Request for Proposals (RFP)

Dietitian-Approved Meal Services for Intermediate Care Facility

Introduction

Our Intermediate Care Facility is seeking proposals from qualified vendors to provide dietitian-approved meal services for our 49 residents. The selected vendor will be responsible for preparing and delivering nutritious meals that meet the dietary needs and preferences of our residents, in compliance with all applicable health and safety regulations.

Scope of Services

- Provide three meals per day (breakfast, lunch, dinner) and optional snacks.
- Meals must be approved by a licensed dietitian and meet state and federal nutrition guidelines.
- Include therapeutic diets (e.g., diabetic, low sodium, pureed) as needed.
- Deliver meals daily or as scheduled, ensuring temperature control and food safety.
- Provide seasonal cycle menus and accommodate resident preferences.

Proposal Requirements

- Technical Proposal: Company qualifications, sample menus, staffing and certifications.
- Cost Proposal: Per meal cost, additional fees, payment terms.
- References: Minimum of three references from similar facilities.

Evaluation Criteria

Proposals will be evaluated by a committee using the attached evaluation criteria and the weight of each criterion as shown

- Compliance with dietary standards.
- Experience with similar populations.
- Cost-effectiveness.
- Quality and variety of meals.
- Ability to meet delivery and service expectations.

Pre-Proposal Meeting

A pre-proposal meeting to review the specifications, clarify any questions and conduct a walk-through with New Hope staff will be held on Friday, Oct. 17th at 11 AM. Please contact Stephanie Breidert for more information.

Submission Instructions

- Deadline: Friday, Oct. 31, 2025
- Format: PDF or printed copy.
- Contact Person: Stephanie Briedert Stephanie_Briedert@newhopevillage.org
- Delivery Address: 1211 E 18th Street Caroll, IA 51401

Terms and Conditions

- The facility reserves the right to reject any or all proposals.
- Contract duration: One year with renewal options.
- Insurance and liability requirements apply.
- Compliance with confidentiality and HIPAA regulations is mandatory.

Minimum Food Specifications

Meat/Seafood – All meats, meat products, poultry products, and fish must be government inspected.

- Beef, lamb and veal shall be USDA Grade Choice or better.
- Pork shall be U.S. No. 1 or U.W. No. 2,
- Poultry shall be U.S. Government Grade A.
- Seafood to be top grade, frozen fish – must be a nationally distributed brand, packed under continuous inspection of the USDA.

Dairy Products – All dairy products must be government inspected.

- Fresh eggs, USDA Grade A or equivalent, 100 percent candled.
- Frozen eggs, USDA inspected.
- Milk, pasteurized Grade A.

Fruits and Vegetables

- Fresh fruits and vegetables selected according to written specifications for freshness, quality and color – U.S. Grade A Fancy.
- Canned fruits and vegetables selected to requirements – U.S. Grade A Choice or Fancy (fruit to be packed in light syrup or natural juices).
- Frozen fruits and vegetables shall be U.S. Grade A Choice or better.

Baked Products

- Bread, rolls, pies, cakes and puddings either prepared or baked on the premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements, as applicable.

Staple Groceries

- Staple groceries to be a quality level commensurate with previously listed standards.

Meals are to be provided at acceptable temperatures 365 days a year at the following times:

7am Breakfast

11:30am Lunch

5pm Dinner

Price Proposal

Fixed Meal Prices – Food Service Management Contract

The Undersigned Company proposes to manage the food service for New Hope Village at the fixed per-meal rates shown below, subject to the terms of New Hope's Request for Proposals. If the contract is awarded, Company will bill New Hope for meals at the fixed rates shown below, without any additional charges.

The company acknowledges that the contract will be awarded based on the lowest proposed Total Cost to New Hope, shown below, combined with New Hope's evaluation of non-price criteria specified in the RFP. Billing will be done per meal provided on a monthly basis.

Program	Company's Proposed Fixed Price per Meal or Equivalent	X	New Hope's Estimated Annual Meals or Meal Equivalents—all homes maximum capacity	=	Company's Proposed Cost to New Hope
Breakfast	$	X	17885	=	$
Lunch	$	X	17885	=	$
Dinner	$	X	17885	=	$
Snacks	$	X	35770	=	$

Company's proposed Maximum Total Cost to New Hope per year: $_____

Submitted by: _____

Company: _____

Address: _____

Name and Title of Authorized Representative:

_____

Signature: _____ Date: _____

Evaluation Criteria

The evaluation criteria below will be used along with the price proposal to choose final awardee.

Criteria	Weight	Rating
Technical Expertise The ability of the proposing company or individual to perform the tasks, including experience, references,	10%	
Approach and Methodology Evaluation of timelines, processes, and approach	10%	
Compliance The extent to which the proposal meets all requirements and specifications.	20%	
Policies, terms and conditions The extent to which the contract terms, conditions, warranties, deliveries, etc, meet the organization's needs.	15%	
Pricing	45%	

Submitted by: _____

Company: _____

Address: _____

Name and Title of Authorized Representative:

_____

Signature: _____ Date: _____