

REQUEST FOR PROPOSAL

**Aging and Community Service of South Central IN, Inc.
d/b/a Thrive Alliance**

SENIOR CONGREGATE NUTRITION MEAL PROGRAM PROPOSAL SPECIFICATIONS FOR FOOD CATERING CONTRACT

October 1, 2025 – September 30, 2028

Inquiries and Proposals should be addressed to:

Thrive Alliance

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Attn: Andrea Powell, Nutrition Supervisor

**THRIVE ALLIANCE SERVES THE COUNTIES OF BARTHOLOMEW, BROWN, DECATUR,
JACKSON, AND JENNINGS (INDIANA)**

Thrive Alliance Mission Statement: Is to help individuals access resources that improve their lives and build stronger communities.



ThriveAlliance
Enhancing lives. Building communities.

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INTRODUCTION AND STATEMENT OF PURPOSE

Thrive Alliance is the designated Area Agency on Aging by the regulations outlined in Title III of the Older Americans Act of 1965, as amended since 1973. As the Area Agency on Aging (AAA) Thrive Alliance is responsible for administering federal and state-funded programs for the elderly and those with disabilities in the Indiana counties of Bartholomew, Brown, Decatur, Jackson, and Jennings, which comprise the Thrive Alliance service area. Thrive Alliance is also a 501 3c non-profit organization and as such, receives various local and private grant funding to support its programming.

The Senior Nutrition Program of Thrive Alliance, hereinafter referred to as the Senior Nutrition Program, proposes to purchase approximately 40,000-50,000 meals during the period from October 1, 2025, to September 30, 2028.

The funds for the contract are federal, state, and local. Federal regulations include those of the Older Americans Act, the Civil Rights Act, the Rehabilitation Act of 1973, the Department of Agriculture, and the Dietary Guidelines for Americans. State regulations include those of the Family and Social Services Administration/Division of Aging and the Indiana State Board of Health (See Attachments A, B, and C1 & C2).

The proposal will be for the preparation and delivery of meals to senior nutrition sites as described in specifications for catering services. The meals are to be prepared in a food production center that complies with state and local fire, health, sanitation, and safety regulations and meets federal accessibility requirements and OSHA standards. A food service system must assure microbial safety, nutrition retention, and sensory qualities of the food products. The quality of these meals is to be pleasing, appetizing, and nutritious, and of such color, texture, size, and shape as appropriate. Transportation and delivery of meals to each location must be accomplished in a safe and sanitary manner to ensure temperature retention and quality.

The Senior Nutrition Program will be represented in its overall food service operations by the Nutrition Supervisor and/or designated representative who shall have the right and authority to the following:

1. Inspect food to determine compliance with the specifications required and to reject food not meeting specifications.
2. Inspect at any time the vendor's food preparation, packaging, and storage areas, food containers, and vehicles used in transporting prepared meals, and determine the adequacy of the vendor's cleaning, sanitation, and maintenance practices.
3. Determine the adequacy of the vendor's record-keeping practices. Have access to the vendor's food purchase records and inventory control records involving the Senior Nutrition Program.

4. To withhold payment for meals not meeting prescribed requirements.

The Senior Nutrition Program shall have the right and authority to inspect the vendor's food service operations before the awarding of the contract to ensure compliance with all terms and conditions of the contract. The health inspection report from the prior year will be required with the proposal, as well as at any time of request in the future.

The successful vendor will provide services from October 1, 2025, to September 30, 2028. This is contingent upon the availability of funding, satisfactory performance of services, compliance with provisions of the awarded contract, and mutual agreement by both parties. Vendors must meet the criteria and other specifications outlined in this proposal, be prepared to provide the highest quality of service, and strive toward effective improvement in services. Thrive Alliance reserves the right to modify services offered by the vendor if national, statewide, or local initiatives change during the procurement period. The implementation of the Older Americans Act Amendments of 2006 and initiatives of the Indiana Family and Social Services Administration may dictate the need for modified, additional, or elimination of services under this proposal.

Thrive Alliance reserves the right to discontinue a contract with a successful vendor if it is determined that performance by the vendor is jeopardizing the quality and delivery of service by giving a ten (10) day notice in writing of its intentions. Either party may at any time during the life of the contract or any extension thereof terminate with thirty (30) days notice in writing to the other party of its intentions.

If the Vendor deems it necessary to terminate, Thrive Alliance shall compensate for services properly rendered before the effective date of termination. Thrive Alliance will not be liable for services performed after the effective date of termination. The vendor shall be compensated for services herein provided, but in no case shall the total payment made to the vendor exceed the original contract price.

SUBMISSION OF COSTS

DELIVERY OF BULK/PRE-PACK MEALS TO MEAL SITES (CONGREGATE ONLY) in Bartholomew, Brown, Decatur, Jackson, and Jennings counties, Indiana. See Attachment E for the list of current meal sites, subject to change.

CONGREGATE: The Senior Nutrition Program is receiving increased requests for menu options at the congregate sites. Salads/fresh items are the most requested option/addition to the lunch. Please indicate if you can provide these options, and any others you may have available. All menu options must meet the same menu requirements and RDIs as the regular menu and must be certified by a Registered Dietitian provided by the vendor. It is strongly suggested that all alternative meals be provided at one per meal cost (no additional charge for alternative meals).

Meal Ordering Process: Provision of database management of daily meal orders, including congregate, plus meals tracking and reporting. Please indicate the database system utilized and the qualifications of personnel responsible for creating daily meal orders, delivery route sheets, and required reports.

This option would require:

1. The vendor receives meal orders from Thrive Alliance Nutrition staff weekly or bi-weekly for the next delivery.
2. The vendor must maintain accurate records of all meals ordered by the congregate meal site.
3. The vendor creates and submits a monthly report to Thrive Alliance with the total number of meals delivered to each congregate site.
4. The vendor will keep records available for inspection by Thrive Alliance at any time.

Costs/Requirements are to be submitted as follows:

1. One fixed cost per meal based on regular bulk meals, pre-packed meals, frozen, salads/fresh items, or shelf-stable emergency meals.
2. Costs for consumable supplies may be submitted as part of the meal cost or as a separate cost.
3. Submit proposed routing and approximate delivery time to each congregate meal site listed in Attachment E.
 - A. A certificate of insurance naming Thrive Alliance as an insured third party shall be furnished. See Attachment K.
 - B. Workers' Compensation insurance certificate for all vendor personnel involved in the Thrive Alliance Nutrition program must be submitted.

TIMELINES

- 07/15/2025:** Run legal ads and post to Thrive Alliance website.
- 07/20/2025:** Proposal Packets are available to vendors requesting applications.
- 07/21 - 8/01/2025:** Vendor inquiry period allowing communication with Thrive Alliance Nutrition Supervisor to ask questions about the program and the proposal packets.
- 8/11/2025:** Proposals must be received at the Thrive Alliance office by Noon.
There will be a public opening of the proposal packets at 2:00 p.m.
- 8/18/2025:** The successful vendor will be notified immediately in writing.

PROPOSAL SUBMISSION

Thrive Alliance establishes a deadline for submission of proposals by noon on August 10, 2025. Proposals can be left at the receptionist's desk. You may request a receipt. All proposals will remain sealed until the public opening. Thrive Alliance designee, along with the Nutrition Supervisor, will officially open proposals on August 10, 2022, at 2:00 PM. Vendors submitting proposals may send up to two staff members to attend the public opening. Proposals will be reviewed for proper completion. Thrive Alliance reserves the right to reject any or all bids.

PROPOSAL SPECIFICATIONS FOR CATERING SERVICES

These specifications are intended to cover the vendor's responsibility in the provision of catered services to the Senior Nutrition Program for the period of October 1, 2025, to September 30, 2028. Bulk meals, pre-pack meals, frozen, salads/fresh items, or shelf-stable emergency meals are to be delivered by the vendor to established Nutrition Sites in Bartholomew, Brown, Decatur, Jackson, and Jennings counties in Indiana. (For current meal sites, see Attachment E).

This contract is for the vendor to exclusively provide frozen and/or shelf-stable meals to all meal sites operating in Thrive Alliance's five-county territory. Notwithstanding anything to the contrary in this agreement, Thrive Alliance shall reserve the right to arrange from time to time for the provision of hot/fresh meals from local providers to individual meal sites to replace the use of vendors' frozen and/or shelf-stable meals for that site or sites only. Thrive Alliance's exercise of the Local Hot/Fresh Meal Option in an individual meal site or sites shall not affect this agreement other than by removing that site or sites from inclusion under the agreement during the period the local provider is the source of meals for that site(s).

Sites may be added or closed as determined by the Nutrition Supervisor. The vendor shall be given at least 30 days' notice of the addition/closing of a site, except in the case of federal, state or municipal action; war, revolution, riot, or other disorder; strike or other labor problems; fire, flood, Act of God, or without limited to the foregoing, by any other cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, the party is unable to prevent. The vendor will then be notified as soon as possible.

MEAL REQUIREMENTS AND PREPARATION

Vendors will be required to follow all catering facility requirements outlined in Attachment C. The caterer must provide the service of a registered dietician (RD) to conform to the menu standards and menu planning following the Dietary Guidelines for Americans and the Indiana Family and Social Services Administration/Division of Aging Requirements for bulk hot and pre-pack, frozen, chef salad and emergency meals as outlined in Attachments C (1), C (2), D. RDIs must be confirmed and nutritional analysis provided with each new menu cycle. Congregate (meal sites) menu cycles must be changed every four (4) months. Menus and analyses must be submitted to Thrive Alliance a minimum of 30 days in advance of the new menu start date.

TEMPERATURE RETENTION/DELIVERY SCHEDULE

The vendor will maintain an adequate number of vehicles and employees to effectively deliver the meals and maintain safe food temperatures. In the event of a vehicle breakdown, a food shortage, poor food quality due to improper temperatures or food handling, etc., the vendor will have back-up procedures and provisions in place for food replacement and delivery (please submit procedures with proposal).

Upon completion of food preparation at the vendor's facility, the vendor may have no more than thirty (30) minutes holding time before delivery begins.

Hot delivered food must be transported in containers capable of maintaining the temperature at 140 degrees or above. Cold food must be transported in containers capable of maintaining the temperature at 40 degrees or below. Frozen food must remain solidly frozen through delivery at the meal site or client homes.

The routes of delivery to the meal sites are to be formulated by the vendor and approved in advance by the Nutrition department so that temperatures are maintained and food is not held for more than 3 hours.

Cold packs shall be provided by the vendor on all cold items. Loose ice or bagged ice is not allowed.

EQUIPMENT/SUPPLIES (PROVIDED BY THE VENDOR AND INCLUDED IN THE MEAL COST)

The vendor will provide all equipment needed to serve and deliver the meal. This shall include (but not limited to) the following, as outlined in Attachment H:

1. Equipment that maintains food at the proper temperature during transportation of meals to each site.
2. All serving utensils.
3. Disposable containers for the pre-pack, chef salad, and frozen meals.
4. Vehicles to deliver meals to each meal site. Vehicles should have temperature-controlled inserts to ensure hot, cold, and/or frozen food temperature.

The vendor will be responsible for maintaining equipment in good working order. The vendor is responsible for cleaning all equipment daily. Equipment deemed to be damaged (i.e., cracks, broken handles, latches, etc.) and not meeting sanitary requirements shall be replaced at the caterers' expense. Periodic inspections by the nutrition staff will be made of the vendor's equipment.

Equipment and packaging should be designed to minimize spillage and/or breakage of pre-packaged and frozen meals.

SUPPLIES

NON-INCLUSION IN MEAL COST

The Senior Nutrition Program may purchase disposable paper/plastic supplies, items such as paper towels, toilet tissue, bleach, dish/automatic soap, trash bags, etc., from the vendor. These supplies will be ordered concurrently with meal orders and delivered to each meal site with the next meal order as outlined in Attachment G and G (1).

The costs of the supplies listed are to include storage at the vendor's facility and delivery to each site. Fill in Attachments G and G (1) with your unit costs per item.

The vendor will bill the Nutrition Program for these supplies monthly.

INCLUSION IN MEAL COST

If you choose to include the cost of supplies in the meal cost, submit one cost. Fill in Attachments G and G (1) showing supplies included in meal cost.

MEAL ORDERING/BILLING PROCEDURES

All meal orders shall be made weekly/bi-weekly for frozen meals. Frozen meal orders will be sent from the Thrive Alliance Nutrition Staff and emailed to the vendor.

Billing by the vendor shall be made to the Senior Nutrition Program monthly. Billing must be received by the Nutrition Office by the 2nd business day of each month. The billing will include the number of meals ordered (hot/pre-pack, frozen, box, chef salad, Special events, etc.) per site and the total number of meals ordered for that month. Payment shall be rendered based on the agency's accounts payable schedule. Adjustments for shortages will be determined by the Senior Nutrition Program and reflected on the invoice.

All or part of a meal delivered that is substandard for any reason will not be invoiced. If an entrée item is omitted and not replaced before serving time, the full cost of the meal will be deducted from the billing. If any other food item is omitted, 1/3 of the meal cost will be deducted from each item on the billing. If the beverage, bread/butter, condiments, or dessert items are omitted, the actual cost of the item will be deducted as outlined in Attachment C.

In the event the vendor fails to deliver any meal or meal item to the designated sites, as agreed upon, the vendor is responsible for the cost of the replacement meal or meal item plus expenses incurred in obtaining the replacement product. The vendor will be notified of the shortage/replacement, and it will be deducted from the vendor's invoice.

MONITORING/INSPECTION

The Senior Nutrition Program will have the right and authority to inspect, at any time, the vendor's food preparation, packaging, and storage areas, food containers, automotive vehicles, etc., to determine the adequacy of the vendor's cleaning, sanitation, and maintenance practices. An inspection of the contractual date may be required before the contract award. Periodic inspections will be conducted by the Senior Nutrition Program. If the vendor fails to

meet the contract requirements or to meet health/sanitation and safety requirements, Thrive Alliance Nutrition Supervisor will notify the vendor immediately of the issue, and the vendor will have ten (10) days to correct the issue. If the issue is not resolved, Thrive Alliance will terminate the contract immediately.

Personnel from the Indiana Family and Social Services Administration/Division of Aging in Indianapolis, Indiana, shall have the right and authority to conduct monitoring visits. Non-scheduled visits may occur.

PREREQUISITES

All records of the vendor about service to the Senior Nutrition Program will be maintained at the vendor's office and made available to the local, state, or federal representatives. Records will be kept for **three (3) years** after the end of the federal fiscal year for which they pertain (Federal Fiscal Year is: October 1 – September 30).

The vendor and the Senior Nutrition Program mutually agree that neither party will be held responsible to the other for any losses resulting from its delay or failure to perform, to the extent that the said party is delayed or prevented by federal, state or municipal action; war, revolution, riot, or other disorder; strike or other labor problems; fire, flood, Act of God, or without limited to the foregoing, by any other cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, the party is unable to prevent.

The vendor will save, hold harmless, and indemnify the Senior Nutrition Program against loss or damage (including attorney's fees and other costs of litigation) caused by the vendor's negligent act or omission or theft by the vendor's agents or employees. The vendor shall defend any suit against the Senior Nutrition Program alleging personal injury or property damage arising from the transportation of meals of other food/supply items to the nutrition sites of the Senior Nutrition Services Program and any suit alleging personal injury, sickness, or disease arising from the consumption of the meals or other food/supply items delivered to the Senior Nutrition Program with the exception that the vendor shall not be responsible for any loss/damage, in injury, sickness, or disease resulting from The Senior Nutrition Program or any third party's negligence.

A certificate of insurance naming Thrive Alliance as an insured third party shall be furnished. See Attachment I.

Vendor's Workers' Compensation documentation shall also be furnished. See Attachment K.

The vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, age, sex, religion, or national origin and agrees that it will abide by all the laws, rules, and regulations applicable to equal opportunity employment. The vendor further agrees that in providing services, it will not discriminate against any patron because of race, color, sex, age, religion, or national origin.

Confidentiality: The vendor acknowledges that all client information provided by Thrive Alliance must be kept in strict confidence. All vendor personnel involved in the Senior Nutrition Program must sign Confidentiality Statements. See Attachment J 1, J 2.

The vendor agrees that there is never to be any solicitation of any kind of any of Thrive Alliance's clients, nor are any people involved in the delivery of meals ever to accept any form of personal compensation, such as tips. There should be neither solicitation nor acceptance of gratuities, favors, or anything of monetary value from the vendor, nor may the vendor offer the same.

The vendor shall provide the last annual report, the most recent balance sheet, and a list of continuing contracts for services.

A representative from the vendor will be made available to attend periodic Nutrition staff meetings upon request by the Nutrition Supervisor or designee of the Senior Nutrition Program.

The vendor will comply with all federal, state, and local laws and regulations (including fire, health, sanitation, and safety, etc.) governing the preparation, handling, transporting, and serving of food. The vendor will procure and keep in effect all licenses, permits, and food handlers' certifications as are required by law and will post such permits, notices, and certifications in a prominent place within the food service areas as required.

PUBLICITY

The vendor agrees that in any publicity release or other public reference, including media releases, informational pamphlets, etc., related to the services provided under this agreement, it will be clearly stated that funding is provided by Thrive Alliance.

RELIGIOUS ACTIVITY

The vendor agrees that services provided with funding obtained through this agreement shall be non-sectarian and that religious activities shall not be included in any activities to be conducted hereunder.

POLITICAL

Vendor certifies that the funding provided by Thrive Alliance through this agreement shall not be used to further any type of political or voter activity. Vendor agrees to comply with the applicable provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limit political activities of employees whose principal employment activities are funded in whole or part with federal funds.

DRUG FREE WORKPLACE

Vendor will make a good faith effort to provide and maintain a drug free workplace during the time of this agreement and agrees to give Thrive Alliance written notice within 10 days after receiving actual notice that any vendor's employee has been convicted of a criminal drug violation occurring in the Vendor's workplace or during time of service in this agreement. The vendor will sign the Drug-Free Workplace Certification (Attachment K).

VENDOR'S TECHNICAL QUALIFICATIONS

A. Prior Experience

The vendor should describe its prior experience, including names, addresses, contact persons, and telephone numbers for whom service was rendered. Describe the scope of work, number of meals served under the various programs, and any experience with large government-funded nutrition programs.

B. Organization, Size, and Structure

The vendor should describe its organization size and structure relative to the proposed scope of work and number of meals required. This would include production facility statistics and equipment, as well as the number of staff dedicated to the project, the number of chefs, line cooks, delivery vehicles, drivers, etc. The vendor shall provide the last annual report, the most recent balance sheet, and a list of continuing contracts for services.

C. Understanding of Work to be Performed

The vendor should describe its understanding of the work to be performed, including procedures, staffing, hours and days of work, meal delivery schedules, menu standards, etc.

D. Certifications and Licenses

The vendor will submit copies of all current certifications and licenses of operations (including credentials of contracted or staff Registered Dietitian), health department inspection reports and ratings, and any other credentials. The vendor will submit liability and workers' compensation insurance documentation.

PROPOSAL EVALUATION

FACTORS	Points
1. Experience	
Prior experience producing and delivering meals for large nutrition programs	0-5
2. Organization	
Size and structure of facilities, equipment, and staff	0-5
3. Staff Qualifications	0-5
4. Vendor's Understanding of Work to be Performed	0-5
5. Adequate Coverage and Ability to Perform Scope of Project	0-10
6. Meals Cost; to also include supplies	0-20
Maximum Points	50

REVIEW PROCESS

Proposals will undergo review and scrutiny by a Thrive Alliance designee, along with the Nutrition Supervisor.

Thrive Alliance Senior Nutrition Program may request presentations or meetings with vendors to clarify or negotiate modifications to proposals. However, the Program reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the vendor can offer. Thrive Alliance Senior Nutrition Program contemplates award of the contract to the responsible vendor with the highest total points.

CERTIFICATIONS

On behalf of the Vendor:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Vendor.
- B. The individual signing certifies that the Vendor is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Vendor.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, to restrict competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Vendor before an award to any other Vendor or potential Vendor.
- E. The individual signing certifies that there has been no attempt by the Vendor to discourage any potential Vendor from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the Proposal Specifications for Catering Services.

Dated this _____ day of _____, 2025

Vendor Business Name

(Signature of Vendor's Representative)

(Printed Name and Title of Individual Signing)

PROPOSAL SUBMISSION CHECKLIST

- 1. Vendor's Technical Qualifications**
Experience, Organization Size and Structure, Staff Qualifications, Understanding of Work to be Performed, Certifications, Licenses (include RD credentials), Health Inspections and Ratings
- 2. Certifications**
- 3. Submission of Costs**
 - a. Submission of meal costs**
 - b. Submit Supplies costs: Include Attachment G and G (1)**
- 4. Liability Insurance Documentation**
 - a. Attachment I**
- 5. The Certificate of Insurance is named Thrive Alliance as the insured party**
- 6. Workers' Compensation Documentation**
- 7. Submission of Assurance of Compliance with Department of Health, Education, and Welfare Regulations under Title VI of the Civil Rights Act**
 - a. Attachment A**
- 8. Attachment B: Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990**
- 9. Submission of HIPAA/Privacy Policy**
- 10. Submission of Subcontractor Confidentiality Agreement**
 - a. Attachments J1 and J2**
- 11.: Submission of Drug-Free Workplace Certification**
 - a. Attachment K**
- 12. Submission of Certification Regarding Lobbying**
 - a. Attachment L**

Attachment A

**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH,
EDUCATION AND WELFARE REGULATIONS UNDER TITLE VI OF THE CIVIL
RIGHTS ACT OF 1964**

_____, hereinafter called "Applicant", HEREBY AGREE THAT that it will comply with Title VI of the Civil Rights Act of 1964 and with all requirements imposed by or pursuant to the Regulations of the Department of Health, Education and Welfare issues pursuant to that Title VI of that Act and the Regulations, no person in the United States shall, on the grounds of race, color or personal origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate that Agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to Applicant by the Department, this shall obligate Applicant or (in the case of any transfer of such property) any transferee for the period during which the real property or any structure is used for a purpose for which the Federal financial assistance is extended for any other purpose involving the provision of similar services or benefits. If any personal property is so provided, this Assurance shall obligate Applicant for the period during which it retains ownership or possessions of the property. In all other cases, this Assurance shall obligate Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE IS GIVEN in consideration of and for the purpose of obtaining any and all Federal grants and loans, contracts, property, discounts and/or other Federal financial assistance extended after the date hereof to Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approves before such date. Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance upon the representations and agreements made in this Assurance. This Assurance is binding upon Applicant, its successors, transferees and assignees, and the person or person whose signature(s) appears below is (are) authorized to sign this Assurance on behalf of the Applicant.

Dated _____

Vendor _____

Address _____

Address _____

By

Vendor Signature

Print Name/Title

Attachment B

**ASSURANCE OF COMPLIANCE WITH SECTION 504
OF THE REHABILITATION ACT OF 1973 AND
THE AMERICANS WITH DISABILITIES ACT OF 1990**

The Contractor agrees to comply with Section 504 of the Rehabilitation Act of 1973 and the American With Disabilities Act of 1990 and all other non-discrimination regulations of the United States Government, as applicable, to ensure that no person shall, on the grounds of race, age, color, religion, sex, disability, national origin or ancestry, be excluded from participating in or denied the benefit of services, or otherwise subjected to discrimination under any program or activity for which the contractor or its subcontractors receive, directly or in directly, federal or state financial assistance, and contractor agrees to immediately take measure to effectuate this provision.

Date _____

Vendor _____

Address _____

Address _____

By

Vendor Signature

Print Name/Title

ATTACHMENT C

MENU STANDARDS/MENU PLANNING GUIDELINES (AS REQUIRED)
BY
FSSA/DIVISION OF AGING

The purpose of menu standards is to sustain and improve client health through the provision of safe and nutritious meals using specific guidelines.

All contracts and open solicitations for meals are to incorporate the Dietary Guidelines for Americans, the FSSA/Division of Aging Dietary Reference Intakes (DRIs) Requirements, and Recommended Dietary Allowances (RDAs), Adequate Intakes (AIs), Acceptable Macronutrient Distribution Ranges (AMDRs), Tolerable Upper Intake Levels (ULs) Requirements and incorporate the Meal Planning Guidelines on pages 2-10 of Attachment C.

DIETARY GUIDELINES FOR AMERICANS

Meals provided through the Thrive Alliance Nutrition Program shall comply with the Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture. The Dietary Guidelines for Americans provide science-based advice to promote health and to reduce the risk for major chronic diseases through diet and physical activity. The guidelines include such things as:

- 1) Consuming a variety of foods within and among the basic food groups while staying within energy needs.
- 2) Controlling calorie intake to manage body weight.
- 3) Being physically active each day.
- 4) Increasing daily intake of fruits and vegetables, whole grains, and nonfat or low-fat milk and milk products.
- 5) Choosing fats wisely for good health.
- 6) Choosing carbohydrates wisely for good health.
- 7) Choosing and preparing foods with little salt; and
- 8) Keeping food safe to eat.

MENUS

The Thrive Alliance Senior Nutrition Program menus are required to meet specific nutrient guidance found in the attached chart and set-forth by the IN FSSA/Division of Aging. The Caterer must insure that a Registered Dietician approves menus that meet the specific Dietary Reference Intakes (DRIs), Adequate Intakes (AIs), Acceptable Macronutrient Distribution Ranges (AMDRs), and Tolerable Upper Intake Levels (ULs) Requirements.

A standardized meal pattern can no longer be used. The FSSA/Division of Aging mandates meals served must adhere to the Dietary Reference Intakes. Meal planning must be based on the

recommendations of the Dietary Guidelines for Americans incorporating the My Plate (consumption of foods from each of the basic food groups) Guidelines.

The Caterer and/or Dietician must use cycle menus of at least a 6-week duration. Three (3) annual menu cycles will be required as follows: (1) January-April, (2) May-August, (3) September-December. A menu review meeting shall take place between the caterer and the Thrive Alliance Nutrition Staff prior to approval of the menus.

Entrees should not be repeated in a menu cycle more than every (30) serving days unless it is a favorite of the clients being served.

The Caterer must utilize the services of a Registered Dietician as follows:

- 1) Monitor and provide technical assistance and training as needed in the area of food purchasing, preparation and service.
- 2) Must perform the menu/nutrient analysis; certify, in writing, that the specific menu/meal meets the menu certification criteria as outlined in the FSSA/Division of Aging Dietary Reference Intakes (DRIs). Menu analysis must be performed on all menus (i.e., box/sack lunches, special menus, modified meal menus frozen and emergency meals/menus.
- 3) Help coordinate proper preparation and service of special menus, modified meals, medical foods and therapeutic diets when provided.

The Caterer will maintain the standards of quality for all menu items. The menu/meals must consider the special needs of older adults. Items unsuitable for senior participants will be removed from the menus.

The Caterer will give the Thrive Alliance Nutrition Program at least 24 hours notice of menu substitutions. Written documentation must follow within one week of the substitution. The Nutrition Coordinator has the right to approve/not approve any substitutions. Substitutions must be of the same food group. Substitutions will be made on a limited basis and if substitutions are being made on frequent basis, this may be grounds for termination.

Approved and signed menus, by the dietician, are to be submitted to the Thrive Alliance Senior Nutrition Program by the 10th of the preceding month. (i.e. 12/10 for January-April, 4/10 for May-August, 8/10 for September-December)

MENU PLANNING GUIDELINES

The meal is required to meet 1/3 (one third) of the Recommended Daily Allowance (RDA).

1) Meat, Poultry, Fish, Dry Beans, Eggs & Nut Group:

The meal shall contain no less than 2 ounces (3 ounces before cooking) of edible portion of cooked lean meat, poultry, or fish or 2 ounces of Meat Alternate.

- a. A meat serving weight is the edible portion, not including, skin, bone or coating. Entrees weighing 3 ounces, which contain breading, vegetables or filler, does not meet the required meal allowance. The amount of breading in breaded items shall not exceed ten percent (10%).
- b. U.S. Grade A, meat, fish, poultry, eggs, must be used. Fish must be boneless and skinless or filleted. Refrigerated smoked seafood, raw fin fish, shellfish (oysters, clams, mussels & scallops) cannot be served. Beef must be USDA Good or Choice and no more than 20% fat. Pork should be USDA acceptable quality (US #1 to US #4). Wild Game cannot be served. Eggs must be pasteurized and foods containing raw eggs are prohibited.
- c. No processed meats can be used except for menu items that require molding or processing. "Cold Cuts" (hot dogs, luncheon meats, fermented /dry sausage and other deli-style meat and poultry products can be used if reheated until steaming hot (160 degrees). Refrigerated pâté or meat spreads cannot be used. Canned or shelf-stable pâté and meat spreads are preferred. These items must not be used more than one time per week.
- d. Pressed or chopped meats are not allowed. The use of extender items (meat in combination with pasta, vegetables and/or cheeses in sauce base) should be limited to a maximum of twice per week.
- e. Chicken or chicken-based products must not be served more than two (2) times per week. Chicken shall be served at least two (2) times per month. Chicken must be portioned 50% white/50% dark.
- f. Ground beef entrees shall not be used more than twice per week. Non-processed turkey, pork, roast, ham, roast beef must be served at least one (1) time per month.
- g. Gravy used to cover any meat shall be made with a low-sodium, cornstarch base.

Meat Alternate for One Ounce of Cooked Lean Meat:

- a. ½ cup of cooked dry beans, peas or lentils.
- b. ½ cup of tofu.
- c. 2-½ ounces soy-burger.
- d. 1-½ ounces of natural cheese (pasteurized only).
- e. ½ cup of cottage cheese (pasteurized only).
- f. 1 medium egg (pasteurized only).
- g. 2 tablespoons of peanut butter or 1/3 cup of nuts.

Dry Beans, Peas, Lentils: include black beans, great northern beans, kidney beans, lima beans, mixed beans, navy beans, pink beans, pinto beans, red beans, yellow eye beans, black-eyed peas, garbanzos or chick-peas, green split peas, yellow split peas, brown lentils and lentils.

Dry Beans, peas, lentils may be counted as servings in the Meat, Poultry, Fish, Dry Beans, Eggs and Nut Group or as a Starchy Vegetable under the Bread, Cereal, Rice and Pasta Group. As a Starchy Vegetable. ½ cup of cooked dry beans, peas and lentils counts as 1 serving. Dry beans, peas, lentils may not be counted as a Meat, Poultry, Fish, Dry Beans, Eggs & Nut Group serving AND a Starchy Vegetable in the same meal.

Cheese: Imitation cheese products, substitutes, processed cheese foods/products may not be used. Cheese may not be counted as a Meat/Bean Group AND a Milk/Yogurt Group.

Eggs: Any foods containing raw eggs cannot be served. Foods made from commercially pasteurized eggs are safe to eat.

Nuts/Seeds: Food items containing nuts/seeds must be limited to one food item per meal. It must be indicated on the posted menu which food item contains nuts/seeds.

Combination Foods: Meat, Poultry, Fish, Dry Beans, Eggs and Nuts Group items may be combined to fulfill the serving requirement (i.e., 1 oz of ham and ½ cup of cooked dry navy beans, 1 ½ oz of cheddar cheese and 1 oz of ham or 1½ oz soy-burger with 1 ½ oz of American cheese on a bun.

VEGETABLE GROUP

1 serving - ½ to 1 cup serving is equivalent to:

1-cup <u>raw, leafy</u> vegetables
½ cup other vegetables cooked (drained) or raw (pieces, shredded, chopped)
¾ cup vegetable juice (pasteurized only)

Raw sprouts (i.e., alfalfa, clover, and radish) are not to be served.

Only one moderate to high Vitamin K food item can be served per meal. Indicate on the posted menu which food item is moderate to high in Vitamin K.

All vegetable must be fresh or frozen. Fresh vegetables must be used regularly. Must be U.S. #1 or U.S. Fancy. Canned vegetables must be low-sodium and shall be used only for vegetables not commonly frozen. No salt can be added to canned vegetables. Frozen vegetables shall be no less than U.S. Grade B.

Toss salad can be used as a Vitamin C source if it contains (1/2) cup greens and (1/4) cup items such as peppers, cabbage, spinach, tomatoes. The portion served shall equal (1) cup and will count as a (1/2) cup serving.

Vegetables will be measured with minimal liquid. Liquid should be included with vegetables for retention of correct temperatures and to avoid vitamin leaching.

Molded salads can count as a vegetable serving if the recipe is standardized to assure that each serving contains (1/2) cup vegetable.

The following products do not qualify as a vegetable and may not be credited toward meeting the vegetable requirement in any meal served:

- Snack-type foods made from vegetables, such as potato chips.
- Deep-fried vegetable products such as French fries, potato rounds, hash browns, vegetable sticks, mushrooms, cauliflower, etc.

- c. Pickle relish, tomato catsup, chili sauce, tomato paste/tomato sauce.
- d. Home canned products (for food safety reasons) or dehydrated vegetables used for seasoning.

Starchy Vegetables

Limit 1 serving per meal and is equivalent to ½ cup: Green peas, corn, potatoes, dried beans, peas, lentils, yams, squash and plantains.

Starchy vegetables do not meet the one serving vegetable requirement in any meal. (See bread, cereal, pasta, rice group.)

Items such as rice, spaghetti, macaroni, noodles and other pasta products do not meet the one serving vegetable requirement in any meal. (See bread, cereal, pasta, rice group.)

FRUIT GROUP

1 serving is equivalent to ½ cup

to ¾ cup or 1 whole piece:

Whole fruit such as 1 medium apple, banana, orange, pear, etc. or a melon wedge
¾ cup of 100% fruit juice (pasteurized only).
½ cup of berries.
¼ cup of dried fruit.
½ cup of chopped, cooked or canned fruit.
½ cup of fruit puree.
A grapefruit half.

Fresh fruit must be used regularly. Fruit must be U.S. #1 or U.S. Fancy.

Fruits shall not be packed in heavy syrup. However, a serving of canned fruit may include the juice or syrup in which the fruit is packed.

Fruit used in a dessert must be equivalent to the recommended serving size (1/2 cup) to be counted toward the fruit requirement (example – Fruit in pie).

Fruit or fruit salads may be used instead of a second vegetable. When this option is chosen the dessert must not be a “fruit only” item.

Molded salads can count as a fruit if the recipe is standardized to assure that each serving contains (1/2) cup of fruit.

The following products do not qualify as fruit and may not be credited toward meeting the fruit requirement in any meal served:

- a. Snack-type foods made from fruits such as banana chips, jam or jelly.
- b. Home-canned products (for food safety reasons).
- c. Plum puree may not count as a fruit when it is used to replace fat in a food item.

BREAD, CEREAL, RICE, PASTA GROUP

All grain/bread items must be enriched or whole-grain, made from enriched or whole grain meal and/or flour. If using cereal, it must be whole-grain, enriched or fortified.

One (1) Serving:

- 1 small tortilla, 6" diameter.
- 1 slice of bread.
- ½ sandwich bun or English muffin, small roll, biscuit or muffin.
- 1 piece of cornbread (2 ½ "x 2 ½ "x 1 ½ ').
- 5-6 small or 3-4 large crackers.
- About 1 cup of ready-to-eat cereal.
- ½ cup cooked cereal, grits, rice or pasta.
- ½ cup bread dressing/stuffing.
- 2-inch cube of corn bread.
- 2 pancakes, 4" diameter.
- ½ bagel.

High fat bread such as biscuits, croissants, quick breads, cornbread and muffins should be served no more than three times per week. Other high fat food items should be limited when these items are served.

MILK, YOGURT, CHEESE GROUP

Choose fat-free or reduced-fat dairy products most often.

1 serving is equivalent to:

- ½ pint or 8-10 oz of pasteurized fluid milk and/or pasteurized plain yogurt.
- 1 ½ cup of pasteurized cottage cheese.
- 1 ½ oz of pasteurized natural cheese (such as cheddar, mozzarella, swiss, etc).
- 2 oz of pasteurized processed cheese (such as American).
- ½ cup of ice cream.

If natural cheese products are used to meet a milk, yogurt, cheese equivalency, it cannot be used to meet a meat/meat alternative equivalency.

Milk: Includes (fortified with Vitamins A & D); whole milk, 2% low fat milk, 1% low fat milk, fat-free skim milk, buttermilk, low-fat chocolate milk or lactose-reduced milk and lactose-free milk. A minimum of 6 ounces shall be provided.

Cheese: Includes reduced fat, low fat, nonfat and like versions of cheese food and cheese spread.

Soft Cheese such as Feta, Brie and Camembert cheeses, blue-veined cheeses and Mexican-style cheese such as queso blanco fresco and Panela should not be served unless they are made with pasteurized milk.

Cheese labeled "imitation" or "cheese product" does not meet the requirements for use in menu planning and are not creditable toward the requirements.

Cheese may not be counted toward meeting a Meat, Poultry, Fish, Dry Beans, Eggs, Nut Group serving and Milk, Yogurt, Cheese Group serving in the same meal.

Cheese Substitutes: Must meet FDA standard requiring that a cheese substitute is not nutritionally inferior to the standardized cheese for which it is substituting.

FATS & OILS

Serving size is equivalent to: 1 teaspoon of butter or fortified Margarine

Oil, butter or margarine used in cooking may not be counted for meeting the one-teaspoon requirement; however, its use must be calculated into the meal's total fat and saturated fat analysis.

Fats & Oils Continued

U.S. Grade A margarine must be used. It shall have a polyunsaturated-to-saturated fatty acid ratio of at least 2.1.

The margarine shall be delivered in "butter readies" individual margarine pats placed on a piece of cardboard and covered, or small closed containers.

Condiments such as mayonnaise, mustard, ketchup, tarter sauce should be served in place of the butter or margarine on days when the bread item is used to make a sandwich. One each of mustard and ketchup must be provided with hot dogs and hamburgers. The menu shall indicate the condiment that takes the place of butter or margarine. If the condiment replaces the butter

in a meal a Vitamin D fortified food item must be served in order to meet the Vitamin D requirement.

DESSERT/SWEETS GROUP

To be used as an alternate in the Bread, Cereal, Rice, Pasta, Starchy Vegetable Group.

Alternate One

1 serving is equivalent to: ½ cup of plain pudding, plain gelatin, ice cream, ice milk, sherbet, custard.

Limit serving to 15 gms. of total carbohydrates.

Alternate Two

1 serving is equivalent to: Cake, pie, cookies, gelatin desserts.

Limit serving to 30 gms. of total carbohydrates.

The fruit used in an Alternate Two, may only be counted towards the meal's fruit serving, if it meets the serving parameters listed under "What counts as a serving" in the Fruit Group.

If an Alternate Two (not utilizing ½ cup of fruit) is served, an Alternate One food choice must also be made available.

If an alternate is served, limit to one serving per meal. Limit alternates to no more than two times per week.

Serving sizes should be as follows (if meets above carbohydrate requirement):

- a. Cake – 2 ½ x 2-½ cut.
- b. Pie – 10-inch pie – 10 slices; 8-inch pie – 7 or 8 slices

Desserts/Sweets Group Continued

Pre-Packaged desserts should be limited. A variety of fresh, baked or prepared desserts may be provided.

Ice Cream, yogurt or pudding made with milk may be served weekly because of the high Calcium and Vitamin D content of these items.

A low sugar dessert is preferred on a regular basis. This would be a fresh fruit, fruit canned without sugar, sugar-free puddings or gelatin. Pound cake, angel food cake and vanilla wafers can be used according to dietetic restrictions.

Beverages

The following items may not be provided as part of the program meal: (a) Alcoholic beverages including beer, liquor or wine; (b) Soft drinks and colas. Coffee, tea, decaffeinated beverages, and/or fruit flavored drinks (not fortified with vitamins or minerals) may be provided, but may not be counted as fulfilling any part of the meal requirements. 1% white milk is preferred with all meals.

BOX LUNCHES

The caterer shall provide box lunches at the regular meal cost. Box lunches may be requested from time to time for special occasions or to cover holidays. Box lunches will be ordered a week prior to the delivery.

All box lunches must meet the same menu standards and nutrition standards as the hot bulk meals. Menus must be analyzed and certified by a Registered Dietitian.

Cold Cuts (hot dogs, luncheon meats, fermented/dry sausage and other deli-style meat and poultry products can be used if reheated until steam hot (160 degrees).

Boxes should be of sturdy quality prohibiting liquid absorption and shall be large enough to contain the entire meal. Cold packs must be used for delivery of these meals.

FROZEN MEALS

Frozen meals are to be delivered on a weekly/bi-weekly basis to each site on Wednesday or Friday.

All frozen meals must meet the same menu standards and nutrition standards as the hot bulk and box lunches. Frozen meals shall include bread and dessert. Menus must be analyzed and certified by a Registered Dietitian.

The Nutrition Coordinator for quality and meeting of proposal guidelines will check frozen meals periodically. If menu substitutions or changes are necessary, the Nutrition Director is to be notified of the change. The caterer must insure that meals remain frozen solidly until delivery to the Nutrition Sites. Frozen Meals Service Requirements, see Attachment C(1).

EMERGENCY/SHELF STABLE MEALS

The caterer shall make available, to the Thrive Alliance Senior Nutrition Program, emergency meal packages. These meals will come packaged five (5) per meal pack. Emergency meal packages shall only be ordered for actual unforeseen or uncontrollable emergencies or anticipated weather-related emergencies. Purchase of emergency meals will be based on funding levels.

Emergency meals must meet the same menu standards and nutrition standards as the hot bulk, box lunches and frozen meals. Menus must be analyzed and certified by a Registered Dietitian.

The caterer shall deliver emergency meals to each site location designated by the Thrive Alliance Senior Nutrition Program and/or directly to client homes. Survival nutrition standards shall apply for emergency meal packages as follows:

- 2 oz of meat or protein equivalent
- 1-cup vegetables
- ½ cup fruit (dried, canned, etc)
- ½ pint milk (dried or evaporated)
- 4 oz of juice

Canned, dried, frozen or pre-packaged food items may be used. Specialty items may be requested. Pull-tab lids shall be used where feasible.

The Thrive Alliance Senior Nutrition Program shall only be invoiced and held responsible for payment to caterer for meals actually ordered and delivered.

Attachment C (1)

FROZEN MEALS SERVICE REQUIREMENTS

- 1. Frozen Service:**
 - a. All meals must be individually packaged in microwavable/oven safe packaging. The caterer shall use Oliver Trays (recyclable plastic) or (biodegradable paper), or the equivalent.**
 - b. Thrive Alliance Senior Nutrition Program must have the capacity to serve the hot meals daily to all congregate clients.**
- 2. Board of Health regulations must be followed according to food temperature requirements for frozen and chilled food products.**

Attachment C (2).

Box lunches and frozen meals are required to meet 1/3 of the Recommended Daily Allowance (RDA). Meals provided by the caterer must comply with the Dietary Guidelines for Americans and must adhere to the Dietary Reference Intakes (DRIs) set-forth by the FSSA – Division of Aging.

Menu review and analysis must be completed on box lunch and frozen meal menus.

Caterer shall provide a seven (7) day variety of frozen meals and a five (5) day variety of Shelf Stable meals.

Cold cuts (hot dogs, luncheon meats, fermented/dry sausage and other deli-style meat and poultry products can be used if reheated until steaming hot (160 degrees)

FROZEN MEAL MENU (SAMPLE ONLY)

Entrée – Should consist of equivalent items found in the hot meals.

Fruits/Vegetables – Should consist of equivalent items found in the hot meals.

Breads – Should consist of equivalent items found in hot meals.

Desserts/Beverages – Should consist of equivalent items found in hot meals.

ATTACHMENT D

BULK/HOT & PREPACK MENU PLAN (SAMPLE MENU ATTACHED)

Thrive Alliance Senior Nutrition Program menus are required to meet 1/3 of the Recommended Daily Allowance (RDA). Meals provided by the caterer must comply with the Dietary Guidelines for Americans and must adhere to the Dietary Reference Intakes (DRIs) set-forth by the FSSA - Division of Aging.

A standardized meal pattern can no longer be used. Caterer should supply enough variety of entrees, vegetables, fruits, breads and desserts so items are not repeated more than twenty (20) days in a menu cycle unless specified by the Senior Nutrition Program.

BOX LUNCH MENU (SAMPLE ONLY)

**Sandwiches - Consisting of turkey, ham, roast beef
tuna/chicken/ham/egg salads
High fat cold cuts should be limited in use
No bologna is to be used
With/without cheese**

**Salad/Vegetables - Potato/macaroni/pea/pasta salads
If a vegetable is used, liquid should be
drained to prevent leakage.**

**Breads - Enriched Whole Grain Breads should be used consistently to
meet the fiber requirements.
White, rye, croissants, pita pockets and other specialty bread
can be used.**

**Desserts - Fresh Fruit, Sugar/fat-free jello, puddings
Cookies, brownies, cakes, etc can be used based on
the Dietary Reference Intakes (DRIs)**

Beverages - Milk (Fortified with Vitamins A & D) - See Page



CONGREGATE MEAL SITES

Bartholomew County

Armory Apartments
646 Franklin Street
Columbus IN 47201
(Open M-F 10 am - 1 pm)

Brown County

Willow Manor Senior Villas
72 Willow Street
Nashville IN 47448
(Open M-F 12 pm – 3 pm)

Decatur County

TBD – None Currently

Jennings County

**North Vernon Senior Housing
Community Room**
Open to the public
45 Henry Street
North Vernon IN 47265
(Open M-F 10 am – 1 pm)

Jackson County

Crossroads Apartments
500 S Poplar Street
Seymour IN 47274
(Open M-F 10 am – 1pm)

Hukill @ Thrive Alliance Building
Open to the public
200 E Third Street
Seymour IN 47274
(Open M-F 10 am – 1 pm)

Uniontown Victory Tabernacle
Open to the public
2213 S US Hwy 31
Crothersville IN 47229
(Open M-F 7 am – 11 am)

- **Nutrition Site locations are subject to change. Additional meal sites may be added in all the counties we serve.
- **Delivery of food should be made at least 2 days prior to lunch serving time.



**AGENCY HOLIDAYS
2025**

NEW YEAR'S DAY	WEDNESDAY, JANUARY 1, 2025
MARTIN LUTHER KING JR DAY	MONDAY, JANUARY 20
PRESIDENT'S DAY	MONDAY, FEBRUARY 17
MEMORIAL DAY	MONDAY, MAY 26
INDEPENDENCE DAY	FRIDAY, JULY 4
LABOR DAY	MONDAY, SEPTEMBER 1
VETERAN'S DAY	TUESDAY, NOVEMBER 11
THANKSGIVING HOLIDAY	THURSDAY, NOVEMBER 27 FRIDAY, NOVEMBER 28
CHRISTMAS/CHRISTMAS EVE	WEDNESDAY, DECEMBER 24 THURSDAY, DECEMBER 25



**AGENCY HOLIDAYS
2026**

	NEW YEAR'S DAY	THURSDAY, JANUARY 1
	MARTIN LUTHER KING JR DAY	MONDAY, JANUARY 19
	PRESIDENT'S DAY	MONDAY, FEBRUARY 16
	MEMORIAL DAY	MONDAY, MAY 25
	INDEPENDENCE DAY	SATURDAY, JULY 4*
	LABOR DAY	MONDAY, SEPTEMBER 7
	VETERAN'S DAY	WEDNESDAY, NOVEMBER 11
	THANKSGIVING HOLIDAY	THURSDAY, NOVEMBER 26 FRIDAY, NOVEMBER 27
	CHRISTMAS/CHRISTMAS EVE	THURSDAY, DECEMBER 24 FRIDAY, DECEMBER 25

***Day of the week is subject to change in the event of the holiday falling on the weekend. Also, there may be days that the meal sites will be closed when the main office is closed.**



**AGENCY HOLIDAYS
2027**

	NEW YEAR'S DAY	FRIDAY, JANUARY 1
	MARTIN LUTHER KING JR DAY	MONDAY, JANUARY 18
	PRESIDENT'S DAY	MONDAY, FEBRUARY 15
	MEMORIAL DAY	MONDAY, MAY 31
	INDEPENDENCE DAY	SUNDAY, JULY 4*
	LABOR DAY	MONDAY, SEPTEMBER 6
	VETERAN'S DAY	THURSDAY, NOVEMBER 11
	THANKSGIVING HOLIDAY	THURSDAY, NOVEMBER 25 FRIDAY, NOVEMBER 26
	CHRISTMAS/CHRISTMAS EVE	FRIDAY, DECEMBER 24 SATURDAY, DECEMBER 25*

***Day of the week is subject to change in the event of the holiday falling on the weekend. Also, there may be days that the meal sites will be closed when the main office is closed.**



AGENCY HOLIDAYS 2028



NEW YEAR'S DAY

SATURDAY, JANUARY 1*



MARTIN LUTHER KING JR DAY

MONDAY, JANUARY 17



PRESIDENT'S DAY

MONDAY, FEBRUARY 21



MEMORIAL DAY

MONDAY, MAY 29



INDEPENDENCE DAY

TUESDAY, JULY 4



LABOR DAY

MONDAY, SEPTEMBER 4



VETERAN'S DAY

FRIDAY, NOVEMBER 10



THANKSGIVING HOLIDAY

**THURSDAY, NOVEMBER 23
FRIDAY, NOVEMBER 24**



CHRISTMAS/CHRISTMAS EVE

**SUNDAY, DECEMBER 24*
MONDAY, DECEMBER 25**

***Day of the week is subject to change in the event of the holiday falling on the weekend. Also, there may be days that the meal sites will be closed when the main office is closed.**

ATTACHMENT G

**SUPPLIES
FOR NUTRITION PROGRAM**

ITEM	COST PER UNIT
Regular coffee	_____
Decaf coffee	_____
Lemonade mix	_____
Pink Lemonade mix	_____
Tropical fruit punch	_____
Tea bags (gal)	_____
Sugar packets	_____
Splenda packets	_____
Sweet & Low packets	_____
Equal packets	_____
Creamer (powder)	_____
Salt packets	_____
Pepper packets	_____
Individual butter packets	_____
Ketchup packets	_____
Mustard packets	_____
Mayonnaise packets	_____
Ranch Salad Dressing packets	_____
French Salad Dressing packets	_____
Italian Salad Dressing packets	_____

Other supplies shall be requested by the Thrive Alliance Senior Nutrition Program based on need.

If units are not the same as above, please specify. In the event that any supply item is not available, a suitable replacement item may be used with the approval of the Thrive Alliance Senior Nutrition Program.

ATTACHMENT G (1)

**OTHER SUPPLIES
(USED IN CONGREGATE PREPARATON)**

ITEM	COST
6" dessert plate	<hr/>
8 oz foam cup	<hr/>
12 oz plastic cup	<hr/>
Napkins	<hr/>
Paper towels	<hr/>
12 oz foam bowl	<hr/>
Plastic fork	<hr/>
Plastic knives	<hr/>
Plastic spoons	<hr/>
Drinking straws	<hr/>
Coffee filters	<hr/>
Clear plastic disposable gloves	<hr/>
Trash Can Liners (13 gal)	<hr/>
Trash Can Liners (55 gal)	<hr/>
Dish soap	<hr/>
Bleach (Gallon)	<hr/>
Hand soap refill	<hr/>

Other items shall be requested by the Thrive Alliance Senior Nutrition Program based on need.

ATTACHMENT H

EQUIPMENT PROVIDED BY CATERER (INCLUDED IN MEAL COST)

Any equipment needed to transport the food to each site. Equipment must maintain proper hot and cold temperatures.

Cam-bros shall be used to maintain temperature of foods during delivery.

The caterer shall provide ALL CONSUMABLE products for the frozen meals and pre-pack meals. "Consumable" shall include any paper products required to prepare the meal for consumption.

ATTACHMENT I

INSURANCE

General Liability Insurance

Vendor agrees to provide general liability insurance coverage relative hereto in the minimum amount of \$500,000 for bodily injury and property damage. Thrive Alliance, at its discretion, may require Grantee to furnish additional or different insurance coverage.

Vendor must provide Thrive Alliance with Certificates of Insurance which illustrate the type of coverage, limits of liability and expiration dates of Grantee's policies. Copies of Grantee's policies shall be provided to AAA upon request.

Vendor shall provide a bond or insurance coverage for all persons who will be handling funds or property as a result of this agreement, or who may carry out duties of this proposal, in an amount equal to one-half (1/2) of the total annual funding provided the Vendor through Thrive Alliance, or \$250,000, whichever is less, to be effective for the period of this agreement plus three (3) years for purpose of discovery. Grantee's coverage must provide protection against losses resulting from criminal acts and wrongful and negligent performance of duties specified herein. Vendor shall immediately notify Thrive Alliance if said bond or insurance is cancelled or modified in amount. In the event of cancellation, Thrive Alliance shall make no further disbursements until certification is provided by a bonding or insurance company that the provisions set forth in the section have been satisfied. Thrive Alliance may, at its discretion require Vendor to furnish additional or different bond or insurance coverage.

Worker's Compensation Insurance

The vendor will provide a copy of its worker's compensation policy.

ATTACHMENT J

HIPAA Compliance

The vendor is required to meet minimum privacy/HPAA compliance standards including the provision of secure email and signed privacy/confidentiality statements of all staff involved in the Thrive Alliance Senior Nutrition Program. Please submit your formal HIPAA policy if you have one; if not, please submit your policies and procedures insuring the privacy and confidentiality of all client information that may become available to any of your staff during the course of their contracted work.

The attached HIPAA Vendor Confidentiality Statement will be required to be signed by all vendor staff involved in the operations of the Thrive Alliance Senior Nutrition Program.



SUBCONTRACTOR CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement (the "Agreement") is made and entered into between _____ ("Subcontractor") and Aging and Community Services dba Thrive Alliance (hereafter known as Thrive Alliance.

RECITALS:

WHEREAS, Thrive Alliance contracts with Subcontractor to provide certain services to Thrive Alliance as described in the Food Catering Contract. The parties acknowledge that Subcontractor may incidentally or inadvertently encounter, view or access certain Confidential Information maintained by Thrive Alliance which may qualify as Protected Health Information ("PHI") or electronic PHI within the meaning of the Health Insurance Portability and Accountability Act of 1996, as amended, and the privacy and security standards promulgated pursuant thereto ("HIPAA").

NOW, THEREFORE, in consideration of the mutual promises contained herein, as well as other good and valuable consideration, the parties hereto agree as follows:

1. "Confidential Information" means any and all non-public, medical, financial and personal information in whatever form (written, oral, visual or electronic) possessed or obtained by either party. Confidential Information shall include all information which (i) either party has labeled in writing as confidential, (ii) is identified at the time of disclosure as confidential, (iii) is commonly regarded as confidential in the health care industry, or (iv) is Protected Health Information as defined by HIPAA.
2. Subcontractor shall provide the services more fully described in the Food Catering Contract to this Agreement. For its services, Subcontractor shall receive from Thrive Alliance compensation as agreed to in a separate contractual agreement.
3. It is agreed that there shall not be any employer/employee relationship between the parties. Subcontractor is free to engage in any other employment of his or her selection. It is further agreed that Subcontractor is not an agent of Thrive Alliance.
4. Subcontractor agrees that it does not have a need to access or view Confidential Information to provide the services in the Food Catering Contract and will not attempt to obtain access to Confidential Information.
5. Subcontractor agrees to maintain the confidentiality of any Confidential Information, including Protected Health Information that it may incidentally or inadvertent encounter,

ATTACHMENT J (2)

view or have access to while providing the services under the terms and conditions set forth in this Agreement.

6. Subcontractor agrees not to further use or disclose any Confidential Information, including Protected Health Information that it incidentally or inadvertently views or obtains access to and further agrees to implement appropriate safeguards to prevent any further use or disclosure of any Confidential Information that is incidentally or inadvertently accessed.
7. Subcontractor agrees to cooperate with Thrive Alliance and perform such activities as it may from time to time direct, in order to mitigate any harmful effects as a result of a wrongful use or disclosure of Confidential Information by Subcontractor.
8. Subcontractor agrees to report to the Thrive Alliance any use or disclosure of Confidential Information in violation of this Agreement, HIPAA or any other federal, state or local law or regulation.
9. Subcontractor agrees to comply with all applicable laws and regulations, including HIPAA and the HITECH Act, to the extent applicable, in meeting their obligations under this Agreement.
10. The obligations of confidentiality and non-use and non-disclosure under this Agreement will continue indefinitely from the effective date of this Agreement.
11. This Agreement may be modified or amended only with the written consent of by both parties.
12. No waiver of any provision of this Agreement, including this paragraph, shall be effective unless the waiver is in writing and signed by the party making the waiver.
13. This Agreement shall be governed by and construed in accordance with the laws that govern the underlying contractual agreement between the parties.

In witness whereof, the parties have executed this Confidentiality Agreement on the ____ day of _____, 20__.

SUBCONTRACTOR:

THRIVE ALLIANCE, INC.

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Services to be provided by Subcontractor:

Attachment K

STATE OF INDIANA - DRUG-FREE WORKPLACE CERTIFICATION

Pursuant to Executive Order No. 90-5, April 2, 1990, issued by Governor Evan Bayh, the Indiana Department of Administration requires the inclusion of this certification in all contracts with and grants from the State of Indiana in excess of \$ 25,000. No award of a contract or grant shall be made and no contract, purchase order or agreement, the total amount of which exceed \$25,000, shall be valid unless and until this certification has been fully executed by the Contractor or Grantee and attached to the contract or agreement as part of the contract documents. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract payment, termination of the contract or agreement and/or debarment of contracting opportunities with the State for up to three (3) years.

The Contractor/Grantee certifies and agrees that it will provide a drug-free workplace by:

- a. Publishing and providing to all its employees a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- b. Establishing a drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the Contractor's policy of maintain a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;
- c. Notifying all employees in the statement required by subparagraph (a) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- d. Notifying in writing the contracting State Agency and the Indiana Department of Administration within ten (10) days after receiving notice from an employee under subdivision (2) above, or otherwise receiving actual notice of such conviction;
- e. Within thirty (30) days after receiving notice under subdivision (2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by Federal, State, or local health, law enforcement, or other appropriate agency; and
- f. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (a) through (e) above.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTIVE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATIONAL.

Printed Name of Organization

Signature of Authorized Representative

Printed Name and Title

Date

ATTACHMENT L

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Title

Organization