

**REQUEST FOR PROPOSALS**  
**The contract period is March 1, 2025 – September 30, 2026**  
**Addendum 3**  
**Senior Resources Agency on Aging**

1. **Address and Official Contact Person:**

Agency: Senior Resources Agency on Aging  
Attention: Kathy Chase, Director of Contracts  
Address: 19 Ohio Avenue Suite 2 Norwich, CT 06360  
Telephone: (860) 383-1536  
E-mail: [kchase@SeniorResourcesEC.org](mailto:kchase@SeniorResourcesEC.org)

This office is the **only** contact for this specific area.

2. **Designated Agency Region:**

**Midstate Region**

Cromwell, Durham, East Haddam, East Hampton, Haddam, Middlefield, Middletown, Portland

Applications for portions of a region will not be accepted. For example, applications will not be accepted to serve individual towns.

3. **Service Provision:** Proposals are being accepted to provide elderly nutrition services which include the following:

- ✓ Community Café meals and site management
- ✓ Home delivered meals
- ✓ Menu development
- ✓ Menu certification
- ✓ Community Café meal delivery
- ✓ Home delivered meal delivery
- ✓ Outreach
- ✓ Participation in preparation of area-wide nutrition education plan annually. Nutrition Education for home delivered meal clients is provided by the Senior Resources' Registered Dietician
- ✓ Community Café Nutrition Education and Counseling/Assessments at least quarterly

4. **Availability of Funding:** The following are the estimated funds available for the remainder of FFY 2025: \$383,095. The precise level of funding for FFY 2026 is not available at this time and is subject to Federal and State budget approvals.

5. **Estimated Meal Numbers:** The table below shows the average number of each type of meal served by the region based on FFY 2024. The contractor must be able to allow for fluctuations. A detailed café list is included.

Agency on Aging Region	COMMUNITY CAFE			HOME DELIVERED		
	Current Average Monthly Meals in FFY24	Estimated FFY25 Meals Remainder (3/1/25 – 9/30/25)	Estimated Community Cafe Clients in FFY 2024	Current Average Monthly Meals in FFY24	Estimated FFY25 Meals Remainder (3/1/25 – 9/30/25)	Estimated Home Delivered Clients in FFY 2024
Midstate Region	1,700	11,900	260	4,228	29,596	187

\*\*Estimated numbers include emergency meals to be provided to each recipient in case of emergency interruption of meal delivery.

6. **Average Client Donation per Meal for FFY 2024:**

Agency on Aging Region	Congregate	Home Delivered
Midstate Region	\$1.85	\$0.40

7. **Senior Community Cafes for Midstate Region:**

**FFY 2024 Monthly Estimate Community Café Site Data**

<b>Town</b>	<b>Meal Site Days of Service</b>	<b>Total Estimated Monthly Clients</b>	<b>Total Estimated Meals per Month</b>
Cromwell	Cromwell Senior Center (Monday – Friday)	24	145
Durham	Durham Activity Center (Monday and Wednesday)	29	239
East Haddam	East Haddam Senior Center (Monday – Friday)	37	139
East Hampton	East Hampton Senior Center (Monday – Friday)	45	256
Haddam	Haddam Senior Center (Monday – Friday)	28	134
Middlefield	Middlefield Senior Center (Monday, Wednesday, Friday)	31	278
Middletown	Middletown Senior Center (Monday – Friday)	59	365
Portland	Portland Senior Center (Tuesday and Thursday)	13	44