

**Pierce County Human Services
Aging and Disability Resources
LETTER OF INTENT ANNOUNCEMENT
LOI-23-002-ADR
Senior Ethnic Congregate Nutrition Services
Issued March 17, 2023**

Any qualified agency, corporation, organization, or individual wishing to provide the service listed below must respond to this Letter of Intent announcement in order to be eligible for, and compete in, a formal Request for Proposal (RFP) process. The Letter of Intent (LOI) for Senior Ethnic Congregate Nutrition Services, also referred to as the “Acknowledgment of Intent to Participate in a Competitive Bid Process” is the first step required of service providers to inform Pierce County Human Services (PCHS) of their interest in providing the described service.

SECTION I: INTRODUCTION

Pierce County Human Services, Aging and Disability Resources (PCHS / ADR) is accepting Letters of Intent from prospective applicants to determine whether one or more organizations are interested in, and qualified to submit a proposal in a competitive bid process. After review of the Letters of Intent submitted to PCHS / ADR, a formal RFP may be issued.

This Letter of Intent is not to be construed as a guarantee or promise that the service or goods referred to herein will be purchased by PCHS / ADR or Pierce County. PCHS / ADR retains full discretion to abandon the Letter of Intent process at any time, for any reason, without liability to offerors for any damages including, but not limited to, application preparation costs. By submitting a response to this Letter of Intent, the applicant acknowledges agreement with this process, including the fact that PCHS / ADR may abandon the process at any time without liability for damages caused by such termination.

Information contained in this announcement will serve as the basis for the more detailed specifications and requirements of a competitive RFP process.

SECTION II: ISSUING AGENCY/AUTHORITY

PCHS / ADR is the designated Area Agency on Aging (AAA) for Pierce County, and one of thirteen AAA’s statewide.

PCHS / ADR receives federal and state funds from the Washington State Department of Social and Health Services (DSHS) to plan, develop, coordinate, and advocate for a comprehensive service delivery system for persons sixty years of age or older, and for persons with long-term care needs in Pierce County.

Primary responsibilities of PCHS / ADR include the determination of service needs in the local community, allocation of available funding to meet those needs, and contracting for delivery of services. Contracting for services includes procuring a service provider; entering into a contractual relationship; receiving payment requests and reimbursing for services delivered; monitoring contract compliance, including fiscal management; and evaluating quality of the services provided.

SECTION III: ANTICIPATED TIMELINES

The following timetable will be utilized for the Letter of Intent process:

March 17, 2023:	Letter of Intent Release
March 31, 2023:	Letter of Intent (LOI) Due by 12:00 PM
April 14, 2023:	Notification of Procurement Decision

SECTION IV: DESCRIPTION OF SERVICES SPECIFIC TO LETTER OF INTENT

Senior Ethnic Congregate Nutrition Services

PCHS / ADR is seeking Letters of Intent from eligible and qualified applicants to provide targeted Senior Ethnic Congregate Nutrition Services for older adults 60+ years of age residing in Pierce County consistent with the requirements of the [Federal Older American's Act \(OAA\)](#) and the [Washington State Department of Social and Health Services Senior Nutrition Program Standards](#).

Congregate nutrition services provide hot, nutritious meals typically served at noon time in a group setting, primarily in senior and community centers, for the purpose of increasing the nutrient intake of participants who might not otherwise eat adequately. These services contribute to improving the individual's overall health status and provide an opportunity to interact in a social environment, thereby reducing isolation. Menus must be approved by a Registered Dietician, and meals must contain at least one-third of the Recommended Dietary Allowances (RDA) as established by the Food and Nutrition Board of the National Academy of Sciences. Nutrition programs must also have access to a certified food protection manager (CFPM).

PCHS may contract with **one (1)** or more providers to administer culturally appropriate congregate meal services to low income and targeted ethnic populations in Pierce County.

Target/Eligibility Populations

Interested applicants must agree to serve the populations currently served (Korean, Cambodian, and Vietnamese) but may also propose to provide services to other ethnic population(s).

An estimated 190,757 adults aged 60 years or older reside in Pierce County. The following chart reflects the percentage of Pierce County's older ethnic minority populations, based upon the United States Census Bureau American Community Survey's 2021 population estimates for Pierce County residents 60 years of age or older:

Race/Ethnicity	Percentage of 60+ Population
White, not Hispanic or Latino	77.7%
Asian	7.6%
Black / African American	5.4%
Hispanic / Latino (all races)	3.6%
Native Hawaiian & Other Pacific Islander	1%
Two or more races	5%

Services are to be provided to persons aged sixty (60) years or over consistent with Washington State Department Social and Health Services (DSHS) Senior Nutrition Program Standards. All services funded by Federal Older Americans Act, (Title 42, Section 3026 of Public Law 109-365) as amended, require subcontractors to “give particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas.”

The Federal Older Americans Act requires that preference be given to older individuals living in the community with the greatest economic need with particular attention to low-income minorities. Greatest economic need is defined as being at or below the Federal Poverty Level. Services are not targeted to seniors living in residential care facilities or in supervised housing.

SECTION V: FUNDING

PCHS / ADR has made available from Federal Older Americans Act (OAA) funding, up to **\$251,298** annually for Senior Ethnic Congregate Nutrition services.

The primary purpose of OAA Title III C1 funding is to provide nutritious meals in a group setting, nutrition education and other appropriate nutrition services for older individuals in order to promote and maintain health, independence, socialization, and quality of life.

OAA funded programs require the subcontractor to provide a minimum of fifteen (15) percent of the total grant award from non-federal sources (grants, cash or in-kind). Program income may not be used to satisfy federal cost sharing or match requirements. Only in-kind that is not federally subsidized can be used for match. *In-kind* is the dollar value of donated goods and services utilized by the program (e.g., volunteer hours, space rental, utilities, and supervisor time).

Contractors must develop a contribution policy to allow persons served under the Federal Older Americans Act the opportunity to contribute to the cost of services provided. The policy must make provisions for confidentiality as well as for procedures to properly account for contributions made by participants. Contributions received must be used to expand and enhance program services and may not be used towards match.

SECTION VI: ELIGIBLE APPLICANTS

Currently contracted providers wishing to be considered are required to respond.

Applicants that meet the following requirements are eligible to respond to the Letter of Intent:

Applicants must be a legally incorporated entity, licensed to do business in Washington State. Applicants meeting the following minimum qualifications who are able to provide services in accordance with requirements outlined in state and federal statutes related to the provision of Congregate Nutrition services are eligible to submit an LOI for consideration by Pierce County Human Services Aging and Disability Resources:

1. Have at least **three (3) consecutive years** of experience in Washington State providing congregate nutrition services to ethnic older adult populations;
2. Organization/municipality has received an independent audit or financial review (dated no earlier than 2021) conducted by a licensed Certified Public Accountant (CPA) or by persons working for a licensed certified public accounting firm who are proficient in government auditing standards;

3. Organization is currently registered as an incorporated, private, not-for-profit agency, 501(c)(3) in the State of Washington, or is part of a municipal government.
4. Have or intend to obtain a staffed office located in Pierce County, and to obtain a telephone number with local area code and/or a toll-free number; and
5. Programs must meet [Washington State Department of Social and Health Services Senior Nutrition Program Standards](#) and food preparation facilities must be equipped and eligible for a [permanent food service establishment permit issued by the Tacoma-Pierce County Health Department](#).

SECTION VII: LETTER OF INTENT SUBMITTAL

PCHS / ADR will provide reasonable accommodations to allow for equal participation in the LOI process. To request a reasonable accommodation, please contact Shannon McKinney at (253) 442-5796, or 711 (Telecommunications Relay Service - TRS), or via e-mail at Shannon.McKinney@piercecounitywa.gov.

The Acknowledgment of Intent to Participant in a Competitive Bid Process for Senior Ethnic Congregate Nutrition Services must be signed by an entity who has legal authority to commit the organization to a contractual agreement. The completed Letter of Intent must be received by PCHS / ADR no later than **12:00 p.m. Friday, March 31, 2023, at this address:**

Pierce County Human Services
Aging and Disability Resources
Attention: Shannon McKinney
4301 S. Pine Street, Suite 446
Tacoma, WA 98409

The Letter of Intent may also be e-mailed to HSADRADMINPLAN@piercecounitywa.gov.

A Letter of Intent received after the date and time specified above, regardless of the postmarked date, will not be considered.

SECTION VII: ACKNOWLEDGMENT OF INTENT TO PARTICIPATE IN A COMPETITIVE BID PROCESS FOR SENIOR ETHNIC CONGREGATE NUTRITION SERVICES

This page must be completed, signed, and submitted to PCHS / ADR no later than **12:00 p.m. Friday, March 31, 2023.**

I acknowledge by signature below the following.

- The purpose of the Letter of Intent is to determine eligible prospective applicants interested in providing Senior Ethnic Congregate Nutrition Services.
- I/my organization meets all eligibility criteria as described in the Letter of Intent.
- My response to the Letter of Intent may lead to Pierce County issuing a Request for Proposal for Senior Ethnic Congregate Nutrition Services.
- I/my organization intend to participate in a competitive bid process should Pierce County elect to issue a Senior Ethnic Congregate Nutrition Services Request for Proposal
- Meeting the minimum qualifications to participate in a competitive bid process does not infer that a contract shall be awarded.

List ethnic population(s) to be served: _____

Organization

Contact Name

Address

Phone

E-mail Address

Printed Name and Title of Person Authorized to Sign Contracts

Signature

Date