the solicitation packet. The solicitation packet also contains a description of the requirements identified on the Pre-approved Form Contract (referred to as Scope of Services). Applicants will be required to execute a contract with the County using this Pre-Approved Form Contract, including the General Conditions of Contract Between the County and Contractor (“General Conditions”), without modification.
  
- (6) Cost – The cost of contracts will not exceed available appropriations. Prior to encumbrance of funds for contracts awarded under this Open Solicitation, the total

available appropriation for the contracts will be verified by DHHS. Funds will be encumbered under contracts for home-delivered meals via a purchase order. The County's Senior Nutrition Program will monitor expenditures for each executed contract against the purchase order and any subsequent delivery orders that the Office of Procurement authorizes.

- (7) Cancellation – The County reserves the option to cancel this Open Solicitation at any time. Award of a contract under this Open Solicitation is subject to appropriation of funding.
- (8) Changes to Forms – The County may update the Open Solicitation Form Contract with updated versions of the forms listed below without issuing an amendment to the Open Solicitation:
  - a. General Conditions of Contract Between County & Contractor (PMMD-45);
  - b. Minority Business Program & Offeror's Representation (PMMD-90);
  - c. Minority-Owned Business Addendum to the General Conditions of Contract between County and Contractor (PMMD-91);
  - d. Minority, Female, Disabled (MFD) Person Subcontractor Performance Plan (PMMD-65);
  - e. Wage Requirements for Services Contract Addendum to The General Conditions of Contract Between County and Contractor, and Wage Requirements Law Certification (PMMD-177); and
  - f. Business Associate Agreement.

The updated forms will be applicable to new contracts entered into after the date they are added to the open solicitation; forms attached to previously executed contracts will remain in effect for these contracts unless formally amended by contract amendment.

**Please note: This open solicitation is not for a delivery service alone. It is for an entire program of operations (like a Meals on Wheels program) which includes case management, cooking or obtaining the meals, eligibility determination, monthly reporting, etc.**

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## NOTICE TO VENDORS

### Open Solicitation # 1129036 Operation of Full-Service Home-Delivered Meals Program

Montgomery County, Maryland, through its Department of Health and Human Services (DHHS) Aging and Disability Services, Senior Nutrition Program (the “SNP”) is seeking experienced and qualified entities to provide home-delivered meals to frail older adults who live in various geographic areas of Montgomery County, Maryland. **This solicitation is not for a delivery service. It is for an entire program of operations which includes case management, cooking or obtaining the meals, eligibility determination, monthly reporting, etc.** The purpose of an Open Solicitation under Montgomery County’s Procurement Regulations is to permit acceptance of applications on a continuing basis to meet service needs. (The County cannot guarantee a minimum number of or any referrals under a contract resulting from an Open Solicitation.) Interested parties are encouraged to submit an application along with other required materials listed following to allow for processing of a Pre-Approved Form Contract.

A complete description of the Scope of Services required is listed in the Open Solicitation packet in the Pre-Approved Form Contract. You may obtain a packet by visiting DHHS – Contract Management Team website at:<http://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html>.

The County will enter into a contract with all applicants who meet the minimum qualifications as described in the Form Contract and are found to be a responsible organization. The County will sign the contract and return a copy to the applicant. The Form Contract with all Attachments will constitute the entire Contract. Please keep a copy of all these documents for your records. The applicant must sign the County’s Form Contract which includes the General Conditions of Contract Between County and Contractor, the County’s Business Associate Agreement and other Attachments, as written with no modification.

~~Questions related to the technical information described in this Open Solicitation (i.e., the program of services to be provided) should be directed to Carol Craig, Senior Nutrition Program, at 240-447-1887.~~

~~Questions related to the application/contract process and insurance requirements may be directed to Phil Royston, Contract Management Team, at 240-777-1333.~~

Any prospective vendor questions regarding the Open Solicitation process or services to be provided should be emailed to:  
HHS.Open.Solicitations@montgomerycountymd.gov

## INSTRUCTIONS AND VENDOR INFORMATION

The County will enter into a contract with all applicants who meet the minimum qualifications, are found to be responsible and complete and submit the mandatory submissions described below in this document, including copies of required insurance certificates and the Pre-Approved Form Contract properly executed by the applicant. After an applicant submits the required information and documents, the County will review the submissions and determine whether the applicant meets the minimum qualifications. If the County accepts an application, the contract will be executed and a copy of the contract will be sent to the applicant. Please keep a copy of the entire Open Solicitation packet for your records. *Applicants are strongly encouraged to carefully review all the documents and information provided with this packet before completing and returning the Pre-Approved Form Contract. **Incomplete applications will not be processed.***

~~Questions related to the technical information described in this Open Solicitation (i.e., the program of services to be provided) should be directed to Carol Craig, Senior Nutrition Program, at 240-447-1887.~~

~~Questions related to the application/contract process and insurance requirements may be directed to Phil Royston, Contract Management Team, at 240-777-1333.~~

I. Submission Documents – The following items must be submitted with your application:

A. Each applicant must submit a narrative description of its qualifications and ability to provide all of the services described in the Pre-Approved Form Contract, including a description of any relevant experience in providing similar services. **Each narrative must identify the geographic area(s) in Montgomery County, Maryland in which the applicant is capable of providing home-delivered meals. Each narrative must also adequately describe the applicant’s ability to meet all of the requirements of this solicitation and Contract, and must include, but not be limited to, the following:**

- (1) a plan that the applicant will follow to ensure that it meets all of the requirements in the Scope of Services and Records and Reports sections of the Pre-Approved Form Contract;
- (2) a description of the applicant’s client intake process to assess a client’s need for services; and
- (3) a description of the applicant’s procedure which will be used to obtain voluntary financial contributions for the meals provided and, if appropriate, a copy of the letter used to request donations for meals.

B. Menu, Food License, and Inspection Report

Each applicant must submit a sample four-week cycle menu approved by a Registered Dietitian Nutritionist and, if food is being prepared by the applicant

onsite, a copy of its current food service license for each food preparation site. A copy of the most recent licensing health inspection report must also be included. If the inspection report reveals any violations, all follow-up documentation detailing the resolution must also be submitted.

If the applicant does not intend to prepare their own food, the applicant must submit a copy of the applicant's agreement with a meal provider, the meal provider's current food service license for each food preparation site, and the most recent licensing health inspection report for that meal provider. If the inspection report reveals any violations, all follow-up documentation detailing the resolution must also be submitted.

C. Components of Meal Cost Form

Each applicant must complete the Components of Meal Cost Form (Attachment C to the Pre-Approved Form Contract) and submit the form with the application. The completed Components of Meal Cost Form must include a breakdown of the cost of each meal to be provided, including the cost of food, disposables, labor, overhead, and transportation. The County will set a maximum cost per meal which the Contractor's price per meal must not exceed. The Contractor must complete a separate Components of Meal Cost Form for Emergency Meal kits in their proposal.

D. Insurance Certificate

A Certificate(s) of Insurance that provides evidence of meeting the insurance requirements set forth in Article VII of the Pre-Approved Form Contract. Contact your insurance broker to obtain the Certificate.

E. Form Contract and Contract Attachments-the Form Contract must be filled out correctly and submitted. Please follow these steps:

1. Sign the Form Contract – If the applicant is a corporation, an officer of the corporation with authority to sign contracts for the corporation must sign the Form Contract.
2. PLEASE DO NOT PUT A DATE IN THE PARAGRAPH AT THE TOP OF THE PAGE. ENTER A DATE ONLY IN THE SIGNATURE BLOCK.
3. Submit all the pages of the Form Contract (not just the signature page), including the completed attachments listed below:

- a. General Conditions of Contract Between County & Contractor; and,

<https://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMD-45.pdf>

- b. Business Associate Agreement.

<https://www.montgomerycountymd.gov/HHS/DoingBuswDHHS.html>

F. Application Documents - The following attachments are required and must be completed or the application will be rejected:

- i. “Minority, Female Disabled (MFD) Person Subcontractor Performance Plan” – Please submit your MFD plan or request a waiver.  
<https://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf>
- ii. “Wage Requirements for Services Contract Addendum to The General Conditions of Contract Between County and Contractor”.  
[www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf)
- iii. \*Optional\* “Minority Business Program & Offeror’s Representation” – this form may be filled out and submitted if applicable to the applicant’s organization.  
[www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf)

G. Proof of legal name – articles of incorporation and articles of amendment if applicable.

H. W-9 Tax form or copy of Social Security card if Sole Proprietorship.

I. Proof of tax-exempt status – Determination letter from IRS if applicable.

J. Certificate of Good Standing from the Maryland State Department of Assessments and Taxation

II. The **minimum qualifications** for this Open Solicitation are as follows:

- A. All applicants must have the capacity to deliver meals to persons in Montgomery County, Maryland as described in the enclosed Pre-Approved Form Contract, to include the assessments and reassessments of persons requesting services to determine eligibility and need for other services.
- B. All applicants must have in effect a written agreement to obtain meals from a meal provider who meets state and local sanitation regulations or must provide a plan to enter into such an agreement. If the applicant is going to prepare meals on-site, the site at which the Contractor is preparing meals must meet state and local regulations for meal preparation.
- C. All applicants must be able to deliver meals that are in accordance with the Maryland Department of Aging’s Menu Standards, included as Attachment B to the Pre-Approved Form Contract.
- D. All applicants must have the capacity to provide a mechanism for clients to make voluntary financial contributions for the meals provided.
- E. All applicants must have the capacity to provide the required records and/or reports as described in Article III of the Pre-Approved Form Contract.

- F. Applicant must accept the County-determined reimbursement rate for all services described in this Open Solicitation.
- G. Applicant must monitor purchase order balances and alert SNP staff in advance of potential shortfalls or unused funds.
- H. All applicants must have the necessary skills and equipment to submit registrations, reports, and invoices in an electronic format. Paper submission is not permitted.

### III. Instructions

Please attach all the above-listed mandatory submissions, sign the Pre-Approved Form Contract signature page and e-mail all of these documents to:  
[Carol.Craig@montgomerycountymd.gov](mailto:Carol.Craig@montgomerycountymd.gov)

If your application meets the minimum qualifications listed above and your organization is found to be responsible, the County will execute the contract and return a copy to you.

The County makes no guarantee that any single contractor will receive referrals or serve clients under a contract resulting from this Open Solicitation. The services to be provided under a contract resulting from this Open Solicitation are client-driven in that clients will choose the provider from which they wish to receive services.

Award of a Contract under this Open Solicitation is subject to appropriation of funding.

The County reserves the right to cancel this Open Solicitation at any time.



I. BACKGROUND/INTENT

- A. The Montgomery County, Maryland Department of Health and Human Services (DHHS) serves the elderly and persons with disabilities through its Aging and Disabilities Service Area. The DHHS Senior Nutrition Program (SNP) provides various services for adults aged 60 and older, and the spouse of any age of an adult aged 60 and older. The SNP is seeking entities to operate a home-delivered meals (HDM) program for frail older adults who live in various geographic areas of Montgomery County, Maryland.
- B. The services described in this Contract are funded under the federal Older Americans Act of 1965. The goal of the SNP is to provide nutritious meals to frail older adults who are homebound by reason of illness or disability or are otherwise isolated so that frail older adults can continue to live independently at home and in the community.
- C. The Contractor was selected under Open Solicitation #1129036, Operation of Full-Service Home-Delivered Meals Program (the Open Solicitation), to provide services in accordance with the Open Solicitation and this Contract.

II. SCOPE OF SERVICES

- A) The Contractor must provide the necessary personnel, materials, and equipment to carry out the services or activities described following for the Senior Nutrition Program, Home-Delivered Meals program. This Contract is for two distinct types of services—program management and meal preparation and/or packaging.
  - 1) The Contractor must provide Program Management which includes case management, volunteer management and scheduling, and administrative oversight. The cost of program management is included in the price per meal.
    - i) Case management includes client eligibility determination for this meal program, initial, periodic, and annual assessments via accurate and timely completion of appropriate electronic forms, and referral to additional resources including Montgomery County, Maryland Access Point, Montgomery County Senior Centers, SNAP, etc.
    - ii) Volunteer management includes recruitment of and the initial and ongoing training for sufficient numbers of volunteers (or staff).
      - (a) Training must include safe food handling and how to identify the need for referral back to case management (i.e., suspected elder abuse, decline in ability to safely remain at home).
      - (b) The Contractor's volunteers and employees having direct contact with program clients must have a criminal background check performed by

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the Contractor before providing services to the client. This cost is included in the Components of Meal Cost. The Contractor must comply with Department of Health and Human Services Background Clearance Policy requirements for staff as stated in the link listed below. The Contractor must check the link for updates to the policy. The Background Check Policy is located here:

<http://www.montgomerycountymd.gov/HHS/DoingBuswDHHS.html>

- iii) Administrative oversight includes the following activities, performed by Contractor staff or volunteers with appropriate training and experience:
  - (1) Fiscal and accounting requirements, including donation collection;
  - (2) Client records management;
  - (3) Registered Dietitian Services, including menu design and approval, nutrition education;
  - (4) Creating and managing delivery routes to provide efficient and safe provision of meals; and
  - (5) Obtaining required licenses, managing appropriate hiring processes, assuring enough staffing, etc.
- 2) The Contractor must provide meal preparation and packaging which includes all activities performed by Contractor staff with appropriate training and experience or a subcontractor to ensure the delivery of two (2) meals per day for a minimum of five (5) days per week. This includes:
  - i) Preparation of meals in accordance with state sanitation requirements and the Maryland Department of Aging's Senior Nutrition Program Menu Policies, in quantities and types indicated in this Contract;
  - ii) Montgomery County requires that at least one person who is ServSafe certified be present during food preparation;
  - iii) Packaging and transporting meals to individual clients' homes, or to distribution sites where volunteers and/or staff will deliver to individual clients' homes; and
  - iv) Use only compostable or recyclable food service products, including straws, and follow all County laws related to food service products including but not limited to the Montgomery County ban on the use of polystyrene foam.
- B) The Contractor must deliver meals to eligible persons who live within the geographic area defined by the Contractor in its response to the Open Solicitation. Changes to the geographic area must be approved by the SNP. Eligible persons are those who are frail and not currently enrolled in a care-providing program which provides meals (e.g., Adult Day Care) but need prepared meals delivered at home who are:
  - 1) Persons 60 or more years of age and their spouse of any age; or

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- 2) Disabled persons under 60 years of age who live with persons eligible in B.1.

However, the SNP reserves the right to identify and select additional clients outside of the criteria listed above to be served by the Contractor.

- C) The County may award contracts to multiple home-delivered meal providers that serve the same geographic areas. Existing private home-delivered meal providers that are not affiliated with the County may also serve the same geographic areas as the providers under this Contract.
- D) The Contractor must use the SNP's electronic Participant Registration Form that will be provided by SNP as the intake tool for each applicant. Only a designated representative of the Contractor may enter applicant information into the form, including the calculation and entering of the client's priority score. Applicants must not fill out the form themselves. Forms should be completed during a home visit in a client's residence whenever possible, but this may occur remotely using available technologies with prior approval from the SNP. Caregivers or family members of applicants may be involved in providing eligibility data to the Contractor. The link to the Participant Registration Form will be provided by the County and is available online and will work on desktop or laptop computers as well as smart phones. Contractor is responsible for ensuring that information is entered accurately and completely.
- E) The Contractor must reassess each participant's need for home-delivered meals at least annually. During the month which is one year from each client's Anniversary start date, and for each subsequent year during that month, the Contractor should go on a home visit wherever possible to reassess the eligibility of the HDM client for their continued need. Reassessments and termination of service may happen prior to the one-year anniversary should the Contractor, volunteers, or the SNP office become aware that a client's health or other circumstances have changed, or that the client is no longer eligible. The Contractor is responsible for tracking when annual reassessments are due based on the anniversary date of the client. The Contractor must complete the entire electronic Participant Registration Form annually to make sure that all client intake information is still current and accurate.
- F) If the Contractor is preparing the food, the Contractor must obtain and maintain all necessary licenses or certifications to perform the services covered by this Contract, including ServSafe certification. Montgomery County requires a ServSafe certified food manager to be present during food preparation. The Contractor must maintain a food preparation license from the State of Maryland and local Health Department. The Contractor must submit a copy of all license renewals to the SNP within 30 days of receipt. The name on the food service license must be the same name as the Contractor. There must be no additional expense to the County for these licenses. When meals are prepared on the

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Contractor's site, the site at which meals are prepared must meet state and local regulations for meal preparation. Current copies of all ServSafe, Food Service Licensing, and health inspection reports for the Contractor or subcontractor(s) must be submitted electronically to the SNP within 30 days of receipt of the updated documents. Documents must be titled to include the name of the provider (i.e., ABC's Health Inspection Report).

- G) If the Contractor is obtaining the food under a catering agreement, the Contractor must have in effect a written agreement to obtain meals from a meal provider that meets state and local sanitation regulations. The name on the license must be the same name as the subcontractor. Contractor must obtain and submit copies of all necessary licenses or certifications, including ServSafe certification, electronically to the SNP office. Fax or paper copies are not acceptable. When scanning and e-mailing, please title each attachment with the Contractor's name (i.e., ABC Caterer License). The subcontractor must maintain a food preparation license from the State of Maryland and local Health Department. The Contractor must continually provide the County with electronic updated copies of any subcontractor's food service license for each food preparation location or distribution site within 30 days of receipt throughout the Contract period. The Contractor must ensure that all subcontractors are in compliance with all applicable laws and regulations.
- H) The Contractor must deliver meals that meet all federal and state requirements including, but not limited to, the Older Americans Act. The Contractor must use menus that are in accordance with the then-current Menu Standards. A copy is shown in Attachment B to this Contract, but the County reserves the right to update these standards as directed under the Older Americans Act. The Contractor's menus must be certified by a Registered Dietitian Nutritionist who is licensed in Maryland using the Menu Approval Form included in Attachment B. All menus must be approved by the SNP before use. If the menus change, the new menus must be approved by SNP before use. The Contractor shall have the capability to furnish modified consistency meals and provide them at the client's request.
- I) All of the Contractor's delivery persons must receive orientation/training prior to their first delivery and then receive training yearly. The Contractor must develop and maintain a County-approved training manual for all volunteers and/or paid drivers and submit a copy electronically to the SNP. The manual must include the following information at a minimum:
- 1) What time to arrive at the distribution site;
  - 2) Checking route assignments and meals to ensure accuracy (dietary restrictions, texture modifications, meals match posted monthly menus);
  - 3) Identification for volunteers/drivers;
  - 4) Meal delivery times;
  - 5) What to do if a client doesn't answer the door;
  - 6) Distributing monthly meal menus and nutrition education pages;

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- 7) What to do if you have any concerns about a client that you deliver to;
  - 8) Steps to maintain safe food temperatures during delivery;
  - 9) Proper maintenance of delivery bags; and
  - 10) Inclement weather policy for meal deliveries.
- J) The Contractor must have the necessary number of staff and/or volunteers, equipment, and vehicles to perform the services described in this Contract. The Contractor must establish enough routes to assure delivery within the time frame of 11:00 am – 1:00 pm. Proposed route schedules and delivery times may be adjusted only by mutual consent between the Contractor and the SNP.
- K) The Contractor must provide paid or volunteer staff to deliver meals to the client's residence. The delivery persons are required to make direct contact with the client or their representative (family, aide) through a friendly greeting or brief conversation before leaving the meals. Appropriate Personal Protective Equipment (PPE) must be worn as necessary. If direct contact with the client or their representative is not made, meals must not be left under any circumstances.
- L) The Contractor must provide a supply of shelf-stable meals to clients at least once per year to be used in emergencies when daily meals cannot be delivered. These meals also must be certified as meeting federal and state requirements. The Contractor must encourage clients to maintain emergency shelf-stable foods and must deliver Emergency Meal Kits in quantities authorized by the SNP. The shelf-stable meals should include a minimum of three (3) meals per kit and all contents must be good for a period of one calendar year from the date of packing. Meals must follow the menu standards set forth in Attachment B of this Contract. The nutrient content of the meals in the package may be averaged to meet these requirements. Shelf-stable meal packaging requirements are:
- 1) The package shall include menus to instruct clients how to combine food to meet the meal requirements;
  - 2) Cans are to be easy to open without the use of a can opener. Pull tabs should be used whenever possible; and
  - 3) The box must be clearly labeled with the use by expiration date.
- M) The Contractor must deliver meals following procedures which meet state and local sanitation and food safety regulations. The maximum holding time for meals leaving the meal provider's kitchen shall not exceed four (4) hours to delivery to the HDM client. Temperatures must be maintained in the safe range during this period. A Temperature Self-Monitoring Report must be completed monthly for every route and returned to SNP electronically within 15 days of the end of the month services are provided. Fax or paper copies are not acceptable.
- N) The SNP shall furnish Contractor with such technical assistance and consultation by County staff as is reasonably necessary to assure satisfactory performance in providing the service(s) required by this Contract.

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Subject to the approval of the SNP, the Contractor must designate one (1) individual as Contractor's Local Project Director. The Project Director must monitor the Contractor's performance under this Contract. The Contractor agrees to furnish written notification to the SNP of its proposed Project Director and any subsequent changes regarding its designation of a Project Director prior to and during the Contract period. The Project Director must be accessible on a Monday through Friday basis to receive and provide a timely response to calls from SNP regarding late and/or undelivered meals and other operating or emergency conditions.

- O) The Contractor must begin meal delivery to new clients subsidized by SNP within 48 hours of SNP approval, except when the Contractor has a waiting list. A waiting list may exist when there is no route going to a certain area, or when all the budgeted slots are used. Clients move from the waiting list to active status based on the availability of a route and current Home-Delivered Meal Prioritization Score. Moving from the waiting list to active status must never be based on a first-come-first-served basis.
- P) The Contractor must provide a mechanism for clients to make voluntary financial contributions for the meals:
  - 1) All older adults participating in the home-delivered meals program and being subsidized by the County must be asked to contribute monthly. Contributions are to be voluntary, but a suggested donation amount can be included in the request. The Contractor must not deny services to any person because of their inability or unwillingness to make financial contributions for meals. The Contractor is required to email, call, or mail a letter to the client monthly requesting these donations. In all cases, the client must be informed that their service will not be affected by the size of their donation. During the initial and annual assessments, the Contractor and the HDM client will determine the appropriate person to receive these monthly requests. This may be the client, a family member, or another designated person.
  - 2) The contribution request should include the number of client meals served in the previous month and the total cost of those meals to the HDM program. The SNP will work with the Contractor in wording this contribution letter and must give final approval before the contribution letters are mailed out.
  - 3) Donations collected must be used to fund subsequent services as described in this Contract. All contributions will be retained by the Contractor and must be used to offset the costs of providing meals under this Contract. The Contractor must submit a report detailing the amount of received

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donations to the County on no less than a monthly basis using the electronic donations reporting link as provided by the County.

- Q) The Contractor must bring to the attention of appropriate officials any conditions or circumstances that place the older person or the household in imminent danger. Delivery persons must be instructed to do a casual observation of the client and the state of their living conditions. Any concerns regarding the well-being of the client must be reported to the Contractor the same day that the delivery is made and before the end of their business day. The Contractor must make client referrals to the appropriate agencies and must report any concerns to the SNP. The Contractor must be well versed in the programs and services provided by the Division of Aging & Disabilities. The HDM Contractor's staff must collaborate with the Division of Aging & Disabilities' Maryland Access Point (MAP) staff to send consumer referrals to each other as appropriate. The Contractor must obtain at least a verbal consent from the client prior to making the referral. Once consent has been given, the MAP staff and Contractor staff may consult with each other to ensure appropriate service coordination. In cases of conditions or circumstances that place the client in imminent danger (i.e., abuse, neglect, or mistreatment), the Contractor staff must make an immediate report to Adult Protective Services and/or other appropriate officials.
- R) The Contractor must provide a minimum of two pieces of nutrition education per year to clients whose meals are paid for under the Contract. If the SNP provides more than the minimum number of pieces, Contractor will distribute these materials to clients to meet the requirement for nutrition education. If the Contractor uses an outside Registered Dietitian Nutritionist, an up-to-date copy of that Registered Dietitian's Nutritionist's current license must be kept on file at the SNP office. SNP dietitians will provide printed materials to meet the requirement for nutrition education. The Contractor must complete the Nutrition Education Report online as provided by the County, including the date and number of clients who were given the information.
- S) The Contractor must distribute annual satisfaction surveys to clients at least once per year. Clients may choose whether to complete the forms, but the Contractor should strongly encourage participation and follow-up with clients who have not returned a completed form. Forms will be provided by the SNP and must be returned to the SNP electronically by the stated deadline. The yearly time to conduct surveys will be determined by the SNP. The Contractor will leave the survey with the HDM client, collect it later, and submit a scanned copy of the surveys collected to SNP.
- T) The County has the right to perform unannounced, on-site monitoring visits to evaluate the provision of services in accordance with the terms of the Contract and reserves the right to access all program files and materials of the Contractor. The Contractor must maintain program files for a minimum of three (3) years following the termination or conclusion of the Contract.

- U) The Contractor must comply with all federal, state, and local laws and regulations governing privacy and the protection of health information, including but not limited to, the Health Insurance Portability and Accountability Act. The Contractor must also sign a Business Associate Agreement with the County prior to execution of this Contract (Attachment H) and must comply with the provisions in the attached Business Associate Agreement.

### III. RECORDS AND REPORTS

- A. The Contractor must take steps to ensure that electronic or written information obtained from former or present clients in the Contractor's possession, will only be released to the Montgomery County Division of Aging & Disabilities or to the Maryland State Department on Aging. The Contractor shall safeguard all client information.
- B. Pursuant to Article II, Paragraph D of this Contract, the Contractor must use the electronic Participant Registration as an intake tool to assess eligibility for home-delivered meal service before initiating service. The Contractor must enter the information into the form and will be evaluated by the SNP. Notification of eligibility will come from the SNP as quickly as possible. Forms should be completed during a home visit in the client's residence whenever possible and may include caregivers or family members. The form is available online and will work on desktop or laptop computers as well as smart phones.
- C. Pursuant to Article II, Paragraph P, Subparagraph 3 of this Contract, the Contractor must submit the amount of donations collected on no less than a monthly basis using the electronic donations reporting link. The Contractor must complete this task even when no donations have been collected in the reporting period.
- D. Pursuant to Article II, Paragraph T of this Contract, the Contractor must complete the Nutrition Education Report online, including the date and number of clients who were given the information and the topic of the education. The Contractor must complete this task even when no nutrition education was provided in the reporting period. Copies of all materials provided to clients as part of this process must be maintained on file for a period not less than three (3) years following its provision.
- E. Menus must be approved by a registered dietitian nutritionist (RDN) before use. A Menu Approval form, provided in Attachment B, signed by the RDN shall be submitted with each menu.
- F. The Contractor must furnish additional information and reports from time to time as may be required by the County in response to changing reporting requirements



The Contractor must comply with such additional reporting requirements within the timeframes given by the SNP.

IV. COMPENSATION

- A. The County will set a price per delivered meal for the Contract based on the Contractor's Components of Meal Cost (Attachment C). The County shall compensate the Contractor for each delivered meal at the agreed upon fixed rate. However, the rate must not exceed the per meal rate established by DHHS and posted here <https://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html> for the applicable fiscal year when the application is submitted. The reimbursement rates shall be based on a combination of factors including Contractor costs and the availability of County funds. The County may--at its option and as fiscal appropriation allows--adjust the reimbursement rate during the Contract term to ensure that the compensation rates are fair and reasonable and reflect the Contractor's actual costs. However, the rate adjustment must not exceed the per meal rate established by DHHS and posted here <https://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html> for the applicable fiscal year when the rate adjustment is requested. Any changes in compensation rates, must be executed by an amendment to this Contract and executed by the Office of Procurement.
- B. The County shall issue to the Contractor a Purchase Order each federal fiscal year the Contract is in effect. The maximum amount payable under this Contract for each federal fiscal year must not exceed the total amount shown on the Purchase Order(s).
- C. No services will be performed or compensated under this Contract prior to the execution of a County Purchase Order and the Contractor's receipt of said County Purchase Order containing a maximum compensation amount.

V. INVOICES

The Contractor must submit monthly invoices electronically to the County in a format approved by the County for services provided under this Contract. All invoices and supporting documentation must be submitted via email to [SNP.Invoices@montgomerycountymd.gov](mailto:SNP.Invoices@montgomerycountymd.gov).

Invoices are subject to County approval and acceptance and must be submitted within ten (10) calendar days of the close of each month. The Contractor's invoices must be based on the rate per meal specified in Article IV, Paragraph A. All reporting and invoicing shall take place electronically at the links or to the email addresses provided by the County.

VI. TERM

This Contract is effective upon signature by the County's Director, Office of Procurement, and remains in effect for two (2) years. Before the Contract term ends, the Director may (but is not required to) renew this Contract, if the Director determines that renewal is in the best interests of the County. The Contractor's satisfactory performance does not guarantee renewal of this Contract. The Director may exercise this option to renew the Contract for two (2) additional two-year terms. Renewal of this Contract is contingent upon appropriation of funding.

VII. GENERAL CONDITIONS AND INSURANCE

The general Conditions of Contract Between County and Contractor ("General Conditions") are incorporated by reference into and made a part of this Contract as Attachment A. The mandatory insurance requirements listed below supersede the insurance requirements listed in Paragraph 21 of the General Conditions.

Prior to the execution of the Contract by the County, the Contractor and their contractors (if requested by County) must obtain, at their own cost and expense, the following minimum (not maximum) insurance coverage with an insurance company/companies licensed to conduct business in the State of Maryland and acceptable to the Division of Risk Management. This insurance must be kept in full force and effect during the term of this contract, including all extensions. The insurance must be evidenced by a certificate of insurance, and if requested by the County, the Contractor shall provide a copy of the insurance policies and additional insured endorsements. The minimum limits of coverage listed below shall not be construed as the maximum as required by contract or as a limitation of any potential liability on the part of the Contractor to the County nor shall failure to request evidence of this insurance in any way be construed as a waiver of Contractor's obligation to provide the insurance coverage specified. The Contractor's insurance shall be primary. Coverage pursuant to this Section shall not include any provision that would bar, restrict, or preclude coverage for claims by Montgomery County against Contractor, including but not limited to "cross-liability" or "insured vs insured" exclusion provisions.

Commercial General Liability

A minimum limit of liability of one million dollars (\$1,000,000), per occurrence and one million (\$1,000,000) aggregate, for bodily injury, personal injury and property damage coverage per occurrence including the following coverages:

- Contractual Liability
- Premises and Operations
- Independent Contractors & Subcontractors
- Products and Completed Operations

Commercial Automobile Liability Coverage

A minimum limit of liability of one million dollars (\$ 1,000,000), combined single limit, for bodily injury and property damage coverage per occurrence including the following:

- owned automobiles
- hired automobiles
- non-owned automobiles
- loading and unloading

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Worker's Compensation/Employer's Liability

Meeting all statutory requirements of the State of Maryland Law and with the following minimum Employers' Liability limits:

- Bodily Injury by Accident - \$100,000 each accident
- Bodily Injury by Disease - \$500,000 policy limits
- Bodily Injury by Disease - \$100,000 each employee

Additional Insured

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees, must be included as an additional insured on an endorsement to Contractor's commercial general, automobile insurance, and contractor's excess/umbrella insurance policies if used to satisfy the Contractor's minimum insurance requirements under this contract, for liability arising out of contractor's products, goods and services provided under this contract. The stipulated limits of coverage above shall not be construed as a limitation of any potential liability of the contractor.

Policy Cancellation

Should any of the above policies be cancelled before the expiration date thereof, written notice must be delivered to the County in accordance with the policy provisions.

Certificate Holder

Montgomery County, MD  
HHS / Phil Royston  
401 Hungerford Drive, 6th floor  
Rockville, Md 20850

VIII. Priority of Documents

The following documents are incorporated by reference and made a part of this Contract and are listed in the following order of precedence to be applied in the event of a conflict in their term:

- a. This Contract Document;
- b. The General Conditions of Contract Between County and Contractor (Attachment A)
- c. Business Associate Agreement (Attachment H)
- d. Menu Standards and Menu Approval Sheet (Attachment B)
- e. Components of Meal Cost (Attachment C)
- f. Minority, Female Disabled (MFD) Person Subcontractor Performance Plan (Attachment D)
- g. Wage Requirements for Services Contract Addendum to the General Condition of Contract Between County and Contractor (Attachment E)
- h. Minority Business Program & Offeror's Representation (Optional) (Attachment F)
- i. Temperature Self-Monitoring Report (Attachment G)

(Signature page follows.)

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Signature Page

This Contract, which incorporates the approved Form Contract, General Conditions of Contract Between County and Contractor and all required forms under Priority of Documents, copies of which have been provided to the Contractor, is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, hereinafter referred to as the "Contractor" and Montgomery County, Maryland, hereinafter referred to as the "County". This Contract will become effective on the date of signature by the Director, Office of Procurement. This Contract and any renewals or extensions of this Contract are subject to the appropriation of funds.

*Part A: Contractor's Offer to Provide Services:*

(Prospective Contractor Must Complete)

Contracting Corporation, Partnership Limited  
Liability Company OR Proprietorship

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Part B: County Acceptance:*

MONTGOMERY COUNTY, MARYLAND

\_\_\_\_\_  
Avinash G. Shetty, Director  
Office of Procurement

\_\_\_\_\_  
Date

RECOMMENDATION

\_\_\_\_\_  
Raymond L. Crowel Psy.D., Director  
Department of Health and Human Services

\_\_\_\_\_  
Date

This form has been approved as to form and  
legality by the Office of the County Attorney.

**Attachment B**

**Department of Health & Human Services  
Senior Nutrition Program**

MENU STANDARDS

Menus must be certified by a dietitian/nutritionist licensed in Maryland that they meet requirements of the Older Americans Act. Each meal must provide 1/3 of current Dietary Reference Intakes (DRIs) for Older Adults and must comply with the current Dietary Guidelines for Americans. Nutritional content may be assured with a Nutritional Analysis or by following the Meal Pattern approved by the Maryland Department of Aging.

Menus must be planned in advance for a minimum of one month, keeping repetition of entrées to a minimum. While menus are subject to change due to availability of food items, substitutions should be approved in advance by the Senior Nutrition Program or a licensed dietitian-nutritionist. At congregate sites, menus must be posted to be available to clients.

Requirements for One Meal Daily

*Nutritional Analysis*

The following nutrients are required for each meal.

Nutrient	Amount Required	Notes
<b>Calories</b>	655 calories per meal, averaged over one week	No meal may be less than 600 calories
<b>Protein</b>	17 g per meal	
<b>Fat</b>	≤ 30% calories, averaged over one week	No meal may have more than 35% calories from fat
<b>Fiber</b>	8 g averaged over one week	
<b>Calcium</b>	400 mg per meal	
<b>Magnesium</b>	140 mg per meal	
<b>Zinc</b>	3.7 mg per meal	
<b>Vitamin A</b>	300 mcg (RE), averaged over one week	
<b>Vitamin B6</b>	.6 mg per meal	
<b>Vitamin B12</b>	.8 mcg per meal	
<b>Vitamin C</b>	30 mg per meal	
<b>Sodium</b>	≤ 1000 mg, averaged over one week	No meal may have more than 1200 mg sodium

**Meal Pattern** (approved by Maryland Department of Aging)

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When a Meal Pattern is used, each meal must provide the components below. Also see *Meal Components and Serving Sizes*, *Specific Nutrient Sources*, and *Meal Preparation Guidelines* given in pages that follow.

- 3 oz. edible cooked meat, fish, fowl, eggs or meat alternate
- 3 servings vegetables and fruits
- 2 servings starches/grains
- 1 cup low fat milk or equivalent
- Optional: fat, dessert, coffee or tea

### **Requirements for Two Meals Daily**

When 2 meals a day are served to the same population, the two meals must furnish a total of two-thirds of the DRIs. If the 2 meals are not served to the same population, **each** meal must meet the requirements for one meal.

### **Requirements for Three Meals Daily**

When 3 meals a day are served to the same population, the three meals must furnish a total of 100% of the DRIs. If the 3 meals are not served to the same population, **each** meal must meet the requirements for one meal.

### **Shelf Stable Meals**

Shelf stable (emergency) meals are combinations of foods that can be stored at room temperature. Cans should be easy to open, and the box should be labeled with a “use by” date. They may be used for one year or up to expiration dates on the foods.

Meals must meet the Menu Standards; nutrient content of the meals in the package may be averaged to meet requirements. Menus of combinations to meet requirements must be included with the foods.

### **Meal Components and Serving Sizes**

#### **Meat, Fish, Poultry, Eggs, Cheese, and Legumes**

The meal shall contain a 3-ounce cooked, edible portion of meat, fish, poultry, eggs, cheese, or legumes, providing at least 17 grams of protein for one meal per day. Two-ounce portions may be served when 2 or 3 meals are served daily.

Protein equivalents to 1 ounce of meat:

- 1 egg
- 1 ounce cheese
- ¼ cup cottage cheese
- ½ cup cooked dried beans, peas or lentils
- 2 tablespoons peanut butter
- ¼ cup raw, firm tofu (calcium salt processed)
- 1/3 cup nuts

1. Use salted foods or high sodium meats (e.g. hot dogs, sausage, bacon, ham, cold cuts, etc) no more than 1 time per month for 1 meal per day, 2 times per month for 2 meals per day.
2. Serve legume dishes (using mature dried beans and peas and lentils) at least 2 times per week for 1 meal per day, 4 times per week for 2 or 3 meals per day.
3. Texturized Vegetable Protein (TVP) may be incorporated in recipes with a maximum ratio of 30% TVP to 70% meat.
4. Ground meat may be served no more than 2 times per week when serving 1 meal per day; 4 times per week when serving 2 meals daily; 6 times per week for 3 meals daily.
5. Soups containing at least one-half cup of beans, lentils or split peas may be counted as one ounce of meat.

#### **Vegetables**

A serving of vegetable is generally:

- ½ cup cooked, drained or raw vegetable
- 1 cup raw leafy greens
- ½ cup tomato sauce

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- ½ cup 100% vegetable juice
1. Vegetables as a primary ingredient in soups, stews, casseroles or other combination dishes should total ½ cup per serving.
  2. Lettuce and tomato served as condiments are not a vegetable serving.

### Fruits

A serving of fruit is generally

- 1 medium whole fruit (size of a tennis ball)
- ½ cup fresh, chopped, cooked, frozen or canned, drained fruit
- ½ cup 100% fruit juice or cranberry juice
- 1 ounce dried fruit (apricots, cranberries, figs, prunes, raisins, etc.)

Fresh, frozen or canned fruit must be packed in juice, light syrup or without sugar.

### Starches/Grains

A variety of enriched and/or whole grain bread products, particularly those high in fiber are recommended.

Serving sizes are:

1 slice (1 oz) bread	1 biscuit, 2.5" diameter
1 ounce ready-to-eat cereal	small sandwich bun
½ cup cooked cereal	½ large hotdog/hamburger bun, 1 oz
1 small (2 oz) muffin	2" cube cornbread
1 waffle, 4-5" diameter	1 tortilla, 6" diameter
1 pancake, 4" diameter	4-6 crackers (1 oz)
1 slice French toast	½ cup bread dressing/stuffing
½ English muffin	½ cup cooked pasta, rice, noodles
½ bagel, 3-4" diameter	½ cup cooked dried beans, split peas or lentils

Starchy vegetables: 1 serving is ½ cup potatoes, sweet potatoes, corn, lima beans, yams or plantains.

1. Use whole grains (whole wheat, oats, brown rice, multi-grains) at least
  - 2 times per week for 1 meal per day
  - 4 times per week for 2 meals per day
  - 6 times per week for 3 meals per day
2. Serve legume dishes (using mature dried beans and peas and lentils) at least
  - 2 times per week for 1 meal per day
  - 4 times per week for 2 or 3 meals per day

### Milk

Each meal must contain 8 ounces (1 cup) of fortified skim, 1% or buttermilk. If religious preference precludes the acceptance of milk with the meal, it may be omitted from the menu, however an equivalent substitute for calcium must be used.

Calcium equivalents:

- 1 cup yogurt
- 1 cup of reconstituted or 1/3 cup non-reconstituted powdered milk
- 1½ ounces of cheese (Cheddar, American, etc.)
- 1½ cups low fat cottage cheese



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- ½ cup raw, firm tofu (calcium salt processed)
- 1 cup calcium fortified juice

### **Fat**

Fat is not a requirement. Total fat calories (fat in foods + added fat) must be limited to 30 to 35 percent of total calories per meal. Meals contain fat components to increase palatability and acceptability. Fat may be used in food preparation or served to accompany the meals see Meal Preparation Guidelines.

Serving sizes (50 calories):

- 1½ teaspoons fortified margarine
- 1½ teaspoons mayonnaise
- 1 tablespoon salad dressing
- 1½ teaspoons spread
- 1 tablespoon light cream cheese
- 1 strip of bacon

### **Desserts**

Desserts may be added to meet consumer preferences. Desserts using fruit, whole grains, and low fat or low sugar products are encouraged. Desserts can be used to meet requirements for components of the meal pattern, as follows.

1. When a dessert contains ½ cup of fruit per serving, it may be counted as a serving of fruit.
2. When a dessert contains the equivalent of 1 serving starches/grains per serving, it may be counted as a serving of starches/grains.
3. When a dessert contains ½ of a calcium equivalent (see Milk, above), it may be counted as ½ serving of milk.

### **Condiments and Product Substitutes**

Salt substitutes may not be provided. Sugar substitutes, pepper, herbal seasonings, lemon, vinegar, non-dairy coffee creamer, salt and sugar may be provided, but may not be counted as fulfilling any part of the nutritive requirements.

### **Supplements**

Medical foods and foods for special dietary uses may not be provided with federal or state nutrition funds. Title IIID, Senior Care and Medicaid waiver funds may be used for medical foods under certain circumstances, specified in the Area Plan.

### **Specific Nutrient Sources**

#### **Vitamin A:**

- Vitamin A rich foods must be served 2 to 3 times per week for one meal per day and 4 to 6 times per week for 2 meals per day. One rich source or two fair servings may be used to meet the requirements.
- One serving of carrots or sweet potatoes/yams is equivalent to 3 servings of vitamin A rich foods. Other deep orange and dark green vegetables & fruits provide vitamin A.

Some **rich** sources of vitamin A include:

Apricots	Mango
Cantaloupe	Spinach
Collard greens	Turnip greens, other dark green leaves

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Kale

Winter squash (Hubbard, Butternut)

Some **fair** sources of vitamin A include:

Apricot Nectar  
Broccoli  
Pumpkin

Tomato Sauce  
Vegetable Juice

**Vitamin C:**

- For each meal, vitamin C may be provided as 1 serving of a rich source, 2 half servings of rich sources or 2 servings of fair sources.
- Fortified, full-strength juices, defined as fruit juices that are 100% natural juice with vitamin C added, are vitamin C-rich foods.
- Partial-strength or simulated fruit juices or drinks, even when fortified, may not count as fulfilling this requirement, **except** cranberry juice.

Some **rich** sources of vitamin C include:

Broccoli  
Brussels sprouts  
Cantaloupe  
Cauliflower  
Fruit juices, fortified  
Gelatin, fortified  
Grapefruit or grapefruit juice  
Green pepper  
Honeydew melon  
Kale

Kiwi  
Lemon or lime juice  
Mandarin oranges  
Mango  
Orange or orange juice  
Strawberries  
Sweet red pepper  
Sweet potatoes/yams  
Tangerine

Some **fair** sources of vitamin C include:

Asparagus  
Cabbage  
Collard greens  
Mustard greens  
Pineapple  
Potatoes

Spinach  
Tomatoes, tomato juice or sauce  
Turnip greens  
Vegetable juice  
Watermelon

**Meal Preparation Guidelines**

to meet the *DRIs for Fat and Sodium and the Dietary Guidelines*

**Select Low-Fat, Low Sodium Foods**

- Use lean cuts of red meats, poultry without the skin, and all fish.
- Serve legume dishes (using mature dried beans & peas and lentils) in place of meat.
- Use high-fat, high-sodium meats (bacon, hot dogs, sausage) sparingly, i.e., once a month for one meal per day, twice a month for 2 meals per day, and 3 times a month for 3 meals per day.
- Use unsalted versions of salted foods (chips, crackers).
- Select low sodium versions of canned soups, tomatoes, vegetables, and salad dressings in place of regular canned/bottled items.
- Substitute low fat milk (1% or skim) or skimmed evaporated milk for whole milk and cream in recipes.
- Select low-fat, low sodium cheese in place of regular cheese.

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- Substitute low fat or nonfat yogurt for sour cream (or use low fat/nonfat sour cream) as an accompaniment.
- Offer fruit desserts: Fruit Cup (fresh, canned-in-light-syrup-or-juice, frozen), Fruit Crisp, Fruit Cobbler, Fruit with Low-fat Pudding.

**Prepare Foods in Low Fat, Low Sodium Ways**

- Use low fat cooking methods such as baking, broiling, steaming, stewing, and microwaving. Minimize fat added to cooked meats and vegetables.
- Chill cooked stews and mixed dishes that can be reheated so that the fat will harden. Remove fat before heating to serve.
- Make sauces and gravies without fat. Add starch to cold liquid, instead of blending starch with fat, before cooking to thicken.
- Reduce fat by ½ in traditional recipes. To reduce saturated fat, substitute vegetable oils (canola, corn, olive, safflower, sunflower, soybean) for shortening, butter and margarine.
- Prepare foods without adding salt. Use herbs & spices and salt-free seasonings, lemon juice, lime juice and vinegar to flavor foods. Modified sodium seasonings may be used.
- In cooking, do not use high sodium ingredients such as soy sauce, catsup, BBQ & teriyaki sauce, prepared mustard, seasoned salts, MSG, bouillon, pickles, olives. These may be used as condiment-accompaniments to the meal.

Meals prepared following these guidelines will have less than 30% of calories from fat, less than 10% of calories from saturated fat, and each meal will provide fewer than 800 mg sodium.

**Menu Approval Sheet**  
for use with the  
**Menu Pattern**

*See Meal Components and Serving Sizes for portion sizes and nutrient content.*

Food Group	1 Meal per Day		2 Meals per Day		3 Meals per Day	
	Minimum	Check	Minimum	Check	Minimum	Check
<b>Meal, Fish, Eggs, Legumes</b>	3 oz or equivalent		4 oz or equivalent		6 oz or equivalent	
	Legumes 2x/week		Legumes 4x/week		Legumes 4x/week	
<b>Fruits &amp; Vegetables</b>	3 servings		6 servings		9 servings	
<b>Vitamin A</b>	1 rich serving 2-3x/week		1 rich serving 4-6x/week		1 rich serving 4-6x/week	
<b>Vitamin C</b>	1 rich or 2 fair servings		2 rich or 4 fair servings		3 rich or 6 fair servings	
<b>Grains/ Starches</b>	2 servings		4 servings		6 servings	
	Whole Grains 2x/week		Whole Grains 4x/week		Whole Grains 6x/week	
<b>Milk</b>	1 serving		2 servings		3 servings	
<b>Calories</b>	No less than 600 Average 655 for the week		No less than 1200 Average 1310 for the week		No less than 1800 Average 1965 for the week	
<b>Ground meat</b>	No more than 2x/week		No more than 4x/week		No more than 6x/week	
<b>Follows Meal Preparation Guidelines</b>	Sodium		Sodium		Sodium	
	Fat		Fat		Fat	

**I certify that, to the best of my knowledge, each meal in the attached menus provides one-third of the current Dietary Reference Intakes of the National Academy of Sciences and conforms to the Dietary Guidelines for Americans.**

<b>Authorized Signature:</b>			<b>Date:</b>	
<b>Printed Name</b>				

<p><b>Menu Approval Sheet</b>          for use with the  <b>Nutritional Analysis</b></p>
--

Nutrient	1 Meal per Day		2 Meals per Day		3 Meals per Day	
	Minimum	Check	Minimum	Check	Minimum	Check
<b>Energy</b>	No less than 600; Average 655 for the week		No less than 1200; Average 1310 for the week		No less than 1800; Average 1965 for the week	
<b>Protein</b>	17 grams		34 grams		51 grams	
<b>Fat</b>	≤35%per meal; 30% average over one week		≤35% per meal; 30% average over one week		≤35% per meal; 30% average over one week	
<b>Fiber</b>	8 grams average over one week		16 grams average over one week		24 grams average over one week	
<b>Calcium</b>	400 mg		800 mg		1200 mg	
<b>Magnesium</b>	140 mg		280 mg		420 mg	
<b>Zinc</b>	3.7 mg		7.4 mg		11.1 mg	
<b>Vitamin A</b>	300 mcg (RE) averaged over one week		600 mcg (RE) averaged over one week		900 mcg (RE) averaged over one week	
<b>Vitamin B6</b>	.6 mg		1.2 mg		1.8 mg	
<b>Vitamin B12</b>	.8 mcg		1.6 mcg		2.4 mcg	
<b>Vitamin C</b>	30 mg		60 mg		90 mg	
<b>Sodium</b>	≤ 1000 mg averaged over one week; no more than 1200 mg per meal		≤ 1800 mg averaged over one week		≤ 2400 mg averaged over one week	

**A copy of the nutritional analysis must be submitted with this sheet.**

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**I certify that, to the best of my knowledge, each meal in the attached menus provides one-third of the current Recommended Dietary Allowances of the National Academy of Sciences and conforms to the Dietary Guidelines for Americans.**

\_\_\_\_\_  
Contractor's Authorized Signature

\_\_\_\_\_  
Printed Name of Signor

\_\_\_\_\_  
Date

**Components of Meal Cost**

Must use Annual figures to show cost of individual meals. Divide annual total costs by number of meals to arrive at the Cost per Meal.

*Complete items as appropriate:*

<u>1.</u>	<u>Annual cost of raw food or meals</u>	\$	
<u>2.</u>	<u>Annual cost of disposables</u>	\$	
<u>3.</u>	<u>Annual cost of labor or staff (including program admin)</u>	\$	
<u>4.</u>	<u>Annual cost of overhead</u>	\$	
<u>5.</u>	<u>Annual cost of transportation</u>	\$	
<u>6.</u>	<u>Total of other annual costs</u>	\$	
<u>7.</u>	<b><u>Total lines 1-6</u></b>		\$
<u>8.</u>		<b><u>Minus donations</u></b>	--\$
<u>9.</u>	<b>Annual Cost of providing services</b>		\$
<u>10.</u>		<b>Meals Total</b>	
\$	÷	=	\$
<b><u>Line 9</u></b> <b><u>(Annual cost)</u></b>	<b><u>Line 10 (Meals Total)</u></b>		<b>Cost per Meal</b>

\_\_\_\_\_  
Contractor's Authorized Signature

\_\_\_\_\_  
Printed Name of Signor

\_\_\_\_\_  
Date

ATTACHMENT G

*Montgomery County Senior Nutrition Program*  
**HOME-DELIVERED MEALS**  
**Self-Monitoring Report**

**Please complete this form annually for each route**

Name of MOW Program \_\_\_\_\_

Date of Temperature Monitoring \_\_\_\_\_

Route \_\_\_\_\_

Temp of Food

	<u>Time</u>	<u>Hot</u>	<u>Cold</u>
Meals leave:	_____	_____	_____
Final Meal Delivery:	_____	_____	_____

Signature of Driver \_\_\_\_\_

**MOW President:** Please note that when hot foods are less than 135 degrees and cold foods are more than 41 degrees, a plan must be established and temps must be taken weekly until the problem is resolved.

Please FAX to Senior Nutrition Program no later than February 28 of each calendar year.

FAX 240-777-1436